



## **Minutes of the online Annual Meeting of the Council held on Tuesday, 4 May 2021 at 7.30pm**

**Present:** Cllr Hutchfield (Chair), Cllr White, Cllr Porter, Cllr Burley, Cllr Wilson, Cllr Savage, Cllr Jackson, Cllr Reynolds, Cllr Maisey

Clerk – Mrs J Nicholson

No members of the public were present.

### **1) Election of Chairman**

To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary meeting of the Council

*Cllr Hutchfield was elected unanimously*

### **2) Election of Vice-Chairman**

To receive the Vice-Chairman's Declaration of Acceptance of Office or, if the Vice-Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary meeting of the Council

*Cllr Thorley was elected unanimously in her absence*

### **3) Apologies for absence**

Cllr Thorley due to illness

Cllr Seger due to family commitment

*It was resolved to accept both these apologies*

### **4) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.**

Cllr Reynolds – Item 10

Cllr Porter – Item 10

### **5) Clerk's Report**

#### **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.

*Ward Cllr Fearn was not present and did not send a report.*

### **6) Adoption of Code of Conduct**

*It was resolved to adopt the current code without amendments*

**7) To review Committee Structures and to appoint members to serve on the under mentioned Committees:**

a) Planning Committee (5)

*Members were elected unanimously as follows:*

*Cllr Burley - Chairman*

*Cllr Mrs Porter Vice-Chairman*

*Cllr Mrs Thorley – ex officio (PC Vice-Chairman)*

*Cllr Mrs Hutchfield – ex officio (PC Chairman)*

*Cllr Mrs Savage*

b) Finance Committee (5)

*Members were elected unanimously as follows:*

*Cllr Mrs Thorley – Chairman ex officio (PC Vice-Chairman)*

*Cllr Mr Burley – Vice Chairman*

*Cllr Mrs Jackson*

*Cllr Mr White*

*Cllr Mrs Hutchfield – ex officio (PC Chairman)*

*Cllr Mr Seger*

*Cllr Mrs Wilson*

c) Staffing Sub-committee (5)

*Members were elected unanimously as follows:*

*Cllr Mrs Jackson – Chairman*

*Cllr Mrs Thorley – Vice Chairman ex officio (PC Vice-Chairman)*

*Cllr Mrs Hutchfield – ex officio (PC Chairman)*

*Cllr Reynolds*

d) Land Management Committee (5 councillors + Allotment Association Chairman and one other representative + CSRA representative + Cuxton 91 representative + 1 Cuxton Countryside Group representative)

*Members were elected unanimously as follows:*

*Cllr Mrs Porter - Chairman*

*Cllr Mrs Maisey Vice Chairman*

*Cllr Mrs Jackson*

*Cllr Mrs Hutchfield – ex officio (PC Chairman)*

*Cllr Mrs Thorley – ex officio (PC Vice-Chairman)*

*Cllr Mrs Savage*

*Cllr Mrs Reynolds*

*It was resolved to ask all previously co-opted non-councillor members if they are willing to serve for a further year.*

**8) To Appoint representatives to outside bodies**

a) Rural Liaison Committee (1)

*Cllr Hutchfield was appointed*

b) KALC Medway Area Committee (2)

*Cllr Mrs Reynolds was appointed*

c) Police Liaison Committee (1)

*The Clerk, Mrs J Nicholson was appointed*

d) Medway Valley Community Rail Trust (1)

*It was resolved to invite Mr R Bourner to attend these meetings on the Council's behalf*

- e) School Liaison  
*Cllr Mrs Jackson was appointed.*

**9) Minutes of Meeting held 27 April 2021 – Deferred to next meeting**

**10) Grant Application – Cuxton Allotment Association**

*It was resolved to agree to grant £367 towards the cost of fencing around the new wildlife pond on the proviso that the fence will go around the pond.*

**11) To Adopt General Power of Competence** – Please see the attached information sheet S.1(1) of the Localism Act 2011 (“the 2011 Act”) provides that a local authority has power to do anything that individuals generally may do.

The prescribed criteria which a local council is required to fulfil in order to become an eligible parish council are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It confirms that a local council is eligible to use the general power of competence if:-

- it has a qualified clerk;
- a minimum of two-thirds of the total number of councillors have been elected; and
- it has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions.

*It was resolved to adopt the General Power of Competence as the council meets the criteria of having a qualified clerk (CILCA) and a minimum of two-thirds of the councillors have been elected.*

**12) Adopt Standing Orders** – Please see <https://cuxtonpc.org.uk/document-category/policies/>

*It was resolved to adopt these standing orders without any further amendments.*

**13) Approve Committee Terms of Reference** - Please see

<https://cuxtonpc.org.uk/document-category/policies/>

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*It was resolved to adopt these Terms of Reference without any further amendments.*

**14) Risk Management Scheme**

*It was resolved to adopt this Risk Management Scheme*

**15) Action Plan**

*The action plan was approved in principle. A decision to adopt was deferred to allow further discussion and for councillors to suggest amendments*

**16) Information Exchange**

*A resident from Riggall Court has contacted the council regarding issues with the developers. Cllr Hutchfield will meet with her to investigate the issue.*

*There was also a discussion regarding the traffic lights trial which appears to be going well.*

**17) Future Agenda Items**

**The Chairman closed the meeting at 8.15 pm**

**Signed K Hutchfield Chairman**

**On the 3rd day of June 2021**