



Minutes of the Meeting of the Council held on Thursday, 16th February 2023 at 7pm at Cuxton Library

Present: Cllr Hutchfield (Chair), Cllr Porter, Cllr Reynolds, Cllr Thorley, Cllr Jensen, Cllr Burley, Cllr Vye and Ward Councillor Fearn.

In attendance: Mr C. Jensen, Clerk

There were no members of the public present.

177) Apologies for absence

Cllr Savage – prior engagement. Cllr White – prior engagement. Cllr Wilson – illness.

It was resolved to accept these apologies.

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

None.

179) Minutes of the ECM meeting held on 10th January 2023 – for approval

No amendments required.

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

180) Minutes of the meeting held on 19th January 2023 – for approval

No amendments required.

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

181) Matters Arising

None.

Medway Councillor's report and Public Session

It was resolved to suspend the meeting for Medway Councillor's Report and for the Public Session. Matters raised may be placed on the agenda for the next or a future meeting. Ward Cllr Fearn gave a verbal report as follows:

Cllr Fearn advised the traffic loop was now working but was due to be re-tuned at the beginning of March. The clerk was asked to forward any correspondence received regarding this matter to Cllr Fearn.

Cllr Fearn advised he had received several items of correspondence relating to footpaths issues in Upper Bush as areas had become impassable due to trenches

which had been dug. Cllr Hutchfield advised that complainants should be encouraged to make their views known at the upcoming planning appeal inquiry. Cllr Fearn had lobbied the portfolio holder at Medway Council to employ a footpaths officer as the position was currently vacant.

Following several complaints regarding litter on the A228 a full cleanse had been arranged overnight on Friday 17th February covering Sundridge Hill to the Halling bypass.

Cllr Fearn advised a Scarab sweeper had been used to clean in Upper Bush. Drain cleaning and gulley cleansing was still an issue but would be raised at a portfolio meeting next week by Cllr Filmer.

Cllr Fearn confirmed he had donated the monies requested to the library for the library garden.

182) Finance

a) Bank Balances as at Statement Date 31st January 2023

Cllr Burley confirmed he had audited all transactions for December 2022. No issues had been raised. The clerk provided Cllr Burley with the January 2023 transactions for audit.

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 since the last meeting. No issues were raised.

It was resolved to accept these payments as correct.

c) Approval of accounts for payment

The account from M&M Developers related to the wet pour under the swings in the playground. The clerk also advised the representatives from M&M, whilst on site, had reinstalled the boat swing without cost. Cllr Hutchfield asked the clerk to send a letter of thanks from the Council.

The account from Logic PM related to the first instalment of the agreement to assist with the tendering process for the redevelopment.

The account from GDM Architects, dated August 2022, was part of the original agreement from 2022 but had only been recently received from the project managers due to an administrative error.

The clerk also provided a quotation from GDM Architects, not made available at the January CPC meeting, which related to the cost of redrawing the plans and submitting them for the planning extension application. Councillors had previously approved the verbal quotation subject to confirmation the amount was £3,250 + VAT, which the quotation showed.

It was resolved to approve these payments.

d) Update on Unity Bank and Teachers Building Society Account

The clerk advised the Unity Bank account was closed recently and the final statement was awaited. The Teachers Building Society account had been opened with an initial deposit of £5,000.

183) Delivery of summons to Council meetings

a) ECM

Cllr Hutchfield had spoken to KALC (Kent Association of Local Councils) and they confirmed if an emergency Council meeting needed to be convened, in exceptional circumstances an email summons could be issued to Councillors, instead of a hard copy and the summons posted in one noticeboard. However, three clear days' notice had to be advised regarding scheduling the date of the meeting. The clerk advised the Parish Council did not have an agreement in place to issue a summons for meetings by email to Councillors. Cllr Hutchfield asked the clerk to provide a term of words for agreement but Cllr Porter stated as it had been discussed, it could be approved and minuted.

It was resolved, in exceptional circumstances, a summons could be issued to Councillors by email, provided the three clear days' notice for the scheduling of the meeting was adhered to and notification placed in the noticeboard in Tar Tank Lane.

184) Pavilion Re-Development

a) Update from recent meeting with project managers and update regarding funding for project

Cllr Hutchfield confirmed she and the clerk met with the project managers at the end of January where the tendering process was discussed. The clerk confirmed the Parish Council's requirements for this process were being formalised with reference to its' Financial Regulations and Standing Orders.

b) Management of Pavilion and CIO update. Update from steering group meetings

Cllr Hutchfield advised the Parish Council had decided against pursuing charitable status to manage the pavilion and it would be managed in-house as part of the remit of the Land Management Committee. Cllr Hutchfield thanked Cllr Jensen for her help in compiling the pavilion survey to be delivered to village residents. Cllr Jensen provided copies to all Councillors. Cllr Hutchfield asked the clerk to forward the latest version of the survey to KALC for approval and Cllr Hutchfield was to obtain a quotation for the printing of the survey. The clerk was asked to circulate the results of the recent survey, conducted on behalf of the Parish Council by the school, of parents' prospective use of the pavilion and its' facilities. Cllr Thorley suggested a list of FAQ's be provided to all volunteers attending the pop-up sessions held in the library which would be updated following each session.

