



Minutes of the Meeting of the Council held on Thursday, 19th May at 6.45pm at Cuxton Library

Present: Cllr Hutchfield (Chair), Cllr Reynolds (minute taker), Cllr Burley, Cllr White, Cllr Wilson, Cllr Porter, Cllr Savage and Cllr Thorley (delayed and arrived 7.45 pm).

Locum Clerk on annual leave

Presentation Team: Nick Baster (project manager for Pavilion Project) and Kevin Matthews (architect).

1) Apologies for absence

None

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

Agenda Item 3c - Cllr. Porter

3) To receive items raised by Parishioners in attendance at Chairman's discretion.

No public in attendance.

4) To receive a presentation on the progress of the Pavilion Development by Nick Baster (project manager for Pavilion Project) and Kevin Matthews (GDM Architect).

Councillors were taken through the proposals for the external and internal finishes proposed to be included in the tendering process. Councillors agreed on the general proposals with some minimal additions and option identified.

Cllrs Reynolds and Hutchfield will contact Medway Environmental Officer regarding the requirements for the kitchen in terms of fridges, food storage, surfaces and food hygiene training to ensure all the necessary food hygiene requirements are met by the current proposals.

It was agreed that if Councillors thought of any other issues they wished to raise with Nick or Kevin, regarding proposed internal and external finishes they would do so before Friday 27th May.

5) Election of Chairman and Vice-Chairman of Cuxton Parish Council

Cllr Hutchfield was re-elected. Proposed by Cllr Porter, seconded by Cllr Wilson.

It was agreed that the vice-charman would be a shared role between Cllr Burley and Cllr Porter.

Cllr Burley proposed by Cllr Hutchfield, seconded by Cllr Wilson. Cllr Porter was proposed by Cllr Thorley and seconded by Cllr Wilson

6) Election of Committee Membership

a) Planning Committee Members

Elected members: Cllrs Burley, Porter, Thorley, Savage and Hutchfield.

Cllr Burley was proposed as Chairman by Cllr Porter, seconded by Cllr Hutchfield. Cllr Porter was proposed as Vice-Chairman by Cllr Hutchfield, seconded by Cllr Burley

b) Land Management Committee:

Elected members: Cllrs Porter, Thorley, Savage, Hutchfield and Reynolds (3 vacancies).

*Cllr Porter proposed as Chairman by Cllr Hutchfield, seconded by Cllr Wilson
Cllr Thorley proposed as Vice-Chairman by Cllr Porter, seconded by Cllr Savage*

c) Finance and Staffing Committee:

Elected members: Cllrs Thorley, Burley, White, Hutchfield and Wilson.

*Cllr Thorley proposed as Chairman by Cllr Porter, seconded by Cllr Hutchfield.
Cllr Burley proposed as Vice-Chairman by Cllr Hutchfield, seconded by Cllr Wilson*

Staffing Sub-committee: Cllrs Thorley, Porter, Reynolds and Hutchfield.

d) 6e Traffic Management Group:

Elected Members: Cllrs Savage (Chair) and Hutchfield (notetaker) and 8 lay members

7) Review of Terms of Reference

Unfortunately, the TOR had not been circulated to members.

a. Land Management Committee (LMC) TOR.

To be reviewed at next LMC meeting

b. Finance and Staffing Committee TOR

Reviewed by Cllr Thorley and no changes required.

c. Staffing Sub-Committee

Not available for review. To bring to June CPC agenda.

d. Planning Committee TOR

Reviewed by Cllr Burley and no changes required.

e. Traffic Management Group TOR

Not available for review. To bring to June CPC agenda.

8) Appointment of Representatives on outside bodies and working groups:

Items a-d agreed under 6 a-d

e. Cuxton Academy of Schools Liaison: *Cllr Hutchfield (temporary)*

- f. Local KALC Rural Parishes: *Cllr Reynolds*,
- g. Rural Liaison: *Cllr Hutchfield*
- h. Police Liaison: *Cllr Wilson*

9) To approve the minutes of the Parish Meeting held 21st April 2022.

