



Minutes of the Meeting of the Cuxton Parish Council held on Thursday, 21st April 2022 at 7pm at Cuxton Library, Bush Road, Cuxton.

Present: Cllr Hutchfield (Chair), Cllr Porter (Vice-Chairman), Cllr Maisey, Cllr White, Cllr Savage and Cllr Thorley

In attendance: Mrs S Poole (Locum Clerk), 8 Parishioners

224. Apologies

Cllrs Burley, Wilson, Reynolds and Moore. All on holiday.

225. Suspension of meeting to allow participation of public.

The Chairman opened by welcoming the public who had been invited to support the presentation of the 2021 Kent Association of Local Councils Community Awards which was postponed because of the pandemic. Sharon Rose was chosen for the award for all work she did during the Pandemic with making masks, PPE and support packages for local hospitals and care homes. Cllr Thorley presented the award.

The Chairman welcomed the new Clerk, Carl Jensen, who attended as a member of the public. His employment with the Parish Council starts on May 30th.

226. To receive any declarations of interest for any items on the agenda

Cllr Porter has declared an interest in Agenda Item 6.

227. To approve the minutes of the Parish Council Meeting held on 17th March 2022

Cllr Thorley proposed that the minutes be accepted as a true record of the meeting. Cllr Porter seconded the proposal and members resolved to accept the proposal.

228. To receive any items raised by Parishioners in attendance at Chairman's discretion

No item received.

229. To receive any report from Medway Councillors - Ward Councillor M Fearn

No report received.

230. To review the Finance Report (to be circulated before the meeting by Mr Fribins)

The bank balances from locum RFO were only circulated to the Chairman of Finance Committee.

a. Bank balances as on 31st March 2022.

The chair of the Finance Committee reported that the bank balances report was an accurate account of the Council bank balances.

b. Approval of payments since the last meeting this excludes any Direct Debits:

A verbal report of payments for approval was given by the Chairman of the Finance Committee. Approval of payments was proposed by Cllr White and seconded by Cllr Porter and all present agreed.

c. Accounts for payment

A verbal report of accounts for payments was given by the Chairman of the Finance Committee. Approval of payments was proposed by Cllr White and seconded by Cllr Porter and all present agreed.

Invoices for printing the annual report and the village newsletter not yet available.

Cllr Hutchfield proposed that this year's renewal of the KALC subscription is paid and reviewed again in 2023, Cllr Porter seconded and all agreed.

Cllr White proposed the listed accounts for payment were paid and was seconded by Cllr Porter. All agreed.

The account with Total Energy will be reviewed to clarify the invoice amounts are correct.

Cllr Fearn's Ward Grant of £300.00 has been received by Cuxton Parish Council. This grant is to support the work of volunteers making improvements to the library garden.

d. Purchase of Key Safe

The current key safe is too small and not particularly secure. It was proposed that a new Key Safe be purchased at a cost of £49.99. Proposed by Cllr Hutchfield and seconded by Cllr Thorley and all agreed.

231. To Receive an Interim Report from the Land Management Committee

Cllr Porter reported that the last meeting was held on the 14th April. There is an item which Cllr Porter has an interest in which has been declared so this will be passed to Cllr Hutchfield for discussion.

The revised Pavilion plans were considered. The project manager and architect will present to Council at the May meeting.

The beacon is being collected on the 13th May and will be installed 20th May.

The Big Lunch is all in hand and there is a working party meeting Tuesday 26th April.

Cllr Hutchfield reported that there have been two quotes to repair and maintain the bike track, Cllr Porter had declared an interest in this item. A discussion was had regarding the quotes, there was one quote was from SGS and the other from Cuxton Gardens, both quotes were very different but it was felt that Cuxton Gardens were the more professional looking and gave more detail on what they will be doing. It was agreed that we would accept Cuxton Garden quote and ask for a report and photos before and after the work has been done. Cllr Thorley proposed that the First Year will cost £2,100.00 and the 2nd and 3rd year cut will be £1,800.00. This amount is for 3 cuts per year and Cllr White seconded this. All agreed apart from Cllr Porter who abstained.

232. To receive any interim report from the Planning Committee

Nothing to report

233. To receive information and update on Projects

a. Courts

Feedback from Veolia on the failed grant application indicated that there was nothing specifically wrong with the application, there was just a high volume of applications. Cllr Hutchfield reported that there was another grant opportunity to investigate. The Landfill Communities Fund Trust offer grant of £100,000 and an application will be made to them in July/ August to see if they will fund the redevelopment of the courts.

The Lawn Tennis Association has been in contact to enquire how the project is developing and have offered a Teams meeting next week to discuss what help they might be able to offer. This help is likely to take the form of a gate system operated by a phone app and coaching support.

After discussion with the project manager for the courts development the Council will need to consider if they wish to apply for planning permission for renewing the floodlights, replacing the fencing and providing an equipment store within the court area equipment store. The Football Association have a £25,000 grant for floodlights and fencing that Council could apply for.

These issues will be taken forward by the Land Management Committee.

b. Pavilion/Football Foundation

At a recent project meeting the Nick Baster and Kevin who is the Architect requested but have requested a site visit to look at the beams. This has been organised by the Locum Clerk. They will also come to the next Full Council meeting to do a presentation and mood board and drawings as the next stage is deciding on finishes as part of the development of a tender document.

