



Minutes of the Meeting of the Council held on Thursday, 21st July 2022 at 7pm at Cuxton Library

Present: Cllr Hutchfield (Chair), Cllr Porter, Cllr Reynolds, Cllr Savage, Cllr Thorley, Cllr Wilson, Cllr White. Cllr Thorley arrived at 19:04 pm and her apologies were accepted.

In attendance: Mr C. Jensen, Clerk

There were no members of the public present.

44) Apologies for absence

Cllr Burley.

It was resolved to accept Cllr Burley's apology.

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

None.

46) Minutes of the meeting held on 16th June 2022 - for approval

The following amendment was made:

Item 26b) Reference to attendance at Big Lunch removed.

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

47) Minutes of the meeting held on 28th June 2022 – for approval

The following amendment was made:

Comma added after surname of clerk.

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

48) Matters Arising

The clerk advised the external auditors, PKF Littlejohn, had confirmed receipt of the annual audit documents.

Medway Councillor's Report and Public Session

No report received.

49) Finance

a) Bank balances as at Statement Date 30th June 2022

Cllr Hutchfield stated the clerk had advised invoices would not be input to the Rialtas Accounting system until at least August due to other outstanding work. Cllr Hutchfield advised the Community Account balance was currently high but would reduce shortly due to invoices now received. *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. Cllr Thorley queried the payment of holiday pay made to the locum clerk. Cllr Hutchfield stated this formed part of the contract and had been calculated correctly. It had not been anticipated the locum clerk would have been in post as long as she was. *It was resolved to accept these payments as correct.*

c) Approval of payment of Logic PM invoices dated 27th June 2022 and 21st July 2022

Cllr Hutchfield advised the invoices related to the time spent on the project by the director during the period June and July 2022. Cllr Wilson asked if the director was needed as the cost was more than twice that of the assistant. Cllr Reynolds stated the company was very small and only had three employees. Cllr Wilson asked if the Councillors who attended the meetings were satisfied with the work undertaken and Cllr Hutchfield stated the project managers were very efficient and was impressed they had made many suggestions and cost saving elements, due to their expertise, including keeping the building on one floor. Cllr Reynolds confirmed they had provided good advice to date and had listened to the concerns of the Parish Council. Cllr Hutchfield stated that Exolum, the owners of the pipeline, required trial holes to be dug to locate its' exact position so when known they would have the full facts to comment on the planning application. Cllr Thorley requested confirmation that alterations she had recently suggested had been incorporated into the latest plans and Cllr Hutchfield confirmed they had. Cllr Reynolds suggested Cllr Thorley attended the next meeting with the project managers and she stated she would find that beneficial.

It was resolved to approve these payments.

d) Approval of payment of GDM Architects invoice dated 23rd June 2022

Cllr Hutchfield advised the architects' invoice was in relation to the working drawings package and incorporated the re-drawing of the roofline. This was an agreed fee to be paid by instalments. Cllr Wilson asked if the Council was pleased with the design of the front of the building as parishioners might not be. Cllr Hutchfield stated this was the most cost-effective solution with regards to the blending in of the current roof, although it was not necessarily aesthetically pleasing. Cllr Thorley suggested if parishioners query this then the Council should be able to confirm, if an alteration was made to enhance the front of the building, what the additional liability would be within the Parish Council precept

included in Medway's annual Council Tax bill. Cllrs Reynolds and Hutchfield suggested that deflecting attention from the front of the building, utilising existing natural features, could assist in making the building more pleasing on the eye.

It was resolved to approve this payment.

e) Recommendations for adjustments to 2022-23 Reserve Budget

Cllr Hutchfield stated monies should be moved from budgets to ensure they operated within their limit. The clerk advised, as this was one of the recommendations of the recent Finance and Audit meeting, held on 7th July 2022, he would report to the next meeting in November. The clerk advised the recommendation of the Finance and Audit Committee meeting to Full Council was to increase the Woodland Reserve Budget from £5,340 to £20,000.

It was resolved to increase the Woodland Reserve Budget as stated.

50) Update on Progress on Bank Mandates Changes

a) Barclays, three accounts and bank card

Cllr Hutchfield and the clerk had contacted Barclays on different occasions, as confirmation of the changes had not been received and Barclays advised the request had been marked completed in error. The clerk confirmed Barclays had re-activated the request and the mandate change should be completed in the near future.

b) Unity Account

The clerk advised the mandate change form had only recently been sent. Cllr Hutchfield asked if the mandate change had been applied to the Nationwide accounts. Cllr Thorley stated the forms had been sent and clerk to chase for a response.

51) Changes to the Finance and Staffing Committee

a) Recommendation from the Finance and Staffing Committee to return to two separate committees

All Councillors agreed with the proposal.

It was resolved to accept the recommendation to separate the Finance and Audit and Staffing Committees.

b) Terms of Reference (TOR) for Finance and Audit Committee

Following discussion, Cllr Hutchfield amended the TOR to reflect it would be reviewed annually and not at the Annual Meeting of the Cuxton Parish Council.

