

CHARTHAM PARISH COUNCIL

The Parish Office,
Chartham Village Hall,
Station Road,
Chartham,
Canterbury,
Kent, CT4 7HZ
(01227 738110 / 07483 906001) www.chartham-pc.gov.uk
Chairman: Dr Tim Clark.

TO: MEMBERS OF CHARTHAM PARISH COUNCIL YOU ARE HEREBY SUMMONED to attend a meeting of Chartham Parish Council to be held on **TUESDAY 14TH OCTOBER 2025 at 7.30pm** at Chartham Village Hall, Station Road, Chartham CT4 7HZ.

Members of the press and public are invited to attend the meeting but are unable to speak unless invited to do so.

Under Appendix A of the Parish Council's Standing Orders all Councillors and members of public should announce at the start of the meeting if they wish to record the meeting. A copy of the Standing Orders and Appendix A are available to view on the Parish Council's website, or the Clerk (or an agreed nominee) can provide a copy on request.

Clerk: Lucy Wilkes

Date of issue: 3rd October 2025

L. Wilkes

PUBLIC QUESTIONS

Prior to the meeting starting, the Chairman will invite questions from the Public, up to 5 questions for 3 minutes each.

AGENDA

1. CHAIRMAN OPENING REMARKS & APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members of the Committee should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda. Disclosable Pecuniary Interests (DPIs) under the Localism Act 2011: the nature as well as the existence of any such interest must be declared.

3. REPORT OF THE DISTRICT & COUNTY COUNCILLORS (7:40pm)

To receive and note the reports from:

- City Councillors – Cllr Bland and Cllr Brady
- County Councillors – Cllr Sole and Cllr Ricketts

4. MINUTES (7:50pm)

To consider and approve as a correct record the draft minutes of the Parish Council Meeting held on 9th September 2025.

5. MINUTES OF THE PLANNING & HIGHWAYS COMMITTEE (7:55pm)

To receive and note the minutes of the Planning & Highways Committee of 1st October 2025.

6. MINUTES OF THE COMMUNITY INTERESTS COMMITTEE (8pm)

To receive and note the minutes of the Community Interests Committee of 23rd September 2025.

7. SCHEDULE OF PAYMENTS AND BANK RECONCILIATION (8:05pm)

The latest schedule of payments has been circulated. A bank reconciliation (dated 30th September 2025) has also been provided for information.

RECOMMENDATION: To authorise the schedule of payments for October 2025 and to authorise two Councillors to make payments on behalf of the Council.

8. WORKING GROUP/ COMMITTEE REPORTS (8:10pm)

To note reports or any recent relevant activities from Council working groups. To note that other active working groups report to the Community Interests Committee.

- No Man's Orchard Committee
- Communications working group
- Neighbourhood Plan steering group

9. CANTERBURY CITY COUNCIL LOCAL PLAN CONSULTATION (8:20pm)

Public engagement meetings were held by the Parish Council on 20th September and 6th October. Residents were encouraged to share their views with the council.

Following collation of these views and comments, council must agree a response to the CCC Draft Local Plan focused consultation.

10. FRAMEWORK FOR WORKING GROUPS (8:35pm)

Several working groups currently operate under the Parish Council and its committees, and the Council must ensure that they function effectively and conduct their work appropriately.

To review and adopt the framework for working groups, and to require working groups to establish this way of working.

11. COUNCILLOR VACANCY (8:45pm)

To note the councillor vacancy following the resignation of Cllr Hopkins. Canterbury City Council have confirmed that this vacancy can now be filled by the process of co-option.

To agree to advertise the position of Councillor as soon as possible, with the initial closing date for applications to be set as Friday 21st November. Interested parties to be invited to the Parish Council meeting on Tuesday 2nd December.

12. LIAISON WITH VILLAGE HALL MANAGEMENT COMMITTEE (8:50pm)

i) To note that a meeting has been scheduled between the Parish Council and the Chartham Village Hall Management Committee. This is intended to be held on 22nd October 2025.

This meeting is a friendly and informal meeting to meet members of the new committee, and to raise any ongoing areas of concern.

No decisions to be made at this meeting: any actions to be fed back to the Parish Council for resolution.

Councillors to volunteer to attend the meeting. Any bullet points of items that councillors may wish to raise, please send to the Clerk for consideration by 20th October.

ii) To note that the new CVHMC treasurer has been looking through the accounts to try to settle all historical balances. There appear to be a significant amount of council bookings, some dating back to 2019, which were not invoiced and have not been paid.

Some of these bookings have been made by individual councillors but, on investigation, do appear to relate to meetings of the council.

