

**MINUTES OF THE CHIDDINGSTONE PARISH COUNCIL MEETING HELD ON
TUESDAY 21ST APRIL 2020 AT 7.30PM REMOTELY VIA ZOOM**

Present: Cllr R. Streatfeild (Chairman), Cllr A. Baker, Cllr C. Bishop, Cllr Mrs P. Harris, Cllr P. Myers, Cllr Mrs M. Quirk, Cllr J. Roper, Cllr B. Taylor and Cllr H. Williams

Apologies: District Cllr Mrs S. Coleman

In attendance: Mrs L. Kleinschmidt (Clerk). County Cllr P. Lake and District Cllr J. Osborne-Jackson attended the Open Session only. Mrs A. Thompson from English Rural Housing Association attended between 8pm and 8.20pm.

Cllr Streatfeild advised that the meeting will be recorded.

Open Session

Report by County Cllr Lake

County Cllr Lake reported that the financial demands on the County Council are staggering. The Government has announced that it has earmarked £1.6bn for local government, which is good news as otherwise the tax payer would have to pick up the costs relating to the impact of the coronavirus on residents and businesses. Social care costs, mostly in the adult sector, are high. Care homes have been getting PPE from Government but not enough. One care home gets through 1000 masks per week which is a staggering figure. KCC has taken delivery of 1 million masks and more are in the pipeline. Bus operations continue in order to support key workers. It is hoped that parents will receive some refund for the 16+ bus season tickets purchased for students. Kent Highways are working very hard but the stock of asphalt is running low. More road repairs and potholes will be filled once delivery of asphalt has been made.

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported that there is a great army of volunteers working in Chiddingstone Causeway. He has helped a family over the past week with food parcels and the family has now been referred to the food bank. He has persuaded SDC to send more food parcels out and for them to include fruit and vegetables. He has also helped a family in Chiddingstone Causeway who were experiencing difficulties with WKHA and who have now secured a new property within the parish which is good news.

County Cllr Lake and District Cllr Osborne-Jackson left the meeting at 7.40pm.

Closed Session

- 145. Apologies for absence** were received District Cllr Mrs Coleman.
- 146. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
None.
- 147. The minutes of the Chiddingstone Parish Council Meeting held on 18th February 2020** were approved. The minutes will be signed at the next open public meeting. Proposed by Cllr Mrs Harris, seconded by Cllr Roper and all were in favour.
- 148. To hear update regarding current legislation regarding Parish Council meetings and functions**
The Clerk reported that NALC has been working with the Government on how Town and Parish Councils can legally carry out their responsibilities and functions. NALC has reported that, on 2nd April, the Government published The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations came into force on 4th April and relate to all meetings until 7th May 2021. The legislation allows:
- The Parish Council to meet remotely providing members can hear, be heard and where practical see and been seen by members and the public in attendance.
 - The public and press are allowed to attend remotely.

- The guidance attached to the legislation says that Annual Parish Meetings which by law should be held between 1st March and 1st June, cannot be held remotely and cannot be held in person, so the Annual Parish Meeting to be held on 28th April will be cancelled this year. Cllr Streatfeild said that he will produce a Chairman’s report of the year that can be posted on the website.

The Accounts and Audit (Coronavirus)(Amendment) Regulations 2020:

- The date for the exercise of public rights has moved from within the first ten days of July to on or before the first working day of September.
- The deadline for the approval of the statement of account has moved from 31st July to 30th November.
- The deadline for the publication of documents has moved from 31st July to 30th November.

For the record, the legislation states:

Meetings of local authorities: Remote attendance

- (1) In respect of a reference in any enactment to a meeting of a local authority, that authority may, as they may determine—
 - hold such meetings and at such hour and on such days; and
 - alter the frequency, move or cancel such meetings, without requirement for further notice.
 - (2) Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine.
- (1) A reference in any enactment to a meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
 - For the purposes of any such enactment, a member of a local authority (a “member in remote attendance”) attends the meeting at any time if all of the conditions in subsection (3) are satisfied.
 - Those conditions are that the member in remote attendance is able at that time:
 - to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
 - In this regulation any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.
 - The provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the authority governing the meeting and any such prohibition or restriction has no effect.
 - A local authority may make other standing orders and any other rules of the authority governing the meeting about remote attendance at meetings of that authority, which may include provision for:
 - voting;
 - member and public access to documents; and
 - remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.

