



Minutes of the online Meeting of the Council on Thursday 15 October 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

Clerk – Mrs J Nicholson

Asst. Clerk – Mrs J Griffiths.

There were no members of the public present.

91) Apologies for absence

Cllr Seger – personal reasons.

It was resolved to accept these apologies.

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

Cllr Porter Items 99 & 100

Cllr Reynolds Item 99

Cllr Thorley Item 34a LMC Minutes

93) Minutes of the meeting held on 10 September 2020 – attached

Amendments were made as follows:

Present: Cllr Martin change to Cllr Burley

Under Medway Councillor's Report

After 8 Oct inserted "Cllr Maisey asked why the Cuxton recycling centre has not re-opened". Cllr Fearn responded that "he did not know".

After...at the moment inserted " Cllr Jackson asked for a more pro-active solution"

Speedwatch – An officer replaced with "A Medway Council Officer"

87e. typo corrected

89b. typo corrected

It was resolved to accept these minutes as amended.

94) Matters arising from the Minutes of 10 September 2020 not otherwise on the Agenda.

85c Clerk has met with another electrician who will be sending in a quote for the car charging point.

95) Minutes of Land Management Meeting held 6 October 2020

Cllr Reynolds added to list of those present

29a. removed "on behalf of the council"

29a sentence changed to "Cuxton 91 and CCG have offered the use their strimmer to CSRA to support them with track maintenance to keep down the brambles as they reappear."

A discussion took place regarding maintenance and Chair confirmed that the council has an agreement with CSRA that they maintain the bike track on the council's behalf.

- 31. "Would" change to "might"
 - 32. After Wickes inserted "are unable to provide support"
 - 35. Inserted "it is not possible to extend the view of the whole bike track".
- It was resolved to accept the minutes as amended.*

96) Matters arising from the Minutes of 6 October 2020 not otherwise on the Agenda.

- 30a. Cllr Hutchfield has contacted Qualitrees Services. However, another tree survey will not be needed until the building work is due to start.

Medway Councillor's Report and Public Session

Suspension of the meeting for Medway 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 texted his report to Cllr Hutchfield this morning, rather than to the Clerk as previously requested over 10 days ago.

Summary: The Cuxton Waste & Recycling Centre is currently running at 50% capacity. Work on the A228 has been delayed because of the weather. It is unclear whether the work on the junction has taken place in readiness for the traffic lights trial.

Cllr Fearn has agreed to donate £600 to the parish council towards the Cuxton Christmas tree and works to provide an electricity supply for the Christmas Tree lights

Action: Clerk to email Medway Councillor Phil Filmer to ask if the new surface has been finished in readiness for the traffic lights trial cc Cllr Fearn and Ruth Dulieu. Is it standard practice for Medway Council to inform the ward councillors of any highways issues or advance notice of roadworks as Cllr Fearn advised he had not been informed when contacted on Saturday morning 10 Oct when the work commenced.

97) Finance – Monthly reports

- a) Bank Balances: Report from Cllr Burley
Cllr Burley advised these are correct

- b) Summary of Accounts

It was resolved to accept the accounts. When the budget is set for next year, additional cost centres will be added to reflect maintenance budget, regular donations for maintenance of the allotments, footpaths and churchyard.

It was further resolved that, when setting the budget for 2021-22 further cost centres be added to reflect the above regular maintenance payments and those areas in the budget which are currently showing high expenditure.

It was noted that there has been no income from the use of the changing rooms this year due to covid-19.

- c) Transfer of money from Unity Bank

It was resolved to transfer £30,000 (of this year's precept) from Unity Bank to our Barclays current account

The Clerk will amend the accounting software to reflect money spent on professional fees e.g. planning and other professional fees are cost coded against the *Legal & Professional EMR* to cover professional fees already spent and will also make a journal transfer to ensure the donations to Bike Track is showing correctly in the budget.

- d) Accounts for approval
 - i) Wicksteed - £6,586.92
 - ii) Safeplay Installations £12,043.20
 - iii) Rialtas £148.80
 - iv) DPS Print £217.00
 - v) KCS £70.96

It was resolved to pay invoices as listed. It was further resolved that Cuxton Bootcamp will pay £10 per month for the use of storage space in the roundel. and provide copies of their Public Liability Insurance. This fee to be reviewed in April.

98) Quotes for External sockets for Christmas Tree Event

We have two quotes: a). LE and b). MN

Company A have provided a detailed quote with a risk assessment. Company B have given a basic quote with no further information

Both quotes were discussed.

It was resolved to accept the quote from Company a) as the council have used this company previously and they have proved to be reliable and provided the most reassuring quote.

99) Polytunnels in the Allotment Gardens

It was resolved to confirm that the Parish Council will not allow any further polytunnels on the Allotment Gardens.

100) Pavilion Development:

- a) Recommendations from Land Management Committee

Discussion took place regarding finding a quantity surveyor to provide a comprehensive estimate for the pavilion redevelopment. The Clerk has contacted a local quantity surveyor who has quoted £1,450.00 + VAT to provide an estimate.

Councillors discussed this and felt that we should try to find someone who might provide an estimate free of charge.

