



## **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 20 January 2022 at 7pm**

### **AGENDA**

- 1) Apologies for absence**
- 2) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.**
- 3) Minutes of meeting held on 9 December 2022 - for approval**
- 4) 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.

### **5) Finance**

- a) Bank Balances
- b) Approval of payments since last meeting
- c) Accounts for payment
- d) Purchase of laptop and printer
- e) Purchase of tablets for use of councillors
- f) Upgrade Netwise to Premium package to increase email size
- g) CCTV subscription

### **6) To approve the precept for 2022-2023**

At the council meeting 9 December 2021, it was agreed that the council would not increase the precept this year.

Medway Council have now advised that the tax base for 2022-2023 is £990.08. This will result in a Band D charge of £62.64 which is a 0.7% increase on last year.

*Please note: Medway Council have confirmed that the Rural Liaison Grant and the Council Tax Reduction Scheme Grant will no longer be paid.*

- 7) Allotments – For Decision**
  - a) To consider report from Medway Norse re rats on the allotments
- 8) Pavilion Redevelopment**
  - a) Project Manager's report
  - b) Village Survey – Decision on whether to produce an interim survey
  - c) Report from Tax Advisor for decision on how to take the pavilion and Courts projects forward.
  - d) Appoint an architect to make alterations to existing plans
- 9) Grant Applications**
  - a) Football Foundation Grant – Update
  - b) Veolia Grant – Update
- 10) Grant Applications received**
  - a) Request for funding received
- 11) Courts Development**
  - a) Project Manager's report
  - b) Tendering Process – For Decision on going out to tender for the courts' development
- 12) Traffic Management Group**
  - a) Traffic Survey – see website <https://cuxtonpc.org.uk/documents/>
- 13) Reports meetings attended**
  - a) Rural Liaison – see website <https://cuxtonpc.org.uk/documents/>
- 14) Events**
  - a) Platinum Jubilee
    - i) Decision on whether to form a working group for this event
    - ii) Quotes for a Beacon
- 15) Consultations**

Nothing to report this month
- 16) KALC Award – For Decision**
- 17) Planning**
  - a) Kentish Wine Vault Campaign – for Information
- 18) Agree meeting dates to end of Financial Year – See Clerk's report**

**19) Correspondence**

Residents –

Others –

**20) 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

**21) Members Future Agenda Items**

S106 monies

**Confidential Section**

Resolution to exclude the press and public on the grounds that the following items concern staffing matters.

**22) Confirm Assistant Clerk hours**

**23) Staff salary review**

**24) Appointment of temporary Street Cleaner**



## **Minutes of the Meeting of the Council held on Thursday, 9 December 2021 at 7pm at Cuxton Library**

**Present:** Cllr Hutchfield, Cllr Savage, Cllr Reynolds, Cllr Jackson, Cllr Burley, Cllr Thorley, Cllr Porter, Cllr White, Cllr Maisey.

Clerk – Mrs J Nicholson

There were no members of the public present.

### **125) Apologies for absence**

Cllr Wilson and Cllr Moore – both unwell.

Ward Cllr Fearn – unwell.

*It was resolved to accept these apologies.*

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

*None.*

### **127) Minutes of the meeting held 21 October 2021**

*One spelling error was corrected. (Item 116 b – costs changed to costed.)*

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

### **128) 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.

*As Ward Cllr Fearn was unable to attend, Cllr Hutchfield advised that Ward Cllr Fearn had contacted her to report the following:*

*- The traffic lights on A228 junction will be adjusted on 13<sup>th</sup> December so that the red light stays on for 9 seconds.*

*- Ward Cllr Fearn has made a complaint to Medway Council's planning committee as he feels the 5 minutes he is allowed to address the meeting is unfair as he is representing both Cuxton & Halling and feels that he should be allowed for 5 mins for each parish.*

## **129) Finance**

### **a) Accounts for payment**

*It was resolved to approve the payments as listed.*

### **b) Purchase of live Christmas tree**

*It was resolved that a live Christmas tree be purchased for planting in the library garden at a cost of no more than £350 including delivery.*

## **130) General and Ear Marked Reserves Policy for Review**

This policy was reviewed, and it was resolved to change the wording as follows:

- Item 2.3 remove “of building up” and replace with “ring fencing”
- Item 5 remove “built up over a period of time are”

## **131) To approve the draft budget for 2022-2023**

*After discussion it was resolved to approve the draft budget with Ear Marked Reserves adjusted as follows:*

|                              |         |                                   |
|------------------------------|---------|-----------------------------------|
| - EMR – Elections            | £4000   | (no change)                       |
| - EMR – Pavilion Rec Project | £100000 | (no change)                       |
| - EMR – Woodland             | £6000   | (increase of £3000)               |
| - EMR – Play Equipment       | £0      | (repay deficit from Gen Reserves) |
| - EMR – Legal /Prof Fees     | £20000  | (increase by £7000)               |
| - EMR – Courts               | £24000  | (new EMR)                         |

## **132) To approve the precept for 2022-2023**

*It was resolved unanimously to make no increase to the precept this year. The small deficit identified, to come from General Reserves. The precept will therefore be £62016. At this time the tax base is unavailable.*

## **133) Football Foundation Grant – For Decision**

- a) To consider giving permission for Chairman to complete grant application form on behalf of the parish council and to agree a named councillor checks this form.

*It was resolved to grant this permission. It was further resolved that Cllr Burley will check the form on the council's behalf.*

- b) To consider giving permission for Chairman to sign the grant application form on behalf of the parish council.

*It was resolved to grant this permission.*

**134) Veolia Grant**

- a) To consider giving permission for Chairman to complete grant application form on behalf of the parish council and to agree a named councillor checks this form.

*It was resolved to grant this permission. It was further resolved that Cllr Thorley will check the form on the council's behalf.*

- b) To consider giving permission for Chairman to sign the grant application form on behalf of the parish council.

*It was resolved to grant this permission.*

**135) Estimates for removal of dead trees on Crown Property Land**

*To date only one quote has been received and it was felt that the contractor had not identified the correct trees.*

*Another contractor is due to visit.*

*Action: The Clerk will contact the second contractor and ask them to call the Chairman before the visit so that a volunteer from Cuxton Countryside Group can accompany him.*

**136) Pavilion Redevelopment – For Information only**

- a) Information from Project Manager – Client Duties

**137) Correspondence**

- a) Residents – Cllr Hutchfield has received correspondence thanking for her help in getting trees cut back on the road between Cuxton and Cobham.

*Further questions have been raised by residents about the width of the footpath in Tomlins Lane. A resident has purchased some unregistered land and put up some fencing. He has experienced some anti-social behaviour.*

*The footpaths officer has inspected the area and has confirmed that there are no issues with this fencing and piece of land.*

**138) 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 discussion took place about the gates to the shared school/pavilion drive as these are often left unlocked. It was noted that the gates are particularly difficult to lock. Cllr Jackson will discuss with the school at the next liaison meeting.*

*A discussion took place regarding the Medway Planning Meeting held 8/12/21 which some Cuxton Councillors attended. As several Medway Councillors expressed an interest in visiting Cuxton and the Winery, it was felt that Cuxton Parish Councillors would like to facilitate this for them.*

*Action: Clerk will make contact.*

*- At the Christmas Tree lighting event £138.56 was raised for Gillingham Street Angels. The council will make this up to £200 and Clerk will arrange to pass this money on.*

**139) Members' future agenda items**

Platinum Jubilee, Six Acre Wood, Estimate for Air sourced heating. Dead trees on Crown Estate Land, purchase of new laptop, printer and tablets.

**The Chairman closed the meeting at 8.58pm**

**Signed**

**Chairman**

**On the    day of**

**2022**

## **Clerk's Report January 2022**

### **Actions from previous meetings**

#### **Christmas Tree**

The live Christmas tree plus bark for around the tree plus more for the memorial garden has been ordered.

