



Minutes of the Meeting of the Council held on Thursday, 16th June 2022 at 7pm at Cuxton Library

Present: Cllr Hutchfield (Chair), Cllr Porter, Cllr Reynolds, Cllr Savage, Cllr Thorley, Cllr Wilson, Cllr Burley, Cllr White.

In attendance: Mr C. Jensen, Clerk

There were no members of the public present.

18) Apologies for absence

None

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

Agenda Item 6b - Cllr. Porter.

20) Minutes of the meeting held on 21st April 2022 - for approval

The following amendments were made:

233b. – Locm changed to Locum.

Words inserted (Item 234. – line 2 words ‘the event’ inserted after ‘will be away for’).

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

21) Minutes of the meeting held on 19th May 2022 – for approval

The following amendment was made:

Amendment to amount (Item 10.a. amount changed from £4000 to £5000).

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

22) Actions since previous meeting

The Chairman proposed to revert to matters arising as opposed to the clerk’s report to ensure that items were minuted and subsequently actioned.

It was resolved to accept this proposal as stated.

Medway Councillor’s Report and Public Session

The Chairman advised, following an earlier conversation with Ward Councillor Matt Fearn, today, 16th June 2022, that no appeal had yet been received regarding the winery application.

There was an impetus to ensure that items outstanding from the 2019 local election had been addressed, if not already done so before the local elections in May 2023. (Perch seating, James Road; Mirror at end of May Street; Rights of way at pinch point before Riggall Court and s.106 money). With regards to the s.106 money a meeting is to be arranged with Cllrs Filmer, Fearn, Hutchfield, Savage and the clerk to discuss this aspect and a report will be provided to full Council. Cllrs were asked to think of practical ideas as to how this money could be used to alleviate traffic issues at the junction of Bush Road and the A228. The clerk to contact Jill King at Medway Council to request details of the monies that would be available. The Chairman also intimated that money for the provision of a football pitch, currently unspent by Halling PC, might be made available to Cuxton PC in respect of the re-development of the courts.

23) Finance

a) Bank balances as at 7th June 2022

Although the balance of the Community Account (Current Account) was currently high, the Chairman suggested that with payments due to be made, the balance would reduce to more normal levels. The chair of the Finance Committee, Cllr Thorley, was concerned that the maximum holdings per organisation for compensation under the FSCS regulations were currently exceeded but noted the Chairman's comments regarding payments due.

It was resolved to accept these balances as correct.

b) Approval of payments since last meeting

A verbal report of payments for approval was provided by the chair of the Finance Committee.

It was resolved to accept these payments as correct.

c) Approval of the estimate for removing 11 trees infected with Ash dieback in Six Acre Wood

A verbal report of the estimate from our preferred contractor was provided by the Chairman. The Chairman advised that more trees would need to be removed in the future and monies would need to be transferred into the Woodland Reserve to cover at least the current estimate. The chair of the Finance Committee questioned the cost of the estimate and the Chairman advised that the other estimate did not address the situation adequately and this was why the Council was pursuing this current estimate. The Chairman to advise parishioners in the forthcoming newsletter that the work needs to be undertaken urgently, in view of public safety and that the Council had earmarked reserves to cover the current cost. Notices to be positioned to give advance warning of the works.

It was resolved to accept this estimate and clerk to advise the contractor accordingly.

d) Approval of payment of GDM invoice

The Chairman advised that the architects' invoice was in relation to the working drawings package. The next meeting with the project managers, Logic, is to take place on 22nd June where the Chairman would be requesting confirmation of the total cost of the project so that the Council could consider funding and borrowing options before providing details to the parishioners for their views.

It was resolved to approve this payment.

e) Accounts for payment – other

The Chairman advised that we were still awaiting an invoice for the production of the annual report and would chase for same.

The other invoice for payment was for the registration of the initial notice to the local authority for building regulation approval in respect of the Pavilion re-development and was a direct result of the legislation change due on 16th June 2022. Had we not applied for approval before this date, then we would have faced more onerous conditions.

It was resolved to approve these payments as stated and when invoice noted above was received.

f) End of year reconciliation feedback

Reconciliation was undertaken on the 25th May 2022 by Chris Fribbins (Halling Clerk/RFO). No issues were raised.

24) Update on Progress on Bank Mandates Changes

a) Barclays, three accounts and bank card - mandate change form to be sent to Barclays on Friday 17th June. The clerk advised he was aware a complex signing authority could be added to the online banking application for the Community Account so that an extra level of security and authorisation could be applied before payments could be made, especially relevant in relation to the payment of the clerk's salary.

It was resolved to amend the Barclays Community account to complex signing authority once all the mandate changes have taken place.

b) Nationwide accounts – a mandate change form had been sent to the Nationwide by Cllr Thorley. No response as yet.

c) Unity Account – Cllr Burley advised that he contacted Unity to arrange to change the mandate details but apparently only the Chairman has the authority to make alterations on the account. The Chairman to access the account online and request amendment changes. The Unity account was recommended by KALC but the clerk advised that quarterly charges were incurred on this account for no benefit, so consideration to be given to alternative non-fee accounts.

