



## **Cuxton Parish Council**

### **To all members of the Council**

You are hereby summoned to attend a meeting of Cuxton Parish Council for the purpose of transacting the following business.

June Nicholson, Clerk to the Council

### **Agenda for the Meeting of CUXTON PARISH COUNCIL to be held at Cuxton Library on Thursday 18 November 2021 at 7pm**

If you would like to observe the meeting, please use the zoom link below.

Join Zoom Meeting

<https://us02web.zoom.us/j/89795700732?pwd=ZUVKZXduQi9uZTU1NWVxVTVrOGdWdz09>

Meeting ID: 897 9570 0732

Passcode: 846156

If you would like to ask a question, please let the Clerk know prior to the meeting.

[clerk@cuxtonpc.org.uk](mailto:clerk@cuxtonpc.org.uk)

### **AGENDA**

- 1) **Apologies for absence**
- 2) **Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.**
- 3) **Election of Vice-Chair**
- 4) **Minutes of meeting held on 16 October 2021 - for approval**
- 5) **Clerk's Report – This includes updates on previous actions**

### **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.

- 6) **Finance**
  - a) Bank balances
  - b) Approval of payments since last meeting

c) Accounts for payment

**7) Appointment of Financial Adviser (Tax)**

This appointment is needed to advise on the council's VAT liability when services and building related invoices need to be paid. If the council is unable to recover VAT on invoices paid the actual cost of the building work will increase significantly. Tax advice is also needed around the set-up of a charitable group which will deal with the new pavilion. Without this advice, the council will find it is unable to pay invoices related to the building works because of VAT regulations.

**8) Purchase of decorative bark.**

To agree the purchase of 10x100L bags for the path around the WW1 and WW2 information boards and memorial. Cost £90 from Wickes.

**9) Christmas Event**

- a) Update on arrangements: tree, music, refreshments, nativity gazebo and carols.
- b) Craft stalls

**10) Rescheduled Finance Committee Meeting**

Date, venue and start time to be agreed.

**11) Progress on Pavilion Re-development**

- a) Football Foundation Grant: Charitable Status and Management Structure  
To form a working group to progress work on this aspect of the project and bring a proposal to council.
- b) Survey, public consultation and government loan application  
To agree and implement a timeline for village survey and public consultation with project manager
- c) Air sourced heating estimate

**12) Progress on Court Renovation**

- a) Consultant's report and subsequent tendering process
- b) Veolia Grant Application progress –  
Veolia can fund projects in our area. The next application can be started on 11<sup>th</sup> November (not before). Closing date is 12pm (noon) on 6<sup>th</sup> Jan 2021 and decision date is 8<sup>th</sup> March. At the time of application, physical work should not have been started but all permissions must have been granted (incl. planning permission)  
Community consultation exercise should also have been completed as well as design plan finalised, estimated costs and provisional timescale.
- c) Input from Lawn Tennis Association

**13) Traffic Management Working Party**

- a) Expression of interest from residents

- b) Traffic survey timeline
- c) Agree potential date for the survey

**14) Six Acre Wood**

- a) **Management plan proposal – not received**
- b) **Estimates for removal of dead trees – not received**

**15) Kentish Wine Vaults Planning Application – to agree a response to the updated planning application.**

**16) Correspondence**

- Residents –
- Others –

**17) 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

**18) Members Future Agenda Items**

**CONFIDENTIAL SECTION**

**Resolution to exclude the press and public and the grounds that the following item concerns a staffing matter.**

**19) Sick Cover for Street Cleaner**

- a) Salary and temporary contract
- b) Delegate responsibility for appointing a temporary street cleaner

**20) End of Assistant Clerk's Probationary Period**

- a) Line manager's report.
- b) Letter to confirm appointment