A new grant application to the Football Association application will begin in June/July when the tendering document has been completed and an accurate costing for the build is available. At this point a decision will be made whether to apply for funding for £400,000 or £250,000. If any borrowing is needed a public meeting and a village survey will need to be conducted to assess the support for the project.

Cllr Thorley has suggested that the next Land Management meeting is held in the Pavilion Home Changing Room, so that councillors can familiarise themselves with the layout ahead of the next Full Council meeting

234. Jubilee Big Lunch.

To receive a progress update and to review the budget for approval

Cllr Porter reported that everything is on track and the license etc has been applied for There are still some things to check as some of the usual team will be away for the

event, but the bands have been booked and information on the craft and produce event was included in the May Noticeboard Newsletter.

The budget allocation for the event is £2,000.00.

235. Support for Ukraine: Kent based charity request

The Chairman has been contacted by a gentleman who works for a charity who is driving to Ukraine and has asked if a Lorry could be parked in the car park of the Social Club or the Library car park for people to donate dry food and supplies too. Cllr Thorley requested more information from the charity so checks can be put in place. Cllr Hutchfield will ask him for more details and report back.

236. Reports from Traffic Management Group

Cllr Savage reported that one concern raised by several members of the group was the apparent speeding that took place at the western end of Bush Road, where the speed limit changes to 50mph. Cllr Hutchfield proposed that Council consider commissioning a second traffic survey to be carried out between where the Pilgrims Way crosses Bush Road and Lower Bush. A survey would cost in the region of £450.00. A survey in this location would also provide a comparison with the survey published in the Kentish Wine Vault planning application. Cllr Thorley seconded this and all present agreed.

It is important that the traffic survey is booked before the start of the school holiday period, preferably at the end of June or first week of July.

237. Progress on preparation for Annual Parish Assembly on Friday 29th April, as well as the Annual Report

Preparations for the event are completed. Voluntary groups and newsletter distributors have been invited. The meeting starts at 7.30pm and the Annual Report and revised drawings of the Pavilion will be available for scrutiny and comment.

238. To agree meeting dates for 2022.

Slight amendments were made to the meeting dates for the year before they were agreed. Copies will be placed in the noticeboards and library.

239. Correspondence requiring action (to be circulated before the meeting)

The Locum Clerk will try to book the Internal Auditor, Lionel Robbins, for the end of May.

Cuxton Open Gardens planned for the 3rd July 2022 have asked if they can use the Recreation car park, to sell tickets for people parking for those from outside the village wanting to visit the gardens. No objections were raised.

A Pop-up Community Café was discussed at a recent online seminar by Action For Communities in Rural Kent (ACRK). Pop up Cafes are provided for rural areas without a village hall. It was agreed that this might be something that might be of interest to Cuxton residents. The locum clerk has experience of these cafes at Shorne and will provide the contact details for booking.

240. General matters raised by Members for discussion

No matters were raised

241. Future agenda items

Cllr Hutchfield reminded councillors that the next meeting is the Annual Parish Council Meeting so can all please review the Standing Orders, Financial Regulations, and Terms of Reference. These were updated last year, but the final ones have not been published so they need to be uploaded onto the website. Cllr Thorley will forward copies of the agreed Standing Orders and Financial Regulations to the locum clerk.

Cllr Maisey has decided to step down from the Council. She thanked everyone for her time on the Council since 1999 elections. Cllr Hutchfield thanked her for her invaluable help and support of the Parish Council. Cllr Thorley thanked Cllr Maisey for her help when she joined the Council.

Cllr Hutchfield thanked the new Clerk for coming to the meeting and look forward to working with him in June.

242. Confidential Section:

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

a. To approve payment of additional hours

Council approved the payment of 5 hours additional hours for the retiring Clerk that she had used to hand over to the locum clerk. Once confirmation has been received from the outgoing Clerk the additional hours will be paid.

b. Outcome of exit interview with clerk

An exit interview form had been completed by the exiting clerk and comments have been taken on board. This is reflected in the decision to employ a full-time clerk rather than a part-time clerk and part-time assistant clerk, which will automatically ensure that the clerk will be available every weekday.

The locum Clerk was thanked for being flexible with her working hours and fitting Cuxton Parish Council jobs around her commitments to Shorne Parish Council.

c. To confirm the appointment of a locum Clerk and a locum RFO

Council confirmed the appointment of Mrs S. Poole as our locum clerk for 15 hours a week until the end of May 2022.

Mr Fribbins has been appointed as the locum RFO and will invoice Council each month.

d. To confirm the appointment of a new Clerk and Responsible Financial Officer

Mr Carl Jensen has been employed as Clerk and RFO for 35 hours a week. His employment commences on 30th May.

e. To consider support measures for new clerk

Work has begun on planning an induction programme for the new clerk that will include meeting the councillors, employees and registering for the ILCA programme and Rialtas training.

243. Report on Complaint

Cllr Porter reported the incident which happened in the recreation ground, on the 28th March, and subsequent emails that were received in the next 24 hours, Cllr Porter has confirmed that the Monitoring Officer has been informed and is awaiting to hear back. No further communication has been received since the incident occurred. It was agreed until the Monitoring Officer comes back nothing further will happen.

There being no further business the Chairman closed the meeting at 21.04

Signed **Kay Hutchfield** Chairman

On the **16th** day of **June** 2022

Next meeting is the Annual Parish Council Meeting on 19th May at 19.00