#### **Solar Panels**

A survey has taken place and we are awaiting a quote.

#### **Air Sourced Heating**

We are still waiting for an estimate.

#### **Six Acre Wood**

Curtis of Sylvanarb has apologised for the delay in producing the report re Six Acre Wood and said he will prioritise it for the end of the month.

### **Items relating to the agenda**

#### **9. Pavilion Redevelopment**

At the meeting on 10 Jan it became clear that the Project Manager had not realised that our Standing Orders state that, under Regulations 109-114 of the Public Contracts Regulations 2015, all contracts for over £25,000 must be advertised on the Contracts Finder website.

Using the site does make the tendering process longer as they are likely to receive many tenders which will all need to be gone through. This will increase the workload for the project manager, but as a council we must follow this procedure.

We also found out that there are issues with the original plans including issues with the first-floor space and the proposed removal of a load bearing wall. This means that an architect needs to be appointed to deal with these issues. (The original architect has declined to continue with the project). (See attached papers).

Once changes are made to the plan they will go back to Medway planning for approval. There will be a fee for this.

The Project Manager has asked for sight of the original plans for the pavilion building. We do not hold these. The Assistant Clerk is attempting to trace them via Medway Council & Kent County Council.

The Project Manager has presented his first timesheet (see attached papers) for 64 hours and this needs to be approved so that he can present his invoice (£4,400).

#### **11. Courts**

I have spoken to the consultant, and he says they are ready to go out to tender on this project. I have explained that our Standing Orders state that, under Regulations 109-114 of the Public Contracts Regulations 2015, all contracts for over £25,000 must be advertised on the Contracts Finder website.

Using the site does make the tendering process longer as they are likely to receive many tenders which will all need to be gone through. Unfortunately, as a council we have to follow this procedure.

Council need to decide whether to instruct the consultants to start the tendering process now or wait until we receive a decision from Veolia in March. Obviously, if we wait the build will be delayed, but if we go ahead and the grant is refused, we will still need to pay the consultants for their work. So far, we have paid one invoice to these consultants. (£1,380) paid under scheme of delegation.

*When considering matters relating to the pavilion and courts councillors may find it helpful to refer to the KALC booklets on the councillors' webpage <https://cuxtonpc.org.uk/councillor/>*

### **18. Meeting Dates to end of financial year.**

Full Council – 20 Jan, 17 Feb, 17 Mar, 21 Apr  
Land Management – 10 Feb, 10 Mar, 14 Apr

### **Emails**

The [cuxtonparish@btconnect.com](mailto:cuxtonparish@btconnect.com) email account will cease to be monitored from 10/1/2022. The account has had an “out of office” advising of this since mid-December. People using the account have also been emailed separately to ask them to amend their records.

### **Correspondence**

Winery – A resident has copied me into emails with Cllr Fearn regarding objections to the planning application

I have emailed all members of the Medway Planning Committee regarding a site visit and the fact that parish councillors are not allowed to speak at these meetings.

Jubilee – Rev Roger Knight has emailed to ask if we have anything planned. I have advised that we are considering a beacon and the Big Lunch

Allotments – A resident has enquired about progress with rats on the allotments . I have advised that we are awaiting the report. He has been advised that the report has now been received.

Tar tank and pavements - A resident has emailed re leaves etc

### **Other news**

#### **Smart meters**

The pavilion and floodlights in the recreation ground now both have smart meters. This should mean that electricity bills are now more accurate.

#### **PCSO Surgery**

There were no attendees at the PCSO surgery on 8 December at the Pavilion. At previous surgeries we only had one resident per meeting.

This is not a good use of mine or our PCSO's time.

Kent Police have launched “My Community Voice” <https://www.mycommunityvoicekent.co.uk/>

I have registered as Clerk for Cuxton PC , it is a good way of keeping up to date and talking directly with PCSOs.

Our PCSO, Sophie is looking into moving the physical surgery to an existing meeting within the village. She will look at walkers' groups, library, mother/toddler groups and will let us know when something is decided.

### **Asset Register**

I maintain an asset register showing the council's assets – property, land etc. I can't see that the pavilion has been re-valued in the last few years. I think this needs to be done to ensure our insurance cover is sufficient. Nick Baster has said he can recommend someone to do this work for us. Once I have an estimate I will know how many other people I will need to get estimate/quotes from.

### **Trusted Contractors**

It is possible to have a list of approved and trusted contractors to carry out routine work without going out for estimates each time. I would like to suggest that we compile a list for use. e.g. playground maintenance, painting etc.

### **Website**

The site now has a Vacancies page which will be updated whenever we have a vacancy for either a member of staff or a Casual Vacancy.

A new page is under construction for the Pavilion Redevelopment and will go live shortly.

### **Recreation Ground**

Baby swing – Our contractor is still trying to source the correct tool to re-fit the swing

The Teenage village was repaired and now urgently needs painting.

Time: 15:25

**Bank Reconciliation up to 29/11/2021 for Cashbook No 1 - Current Bank A/c**

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u>             | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 01/11/2021  | STO               |                  | 5,000.00           | 5,000.00         |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 01/11/2021  |                   |                  | 16.00              | 16.00            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 01/11/2021  |                   |                  | 32.50              | 32.50            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 04/11/2021  |                   |                  | 34.00              | 34.00            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 12/11/2021  | BACS              | 327.99           |                    | 327.99           |                   | R <input type="checkbox"/> | Mr R Schroeder                   |
| 12/11/2021  | BACS              | 259.20           |                    | 259.20           |                   | R <input type="checkbox"/> | JRB Enterprises                  |
| 12/11/2021  | BACS              | 42.00            |                    | 42.00            |                   | R <input type="checkbox"/> | KALC                             |
| 12/11/2021  | BACS              | 1,260.00         |                    | 1,260.00         |                   | R <input type="checkbox"/> | S Portchmouth                    |
| 12/11/2021  | BACS              | 151.82           |                    | 151.82           |                   | R <input type="checkbox"/> | business stream                  |
| 12/11/2021  | BACS              | 26.25            |                    | 26.25            |                   | R <input type="checkbox"/> | Laura Jones - Cleaner            |
| 12/11/2021  | BACS              | 5,100.00         |                    | 5,100.00         |                   | R <input type="checkbox"/> | Home Counties Play               |
| 12/11/2021  | BACS              | 26.25            |                    | 26.25            |                   | R <input type="checkbox"/> | Laura Jones - Cleaner            |
| 12/11/2021  | BACS              | -26.25           |                    | -26.25           |                   | R <input type="checkbox"/> | Laura Jones - Cleaner            |
| 18/11/2021  | BACS              | 1,380.00         |                    | 1,380.00         |                   | R <input type="checkbox"/> | Surfacing Standards Ltd          |
| 18/11/2021  |                   |                  | 47.50              | 47.50            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 24/11/2021  | DD                | 22.56            |                    | 22.56            |                   | R <input type="checkbox"/> | Microsoft                        |
| 24/11/2021  | DDR               | 6.00             |                    | 6.00             |                   | R <input type="checkbox"/> | British Telecom                  |
| 24/11/2021  | DDR               | 10.03            |                    | 10.03            |                   | R <input type="checkbox"/> | TotalEnergies                    |
| 24/11/2021  |                   |                  | 483.50             | 483.50           |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 25/11/2021  | BACS              | 2,678.54         |                    | 2,678.54         |                   | R <input type="checkbox"/> | Salaries                         |
| 25/11/2021  | BACS              | 190.00           |                    | 190.00           |                   | R <input type="checkbox"/> | DPS Print                        |
| 25/11/2021  | BACS              | 463.13           |                    | 463.13           |                   | R <input type="checkbox"/> | Glasdon Uk Ltd                   |
| 26/11/2021  | BACS              | 80.00            |                    | 80.00            |                   | R <input type="checkbox"/> | Action Communities Rural Kent    |
| 26/11/2021  | DD                | 90.00            |                    | 90.00            |                   | R <input type="checkbox"/> | Wickes                           |
| 26/11/2021  |                   |                  | 27.00              | 27.00            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 29/11/2021  | DDR               | 14.39            |                    | 14.39            |                   | R <input type="checkbox"/> | Zoom                             |
| 29/11/2021  |                   |                  | 65.50              | 65.50            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
|             |                   | <u>12,101.91</u> | <u>5,706.00</u>    |                  |                   |                            |                                  |