25) Casual Vacancies

The Chairman confirmed that the Council has three casual vacancies. The Chairman advised that an advertisement would be published in the next newsletter encouraging interested parties to apply together with a request

for more volunteers to deliver the newsletter. Cllr Thorley stated that, Julie Jensen, the clerk's wife, had expressed an interest in the casual vacancies. A discussion occurred regarding a potential conflict of interest but this was decided not to be an issue. The Chairman advised that Mrs Jensen would need to make application and the details would be provided within the newsletter.

26) Events

The Chairman issued thanks, particularly to Cllrs Porter and Thorley, for all their demanding and challenging work in making the Beacon lighting and the Big Lunch so successful.

a) Feedback on Beacon lighting

Correspondence was received which referred to the ease in which debris could fall out of the housing and that drainage holes would need to be enlarged to prevent rust. Cllr Thorley advised that the manufacturer previously confirmed that the drainage holes were sufficient for purpose. The Chairman asked Cllr Thorley to contact the manufacturer to see if they would provide a basket which could be inserted to stop potential debris falling out.

b) Feedback on Cuxton's Platinum Jubilee Big Lunch

The Chairman advised that the Locum clerk had stated public money could not be donated to a cause which would be used overseas. However, as the donations on the gate were collected by Cuxton 91, Cllr Thorley advised that Cuxton 91 have agreed to bank the donations and pay the (DEC), Disasters Emergency Committee, accordingly.

It was resolved that the donations and payment to DEC would be dealt with by Cuxton 91.

27) Parish Council Projects

a) Pavilion Re-development

The Chairman advised that the next meeting with Logic was scheduled for 22nd June and Council would be updated accordingly. The Chairman has written to the Football foundation asking for a copy of the Council's initial application so that a funding re-application could be submitted.

b) Courts Resurfacing

The Chairman advised that a review of the current position was required and this would be referred to the next LMC, (Land Management Committee), meeting on 14th July 2022.

28) Traffic Management Group

The Chairman confirmed that the Council had already agreed to obtain a second traffic survey. The Chairman confirmed the location of the survey should be where the speed limit changes on Bush Road, into and out of the village, from and towards Cobham. The clerk has now contacted the

consultant to determine if a survey could take place at the end of June/beginning of July 2022.

29) Grant Applications/Requests for Funding

No requests received.

30) Reports of Meetings Attended on behalf of Council

a) KALC

Nothing to report, next meeting July.

b) Rural Liaison

Nothing to report as quarterly meeting due shortly.

c) Cuxton Academy of Schools

The Chairman attended a meeting today, 16th June 2022, which discussed the locking of the school gate using a motorbike chain attached to a padlock. This was to be investigated by the Deputy Head of Cuxton School and a costing provided so that the Council would consider funding 50% of the cost. The Chairman had asked the clerk to become the school liaison and the school have been notified of the change by the Chairman.

d) Police Liaison

Cllr Wilson attended the latest meeting via MS Teams on 14th June 2022 and one of the issues raised was why, when a crime was reported, the Police do not always attend. The Police advised that it depends on the circumstances. Cllr Wilson would raise the drugs issue in the village at the next meeting. Next meeting with PCSO scheduled for 25th July 2022. The clerk to contact Sophie Clarke, PCSO, to discuss the procedure for the collection of drugs found in the village.

31) Consultations

Lower Thames Crossing

The Chairman asked if the Council would like a representative from the Lower Thames Crossing Group to advise of the current situation. Although the development would not impact Cuxton directly, as it was outside of the project area, the traffic on Bush Road and Cobhambury Road has been monitored by the Lower Thames Crossing Group. The Chairman to provide contact details to the clerk so that a meeting via MS Teams could be arranged.

32) Review of Terms of Reference Brought Forward from CPC meeting, 19th May 2022

Item 7c. Staffing Sub-Committee TOR

The Chairman asked the clerk to locate the Staffing Sub-Committee TOR together with the Finance TOR, both completed by the previous clerk and forward to Cllr Thorley as chair of the Finance and Staffing Sub-Committee.

Cllr Thorley asked to formally leave the Staffing Sub-Committee because of a potential conflict of interest due to a long-standing friendship with the clerk. Cllr Thorley suggested that a new Councillor might come forward with relevant personnel experience to assist and the Chairman said that the advertisement in the next newsletter would ask for volunteers with relevant skills to assist the working of the Council.

Item 7e. Traffic Management Group TOR

The Chairman asked the clerk to locate the TOR, completed by the previous clerk and forward to Cllr Savage as head of the Traffic Management Group.

33) Correspondence

The Chairman introduced the report on the bike track received from Cuxton Gardens and Cllr Porter suggested that the report would be referred to the next meeting of the LMC. The Chairman asked the clerk to contact Andrew Bayliss, known to the Council as a bike expert with relevant experience in this field, to ask for his advice and recommendations with regards to the issue with the clay, as stated in the report together with the cost of any potential repair.

34) 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.

35) Members Future Agenda Items

Item 7c. Staffing Sub-Committee TOR
Item 7e. Traffic Management Group TOR

The Chairman closed the meeting at 8.53 pm

Next meeting 21st July 2022, 7pm at Cuxton Library

Signed *Kay Hutchfield* **Chairman**

On the *21st* day of *July* *2022*