Approval postponed to June meeting

10) Finance

- a) Bank Balances.

No Rialtas reports were available, however, Cllrs Thorley and Hutchfield had accessed the bank accounts and all balances were in line with expectations. Cllr Thorley also gave a verbal report on the amounts in each account.

It was agreed that £40,000.00 of the precept should be transferred from the Barclay's Community Current account to the Unity Trust account and the monthly standing order (SO) be re-instated. The monthly SO transfers are for £5000/month from the Unity Trust account into the Barclay's Community Current Account.

- b) Approval of Payments since the last meeting

Cllr Thorley presented a list of payments made since the last meeting. These were approved.

- c) Accounts for payment

Cllr Thorley presented a list of accounts for payment. These were approved.

This will be available once the end of year reconciliation is completed on the 25th May.

- d) Review of Financial Regulations

The Financial Regulations were extensively reviewed in 2021 and as no amendments have been issued by NALC since the revision no further changes were proposed.

- e) Additional Hours for Locum Clerk

It was agreed to pay the Locum Clerk an additional 4.5 hours for supporting the organisation of the Big Lunch Event on June 5th.

- f) Training Courses for the new Clerk

It was agreed to approve training courses for the new clerk: ILCA course at £120, Rialtas course at £200.

11) Review of Standing Orders and agree monthly timetable for Policies and Procedures.

As Standing Orders had been reviewed in May 2021 and no amendments have been issued by NALC, it was agreed the Standing Orders remain unchanged. There will be another opportunity to review them once the new clerk is in post.

It was agreed that at least 2 policies should be reviewed each month to ensure all policies are in line with current legislation.

The current NALC templates were used to revise the Sickness Policy, Grievance Policy, Disciplinary Policy and Equal Opportunities Policy.

- a. Sickness Policy adopted
- b. Grievance Policy adopted
- c. Disciplinary Policy adopted
- d. Equal Opportunities Policy adopted

12) Project Update

- a) Pavilion update received from Project Manager and Architect under item 4
- b) Court refurbishment

Proposal from courts project manager will be added to the next Land Management Committee meeting.

- c) Bike Track

Clearance work to remove blackthorn and brambles from around the bike track commenced 19th May 2022

- d) Traffic Management Group.

A further speed/traffic survey has been agreed for the section of Bush Road from the point where the North Downs Way crosses Bush Road to Upper Bush access road. Rob Carmen, a Medway Council Officer, has been sent the traffic issues raised and has offered to try and get some of the proposals actioned.

Norman Kemp of Nu Venture Buses has inspected bus routes and sent information directly to Medway Council regarding obstruction of bus routes and pinch points within the village.

- e) Big Lunch

Donations given at the Big Lunch will go to the Disasters Emergency Committee for the Ukraine appeal.

13) To Review Interim Report from Planning Committee

No current contentious planning applications. Awaiting vineyard decision on going to appeal.

14) To Review Interim Report from Land Management Committee

Work continues with local voluntary group to support of local projects

15) To Receive Medway Councillor's Report

No report received

16) Correspondence Requiring Action

- a) Complaints about flowerpots by the parade of shops

Correspondence from a resident re flower display outside of shops will be forwarded to Ward Councillor Fearn and Medway Council for action as the land in question does not belong to Cuxton Parish Council.

- b) Memorial Bench Enquiry from resident

Cllr Hutchfield to ask Ian Gray if she can give his contact details to the resident about this request for a location for a memorial bench.

- c) Rural Kent Membership:

Cllr Hutchfield to enquire if the parish council are still members.

- d) Email from resident re air-sourced heat pump.

Cllr Hutchfield has already responded directly to the enquiry.

17) General Matters raised by Members for discussion to be added to future meetings

- a) Cllr Thorley raised concerns that a resident had challenged the proposed location of the beacon. Cllr Hutchfield to investigate.

The Chairman closed the meeting at 9.15pm

Next meeting 16th June, 7 pm at Cuxton Library

Signed

Kay Hutchfield

Chairman

On the 16th

day of June 2022