Time: 13:13

**Bank Reconciliation up to 30/12/2021 for Cashbook No 1 - Current Bank A/c**

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u>             | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 30/11/2021  | STO               |                  | 5,000.00           | 5,000.00         |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 02/12/2021  |                   |                  | 70.50              | 70.50            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 10/12/2021  | BACS              | 259.20           |                    | 259.20           |                   | R <input type="checkbox"/> | JRB Enterprises                  |
| 10/12/2021  | BACS              | 250.00           |                    | 250.00           |                   | R <input type="checkbox"/> | Mainly Sax                       |
| 10/12/2021  | BACS              | 60.00            |                    | 60.00            |                   | R <input type="checkbox"/> | KALC                             |
| 10/12/2021  | BACS              | 26.25            |                    | 26.25            |                   | R <input type="checkbox"/> | Laura Jones - Cleaner            |
| 10/12/2021  | BACS              | 24.00            |                    | 24.00            |                   | R <input type="checkbox"/> | T J Whiffen                      |
| 15/12/2021  | DDR               | 279.32           |                    | 279.32           |                   | R <input type="checkbox"/> | TPT RETirement Solutions         |
| 15/12/2021  | DDR               | 174.08           |                    | 174.08           |                   | R <input type="checkbox"/> | British Telecom                  |
| 16/12/2021  | BACS              | 200.00           |                    | 200.00           |                   | R <input type="checkbox"/> | Gillingham Street Angels         |
| 16/12/2021  |                   |                  | 48.50              | 48.50            |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 17/12/2021  | BACS              | 50.92            |                    | 50.92            |                   | R <input type="checkbox"/> | HMRC                             |
| 17/12/2021  | BACS              | 62.16            |                    | 62.16            |                   | R <input type="checkbox"/> | T Thorley                        |
| 17/12/2021  |                   |                  | 133.56             | 133.56           |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 20/12/2021  | BACS              | 2,162.22         |                    | 2,162.22         |                   | R <input type="checkbox"/> | Salaries Dec 2021                |
| 22/12/2021  | DDR               | 6.00             |                    | 6.00             |                   | R <input type="checkbox"/> | British Telecom                  |
| 23/12/2021  | DD                | 22.56            |                    | 22.56            |                   | R <input type="checkbox"/> | Microsoft                        |
| 23/12/2021  | DDR               | 9.75             |                    | 9.75             |                   | R <input type="checkbox"/> | TotalEnergies                    |
| 29/12/2021  | DDR               | 249.03           |                    | 249.03           |                   | R <input type="checkbox"/> | TPT RETirement Solutions         |
| 29/12/2021  |                   |                  | 107.50             | 107.50           |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
|             |                   | <u>3,835.49</u>  | <u>5,360.06</u>    |                  |                   |                            |                                  |

**Cuxton Parish Council**

**Summary Receipts and Payments for Year Ended 31st March 2022**

| Last Year Ended<br>31st March 2021 |   | Current Year Ended<br>31st March 2022 |
|------------------------------------|---|---------------------------------------|
|                                    | <b>Receipts</b>                                   |                                       |
| 60,800.00                          | Precept   | 62,016.00                             |
| <b>60,800.00</b>                   | Sub Total   | <b>62,016.00</b>                      |
|                                    | <b>Operating Income</b>                           |                                       |
| 6,860.80                           | Income  | 6,368.99                              |
| 16,226.16                          | Street Cleaning                                   | 16,485.78                             |
| 60.00                              | Property  | 260.00                                |
| 1,890.00                           | Allotments  | 2,337.40                              |
| 250.00                             | Events  | 0.00                                  |
| 100.00                             | Grants  | 133.56                                |
| 4,203.45                           | VAT Data  | 4,876.44                              |
| <b>90,390.41</b>                   | Total Receipts                                    | <b>92,478.17</b>                      |
|                                    | <b>Running Costs</b>                              |                                       |
| 24,949.45                          | Staff Costs                                       | 20,050.61                             |
| 9,145.41                           | Administration                                    | 11,943.24                             |
| 10,194.88                          | Street Cleaning                                   | 7,871.17                              |
| 23,263.63                          | Property  | 6,375.29                              |
| 210.10                             | Pavilion Redevelopment                            | 0.00                                  |
| 1,863.78                           | Allotments  | 705.47                                |
| 929.57                             | Events  | 647.99                                |
| 2,300.00                           | Grants  | 1,312.41                              |
| 4,876.44                           | VAT Data  | 2,161.97                              |
| <b>77,733.26</b>                   | Total Payments                                    | <b>51,068.15</b>                      |
|                                    | <b>Receipts and Payments Summary</b>              |                                       |
| <b>171,974.41</b>                  | <b>Opening Balance</b>                            | <b>184,631.56</b>                     |
| 90,390.41                          | Add Total Receipts(As Above)                      | 92,478.17                             |
| 262,364.82                         |   | 277,109.73                            |
| 77,733.26                          | Less Total Payments(As Above)                     | 51,068.15                             |
| <b>184,631.56</b>                  | <b>Closing Balance</b>                            | <b>226,041.58</b>                     |
|                                    | <b>These cumulative funds are represented by:</b> |                                       |
| 7,046.70                           | Current Bank A/c                                  | 18,482.73                             |
| 69,193.27                          | Barclays Business Rate Reserve                    | 69,198.50                             |
| 12,751.32                          | Barclays Business Premium A/C                     | 12,752.28                             |
| 75,121.66                          | Nationwide 95 day saver                           | 75,121.66                             |
| 10,089.61                          | Nationwide instant saver                          | 10,093.41                             |
| 10,429.00                          | Unity Trust Bank Ltd                              | 40,393.00                             |
| 0.00                               | Do not use  | 0.00                                  |
| <b>184,631.56</b>                  |   | <b>226,041.58</b>                     |
|                                    | <b>Reserve Balances are represented by:</b>       |                                       |

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**Cuxton Parish Council**

**Summary Receipts and Payments for Year Ended 31st March 2022**

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| Last Year Ended<br>31st March 2021 |                                | Current Year Ended<br>31st March 2022 |
|------------------------------------|--------------------------------|---------------------------------------|
| 12,657.15                          | Current Year Fund              | 41,410.02                             |
| 48,206.21                          | General Reserves               | 64,731.06                             |
| 4,000.00                           | EMR Elections                  | 4,000.00                              |
| 100,000.00                         | EMR Pavilion/Rec Project       | 100,000.00                            |
| 3,000.00                           | EMR Woodland                   | 3,000.00                              |
| 2,467.70                           | EMR Play Equipment Replacement | -250.00                               |
| 14,300.50                          | EMR Legal / Professional Fees  | 13,150.50                             |
| <u>184,631.56</u>                  |                                | <u>226,041.58</u>                     |

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

**Accounts for Payment Meeting 29 January 2022**

| <b>Payee</b>  | <b>Item</b>                 | <b>Amount</b>  |
|---------------|-----------------------------|----------------|
| Fisher German | Peppercorn rent bus shelter | £1.00          |
| People Safe   | lone working Mandown subs   | £230.40        |
| L Jones       | Cleaning                    | £30.00         |
|               |                             |                |
| <b>Total</b>  |                             | <b>£261.40</b> |

## Purchase of IT

**5d)** The Clerk currently has a black/white A4 printer scanner. There is an old Epson A£/A4 colour/BW printer in the office which is quite old and will need replacing soon.

