



Minutes of the Meeting of the Council held on Thursday, 20th October 2022 at 7pm at Cuxton Library

Present: Cllr Hutchfield (Chair), Cllr Porter, Cllr Reynolds, Cllr Savage, Cllr Thorley, Cllr Jensen and Cllr White

In attendance: Mr C. Jensen, Clerk

There were no members of the public present.

103) Apologies for absence

Cllr Burley – holiday, Cllr Wilson – illness.
It was resolved to accept these apologies.

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

Agenda item 9 - Cllrs Porter & Reynolds.

105) Minutes of the meeting held on 29th September 2022 – for approval

No amendments required.
It was resolved to accept these minutes as a true record of the meeting.

106) Matters Arising

None.

Medway Councillor's report and Public Session

No report received.

107) Finance

a) Bank Balances as at Statement Date 30th September 2022

The clerk confirmed he had provided Cllr Burley with the July and August accounts to audit and was awaiting copy bank statements for September.
It was resolved to accept these balances as correct.

b) Approval of payments made since the last meeting

The clerk provided Councillors with details of payments made. The clerk confirmed to Cllr Hutchfield that items purchased for the library garden, the water butt and bark, would be deducted from the grant monies already received from Cllr Fearn in this regard. Following a recent request, the clerk advised he had asked Duncan Mead, Library Services Manager, if a brown bin could be provided for the use of the volunteers in the library garden.
It was resolved to accept these payments as correct.

c) Approval of accounts for payment

The clerk advised the Logic PM account was for the period August – September and related to the arrangements for the trial holes in respect of the oil pipeline.

The clerk advised the GDM Architects invoice related to the re-submission of planning approval for building regulations in respect of the mechanical plant on the roof of the pavilion.

The clerk confirmed the Rialtas account related to the user licence and annual support charge for the accounting system used by the Parish Council.
It was resolved to approve these payments.

d) Pension and HMRC budget review

The clerk provided details of payments made in this fiscal year to both HMRC and TPT (The Pensions Trust) so the annual figure could be projected for budget purposes.

108) Pavilion Re-Development

a) Village Survey and Public Consultation Timeline

Cllr Hutchfield provided copies of the updated village survey together with a list of Councillor activities from 2019-2022. Cllr Hutchfield advised favourable responses were received in respect of the pavilion re-development plans at the recent ACT (Act for Cuxton Together) meeting. Cllrs Thorley and Jensen volunteered to assist Cllr Hutchfield re-drafting the village survey. Cllr Hutchfield advised contact would be made with Lee Suter, the Parish Council contact with the Football Foundation, once the final cost of the project was received from Logic PM in order to determine the next steps in the funding application process. Cllr Hutchfield confirmed to Cllr Thorley that all professional fees paid to date would be included as part of the Parish Council's contribution to the project. The clerk was requested to contact Funding for All to determine if a mentor could be provided to assist with the funding application process and also to request from KALC if the loan repayments could be funded from monies generated by the cafe. A discussion ensued regarding potential dates for events for residents to consider the proposal. Cllr Hutchfield asked Councillors for additional comments to be provided to her by email so they could be considered in the final draft of the survey.

109) Recreation Ground

a) Update on CCTV

Cllr Reynolds advised having approached her window cleaner that he had agreed to clean the CCTV cameras at no cost to the Parish Council.
It was resolved to accept this kind gesture and a visit would be arranged.

b) Confirmation of submission of insurance claim for basket swing

The clerk advised Zurich had settled the insurance claim and he provided the Councillors with four quotations for the replacement basket swing. Cllr Porter raised concerns that the black seat option would absorb heat in hot weather. Following discussion, Cllr Thorley proposed the quotation from Online Playgrounds Parts be accepted as it was the cheapest of the other three quotations, all for the same product. This was seconded by Cllr Reynolds.
It was resolved to accept the quotation from Online Playgrounds to supply the replacement group swing. The clerk to contact and place order.

110) Firework Display - Discuss any update from 'Wheel of Cuxton' re 2022 celebrations

Scott Baker (WOC) Wheel of Cuxton had provided the clerk with the required documentation for the event: a hire application form; confirmation of public liability insurance to £5 million and a risk assessment form. The WOC confirmed the emergency services had been advised of the details of the proposed display. Gravesham Borough Council had confirmed that as no alcohol was being sold at the event, a TENS licence was not required and Trading Standards had been informed. WOC had considered obtaining a one-day music licence and would advise the clerk shortly. Cllr Hutchfield confirmed the WOC had advised the fencing surrounding the bonfire site had deteriorated and the wooden stakes needed replacing. Clerk to source.

111) Allotment renewals and invoices

Cllr Hutchfield confirmed a review of charges for allotment holders was undertaken in 2019, as water costs had increased significantly during that period and a three-year charging plan was approved to 2023. At the recent Land Management Committee meeting, the Allotment representative, in view of the current economic climate, requested the Parish Council considered freezing the charge per rod at 2021/22 levels and charge water at £1.00 per rod, not a fixed fee. Following discussion this request was approved. The surplus of rental and surcharge income for year 2021/22 had not yet been paid under the agreement and following discussion it was agreed the clerk would pay £400 to the Allotment Association. Additionally, it was agreed to offer the Allotment Association a sum not exceeding £280 for the purchase

of two water storage tanks. Clerk tasked to advise Allotment Association representative.

It was resolved to freeze the charge per rod at 2021/22 levels and levy the water charge at £1 per rod, not a fixed fee. The clerk to forward the invoices for payment. The clerk to pay the sum of £400 to the Allotment Association and offer to pay to purchase two water storage tanks.