Modification of meeting and public access requirements

Frequency of local authority meetings

- Schedule 12 to the 1972 Act (meetings and proceedings of local authorities) applies as follows:
 - any reference to being “present” at a meeting includes being present through remote attendance;
 - any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers;

Public and press access

13. Section 1 of the Public Bodies (Admission to Meetings) Act 1960(9) (admission of public to meetings of local authorities and other bodies) applies as follows:
- (a) subsection (4)(a) is to be read as if, after “(or, if the body has no offices, then in some central and conspicuous place in the area with which it is concerned)” there were inserted “or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972”;
 - (b) after subsection (9), there were inserted:
“(9A) In this Act, references (however expressed) to:
(a) a meeting being “open to the public” include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
(b) being “present” at a meeting include access through remote means mentioned in paragraph (a) above.”.
14. Section 9G of the Local Government Act 2000(10) applies as if after subsection (6) there were inserted:
“(7) In this section, references to a meeting being “open to the public” include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person.”.

149. To discuss how the Parish Council will operate during the Coronavirus lockdown

Members agreed that discussions and decisions relating to non-essential items and items for large sums of money will be postponed until the Parish Council is able to meet again as an open public meeting.

150. To review and update Standing Orders and Finance Regulations

Members discussed the draft updates to the Standing Orders, which will allow the Parish Council to meet remotely as specified in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Cllr Streatfeild proposed that these changes to the Standing Orders be approved, this was seconded by Cllr Myers and all were in favour. Members also approved the Finance Regulations, which were unchanged.

151. To review and update Risk Assessment

Members approved the updated Risk Assessment. Proposed by Cllr Streatfeild, seconded by Cllr Williams and all were in favour.

152. Planning:

i. To consider planning applications received

- i. SE/20/00754/HOUSE: Mayhill House, Chiddingstone Hoath TN8 7BT - demolition of existing single storey garage. Construction of new garage. Members supported this application.
- ii. SE/20/00755/HOUSE: Mayhill House, Chiddingstone Hoath TN8 7BT - extension to existing bedroom dormer window. Members supported this application.
- iii. SE/20/00907/HOUSE: Camphill House (previously Camp Hill Oast), Camp Hill, Chiddingstone Causeway TN11 8LE - demolition of existing squash court ancillary to Camphill House and construction of replacement ancillary garage/workshop and studio. Members supported this application.
- iv. SE/20/01080/HOUSE and SE/20/00993/LBCALT: Lockskinners Farmhouse, Chiddingstone TN8 7NA – proposed adjustments to fenestration by removing later modern fabric. Members supported this application.

The Clerk reported that since the last meeting, the Planning Committee has considered the following applications:

- v. SE/20/00578/HOUSE and SE/20/00579/LBCALT: Lockskinners Farmhouse, Chiddingstone TN8 7NA - internal demolition work/alterations, removal of modern chimney, demolition of modern garden wall (not attached to building). Members supported this application.

- vi. SE/20/00611/LBCALT: Lockskinners Farmhouse, Chiddingstone TN8 7NA - strengthening of structural frame at front door, trimming of supporting joists at first floor landing and the insertion of a steel at ground floor. Remedial repair to existing joist and roof rafter where chimney had been previously inserted in the 1950's. Members supported this application.
- ii. To report SDC notifications of planning decisions
 - i. SE/19/03561/HOUSE: Polebrook Farm, Bore Place Road, Chiddingstone - demolition of existing single storey extension consisting of study, office, 2 store rooms and garage. Erection of two storey and single storey extensions. Alterations to fenestration and roof. Application withdrawn.

Members agreed to change the order of the agenda, and discuss Affordable Housing before Finance. Mrs Alison Thompson from English Rural Housing Association joined the meeting and the Chairman allowed her to speak and participate in the meeting for the next item only.