The assistant clerk's laptop is over 12years old and needs replacing. I have based my search on the fact that the Clerk's laptop was an ASUS Vivo Book purchased at the beginning of the first lockdown. I have looked for comparisons on Amazon but if anyone is more knowledgeable on this I am happy to consider alternatives.

The Clerk currently has a black/white A4 printer scanner. There is an old Epson A£/A4 colour/BW printer in the office which is quite old and will need replacing soon.

[https://www.amazon.co.uk/ASUS-VivoBook-15-i5-1135G7-Keyboard/dp/B08CKXSM6J/ref=psdc\\_429886031\\_t3\\_B097GNFYBR](https://www.amazon.co.uk/ASUS-VivoBook-15-i5-1135G7-Keyboard/dp/B08CKXSM6J/ref=psdc_429886031_t3_B097GNFYBR)

|                                |   |  |   |   |
|--------------------------------|---|--|---|---|
|                                | Asus VivoBook 15 X512FA-BQ2047T 15.6-inch Laptop, Intel Pentium Gold 5405, 8 GB RAM, 256 GB SSD, Windows 10 Pro | ASUS VivoBook X515EA 15.6 inch Full HD Laptop (Intel i3-1115G4, 4GB RAM, 256GB SSD, Windows 10 with free Windows 11 upgrade) | ASUS VivoBook S 15 - S513EA Full HD 15.6 Inch Metal Laptop (Intel Quad Core i5-1135G7, 16GB RAM, 512GB SSD, Backlit Keyboard, Windows 10) Includes WiFi 6 | ASUS VivoBook S 15 - S513EA Full HD 15.6" Metal Laptop (Intel Quad Core i5-1135G7, 16GB RAM, 512GB SSD, Backlit Keyboard, Windows 10) Includes WiFi 6 |
| <b>Customer Rating</b>         | 3.9 out of 5 stars ( <a href="#">9</a> )  | 4.3 out of 5 stars ( <a href="#">35</a> )  | 4.4 out of 5 stars ( <a href="#">254</a> )  | 4.4 out of 5 stars ( <a href="#">254</a> )  |
| <b>Price</b>                   | <b>£427.00</b>  | <b>£348.98</b>   | <b>£599.99</b>  | <b>£599.99</b>  |
| <b>Sold By</b>                 | <a href="#">MESH Computers</a>  | Amazon.co.uk   | Amazon.co.uk  | Amazon.co.uk  |
| <b>Computer Memory Size</b>    | 8 GB  | 4 GB   | 16 GB   | 16 GB   |
| <b>Connectivity Technology</b> | Bluetooth, Wi-Fi  | —  | Bluetooth, Wi-Fi, USB, HDMI   | Bluetooth, Wi-Fi  |
| <b>CPU Model</b>               | Pentium Other   | Core i3  | Core i5   | Core i5   |
| <b>CPU Model Manufacturer</b>  | Intel   | Intel  | Intel   | Intel   |
| <b>CPU Speed</b>               | 2.3 GHz   | 4.1  | 2.4 GHz   | 4.2 GHz   |
| <b>Screen Size</b>             | 15.6 cm   | 15.6 inches  | 15.6 inches   | 15.6 inches   |

|                              |                |                 |                 |                 |
|------------------------------|----------------|-----------------|-----------------|-----------------|
| <b>Hard Disk Description</b> | SSD            | HDD             | SSD             | SSD             |
| <b>Hard Disk Size</b>        | 256 GB         | —               | —               | 0 GB            |
| <b>Item Weight</b>           | 1.7 kg         | 1.8 kg          | 1.7 kg          | 1.7 kg          |
| <b>Operating System</b>      | Windows 10 Pro | Windows 10 Home | Windows 10 Home | Windows 10 Home |
| <b>Processor Count</b>       | 2              | 2               | 4               | 4               |
| <b>Processor Description</b> | Intel Pentium  | Intel Core      | —               | Intel Core      |
| <b>RAM Type</b>              | DDR SDRAM      | —               | DDR4 SDRAM      | DDR4 SDRAM      |

### 5e) Tablets for Councillors

Some councillors are having issues accessing their emails and documents from their own devices. The council may wish to purchase some tablets to allow councillors to access their emails etc.

Details sourced from Amazon as examples.

|                                |  |   |  |   |
|--------------------------------|--|---|--|---|
|                                | Samsung Galaxy Tab A7 Lite 8.7 Inch Wi-Fi Android Tablet 32 GB Silver (UK Version) | Fire HD 10 tablet   10.1", 1080p Full HD, 32 GB, Black - with Ads | Lenovo Tab M10 10.1 Inch HD Tablet – (Quad Core 2.0GHz, 2GB RAM, 32GB eMMC, Android Pie) – Slate Black | Samsung Galaxy Tab A7 32 GB Wi-Fi Android Tablet - Dark Grey (UK Version) |
| <b>Customer Rating</b>         | 4.5 out of 5 stars ( <a href="#">631</a> )   | 4.6 out of 5 stars ( <a href="#">7872</a> )                       | 4.5 out of 5 stars ( <a href="#">765</a> )   | 4.7 out of 5 stars ( <a href="#">5332</a> )                               |
| <b>Price</b>                   | <b>£119.00</b>   | <b>£149.99</b>  | <b>£129.99</b>   | <b>£182.49</b>  |
| <b>Sold By</b>                 | Amazon.co.uk   | Amazon.co.uk  | Amazon.co.uk   | <a href="#">BEST DEALS GADGETS</a>  |
| <b>Colour</b>                  | Silver   | Black   | Slate Black  | Grey  |
| <b>Computer Memory Size</b>    | 32 GB  | 3 GB  | 2 GB   | 3 GB  |
| <b>Connectivity Technology</b> | Bluetooth, Cellular, Wi-Fi, USB  | —   | Wi-Fi  | USB, Bluetooth, Wi-Fi   |

|                                |                        |                         |                        |                        |
|--------------------------------|------------------------|-------------------------|------------------------|------------------------|
| <b>CPU Model Manufacturer</b>  | MediaTek               | —                       | Qualcomm               | Qualcomm               |
| <b>Screen Size</b>             | 8.7 inches             | 10.1 inches             | 10.1 inches            | 10.4 inches            |
| <b>Hard Disk Size</b>          | 32 GB                  | 32 GB                   | —                      | —                      |
| <b>Item Dimensions</b>         | 0.8 x 12.47 x 21.25 cm | 24.71 x 16.59 x 0.91 cm | 24.3 x 0.84 x 16.92 cm | 0.7 x 24.76 x 15.74 cm |
| <b>Item Weight</b>             | 350.01 grams           | 467.21 grams            | 480.01 grams           | 477.01 grams           |
| <b>Memory Storage Capacity</b> | 32 GB                  | 32 GB                   | 32 GB                  | 32 GB                  |
| <b>Operating System</b>        | Android                |                         |                        |                        |

#### 5f) Upgrade to Netwise Premium Plus Package

Over the Christmas/New Year there was an issue with council emails being blocked because the disk space allocation for the account had been exceeded.

With large files associated with the pavilion, courts and winery being sent

Netwise temporarily increased our disk space from 5gb to 7gb for a two week period.

I know most councillors have now reduced their mailboxes, so the service is now working again.

We now either need to ensure email inboxes are kept low or consider upgrading to the Premium Plus package, which will double the disk space allowance to 10gb.

For this billing cycle, the upgrade would be:-

Upgrade Summary      Days Left on Current Cycle: 75 / 365

Upgrade Total Due: £20.55GBP

Annual years hosting / support fee would then be £400 p/a for following years.



Telephone: 01634 719875

Administration office:  
The Innovation Centre  
Maidstone Road  
CHATHAM  
Kent ME5 9FD

The Parish Clerk  
Cuxton Parish Council  
Cuxton  
ROCHESTER  
Kent  
ME2 1EZ

Dear Parish Clerk

15th December 2021

Dynamic Domain Name System: [cuxtonpc.zapto.org](http://cuxtonpc.zapto.org)

We're contacting you with regard to your CCTV system, which we repaired and reinstated a while ago; and which, we trust, is still performing correctly.

