



Minutes of the online Meeting of the Council on Thursday 19 November 2020 at 7pm

Present: Cllr Hutchfield (Chair), Cllr Thorley (Vice-chair) Cllr Jackson, Cllr White
Cllr Porter, Cllr Reynolds, Cllr Burley, Cllr Maisey, Cllr Savage, Cllr Seger, Ward Cllr Fearn

Clerk – Mrs J Nicholson

Asst. Clerk – Mrs J Griffiths.

There were no members of the public present.

111) Apologies for absence

None

112) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register

Cllr Reynolds item 10

Cllr Porter item 10

Cllr Jackson item 7

113) Minutes of the meeting held on 15 October 2020

To approve the accuracy of the minutes

Amendments were made as follows:

Present: “Martin” changed to “Burley”, Cllr Savage added.

101 a) i) contact details ..Inserted “for the “

109) typo “bought” changed to “brought”

It was resolved to accept these minutes as amended as a true record of the meeting.

114) Clerk’s Report on Actions since last meeting (For information only)

Medway Councillor’s Report and Public Session

- Suspension of the meeting for Medway Ward Councillor’s Report and for the Public Session. Matters raised may be placed on the agenda for the next or a future meeting.

No report was received from the Medway Ward Councillor prior to the meeting.

Report from Cllr Fearn:

“Covid’19 @ 17/11/20 Medway currently @ 226.5 cases to 100,000 making Medway 144th out of the 353 Councils in terms of current cases. Gillingham is the most affected area at present.

- Children’s services, adult social care, care home and domiciliary care continuing to provide care and support for Medway residents.
- Library service has been switched to a click and collect service enabling users to continue to access library resources whilst keeping our staff safe.

- Household waste continues to operate as normal. HWRC remain open and bookings can be made via the Medway site. Bookings are not at capacity.
- A228, anti-skid surface now complete, the traffic light equipment is due in December and installation is looking like mid-January.
- Caravan in Upper Bush – on the list for a site visit by the enforcement team but due to the lockdown and Covid restrictions a site visit has been delayed.
- W.I.F. for £600 should be with the Parish Council soon. The grant is towards cost of the Christmas tree and new electrical sockets for lighting for the tree.

Cllr Fearn was asked to report back on the following:

- How much has been spent on the Bush Road traffic light trials.
- How much of the 106 money is remaining? “

115) To Consider the External Auditor report from 2019-2020

The council considered and approved the External Auditor’s report from 2019-2020

116) Finance – Monthly reports

- a) To receive the monthly financial report

Cllr Burley advised he has checked the accounts against the bank statements. The chairman advised that the budget will be looked at in detail at the Finance meeting 24 Nov 2020.

Chair queried whether she had received the full set of accounts. The Clerk and Cllr Burley advised that the reports sent to councillors were the reports previously agreed as necessary for meetings.

It was resolved to accept the monthly report as a true record of the accounts.

- b) To approve payment of outstanding invoices

PKF LittleJohn (external auditor)- £360.

A Law (Allotment rent) £400

Allotment Association 2020 £144

A Allotment Association 2019 £170

It was resolved to pay these invoices

It was resolved that as the contractor who quoted to repair the teenage village is unable to start work due to weather conditions, the Clerk will ask another contractor (A B) to quote for this as the repairs are urgent.

117) Reduction of opening hours of the play area in the recreation ground – For Decision

The school have reported an issue with use of the recreation ground play area during term time, which is causing issues re social distancing. After discussion with the Headteacher it would help the school if the play area could be opened at 9am each weekday morning and closed at 2.30pm to avoid school age children mixing outside of their “bubbles” in the recreation ground play area before and after school. See *attached letter from The Headteacher.*

The situation was discussed and it was resolved that the play area will be closed 2.30pm and opened at 9am each week day and that any further decisions regarding closure of the play area will be decided by Chair, Vice Chair and Clerk. Two combination bike locks to be purchased for this purpose.