Work is still ongoing to identify these invoices and bookings, but it currently totals somewhere in the region of £2000.

Council to note the above and to authorise the Clerk to settle the outstanding balance as necessary.

13. RISK ASSESSMENT (9pm)

To receive, note and approve the updated risk register, which also includes the financial risk register.

14. COUNCIL DATA AUDIT MAP (9:10pm)

To receive, note and approve the data audit map, as required by the new AGAR assertion 10.

15. CEMETERY RETAINING WALL QUOTATION (9:15pm)

To consider the report regarding the building of a retaining wall/ fence at Chartham Cemetery.

16. MEMORIAL BENCH REQUEST (9:20pm)

To consider the request to site a memorial bench/ seat on one of the plots at Chartham Cemetery.

17. RIVER STOUR CHARTER (9:30pm)

It is noted that there have been proposals regarding the development of a charter for the River Stour, intended to recognise the river's value and to set out commitments for its protection.

The Parish Council may choose to support the establishment of an independent River Stour working group to further the development of a River Stour charter. The Council as a body may provide factual information and signposting, but will not lead or fund, the group. **Appendix A** provides further information.

18. KALC COMMUNITY AWARDS (9:35pm)

To agree to adopt the [KALC Community Awards scheme](#) for 2026. To note that the deadline for nominations is Friday 30th January 2026.

19. DATE OF NEXT MEETING (9:40pm)

The next ordinary meeting of Chartham Parish Council is scheduled for Tuesday 11th November 2025.

River Stour Charter

On 24 February 2025, Lewes District Council adopted a decision “To support the principles within the Rights of Rivers Charter...the decision follows at least two years of work by the Council, in conjunction with groups such as Love Our Ouse, following the motion of the Council in February 2023 to a Motion at Full Council in 2023 that agreed the development of a Declaration on the Rights of the River Ouse”.

<https://www.lewes-eastbourne.gov.uk/article/3167/Council-champions-pioneering-Rights-of-River-Charter-to-protect-landmark-waterway>

<https://elflaw.org/news/historic-decision-sees-river-ouse-set-to-become-first-in-england-with-legal-rights/>

<https://www.ftbchambers.co.uk/news/blog-view/a-river-lution-rights-of-the-river-ouse>

The quote below is from the last link:

“The **Rights of the River Ouse Charter** sets out the case for the Charter before detailing the rights of the river. Whilst recognising the effort that has already gone into improving the health of the river, the document notes that, “there is a need to increase this effort if we are to see improvement which matches the ambition of those at the frontline of positive change especially as the river faces increasing threats across a number of areas. The Charter and its implementation seek to tackle these threats with a partnership framework that recognises the river as its own entity - promoting good practice and identifying where more needs to be done; what action can be taken to restore the Ouse’s ecological and chemical health, recognising that we all have responsibilities to fulfil the river’s rights.”

The Charter contains the following rights:

- The Right to exist in its natural state
- The Right to flow
- The Right to perform essential natural functions within the river catchment
- The Right to feed and be fed from sustainable aquifers
- The Right to be free from pollution
- The Right to native biodiversity
- The Right to regeneration and restoration
- The Right to an active and influential voice

How this links to the River Stour:

About 50 people attended a 'Rights of Rivers' workshop in association with RIVERFEST last week including at least two parishioners who raised the subject at the planning committee meeting.

Jon Shelton started a discussion on what we might do locally to work towards a Charter for the Stour. Chartham has specific interests with the Conservation area and a wish for

a Local Nature Reserve to continue along the river. It would be useful to have a voice within Canterbury district to bring it forward.

Participation in the River Stour Working Group

1. Personal Capacity Only
 - If you choose to join the working group, you must do so as a private individual. The Council cannot appoint an official representative, as this would imply the group is part of the Council. However, councillors are welcome to join as private individuals if they wish.
 - Any statements, activities, or social media posts must clearly reflect your personal involvement, not the Council's position.
2. Council Resources Must Not Be Used
 - You cannot use Council funds, staff time, councillor email addresses, or official social media accounts to support the working group.
3. Declarations of Interest
 - If the Council considers matters that relate to the working group or its activities, you should declare your personal involvement and, where appropriate, abstain from voting.
4. Permissible Council Support
 - The Council **can**:
 - Share factual information about the river and environmental initiatives.
 - Signpost residents to the independent working group.
 - Formally recognise the intention to set up a working group and encourage residents to get involved.
 - Continue to raise local environmental issues through the proper authorities.
 - The Council cannot lead, fund, or control the working group.