



Minutes of the Meeting of the Council held on Thursday, 18 November 2021 at 7pm at Cuxton Library

Present: Cllr Hutchfield, Cllr Thorley, Cllr Moore, Cllr Wilson, Cllr Reynolds, Cllr Burley, Cllr White, Cllr Savage, Ward Cllr Fearn.

Clerk – Mrs J Nicholson

There were no members of the public present.

105) Apologies for absence

Cllrs Maisey and Cllr Jackson – both unwell

Cllr Porter – prior engagement

It was resolved to accept these apologies

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

None

107) Election of Vice-Chair

Cllr Hutchfield expressed her thanks to Cllr Thorley for her time as Vice Chairman and said she had valued her support.

Cllrs Burley & Porter were appointed unanimously as joint Vice Chair

108) Minutes of the meeting held 21 October 2021

One spelling error was corrected. It was resolved to accept these minutes as a true record of the meeting.

109) Clerk's Report – This includes updates on previous actions

Medway Councillor's Report and Public Session

It was resolved to suspend 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.

Cllr Hutchfield advised the meeting that Medway Council have given the parish council an extension until the morning of Friday 19th November to submit further comments on the winery planning application.

Cllr Hutchfield reported that she has written to the chair of the Medway Planning Committee asking to be allowed to speak at their meeting.

Ward Cllr Fearn gave a verbal report as follows:

Winery Planning application – Cllr Fearn said that as Ward Councillor he is able to talk at the planning meeting for 5mins. He said that he would give the parish council's view if Cllr Hutchfield is not able to speak at the meeting. Cllr Hutchfield advised that, if she is able to speak at the meeting, she will talk about the issues within the council's agreed response.

Lower Thames Crossing – Cllr Fearn advised that Kent & Medway Highways have offered to speak to the parish council to discuss traffic issues associated with LTC. It was felt that a Teams meeting would be appropriate for this meeting.

New School in Frindsbury – Cllr Fearn advised that Cllr Jackson has emailed him about the proposed new secondary school. He said that there are two options for this, but no decision has been made.

Ward Improvement Fund – Cllr Fearn advised that he has authorised a payment towards the cost of the Christmas Tree.

A228 traffic lights – Several councillors have noticed that these traffic lights are not working as expected. Cllr Fearn will look into this.

110) Finance

a) Bank balances

Cllr Burley confirmed that the bank balances and reconciliation are correct.

It was resolved to accept these as correct.

There was a discussion about the amount of money currently held in general reserves. Clerk advised that if a Public Works Loan Board loan is taken out part way through the year, some of the reserves will be needed to make the first repayment instalment.

b) Approval of payments since last meeting

It was resolved to approve these payments. It was also resolved to cancel the Zoom subscription as we can now use Teams instead.

c) Accounts for payment

It was resolved to approve these payments.

A discussion took place regarding how allotment and allotment water payments are shown on the accounting system.

111) 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. *After discussion it was resolved to appoint Jerry Dale of Elysian Associates to advise on tax, in relation to the building work associated with the courts and pavilion development. This company comes highly recommended by KALC, our project manager and a Clerk who used their services recently. Clerk will make contact, arrange a Teams meeting and request a full breakdown of costs.*

112) 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. *It was resolved to order £90 worth of decorative bark and possibly another delivery up to a maximum of £200.*

113) Christmas Event

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

A discussion took place about the event and a timetable agreed.

- b) Craft stalls

It was agreed there will be four craft stalls in the library.

114) Rescheduled Finance Committee Meeting

Date, venue and start time to be agreed.

Given the rise in Covid cases locally it was resolved to hold an informal budget meeting via Teams on Tuesday 23 Nov 2021 to get the budget ready for the next full council meeting on 9 December 2021.

115) 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.

Cllr Hutchfield gave a verbal report on the process so far. There has been a meeting with the project manager to agree the final plans with minor

amendments. The architect will make the final changes and project manager will then arrange to go out for tendering.

b) Survey, public consultation and government loan application

To agree and implement a timeline for village survey and public consultation with project manager.

Cllr Hutchfield advised that the public survey has now gone to KALC for approval. The council will book space at the social club for a public meeting and pop-ups will be arranged for the village to ensure that as many residents as possible can be consulted on the project.

c) Air sourced heating estimate

Heating for the new pavilion was discussed. There has been a site meeting to discuss air sourced heating and we are waiting for an estimate for this Solar panels are also being considered. Council will look for grants for this.

116) Progress on Court Renovation

a) Consultant's report and subsequent tendering process

The report was discussed. Councillors expressed surprise that they were expecting the report to show three options with the courts being suitable for multi-sports e.g., football, tennis, netball and accessible sports. The consultant will be asked to address this.

b) Veolia Grant Application progress –

Veolia can fund projects in our area. The next application can be started on 11th November (not before). Closing date is 12pm (noon) on 6th Jan 2021 and decision date is 8th March. At the time of application, physical work should not have been started but all permissions must have been granted (incl. planning permission)

A Community consultation has been completed the design plan finalised and costed.

c) Input from Lawn Tennis Association

Cllr Hutchfield advised that Lawn Tennis Association has said they are unable to assist with this project.

117) Traffic Management Working Party

a) Expression of interest from residents

Three residents and the school have expressed an interest in joining this working group.

b) Traffic survey timeline

It is expected the first meeting of the group will take place in January 2022

c) Agree potential date for the survey

It was agreed that the survey should take place as soon as possible in term time and if possible, near the Scout Hall.

Action: Clerk will arrange.

118) Six Acre Wood

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

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

The parish council response was discussed, and it was resolved that the Clerk will submit this tomorrow morning (Fri 19 Nov 2021) and upload to the parish council website and social media.

120) Correspondence

- a) Residents – *an email has been received from a resident regarding rats on the allotments. It was agreed that Clerk will contact Medway Norse to arrange to visit the site and do an assessment.*
- b) Questions have been raised about the width of the footpath in Tomlins Lane.
This matter is being dealt with by Medway Council

121) 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 Burley advised that the planning application for The Homestead which went to appeal, is still with Secretary of State has had no decision made. The planning application for Rainbows End which went to appeal has now been dismissed. Cllr Hutchfield has received comments from members of the public regarding parking and the A228 and these residents have been signposted to the parish council traffic management working group.

122) Members' future agenda items

Platinum Jubilee, Six Acre Wood, Estimate for Air sourced heating.

CONFIDENTIAL SECTION

It was resolved to exclude the press and public on the grounds that the following items concerns a staffing matter.

123) Sick Cover for Street Cleaner

- a) Salary and temporary contract
It was resolved to offer the minimum wage rounded up to the nearest pound and to advertise this vacancy in the next newsletter. Closing date will be 14 Dec 2021.

Action: Clerk prepare contract and job description with advice from ACAS, place advert and contact those who have already expressed an interest in the position.

- b)** Delegate responsibility for appointing a temporary street cleaner

It was resolved that the staffing sub-committee work with the clerk to appoint a road sweeper on a temporary contract.

124) End of Assistant Clerk's Probationary Period

- a)** Line manager's report.

The line manager's report was received.

- b)** Letter to confirm appointment

It was resolved to confirm the Assistant Clerk's appointment. Her hours to be decided at the December council meeting when the budget is discussed.

The Chairman closed the meeting at 9.30pm

Signed Cllr Kay Hutchfield Chairman

On the 9th day of December 2021