118) Highways – update on A228 trial of traffic lights (for information only)

The Parish Council have received notification from Medway Council that now the anti-skid surfacing has been completed (adjacent to the Strood bound bus stop) the next stage is the installation of the detection equipment on Bush Road to activate the pedestrian crossing lights. The equipment has been on order since September and should be installed early in January 2021. (It may be earlier if we receive the equipment sooner). The good news is that the configuration for the signals on the pedestrian crossing has already been completed and no further ground works will be required as the detection equipment is installed on columns.

See Cllr Fearn report above

Action: Clerk to email Dave Harris, Head of Planning at Medway Council, to ask; how we can ensure that Cuxton Parish Council is engaged in any discussion on 106 money along the A228, particularly at Halling. And ask if there is a record of the 106 money for the St Andrews Park Development agreement from Redrow that was allocated to Cuxton.

119) Pavilion Development:

a) Background Information (attached for information only)

b) Building cost estimates (see accompanying paper)

To consider the options and agree a way forward

After a lengthy discussion it was resolved that the Football Foundation grant of £250,000 is insufficient to cover the building cost. Therefore, council will apply for £400,000.

It was felt that council need to explore borrowing to meet the large building costs and that once built council would need four streams of income.

Cllr Burley will look into the possibility of borrowing £50,000 – £100,000. Council will then survey local residents to gain their views.

Cllr Thorley will invite Terry Martin, Chief Executive, Kent Association of Local Councils (KALC) to the December council meeting to advise on how to borrow money via KALC.

Clerk will investigate whether there would be council tax payable once the building is completed.

It was agreed that an ECM on this topic is now not needed.

c) Steering Group

To agree membership, roles and responsibilities (see accompanying paper)

It was resolved that Cllr Reynolds will join steering group and look into ACRE recommendations for village hall management and appointment of Trustees

d) Agree a timeline for the project

This was be deferred to the December meeting

120) Allotments – charges for water – For Decision

It was resolved that any adjustments to water surcharge will be made to next year's payments.

121) Correspondence

- a) Residents
 - Upper Bush resident – concerns about the caravans at Upper Bush and Japanese knotweed – *Ward Cllr Fearn has agreed to follow this up.*
- b) Other – Parish Briefing Notes re Census – **For Information**
This was omitted from the papers in error. Clerk apologised and will send separately to councillors.

122) Information exchange

No motions may be proposed, nor decisions taken under this item but may be placed on the agenda for the next or future meetings.

a) Councillor's information Exchange

- i) It was suggested that should anyone find typos in the minutes they contact the Clerk in advance of the meeting.
- ii) On Tuesday hawthorn and dog rose whips were planted on the boundary between the recreation ground and the field behind bike track. Further planting will take place next week on the boundary of the recreation ground and the school.
- iii) Casual Vacancy – The Chairman asked for information on applicants for the Casual Vacancy. Clerk advised that three people have requested further information, they have each been sent KALC information leaflet and an application form. So far, none have made further contact, but Clerk will follow up and ask if they would like any further information. Chairman suggested that Clerk should check "Arnold-Baker" (Arnold-Baker on Local Council Administration) re processes. Clerk advised that she has done this and will seek further advice.
- iv) Cleaner vacancy – Councillors asked for an update. Clerk advised that she has is awaiting references.

Members' future agenda items.

Casual vacancy

Cleaner vacancy

CONFIDENTIAL SECTION

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are to be excluded from the Meeting.

It was resolved to exclude press and public from the remainder of the meeting.

123) Staff appraisals

Staff appraisals have been completed and SMART objectives have been identified for the coming year. All staff were thanked for their hard work during this difficult time.

The meeting closed at 9:04pm

Signed K Hutchfield

Chairman on the 10th day of December 2020

The next meeting virtual meeting of the Council will be held Thursday 21 January 2021 at 7pm.