It was resolved to accept the TOR as amended and Cllr Hutchfield signed and dated the amended document.

c) Membership of the Finance and Audit Committee

Cllr Hutchfield advised that currently the members of the Finance and Audit Committee comprised Cllrs: Hutchfield; Thorley; Wilson; Burley and White and these would remain without amendment.

d) Terms of Reference (TOR) for Staffing Committee

The clerk advised that items related to staffing matters had been removed from the previous Finance Committee TOR and added to the new Staffing Committee TOR. Cllr Hutchfield recommended item 1.5 should be amended to read 'To make recommendations on staff management and recruitment to Council'. Following further discussion, Cllr Hutchfield amended the TOR to reflect it would be reviewed annually and not at the Annual Meeting of the Cuxton Parish Council.

It was resolved to accept the TOR as amended and Cllr Hutchfield signed and dated the amended document.

e) Membership of Staffing Committee

Cllr Hutchfield advised that currently the members of the Staffing Committee comprised Cllrs: Hutchfield; Porter and Reynolds but a further Councillor was required. At the recent Finance and Staffing Committee meeting, Cllr Wilson had stated she would be willing to join the committee. *Cllr Porter proposed Cllr Wilson become a member of the Staffing Committee and Cllr Reynolds seconded the proposal. It was resolved to accept Cllr Wilson as a member of the Staffing Committee.*

52) Policy Review

a) Reserves Policy

Cllr Hutchfield requested if amendments needed to be made to the Policy. All Cllrs present confirmed no amendments were required.

It was resolved to accept the TOR without amendment and Cllr Hutchfield signed and dated the document.

b) Grievances and Disciplinary Policy

Cllr Hutchfield advised the policy was not reviewed in May 2022. Cllr Hutchfield requested if amendments needed to be made to the Policy. All Cllrs present confirmed no amendments were required.

It was resolved to accept the TOR without amendment and Cllr Hutchfield signed and dated the document.

c) Complaints Policy

Cllr Thorley requested confirmation as to the membership of the Complaints Committee. Cllr Wilson stated she would join the committee as at present it only consisted of Cllrs Hutchfield, Porter and Burley. Cllr Hutchfield amended the TOR to reflect the committee would not be assigned at the Annual Parish Council Meeting. Cllr Porter to provide the clerk with details of the contact details of the people who made representations regarding the incident in the Recreation Ground on 28th March 2022 in order that updates

be sent advising no response had been received from the Monitoring Officer to date, despite repeated requests.

It was resolved to accept the TOR as amended and appoint Cllr Wilson as a member of the committee. Cllr Hutchfield signed and dated the document as amended.

53) Casual Vacancies

Cllr Hutchfield handed an anonymised document received from a parishioner who had expressed interest in becoming a Councillor. Following the agreement of all, Cllr Hutchfield stated no interview of this candidate would be required.

It was resolved this parishioner be offered the position of one of the three vacancies on the Parish Council.

54) Planning Appeal

The clerk advised Cllr Burley had confirmed by email the Parish Council had not objected to the proposal previously. This was confirmed by Cllr Porter. It was agreed by all Cllrs present that no comment would be made by the Parish Council on the planning appeal.

55) Pavilion Re-Development

Cllr Hutchfield advised this matter had already been discussed in this meeting in detail and all Cllrs present agreed.

56) Football Foundation Meeting Feedback

Cllrs Hutchfield, Reynolds and the clerk attended a Microsoft Teams Meeting on 21st July 2022 with Lee Suter, Delivery Manager, Football Foundation. Mr Suter was known to the Parish Council and Cuxton '91 in his previous role at the Kent FA. Mr Suter confirmed the withdrawal of the previous grant application would not affect any further applications. Cllr Hutchfield advised Mr Suter was appraised of the current position and the costs spent to date by the Council. He advised he would assist in reviewing the application before it was ready for submission.

Cllr Hutchfield advised the Parish Council should shortly be in a position to provide an accurate figure for the total cost of the re-development together with a timeline and how much the cost to parishioners would be if government borrowing was required. Cllr Hutchfield to approach the company that assisted with the previous survey and a further Council meeting would be required to discuss the survey before it was provided to residents. Cllr Hutchfield confirmed that expressions of interest would be the first stage in the tender process. This would be dealt with in conjunction with the project managers, Logic.

57) Support request for Ukrainian Aid Organisation

a) Background to Organisation

Cllr Hutchfield advised a gentleman, Mr Edmonds, had approached her previously to request the assistance of the Parish Council and a leaflet from the organisation had been provided to Councillors.

b) Support request

The clerk advised he had spoken to Mr Edmonds and he had requested the Parish Council's assistance in advertising the collection, in the Recreation ground car park, of food and clothing to be taken to Ukraine. Clerk to contact Kent Association of Local Councils (KALC), for advice on the legal position in this regard.