It was resolved that a local quantity surveyor would be asked to provide an estimate for the building work.

- b) Appointment of Project Manager

A discussion took place; our architect has quoted a figure (£40,000) that is beyond our budget. As KALC provide a list of local councils who have undertaken this type of project it was agreed that the Clerk approach councils on this list and seek their advice.

- c) Additional reports required for Planning consent

A second tree survey will be required before the building work starts

A wildlife survey is needed

Our architect has advised that, following our application to vary the opening hours, a

Noise survey is needed.

Action: The Clerk will seek an estimate for the noise survey specialist.

d) Meeting to discuss funding of this project

It was resolved to call an ECM 26 November to discuss and agree a clear direction and timescale for the pavilion redevelopment.

101) Recreation Ground

a) Playground reopening – The Chairman reported that the re-opening went very well.

i) Playground fencing

The Clerk advised that only one person has volunteered to help paint the fencing.

Action: Clerk will contact church representative to request contact details

Community Payback Service to ask if they would be able to help with preparing the fence for painting.

b) Repairs to teenage village

It was resolved to pay for the flooring to be repaired. The cost will be met from the Ear Marked Reserves for the play area

The Chairman advised that a member of CSRA has offered to glue in replacement caps for the keep fit equipment.

102) Meeting with Vineyard Owners

It was agreed that a meeting is needed to discuss how the vineyard might impact the village. A time will be agreed with the company and circulated to councillors.

103) Highways – update on A228 trial of traffic lights

See above

104) Traffic Movements and Speed Watch Update

No update

Action: Cllr Thorley to contact Cuxton PACT for an update

105) WW2 Memorial Gate and Plaque

It is proposed that estimates for the gate and plaque are obtained so that a budget can be set for this project.

The sculptor, Steve Porchmouth to be asked to provide an estimate for making five more to be attached to the gate in memory of the 5 Cuxton residents who lost their lives in WW2.

It was resolved to obtain quotes for these items and bring back to the next meeting.

106) Correspondence

a) Residents

i) Request to Refurbish the Cuxton Anchor.

A resident requested permission to repaint the Cuxton Anchor at his own expense. The work has now been completed.

ii) Allotments Agreement

Some minor amendments have been made to the Allotment Tenancy Agreement in response to queries received from allotment holders. Letters have been sent advising all allotment holders of the changes.

Static caravans, Upper Bush

A member of the public has expressed concerns that static caravans have been placed at Upper Bush. It is thought these are for vineyard workers. We understand that enforcement officers from Medway Council will be visiting the site.

It was agreed that this will be discussed at the meeting with the vineyard owners.

b) Other

A resident has said they are considering building an outside toilet close to parish council land. The resident has been advised that he will need to apply for planning as normal and check that the building is within their boundary. Cllr Burley has visited and advised the resident that the council would not allow building to be placed on parish council land.

107) 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.

Cllr Thorley advised that following a recent training we should have risk assessment schedule.

a) Clerk's Report – For information only.

b) Councillor's information Exchange

Cllr Maisey requested to stand down as chairman of LMC. Cllr Porter agreed to take on this post. To be formally agreed at the next LMC meeting.

Cllr Burley is having trouble getting to Medway Valley meetings as they clash with other meetings. A member of the public (RB) is already attending these meetings and has offered to provide a report for the parish council.

Cllr Thorley advised that she attended the KALC finance conference and has information on the following:

- There should be risk assessments for everything the Council own. These assessments should be kept in a Risk Assessment Schedule.
- A list of all documents that should be on the website
- Investment for local councils
- Loans for councils at very low interest rates

108) Members' future agenda items.

CONFIDENTIAL SECTION

Resolution to exclude the press and public on the grounds the following item concerns a complaint.

109) Additional hours worked by Assistant Clerk

Council will consider payment of the additional hours worked by the Assistant Clerk during the Clerk's annual leave.

The Assistant Clerk has accrued at least 10hrs during Clerk's holiday.

It was resolved to pay the Assistant Clerk for 10 additional hours of work . If more than 10 additional hours have been worked these will be brought to the next meeting.

110) Complaint

Cllr Thorley presented a report to council regarding the complaint was dealt with under the Informal Complaints procedure. CCTV corroborated the information given by the complainant. It was proposed that signs be purchased to show that vehicles may not drive on the grass without prior permission from the Clerk.

Cllr Jackson advised that the complainant said that she was very impressed on how the complaint was dealt with.

The Clerk now keeps a log of anyone given permission to drive onto the grass where this is necessary and will advise contractors that they must drive at a sensible speed i.e. 5mph.

It was resolved that signs will be purchased and emails will be sent to all voluntary groups to advise that they must ensure that their volunteers or workers know that they may not drive on the grass. Wording will be agreed between the Clerk and the councillors who dealt with the complaint.

The Chairman thanked the Clerk and Councillors involved in dealing with this complaint.

The next meeting virtual meeting of the Council will be held Thursday 19 November 2020 at 7pm.

The meeting closed at 10.20pm

The next virtual meeting of the Council will be held Thursday 19 November 2020 at 7pm

Signed K Hutchfield

Chairman on the 19th day of November 2020