



## **Minutes of the Extraordinary Council Meeting held on Thursday, 11<sup>th</sup> August 2022 at 7pm at Cuxton Library**

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

Cllr Wilson apologised she would need to leave the meeting at 8pm as she had a prior engagement. *It was resolved to accept these apologies.*

**In attendance:** Mr C. Jensen, Clerk

There were no members of the public present.

### **68) Apologies for absence**

Cllr White sent apologies.

*It was resolved to accept these apologies.*

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

None.

### **70) Approval of estimate for the drilling of trial holes required by Exolum with regards to the location of the oil pipeline**

It was reported that at the July meeting between the project manager and Exolum, the position of the aviation fuel pipeline could only be approximated in relation to the proposed extension of the building. The project manager advised it would be prudent to undertake an accurate survey now to ascertain the exact position of the pipeline and ensure the building was constructed within their agreed tolerance. If the survey was postponed until the building works commenced the plans might need to be altered and additional costs incurred.

Two estimates were provided for the proposed work which would need to be conducted under the supervision of Exolum.

Concerns were raised about the current very dry condition of the ground that might render the dig impractical. However, the project manager has advised they want this work to be undertaken as soon as practicable.

Following discussions, the Parish Council preferred the cheaper quotation from Hooper & Sons Ltd, but it was unclear whether any additional costs might be involved. The clerk was requested to ask for the quote from Hooper & Sons Ltd to be resubmitted as a formal quotation on headed paper that identified all the potential costs and any additional charges

which might be incurred, especially if a mini digger was required. Cllr Thorley proposed that if the formal quotation did indeed offer the cheaper option, the decision to accept would be devolved to the chairman.  
*It was resolved to accept this proposal as stated.*

**71) Approval of payment of Building Control invoice, Harwood, dated 29<sup>th</sup> July 2022**

It was advised this payment related to the second instalment of the original quotation regarding Building Control and this payment was in respect of the plan checking fee.

*It was resolved to approve this payment.*

**72) Approval of payment of Logic PM invoice, dated 26<sup>th</sup> May 2022**

This invoice was sent to the chairman in error instead of the clerk and so had not been actioned. Logic had since chased for the overdue payment. Cllr Thorley advised that payment for the invoices would be made after the meeting concluded.

*It was resolved to approve this payment.*

**73) Approval of payment of Buildings Insurance invoice, Zurich, dated 16<sup>th</sup> July 2022**

The clerk advised that the Parish Council had entered the last year of a three-year fixed-term agreement with Zurich. However, this year's invoice shows an increase in costs. The clerk had queried the rise in the premium and Zurich confirmed the premiums had increased due to index-linking and should the Parish Council decide not to renew then the discount that had been received, would become payable.

Cllr Thorley stated that items such as the Beacon had been added recently to the policy and would have been incorporated into the renewal cost. Cllr Savage proposed this payment should be paid. The clerk advised the Parish Council should consider its' options at renewal in 2023.

*It was resolved to approve this payment. The payment to be made nearer to the renewal date 10<sup>th</sup> September 2022.*

**74) Approval of amended public survey, costs and timeline in respect of the Re-Development of the Pavilion**

An amended version of the village survey was reviewed. It was agreed that the survey should be delivered to every home in the village as well as online. In addition, it was agreed to reduce the opportunities for free text because of the time needed to input this data for analysis from hard copy responses. The revised survey will be presented by Cllr Hutchfield at the September Cuxton Parish Council meeting for further consideration.

It was proposed that if it has an analysis function, Google. Docs will be used for the online survey as it is free. Unfortunately, Survey Monkey now charges an annual fee for their services.

Cllr Burley circulated a copy of the current financial costs of a loan from the PWLB (Public Works Loan Board) that would be used to update the current survey.

Although the original survey and public consultation plans were approved by KALC (Kent Association of Local Councils) the revised survey will need to be resubmitted for approval by KALC before being implemented due to the change in KALC CEO in the interim.

**75) Discussion of Payment to Qualitree's**

The clerk brought to the attention of the Councillors the contents of an email he had received from Qualitree's advising amendments would be made to the original quotation. Cllr Thorley stated the Parish Council did not request more operatives be used and the clerk concurred and provided copies of the contract. The Parish Council had agreed to pay the amount of the original quotation under minute reference 23c) from the Full Council meeting on 16<sup>th</sup> June 2022. It was agreed that should the invoiced amount exceed the amount originally quoted, then Qualitree's would be asked to provide a full explanation for additional costs.

*It was resolved that when invoices are received from Qualitree's, the clerk was authorised to pay up to the amount of the original quotation without further referral to Council.*

**76) Extension to Street Cleaners Temporary Contract**

The clerk advised Council that the temporary street cleaner wanted to continue in the role. Cllr Hutchfield proposed the temporary contract for the street cleaner be extended until 1<sup>st</sup> January 2023. All Councillors were pleased with his work and unanimously agreed.

*It was resolved to extend the temporary street cleaners' contract until 1<sup>st</sup> January 2023. The clerk to advise of the contract extension.*

**77) Unlicensed Bootcamp**

Documents provided to Councillors by the clerk clearly indicated that the Parish Council has a duty of care to people who attend bootcamps in the Recreation Ground and that those who conducted sessions needed to be licensed and have public liability insurance and risk assessments in place. Cllr Hutchfield had previously circulated a notice she intended to include in the next newsletter to raise awareness of the potential risk associated with using unlicensed bootcamps. Amendments to the newsletter notice were agreed and the final version would be circulated to all Councillors prior to publication. Cllr Wilson also suggested additional notification be included in the Noticeboards situated within the village.

8:03 pm Cllr Wilson apologised she had to leave the meeting.

*It was resolved to accept these apologies*

Cllr Thorley advised the current licenced bootcamp had maintained the agreement made with the Parish Council and should be able to function without hindrance from unlicenced bootcamps operating at the same time. Following discussion, it was suggested the Parish Council should enter into a dialogue with those running unlicenced bootcamps. Councillors would visit the Recreation Ground to initiate a discussion with the person running the unlicenced bootcamp.

The clerk advised that despite several requests, the Monitoring Officer at Medway Council had only now responded with his comments regarding the incident which occurred in March 2022. A proposed response had been sent to the vice-chairman for approval before being dispatched to people that had submitted correspondence.

**78) Information Exchange**

Cllr Porter advised she had received a request for confirmation that the trees at the junction of Bush Road and the A228 had been cut back. The clerk advised that in early July he had sent several requests and photographs to Medway Norse at Medway Council of the trees that needed cutting back. He also mentioned the very recent accidents that had occurred at that junction. He stated that Medway Norse responded on Saturday 5<sup>th</sup> August and advised before the works would be conducted, a letter drop was required. The clerk requested a date for the works to be undertaken but has received no response to date. Cllr Porter to provide the correspondent with the clerk's email address in order that future requests could be directed correctly.

**79) Members Future Agenda Items**

None.

**The Chairman closed the meeting at 8:18pm**

Next meeting 15<sup>th</sup> September 2022, 7pm at Cuxton Library

**Signed      *Kay Hutchfield*                                      Chairman**

**On the      29<sup>th</sup>                                      day of    *September*                                      2022**