As you are probably aware, your system has it's own unique Dynamic Domain name, as shown above, that is registered with a Global Server; this enables a permanent connection for the constant viewing of Live and recorded Images on Smartphones, Tablets and over the Internet, via the Alien App, from any location: whilst the App is Free, the Domain Hosting company is introducing an annual charge for DDNS Services from January 2022, similar to which is already in place for Users of Playstation and Xbox Consoles.

We have a number of supplementary options in place, to offer some kind of additional value for money for this Service, which includes unlimited Technical support and Service / Repairs via our Maintenance scheme.

The reverse side of this letter will explain briefly about DDNS: we will contact you again at the beginning of January to explain in more detail: in the meantime, do feel free to call our Technical number on 07971 671875 if you need to know any further information.

Yours faithfully,

**Eamonn Gifford**  
Accounts & Data Dept.

## What is DDNS ?

Viewing your CCTV Images on Smart Devices or over the Internet relies on a valid IP address. DDNS is a means by which accessing your CCTV from outside your Home becomes possible even when your external IP address changes. With DDNS you have a fixed Hostname such as 'mycctvsystem.view.org' which is configured into the Digital Recorder; the same Hostname is registered with a Global Hosting Server, which locates and matches with the Hostname in your Device, and assigns an up to date IP address.

IP addresses are in short supply, meaning that ISPs (your Internet provider) cannot just dish them out, they need to be rationed. The way they do this is to give all customers a dynamic IP address, effectively changing the public IP on your Router frequently - perhaps every day, perhaps every week or perhaps each time the Router is restarted. Unless you specifically request a Static IP address (and can justify it) or use a Business-class SP, you will get a non-permanent IP address as the public interface to your Network. This is not a bad thing of course and intrinsically creates a level of protection for your Network.

Getting a Static IP address can be a difficult process with consumer ISPs such as BT and TalkTalk, but it can be done, though usually for a significant Cost.

Given that most Homes and many Business connections have a dynamic IP address; DDNS creates a permanent method of accessing Remote applications.

Installation specialists of Bespoke & Covert CCTV and Custom made Electronic Security Systems



Telephone: 01634 719875



Administration office:  
The Innovation Centre  
Maidstone Road  
CHATHAM  
Kent ME5 9FD

The Parish Clerk  
Cuxton Parish Council  
Cuxton  
ROCHESTER  
Kent  
ME2 1EZ

3rd January 2022

Dear Parish Clerk

Dynamic Domain Name System: [cuxtonpc.zapto.org](http://cuxtonpc.zapto.org)

Further to our letter of the 15th of December 2021; please see the enclosed DDNS Licence & CCTV Service Contract Proposal: the annual Licence Premium is £85, which will include "On-Site" Call-outs, should any technical issue's be encountered.

If you would wish to proceed; please sign the enclosed Blue copy and return it to us with your remittance, made payable to LAC Limited; upon receipt, we will issue you with a valid Contract.

Do feel free to call our Engineer Rick on 07971 671875 if you require any clarification or further information.

Yours faithfully,

**Eamonn Gifford**  
Accounts & Data Dept.

Details for direct payment to our Bank  
LAC Limited  
(at Santander Business Banking)  
Sort Code: 09-01-29  
Account No: 46100421



| PARISH AREA   | TAXBASE       |         |              |
|---------------|---------------|---------|--------------|
|               | 2022/23       | 2021/22 | Movement     |
| <b>Cuxton</b> | <b>990.08</b> | 996.57  | <b>-6.49</b> |

For determining the precept **by entering required precept amount**

|  |                   |
|--|-------------------|
| Council Tax Base Figure for 2022/23        | 990.08            |
| <b>Required 2022/23 Precept for Parish</b> | <b>£62,016.00</b> |
| Band A (6/9 of Band D)                     | £41.76            |
| Band B (7/9 of Band D)                     | £48.72            |
| Band C (8/9 of Band D)                     | £55.68            |
| <b>Band D charge</b>                       | <b>£62.64</b>     |
| Band E (11/9 of Band D)                    | £76.56            |
| Band F (13/9 of Band D)                    | £90.48            |
| Band G (15/9 of Band D)                    | £104.40           |
| Band H (18/9 of Band D)                    | £125.28           |

|                |                   |
|----------------|-------------------|
| <b>PRECEPT</b> |                   |
| <b>2022/23</b> | <b>£62,016.00</b> |
| ...was 2021/22 | £62,016.00        |

|                                 |               |
|---------------------------------|---------------|
| <b>BAND D charge for Parish</b> |               |
| <b>2022/23</b>                  | <b>£62.64</b> |
| ...was 2021/22                  | £62.23        |
| <b>% Change</b>                 | <b>0.7%</b>   |

Medway Norse  
7 January 2022

I have carried out a survey on the allotments I found evidence of rat activity on the site rat burrow found I would suggest two of the following

(1) baiting using 20 bait boxes around the perimeter of the allotments one side as a ditch running a long it two sides have roads a long them and one side as a small woods visiting monthly over 12 month it would take up two hours to set up and a hour to check boxes each month.

(2) I would also recommend a rat shoot 4 times a year every 3 months each shoot would last 4 hours with two techs this would have to be done at night in winter months this can be done from 4pm but summer months would need to be done just as sun is setting we would have to use night vision that I can provide police would be called every to inform of shooting and reference number given.

Cost of contract I would say is £780 including 4x call outs per year wasps would not be included this would be at an extra cost if needed.



## Actual Pavilion Development Expenses to January 2022

|                           | Date         | Action                                | Cost              |
|---------------------------|--------------|---------------------------------------|-------------------|
| <b>Architect</b>          | 20/06/2017   | Building redesign                     | £1,500.00         |
|                           | 16/03/2018   | Alteration to plans                   | £500.00           |
|                           | 10/05/2018   | Pre-planning meeting                  | £442.00           |
|                           | 05/11/2018   | Alteration to plans                   | £250.00           |
|                           | 12/09/2018   | Public consultation printing          | £16.20            |
|                           | 01/02/2019   | Planning application preparation      | £1,990.00         |
|                           | 01/04/2020   | planning application (Medway Council) | £790.83           |
|                           | 16/09/2020   | change of opening hours               | £142.00           |
|                           | 16/09/2020   | Architects fees for above             | £190.00           |
|                           |              | Tree survey                           |                   |
|                           |              |                                       |                   |
| <b>Project management</b> |              |                                       |                   |
|                           | Nov-Dec 2021 | Initial meetings                      | £4,400.00         |
|                           |              | Financial Feasibility Report          | ?                 |
|                           |              |                                       |                   |
|                           |              |                                       |                   |
|                           |              | <b>Total spend to January 2022</b>    | <b>£10,221.03</b> |

## Predicted Pavilion Development Expenses February 2022 onwards

|                            | Action                                    | Estimated Costs   |                      |
|----------------------------|---|-------------------|----------------------|
| <b>Financial Advisor</b>   | Finance VAT Advice                        | £1,950.00         |                      |
|                            | VAT registration assistance               | £450.00           |                      |
|                            |   |                   |                      |
| <b>Architect</b>           | Revised plans                             |                   |                      |
|                            | Associated change to planning application | £200.00           | approximate          |
|                            | Stage 4 & 5                               | £19,000.00        | not confirmed        |
|                            |   |                   |                      |
| <b>Project manager</b>     | Tendering Process                         | £5,500.00         | £550.00 per day x 10 |
|                            | Build management                          | £16,250.00        | fixed cost           |
|                            |   |                   |                      |
|                            |   |                   |                      |
| <b>Planning conditions</b> |   |                   |                      |
|                            | electric charging points                  |                   |                      |
|                            | ecology survey                            |                   |                      |
|                            |   |                   |                      |
|                            |   |                   |                      |
|                            | <b>Additional Costs</b>                   | <b>£43,350.00</b> |                      |

## **8b Village survey**

In light of unanticipated, but substantial, further upfront costs, I would like council to discuss/decide on whether we should consult the village soon about the proposals in principle, but without costs. Our previous data is 10 years old and only reached 60 residents.