153. Affordable Housing provision in the parish

- i. Site adjacent to Bassetts: Alison Thompson said that, following the public information event in Chiddingstone Causeway, ERHA commissioned surveys to start the planning process, which included drainage and transport. Residents who live adjacent to the site said that pipes from their properties crossed the site. This can be resolved by re-designing the scheme slightly to incorporate the drainage. The speed survey showed a mean speed of 43mph, which would mean that the visibility splay would need to be 120m each side. This can be achieved looking left as vehicles exit the site, but not looking right due to the road layout and the positioning of the trading estate. If the speed limit could be reduced to 37mph, the visibility splay required would be 70m, which is achievable in both directions. Alison said that she spoke to Kent Highways who said that they do not support traffic calming measures on A and B roads, and that the B2027 is a 'strategic route' so traffic calming measures would not be approved. Alison said that ERHA is not considering speed humps, but a village gateway could possibly be enough to reduce the speed. She added that she knows that the Parish Council has tried to reduce the speed through Chiddingstone Causeway and any support for a speed reduction at this site would be appreciated. Cllr Roper said that the 40mph speed limit was extended on the eastern side of Chiddingstone Causeway and maybe it could be extended on the western side of the village too. Alison asked whether it would be possible to contact the trading estate to see if they can come to an agreement regarding the frontage of their site. Cllr Mrs Quirk said that other properties in the village do not satisfy current visibility splay requirements. Clerk to send Alison the Parish Council's speed survey report as prepared in 2014 and any contact details for the trading estate in accordance with GDPR.
 - ii. Site adjacent to Chequers Barn: Alison reported that heads of terms have been agreed with the landowner and solicitors have been instructed to draw up an option agreement. Access needs to be discussed for this scheme due to the proximity of one of the neighbouring properties.
 - iii. Site opposite The Rock: no update.
- Cllr Streatfeild thanked Alison very much for remotely attending this meeting. Alison left the meeting at 8.20pm.

154. Finance

- i. To approve membership renewal to Kent Association of Local Councils: £478.82 (last year: £421.34). Cllr Williams proposed that this renewal be approved, this was seconded by Cllr Bishop and all were in favour.
- ii. To approve membership renewal to Action with Communities in Rural Kent: £80 (last year: £75). Cllr Myers proposed that this renewal be approved, this was seconded by Cllr Williams and all were in favour.
- iii. To approve membership renewal to CPRE: £36 (same as last year). Cllr Bishop proposed that this renewal be approved, this was seconded by Cllr Taylor and all were in favour.
- iv. To renew corporate membership of Eden Valley Museum Trust: £90 (same as last year). Cllr Mrs Harris proposed that this renewal be approved, this was seconded by Cllr Mrs Quirk and all were in favour.
- v. Cllr Williams proposed that the list of payments be approved. This was seconded by Cllr Mrs Quirk and all were in favour. Cllr Streatfeild and Cllr Roper undertook to authorise the payments online.

155. To consider how the following Parish Projects are progressing:

- i. Rural swathe and visibility cutting contract

The Clerk reported that a resident has emailed about the early cut of the verges. Cllr Streatfeild undertook to respond to the resident to say that the Parish Council has not changed its policy on rural swathe cutting due to safety implications relating to overgrown verges and the increased number of potholes in the parish.

ii. Community Garden

i. To discuss new lease from The National Trust and agree legal fees

Cllr Roper reported that the Parish Council has received an engrossment lease for signature, this is in a satisfactory form and members agreed that the lease should be approved and signed when it is possible to do so. The lease runs for ten years.

ii. To discuss the provision of a new handrail by steps

The Clerk reported that the following quote has been received from Weld Done: To fit a handrail on the steps behind Chiddingstone village hall using 40mm x 10mm curved top handrail with 25mm square posts and scrolled handrail end, undercoat, paint black. Labour and materials £185. Cllr Mrs Harris proposed that this quote be accepted, seconded by Cllr Mrs Quirk and all were in favour.

156. Items for reporting or inclusion in future agenda

- i. Licensing – the Clerk reported that Michael Moss at SDC said that he did hear from the event organiser a few months ago saying that he would be submitting a premises licence application but nothing has yet been received, although the event is being advertised. Members agreed that they would wait for the Noise Management Plan before deciding whether to support the event this year, if it goes ahead.
- ii. Cllr Mrs Harris asked whether anything has been received regarding the track in Chiddingstone Hoath. Clerk to ask District Cllr Mrs Coleman.
- iii. Cllr Mrs Quirk reported that Newtyehurst Farm is being advertised for sale.
- iv. Cllr Roper reported that the fence has been flattened around the pond in Chiddingstone Causeway. The Clerk reported that she has advised the landowner's agent and asked them to repair this as soon as possible as there are obvious safety implications.
- v. Cllr Williams reported that a resident has advised that the owner of Somerden Hop Barn has installed roof lights. Clerk to contact the owner to ascertain the details.
- vi. Cllr Streatfeild suggested that thoughts should be gathered regarding how the parish is brought together again after the lockdown. Item to be added to the next Parish Council agenda.

The Annual Parish Council Meeting will be held on Wednesday 13th May 2020 at 7.30pm via zoom.

The meeting closed at 8.50pm

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