112) Review of Planning Application MC/22/1933

Cllr Hutchfield raised concerns regarding access to the proposed development and had made a complaint to the planning officer regarding issues with the online portal. Following discussion, Councillors agreed an objection be raised with Medway Council regarding the planning application. Drafting the letter of objection was delegated to the Chairman and Clerk.

113) Kent Winery Planning Application Appeal APP/A2280/W/22/3307648

Cllr Hutchfield confirmed the appeal material was only able to be accessed online from 19th October although objections should be received by 9th November. Cllr Hutchfield advised the Parish Councils' objections would be re-submitted and Cllrs Hutchfield, Jensen, Savage and Thorley volunteered to meet to discuss and formulate the Parish Council's response.

114) Christmas Tree and Carols event

a) Live Christmas tree replacement

Cllr Hutchfield had consulted the supplier of the tree and received details of the options available, which would be circulated to Councillors. Cllr Hutchfield to contact the resident who offered one of their trees in replacement to advise of the on-going discussions with the original supplier of the tree.

b) Timing of event

The clerk confirmed stallholders had been advised they could attend the library from 4pm to set-up their stalls which would then be available for residents to browse from 5pm. Mince pies and mulled wine would be available from 5.30pm and the lights would be turned on at 6pm followed by the singing of carols.

c) Choir

Cllr Hutchfield advised the chapel had offered their hall for choir practice on Tuesdays in the month of November. Following discussions, the practice sessions would take place between 6.30pm – 7.30pm.

d) Purchase of carol sheets

Cllr Hutchfield advised a music book would not be required and following discussion it was agreed the clerk would order one hundred copies of the carol sheets at a cost of £50.00.

e) SGN – lift platform for Christmas Tree lights

Cllr Thorley advised she was awaiting a response from SGN regarding them providing a lift platform to add the lights to the tree. Councillors were asked to make Cllr Thorley aware of any discounts regarding mulled wine. The clerk advised he had spoken to the local Co-op store and had requested their help with providing mince pies and apple juice for the event.

115) Remembrance Sunday Service

The clerk confirmed a wreath had been ordered and had arrived. Cllr Hutchfield had advised the vicar she would attend the service and read one of the lessons. Cllr Thorley confirmed she would also attend.

116) Civility and Respect Pledge

The clerk provided documentation to Councillors relating to the Civility and Respect pledge and confirmed most of the courses had now expired. Cllr Porter requested that it would be incumbent upon lay members of the Land Management Committee as well as Councillors to adhere to the pledge. Cllr Thorley suggested the completed pledge should be placed on the Parish website. The clerk was tasked to determine what training was available and circulate details to Councillors and lay members, who would then be asked to sign up to adhere to the pledge.

117) Reports of meetings attended on behalf of Council

a) KALC

No representative could attend the meeting held on 19th October.

b) Rural Liaison

No meeting had taken place

c) Cuxton Academy of Schools

The clerk attended a meeting with acting Headteacher Dominic Bilton on 20th October. Mr Bilton advised the last remaining teacher on site shuts the gate at the bottom of the Junior school drive on Tuesday and Thursday evenings. However, as the school hosts evening activities, confirmation was awaited as to the practice for the closure of the gates on the other weekday nights. The school had asked the Parish Council to respond to their survey regarding the redesigning of the curriculum once it was available and Councillors agreed they would.

The clerk asked if the Academy was aware of the recently advertised De-Carbonisation scheme and Mr Bilton advised the Academy had an internal team that was tasked with this.

The clerk advised that UKPN (UK Power Networks) were scheduled to trim the overhanging branches covering the power lines crossing the Junior School drive. Mr Bilton advised a tree report was to be commissioned once the UKPN works had been completed to determine if any further remedial works were required. The clerk advised the Parish Council and the Academy held joint responsibility for the school drive.

d) Police Liaison

The clerk advised at the recent meeting the Police confirmed investigations were on-going regarding the incident in the village in September. The Police representative advised the appointment of the new Chief Constable was awaited before any update could be provided on future policing within the village.

e) S.106 meeting feedback

Cllr Hutchfield advised at the recent meeting with Michael Edwards, Medway Council Transport and Parking representative and the clerk, it was confirmed the S.106 monies had to be spent by January 2027. Mr Edwards advised that the engineering team had been tasked to investigate the re-siting of the 30mph speed limit, from Cobham direction to before Upper Bush Road. Mr Edwards was asked to check the timing on the traffic lights as they did not appear to be working correctly in aiding the traffic turning right out of Bush Road onto the A228. Cllr Thorley asked if Mr Edwards mentioned whether speed cameras would assist the situation and the clerk was tasked to contact Mr Edwards. Cllr Hutchfield advised any further comments regarding traffic matters be forwarded to Cllr Savage so they could be discussed by the Traffic Management group.

118) Correspondence

Cllr Hutchfield advised the Kent Messenger article had already been published regarding the Kent Wine Vault appeal but advised that KMTV had contacted the action group regarding the appeal.

Cllr Porter confirmed she had been advised by a resident of recent excavation works on Church Hill. Cllr Hutchfield asked Cllr Porter to forward the documentation to her and she would contact Planning.

Cllr Thorley advised she was approached by several residents who complained regarding the recent weed spraying undertaken in the village. The clerk advised Waste Services at Medway Council of the complaints and requested that adequate notice be given to the Parish Council when future weed spraying was to be undertaken so it could be publicised locally so that residents could avoid the areas concerned.

119) 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.

120) Members Future Agenda Items

None

The Chairman closed the meeting at 9:20 pm

Next meeting 17th November 2022, 7pm at Cuxton Library

Signed *Kay Hutchfield*

Chairman

On the *17th* day of *November*

2022