March 2021 Noticeboard edition mentioned the letter and survey that has been developed, and said that it would be circulated during March to provide residents with details of the amended plan.

We didn't circulate this and we have not officially mentioned the project at all since, there is also no information about the pavilion available on our website.

I am not suggesting the full survey be deployed as it is, but ideally a simple initial poll, or even just some information being made publicly available with regards to this project.

Perhaps something like the following, taken from our existing larger survey.

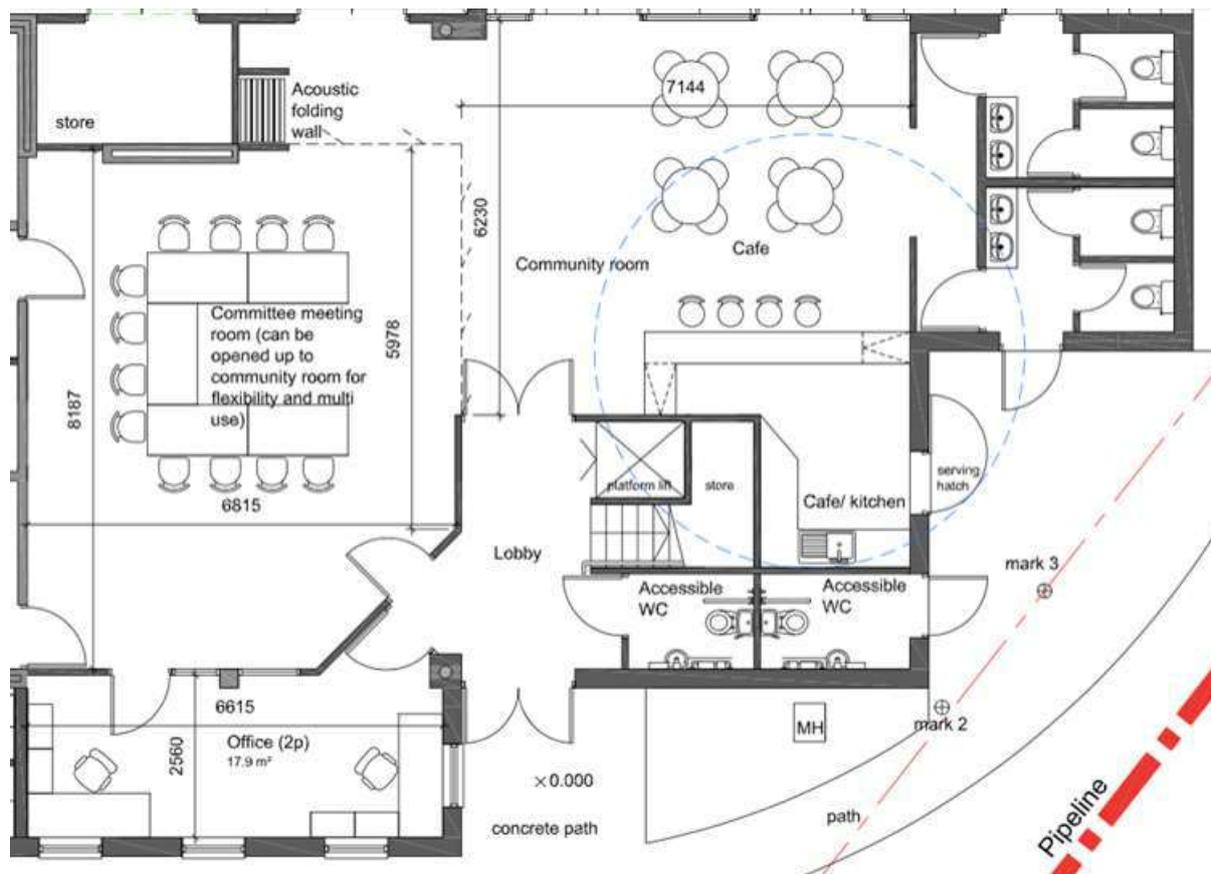
Dear Cuxton Residents

### **Pavilion Redevelopment**

The Parish Council have previously asked Cuxton Residents what services they would like to see in the village and you requested a café, public access toilets, and a meeting place amongst other things. These facilities could be provided, with ample parking, in the Pavilion building, in the recreation ground, if the space was redeveloped/extended.

### **Phase 1**

The drawing below illustrates the public space (community hub) that could be created in this development. It includes a Parish Office, meeting room for local groups, community café with inside and outside seating area, a small kitchen and public access toilets (not shown below are the existing sports changing rooms that would be renovated and given a separate entrance).



The Parish Council have applied for a substantial grant from the Football Foundation and can add money from our in reserves towards the project costs, although due recent prices increases for materials and building work, there is likely to be some shortfall.

CPC have been working with specialists to get a better idea of costs but we would like to ask your opinion of the project in principle.

(and then ask a few short questions, such as...)

Would you use toilets

Would you use café

Would you use meeting space

In principle do you think that this would be an asset to the village

| Quote A<br>Schedule of Fees   |  |
|---|--|
| Project Type  | Fee  |
| Extensions<br>inc. Remodelling  | Typically: 9k to Planning, and a further 9k for Technical Package/B Regulations for straightforward extensions. The fees on Large/Complex Extensions are open to discussion on the basis of estimated build-cost as noted below toward the end of this schedule. We do not accept commissions for "small works" extensions.  |
| New Houses  | Typically 15k to Planning, and a further 15k for Technical Package/B Regs for straightforward houses. Rising to 25k to Planning, and a further 25k for Technical Package/B Regulations for large detached dwellings or agreed on percentage of reasonable estimated build-cost.  |
| Multiple Housing<br>Developments  | Multiple of the above on a sliding scale to reflect efficiencies. On the basis of being not less than; 25k to Planning and a further 25k for Technical Package/B Regs for 2no. Dwellings and proportionally reducing to £5k per house to Planning and a further 5k per house for Technical Package/B Regs for up to 10no. Dwellings, and proportionally reducing to 4k per house to Planning and a further 4k per house for Technical Package/B Regs for 20no. Dwellings and beyond. |
| Apartment Schemes   | 7.5k per unit to Planning, and a further 7.5k per unit Technical Package/B Regulations for 1 to 10no. flats, and reducing on a sliding scale to reflect economies of scale beyond 10no. units to 5k per unit to Planning, and a further 5k per unit for Technical Package/B Regs.  |
| PRS Co-Living Micro-Flat<br>Schemes   | 2k per unit to Planning, and a further<br>2k per unit Technical Package/B Regulations  |
| Job Running<br>(construction building)                                      | Should you wish, we offer a JCT job-running/contract administrator (CA) service for our projects. The fee for this typically will be the same again as each of the fee scales as set out above.  |
| If you wish to have a fee<br>on basis of Reasonably<br>Estimated Build Cost | It is possible to calculate the approximate build cost of projects on the basis of their area in square metres and a reasonable estimate of per square metre build cost. The appropriate fees for Designscape Consultancy services are 7.5% of estimated build cost, being 2.5% for planning stage, 2.5% for technical stage, and 2.5% for job-running stage if and as requested.  |
| Commercial and<br>Other Projects  | We carry out many other types of commissions including commercial offices and church work. Fees for such projects are open to discussion on the basis of scale, estimated build cost, and complexity.  |
| Time Charge   | If you wish, we can offer time-charge consultation services at the following rates;<br>Director: £335 per hour<br>Senior Architect: £185 per hour<br>Senior Architectural Assistant: £125 per hour<br>Assistant: £85 per hour  |

All the above is subject to VAT payable at the appropriate rate.