58) Big Lunch Report

The clerk provided a list of payments made to date and advised the invoice regarding First Aid assistance was still awaited. Cllr Hutchfield confirmed she would call the gentleman concerned to request the invoice. The clerk advised the sum of £955 was collected by Cuxton '91 by way of donations from the public at the entrance to the event. This has been banked by Cuxton '91 to be forwarded to Disasters Emergency Committee (DEC). Following investigation, the clerk advised donations made to the Parish Council by stallholders cannot legally be donated to this charity under s.137 powers. The clerk to send an explanation to the stallholders offering a refund or requesting their confirmation allowing the Parish Council to retain the donation to offset its' costs.

59) Highways Issues

a) Report from meeting with Medway Highways Portfolio Officer

Cllr Hutchfield attended a meeting involving Cllrs Fearn, Filmer and the clerk and raised issues from 2019 which had not been actioned. Cllr Hutchfield reported the right of way issues by Riggall Court were being progressed. A specialist had been asked to visit James Road to consider where perch seating could be situated and to consider the placement of a mirror at the end of May Street to assist vehicular access onto Bush Road from that junction as extending the double yellow lines would not be beneficial. Cllr Wilson advised the speed limit within the signage at the junction of Bush Road and the A228 was no longer incorporated within a red circle as that had faded. The clerk to contact Cllrs Fearn and Filmer to request remedial action be taken.

b) Lower Thames Crossing – planned local impact meeting

Cllr Hutchfield advised she had contacted Andrew Bull to arrange a Microsoft Teams meeting but had not received a response so will chase to arrange an on-line meeting.

c) Results of Traffic Survey Bush Road from and towards Cobham

The clerk had provided a summary of the results and Cllr Thorley stated it was not easily decipherable. Cllr Hutchfield stated the results would be taken to the next residents meeting.

60) Service Level Agreement with Cuxton Library Services

Cllr Hutchfield advised that volunteers, working in the Library garden, had no public liability protection without such an agreement. No concerns were raised by Councillors as to the content of the agreement and Cllr Hutchfield to make arrangements for the agreement to be signed.

61) Grant Applications/Requests for Funding

None.

62) Reports of Meetings Attended on behalf of Council

a) KALC

Cllr Reynolds provided a brief report on the meeting held on 20th July 2022.

b) Rural Liaison

Cllr Hutchfield had already provided a report to Councillors on the meeting held on 28th June 2022.

c) Cuxton Academy of Schools

Cllr Hutchfield advised the next meeting was scheduled for September 22.

d) Police Liaison

Cllr Wilson attended the recent meeting with the clerk, where the use of Nitrous Oxide (NO₂) in the Recreation Ground was raised. Representatives from Medway Youth Service would be asked to engage with the youth in the village helping them recognise the dangers. The clerk advised confirmation was awaited of these visits together with poster material to further advertise the risks. The clerk advised the Police of a report regarding drug activity mentioned in a recent radio programme and the Police confirmed this would be looked into. The Police advised when a call was made to Crimestoppers an update should be received.

63) Review of the terms of Reference Brought Forward from CPC meeting 16th June 2022, Traffic Management TOR

Following discussion, Cllr Hutchfield amended the TOR to reflect it would be reviewed annually and not at the Annual Meeting of the Cuxton Parish Council.

It was resolved to accept the TOR as amended and Cllr Hutchfield signed and dated the amended document.

64) CCTV in Recreation ground

The clerk advised he had met with the CCTV engineer to discuss the water ingress and spiders' webs which partially obscure the cameras. A quotation for remedial works to be provided to the Council. Cllr Thorley advised she wanted the App reinstated on her phone to enable access to the camera images. The clerk to contact CCTV engineer to arrange to re-instate the phone App.

65) Correspondence

- a) Complaint received regarding article and photograph in July/August 2022 newsletter.**

This was discussed and clerk's response to the complaint noted.

- b) Complaint received regarding A228/Bush Road roadworks**

This was discussed and clerk's response to the complaint noted.

- c) Complaints received re trees obscuring line of sight from Bush Road in direction of Halling. Referred to Medway Norse and further chase sent**

Cllr Hutchfield stated this work was still outstanding as the lower bushes had been cut back but the higher ones hadn't. The clerk advised further photographs had been sent to Medway Norse and a response was awaited.

- d) Complaint regarding unresolved issue referred to Cllr Matt Fearn previously**

Cllr Hutchfield advised this matter had been referred to Cllr Fearn. The clerk was requested to confirm to the complainant the matter had been referred to Cllr Fearn and Cllr Fearn would respond direct to the complainant once the matter had been dealt with.

66) Information Exchange

The Kent Association for the Blind (KAB) – Mobile Sight Centre. The clerk to invite the KAB to the 'Big Lunch' in 2023.

67) Members Future Agenda Items

Survey regarding Public Meeting programme for Pavilion Re-Development. Basket for Beacon.

The Chairman closed the meeting at 9.30 pm

Next meeting: 15th September 2022

Signed **Kay Hutchfield** Chairman

On the **29th** day of **September** **2022**