185) Flagpole in village – update

The clerk advised the old flagpole had been located in the infant school playground but was not easily accessible. Cllr Wilson provided the clerk with details of a company which specialised in flagpoles and a site visit had been scheduled. At a recent meeting, one of the MHS residents had advised other MHS residents had responded favourably to the idea of a flagpole being sited on land near to where they lived.

186) Chat Bench – update

As the MHS residents had recently held a meeting to discuss the siting of the chat bench, Cllr Hutchfield was to arrange to speak to one of the residents, living in an MHS property, to determine their views.

187) Big Lunch – change of date and update

As availability issues had arisen for the previously agreed date, it was proposed at the February Land Management Committee meeting to reschedule the event to Sunday 18th June 2023. Cllr Porter advised a meeting of the 'Big Lunch' steering group had taken place and plans had progressed well.

188) Coronation – update

Cllr Porter advised a meeting of the steering group had been arranged on Thursday 23rd February. Cllr Reynolds advised she was not aware Cuxton Social Club had arranged any celebrations for the Coronation.

189) Recreation Ground

a) Update on wet pour under swings and installation of replacement swing seat

Minute reference 182c) refers. Cllr Hutchfield asked the clerk to write a letter of thanks to Mrs Maria Cook for her help consulting with the contractor.

190) Planning

a) Winery Planning Inquiry – update and public participation

Cllr Hutchfield provided an update to Councillors of the 'Proof of Evidence' due to be submitted to the inquiry.

b) Co-operative planning application resubmission MC/22/2852

Cllr Hutchfield advised a qualified electrical report was awaited regarding the amended plans before the Parish Council's response could be finalised. The clerk advised dispensation had been obtained to provide the Council's response by Monday 20th February. Cllr Vye advised he had considered the revised plans, which, in his opinion would still cause issues to neighbouring

properties and people driving into the car park. Following discussion, Councillors confirmed the conclusions of the electrical report, once received, should be submitted as the Parish Council's comments to the application.

191) Parish Council Website

No discussion took place as Cllr White had asked for this item to be added to the agenda but was not present.

192) Cuxton Open Gardens – update on dates for 2023/2024

Cllr Hutchfield advised the next Cuxton Open Gardens event was to take place in 2024.

193) Reports of meetings attended on behalf of Council

a) KALC – Nomination for Volunteer Community Award 2023

The next KALC meeting was scheduled on Wednesday 22nd February but due to other commitments neither the Parish Council's KALC representative nor the clerk would be in attendance. Following discussion, no nomination was made for the Volunteer Community Award for 2023.

b) Rural Liaison

Cllr Hutchfield advised the next meeting was scheduled to take place on Wednesday 1st March and she would report back at the next CPC meeting.

c) Cuxton Academy of Schools

The clerk advised no meeting had taken place but from conversations he confirmed he was awaiting confirmation that groups which used the school in the evenings had been provided with a key to lock the gate at the end of the Junior school drive, upon leaving the site.

d) Police Liaison

The clerk advised no meeting had been scheduled but confirmed a Police surgery was to be held in the library on Friday 10th March between 4pm-5pm. The clerk confirmed the event was to be advertised in the forthcoming newsletter.

194) Lower Thames Crossing – update on steering group and registration as an interested party

The clerk confirmed a document with a maximum of 500 words had to be uploaded to the website by 23rd February to register as an interested party. Cllr Hutchfield advised she would compile a document and forward to the clerk for submission. The clerk advised the steering group comprised of Cllrs Porter and Burley.

195) Parish Council Elections

a) Update from Election meeting with Medway Council and form completion

Cllrs Hutchfield, Jensen, Vye and the clerk attended the Medway Council election meeting where relevant documentation was provided. It was advised completed forms should be delivered to Cllr Hutchfield or the clerk.

196) Correspondence

The clerk advised correspondence received regarding rat issues at the allotment had been passed to the CAA (Cuxton Allotment Association) to investigate and report back to the Land Management Committee.

197) Information Exchange

None.

198) Members Future Agenda Items

Beacon.

The Chairman closed the meeting at 20:43 pm

Next meeting 16th March 2023, 7pm at Cuxton Library

Signed *Kay Hutchfield* **Chairman**

On the *16th* **day of** *March* **2023**