You also should be aware that you may require the services of many other professional consultants at both the planning stage and at the technical stage. We can advise on this.

Many thanks for the opportunity to price to stage 4 and stage 5 for the above project. As requested I have broken the fee at stage 5 as the current form of the contract is not yet known.

### **Experience.**

B architects have been involved in a number of projects involving sports and leisure facilities and are well versed in the compliance with sport England and the particular requirements of a multi use community facility. Recent projects have included.

**Maidstone United club house and changing facilities.** We worked with the contractor and client to provide facilities for a new club house, teaching facilities and changing rooms. These elements were designed to allow for use by Maidstone United and the wider community allowing for private hire.

**Benenden School sports pavilion.** Construction of a bespoke sports pavilion including changing facilities and multi function space with views over the new multi sport pitch.

**Deal Football Club** changing and function pavilion. A new facility being provided to complement a new residential scheme. Building design includes full compliant changing facilities as well as viewing terrace and function rooms.

**Mapplesden Noakes school sports hall.** Construction of a sports hall and multi sport all weather pitch for the schools use. This was later geared towards an indoor cricket specialist facility through the use of specialist flooring.

### **Observations on the proposed scheme.**

#### **First floor.**

The first floor roof has been extended to the north facing side of the site with two hipped end extensions. These create a total of 25sqm of floor space at first floor based on the provided cad file and measured to 1m above floor level. Depending on the form of the existing roof and construction methodology these works could result in additional roof load that the existing structure may not currently support. Allowance will need to be made for potential additional structural elements to support this. I would suggest that a cost comparison is carried out to see if this is the most economic way of creating this space. Without the roof extension the main hall is approx. 123sqm measured at 1m above floor level.

There are no toilets present on first floor. In itself this is not an issue as a platform lift has been provided. The planned toilet arrangement gives access to one toilet at ground floor if the Community room/bar is closed. The main bulk of the public toilets are accessible from the bar or outside. If the upstairs hall was let for a private hire would the bar area be included in the hire to gain access to the toilets?

#### **Ground floor**

Is Sport England funding being sought and has the design been developed in conjunction with their guidance?

The adjusted committee room should have a large glazing element that could open out onto the terrace area.

The current external levels are to be altered around the building to suit the new layout involving elements of dig and back filling. DPC levels will need to be checked so that sufficient waterproofing is provided to the new levels.

There are substantial structural changes within the existing structure and a full measured and structural survey will be required prior to commencement of the works/design package.

The project will require close co-ordination with the structural engineer in terms of incorporating the new elements to the old and we have allowed to take a lead role in this co-ordination.

### **Schedule of services**

#### **Stage 4**

Working drawing package to tender level to include

- Site Plan
- Site Settingout
- Fire Strategy Layouts
- Floor plans
- Elevations
- Sections
- Indicative M&E & Kitchen (in conjunction with specialist kitchen supplier)
- Reflected ceiling plans
- Schedules including floor Window, door & finishes etc
- Bathroom layouts
- Room data sheets
- Information to building control level.
- Dealing with discharge of planning conditions
- Co-ordination of other consultants' information
- Attending 4 DTM (additional chargeable at (£500+vat per meeting)
- Within the Stage 4 fee we have allowed for a full review of the scheme with the client team to make sure it meets their requirements as it has had the side extension removed as part of a cost saving exercise.

**£13,500+vat**

#### **Stage 5**

- Construction details
- Assisting contractor
- Attendance to site as requested under design and build contract.
- As built drawings.

**£5,500+vat**

#### **Exclusions**

- Contract administration.
- Cost planning/Quantity surveying services.
- any planning changes, nma applications etc.
- substantial re-design / changes to brief at any stage.

- Statutory fees for building control and planning submissions for matters reserved by condition.
- Surveys and any specialist reports.
- Principal Designer role
- Site visits outside of the design and build scope of works.

We look forward to hearing from you and being involved in this exciting community project.

## **9 Grant Application Update**

### **a) Veolia Grant for Court Refurbishment**

The Veolia grant was submitted on December 21<sup>st</sup> and the Third-Party Contribution letter added on January 4<sup>th</sup> following an informal meeting of the Parish Council. Cllr Thorley had checked the application prior to submission and minor amendments made to the original application form in terms of the access document.

### **b) The Football Foundation Grant**

This grant was submitted on January 13<sup>th</sup>. Cllr Burley checked the application prior to submission, and confirmed he found no concerns with the application.

Prior to submission there was an informal meeting of council with the project manager to discuss the increasing costs of the project and the need for an architect to be appointed.

A separate discussion with the Football Foundation resulted in the Parish Council being encouraged to submit the application. They were reassured that they would be able to apply for funding above £250,000 should the total cost of the project exceed £500,000.

The parish council were also reminded to include all professional fees and additional cost incurred by the parish council in the application so they can be included as the parish council's contribution towards the project costs. An existing spread sheet was amended so that predicted costs could be included. The spreadsheet was submitted with the grant application.

## 10 Request for Grant Aid

It has become traditional at this time of the year for Kent Community Rail Partnership (Kent CRP) to write as you set your precept for next year to give consideration to contributing funds towards our work. Kent CRP relies on contributions, so if your Council in these stringent times could make a donation, this would help us enormously to continue with the work we are involved in.

**As Covid restrictions have eased we have begun to return to undertaking train travel training and events at stations, whilst building on some of our online work - this year Kent CRP has:**

- Provided train travel and rail safety training to students from Heath Farm School (Charing) and St Edward's Roman Catholic Primary School (Sheerness).
- Worked with GROW19 to plant up the planters that were installed and Wateringbury station pre-Covid and construct new planters at Cuxton station, now cared for by the Friends of Cuxton Station group.
- Our award winning young person's programmes continue, working mainly with 16-19 year olds from Sheppey College on the Isle of Sheppey and Five Acre Wood, Snodland. Last year Five Acre Wood replanted Snodland station following disruption caused by refurbishment of the footbridge. Sheppey College constructed planters at Sittingbourne and provided inspirational message boards for the steps at the station to promote wellbeing. A new mural at Strood Station was co-developed with students from Strood Academy, brightening the subway that forms the main pedestrian approach to the station.
- We are supporting eleven station adoptions. Adopted stations are often safer places as they experience reduced vandalism and anti-social behaviour. If you have not already considered adopting your local station, we would be happy to come along to a meeting and explain this opportunity further.
- We have been nominated for three awards in the annual national Community Rail Network awards – results to be announced on 9 Dec; Best Community Engagement Project – Establishing the Kent Downs Line, Best Communications – Embracing the Digital World, Involving Diverse Groups – The Cuxton Station Project.
- Hundreds of emails, phone calls and on-line meetings have resulted in our new Kent Downs Line Partnership between Ashford and Otford, consisting of 12 stations with 20 active community members.
- Kent CRP produces 4 newsletters a year, has a continuously updated Website and is active on Facebook, Twitter and new for this year Instagram. Our output has grown enormously over the past year and reaches a larger audience than ever before.
- Kent CRP works with Councils to provide a voice for the community, contributing ideas for local plans.
- Our website remains the best place to discover more, including some details of the history of our 31 stations, places of interest to visit or picturesque cycle rides or walks to help visitors explore from the station. The focus has been on promoting sustainable and healthy travel and to help support social and economic development. <http://kentcrp.org/>

I hope that your Council is able to contribute, as even a small amount will enable Kent CRP's successful record of achievements to continue. Payments can be paid by BACS or cheque.

## 14. Beacon Costing

### Quote A

#### Beacon costing and notes.

This is the costing of manufacture and delivery of the iron beacon basket on a square oak post, delivered to site, fitted by others.

|                                |          |
|--------------------------------|----------|
| 300 x 300 oak beam.            | 1200.00  |
| 1500 x 1400* iron basket       | 840.00   |
| Delivery as close as possible! | 50.00    |
| Total.                         | £2090.00 |

\*The measurements on the basket plan don't add up so something will alter but the shape remains the same.

The total length will be around 7m so we'll need a JCB or similar to dig the 1.8m hole and lift the post into it.

Basket remains untreated.

This does not include the flag option.

*Iron and oak prices are increasing at the moment so best to get update on costs at time of order.*

### Quote B

QUOTE: Date: Jan 2021

Supply only of Fire Brazier (metal work only no wooden post) to dimensions supplied on sketch forged and fabricated construction forged details to ends of brazier

Guide price £1720 (subject to final design)

Samples on request +VAT @ 20% Basic terms:

Details of this quotation have to be agreed in writing by the customer, before any commission can be started (This can be done by signing and dating the bottom of this quote form). A 40% deposit is required for any commission over £100.00 Under certain circumstances an interim payment (% to be discussed at time) will be required to cover delay and/or stop of work caused by the customer or works not related to XXX

The finished product as described in this quotation remains the property of XXX until paid for in full by the customer. Invoices are to be paid in full on the collection, or delivery of goods or installation of the commissioned work associated with this quotation. For "supply only" products fixings, (screws, bolts, nails, grout, bulbs etc.) are not included, but are available at additional cost XXX reserves the right to change aspects of design & specification if it is of benefit to the customer. All quotes are valid for 30 days, and estimated turn around times are valid for 14 days. Please Note: All designs submitted to prospective customers which are signed and dated are protected by copyright, and cannot be copied and, or used without the permission

Quote C

### **Brazier for Platinum Jubilee**

[www.blackforgeart.co.uk](http://www.blackforgeart.co.uk)

I do not know the size or style of your existing beacon, however assuming the attached style, with a 3ft. diameter bowl, complete with post-top mounting straps, then I would offer the following prices.

For the above in black iron – – – £795 + VAT



For the above in stainless steel – – – £1025 + VAT



AStai

For personal delivery to Cuxton – – – £85 + VAT (alternatively, collection by yourself or representative would be welcome).

As with all our commissions, we would only require a 25% deposit with your confirmation of order with no further payment due until completion and pre-dispatch.

Many thanks for your invitation to supply a quotation for the re-manufacture of the Cuxton Beacon and your supplied photograph which strongly suggests that this appears to have deteriorated to the point of being non-existent. This is probably due to a combination of burning fire within iron, and your coastal, salt laden, coastal air, both of which accelerate corrosion through unpainted ironwork.

However by scaling the old image of the original beacon which I emailed to you and, from measurement since supplied by your walking friends, then assuming that the post is 8ins. diameter suggests the original beacon was approx. 3ft. 6ins. - 4 ft. width. (Which in my opinion did look to be manufactured from quite thin iron straps, while appearing slightly large/top-heavy atop that size of post).

In my original email to XX, before any photographs etc were available, I guessed at a 3ft. width beacon and began suggesting costs involved. However, below I have now increased this to include a larger 3ft. 6ins. option, – and to also include a mounting consisting of a cylindrical solid post sleeve designed to drop over the top of the existing wooden post. (Being necessary to also prevent burning embers dropping out of the beacon onto the top of the post so setting alight to it).

The only options available to maximise on the life expectancy of all coastal located ironwork are to either keep it regularly painted. (Which strikes me as unlikely considering its location!), to manufacture it from much heavier gauge iron, – or to manufacture the entire beacon from solid stainless steel (which does not rust and lasts indefinitely).

However, heavy gauge stainless steel is a much more expensive metal to buy and to fabricate.

Consequently, taking into consideration the pros and cons of the above, as an extension to my original provisional quotation to Tracey, I would offer the following: –

To manufacture a 3ft. diameter heavy duty post-top brazier in black iron – – – £920 + VAT

To manufacture a 3ft. 6ins. diameter heavy duty post top brazier in black iron – – – £1,200 + VAT

To manufacture a 3ft. diameter heavy duty post top brazier in stainless steel – – – £1490 + VAT

To manufacture a 3ft. 6ins. diameter heavy duty post top brazier in stainless steel –  
– – £1865 + VAT

For personal delivery to Cuxton – – – £85 + VAT (alternatively, collection by yourself or representative would be welcome).

Regarding the actual fitting of this new beacon to the top of your post. At present I am very unaware of how far this is off the road, how easy it is to access with vehicles, (if at all?) etc. Consequently, while I am unable to quote for this at present. However, an alternative suggestion could be as follows;-

We regularly design and manufacture village signs which similarly usually require being similarly dropped over a wooden post, and while we can and do install these, a more cost-effective option for the PC is usually to enlist the services of a local, helpful farmer, all of whom usually have a tractor with an extending front-end loader attached to the front, – which can make the installation of such extremely quick and easy and cheap. – Maybe food for thought?

As with all our commissions, we would only require a 25% deposit with your confirmation of order with no further payment due until completion and pre-dispatch.

## **KALC COMMUNITY AWARDS SCHEME 2022**

**Supported by the High Sheriff of Kent, Kent County Council and Medway Council**

### **OUTLINE**

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The 2022 Awards Scheme was launched on 17 November 2021, with a closing date for nominations of 14 February 2022 so that the presentation of the awards can take place at the 2022 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2022. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

#### Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups due to the importance of the High Sheriff of Kent, KCC Chairman and Mayor of Medway needing to remain impartial.

#### What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

#### What is the criteria for making an Award?

There will be no pre-determined criteria on what a “significant contribution to the local community” might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

### What does the winner receive?

This will be a Certificate signed by the High Sheriff of Kent, the Chairman of Kent County Council/Mayor of Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

### Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2022 Annual Meeting. The High Sheriff of Kent, Chairman of Kent County Council/Mayor of Medway or the KALC Chairman could also participate in the presentation of the Awards if they are invited by the Local Council and are available. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

### Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

## **ANNEX A**

### **Examples of possible criteria**

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.

## **17. Kentish Wine Vault Campaign Update**

### **MC/21/2328 | Construction of a winery building including café/restaurant and visitor centre with energy centre, car park, access road and landscaping. | Land South of Bush Road Near Cuxton Medway Kent**

As councillors are aware, in December the Medway Planning Committee decided to defer the decision on the KWV planning application in response to the number of letters of opposition and to 'gain a better understanding of the community perspective'. Ahead of that meeting copies of the two letters of objection from Cuxton Parish Council and the two objections from Kent AONB Unit were emailed directly to the planning committee members for their information.

At this meeting it was clear that some members of the planning committee were familiar with Cuxton, Upper Bush and Bush Valley and some members also appeared to be opposed to the development. However, although the planning officer had 20 minutes to present the case for approving the development, our Ward Councillor, Mat Fearn was only allowed 5 minutes and Cuxton Parish Council and the public were not allowed to comment at all. A site visit was requested by committee members unfamiliar with the location.

The site visit is scheduled for January 15<sup>th</sup>. As the parish council are not allowed to attend, the campaign group have organised a silent protest with placards has been planned for the route from the A228 along Bush Road to Upper Bush and the North Downs Way. Cllr Fearn will be on the site visit and will draw the attention of members to the information on the site visit leaflet the campaign group sent to them in advance of their visit.

On 26<sup>th</sup> January KWV have yet another opportunity to present to Medway Planning Committee (MPC) members. This will be followed by a Q&A session where MPC members can ask questions of KWV team. The parish council are not invited but the campaign group have produced a list of questions for Cllr Fearn to ask.

The campaign group have also produced a 35-page supplementary information document for the MPC members. This will be sent to them ahead of the Q&A session to reinforce to them the many real concerns the group have in relation to this proposed development.

The application will be on the agenda for the Medway Planning Committee scheduled for 6.30pm on Wednesday 9<sup>th</sup> February. It is anticipated that the campaign group will again organise a protest outside the meeting building on that evening.

If the MPC support the application there is a plan to appeal to Michael Gove's department.

Kay Hutchfield