



Minutes of the Meeting of the Council held on Thursday, 18th May 2023 at 7pm at Cuxton Library

Present: Cllr Porter (Chair to start meeting), Cllr Thorley (Chair - elected), Cllr Chamberlain, Cllr Jensen, Cllr Wilson, Cllr Burley, Cllr Chalker, Cllr Manning, Cllr White and Cllr Vye.

In attendance: Mr C. Jensen, Clerk

There were 7 members of the public present.

1) Election of Chairman for 2023/24 – signing of declaration of office

Cllr Porter, as outgoing Vice-Chairman, opened the meeting and thanked members of the public for attending. She welcomed Councillors, who introduced themselves to all present.

A nomination for Cllr Thorley was received for the position of Chairman from Cllr Porter, seconded by Cllr Wilson. No other nominations were received. Eight votes were received in favour of the nomination with two abstentions (Cllr's Chamberlain and Chalker abstained, as new Councillors they had no knowledge of the nominee). Cllr Thorley was duly elected as Chairman and signed her Declaration of Acceptance of Office before the proper officer of the Council and took the chair.

2) Election of Vice-Chairman for 2023/24 – signing of declaration of office

A nomination for Cllr Burley was received for the position of Vice-Chairman from Cllr Thorley, seconded by Cllr Porter. No other nominations were received. Seven votes were received in favour of the nomination with two abstentions (Cllr's Chamberlain and Chalker abstained, as new Councillors they had no knowledge of the nominee). Cllr Burley was duly elected as Vice-Chairman and signed his Declaration of Acceptance of Office before the proper officer of the Council.

3) Apologies for absence

Ward Councillors Fearn and Filmer – Medway Council meetings.
It was resolved to accept these apologies.

4) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register. Submission of DPI forms to clerk

None. Councillors had submitted DPI forms to the clerk prior to the meeting.

5) To elect members and the election of Chairman and Vice-Chairman of the following committees:

a) Land Management Committee

Cllr's Chamberlain, Porter, Manning, Vye and White put themselves forward. Cllr Porter nominated herself for the position of Chairman, seconded by Cllr Manning. No other nominations were received. Four votes were received in favour of the nomination, none against and no abstentions. Cllr Porter was duly elected as Chairman of the committee.

Cllr Manning nominated himself for the position of Vice-Chairman, seconded by Cllr Porter. Three votes were received in favour of the nomination with none against and one abstention, (Cllr Chamberlain abstained, as a new Councillor she had no knowledge of the nominee). Cllr Manning was duly elected as Vice-Chairman of the committee.

b) Finance Committee

Cllr's Jensen, Thorley, Burley, White and Wilson put themselves forward. Cllr Burley nominated himself for the position of Chairman, seconded by Cllr White. No other nominations were received. Four votes were received in favour of the nomination, none against and no abstentions. Cllr Burley was duly elected as Chairman of the committee.

Cllr Jensen nominated herself for the position of Vice-Chairman, seconded by Cllr Wilson. Four votes were received in favour of the nomination, none against and no abstentions. Cllr Jensen was duly elected as Vice-Chairman of the committee.

c) Staffing Committee

Cllr's Porter, Thorley, Wilson and Manning put themselves forward. Cllr Thorley declared her personal friendship with the clerk and having taken advice from KALC she confirmed, as a member of the staffing committee, she would not be involved with staffing matters related to the clerk.

Cllr Wilson nominated herself for the position of Chairman, seconded by Cllr Porter. No other nominations were received. Three votes were received in favour of the nomination, none against and no abstentions. Cllr Wilson was duly elected as Chairman of the committee.

Cllr Manning nominated himself for the position of Vice-Chairman, seconded by Cllr Porter. Three votes were received in favour of the nomination, none against, no abstentions. Cllr Manning was duly elected as Vice-Chairman of the committee.

d) Planning Committee

Cllr's Porter, Thorley, Burley, Chalker and Vye put themselves forward. A nomination for Cllr Chalker was received for the position of Chairman from Cllr Porter, seconded by Cllr Burley. No other nominations were received. Four votes were received in favour of the nomination, none against, no abstentions. Cllr Chalker was duly elected as Chairman of the committee. A nomination for Cllr Vye was received for the position of Vice-Chairman from Cllr Porter, seconded by Cllr Burley. No other nominations were received.

Four votes were received in favour of the nomination, none against and no abstentions. Cllr Vye was duly elected as Vice-Chairman of the committee.

e) Traffic Management Group

Cllrs Jensen, Thorley, Wilson and Manning put themselves forward. The clerk to determine if the existing non-council members still wanted to participate. Two residents in attendance at the meeting volunteered to be members of the group and if necessary, the clerk to advertise on the Council's website and Facebook pages for additional volunteers. The clerk also to confirm if the Academy of Cuxton schools wanted to put forward a representative for the group.

6) Appointment of Representatives on outside bodies and working groups:

a) Local KALC

Cllr Chalker

b) Rural Liaison

No member put themselves forward. Position deferred to next meeting.

c) Academy of Cuxton Schools

Clerk to the Council

d) Police Liaison

Cllr Wilson

7) Matters Arising

None

Medway Councillor's Report and Public Session

No report received. Cllr Thorley expressed her disappointment that neither Ward Councillors, having just been elected, attended this Parish Council meeting. Cllr Chalker stated Cllr Fearn had advised he might attend tonight's Parish Council meeting following his meeting at Medway Council.

Resident 1. Voiced concerns regarding the lack of railings on the uneven pathway at the bottom of steps leading up to the Church. Cllr Chamberlain stated many of the steps on the pathway behind Woodhurst Close had disintegrated and should be considered for repair. Cllr Thorley referred the matter for discussion and consideration at the next Land Management Committee meeting.

Resident 2. Voiced concerns regarding the speed of vehicles travelling on Bush Road and the parking issues, particularly at school pick-up time. Cllr Thorley advised an enforcement officer from Medway Council was now working in the village during the afternoon school pick-up time and had the authority to issue fixed penalty fines for traffic infringements.

8) Minutes of the meeting held on 20th April 2023 - for approval

Cllr Burley proposed the minutes be accepted as a true record of the meeting, seconded by Cllr Wilson. Three votes were received in favour of the proposal, none against and one abstention.

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

9) Finance

a) Bank balances

Cllr Chalker expressed his concern the balances held by the Parish Council were too high especially in the current national cost of living crisis. Cllr Thorley noted the concerns but advised the Parish Council had not increased the precept for 2023/24 and no concerns had been raised by the auditors. Cllr Chalker requested the Parish Council's budget for 2021/22 be provided to him. Clerk to attend to this request.

Cllr Thorley advised Cllr Burley had been undertaking checks on the monthly accounts. Following discussion, from the minutes of 20th April 2023 meeting Item 223 a) - Cllr Chalker requested the word 'audit' be replaced by 'check'. All Councillors were in agreement. Cllr Thorley amended the minutes to reflect this proposal.

It was resolved to accept these balances as correct.

b) Approval of payments made since last meeting

The clerk provided Councillors with details of payments made since the last meeting. Cllr Chamberlain stated the payment to KALC was extremely high. However, both Cllr Thorley and the clerk advised they had received support and advice from KALC which had been informative and helpful.

It was resolved to accept these payments as correct.

c) Approval of accounts for payment: Logic - final drawdown of fee; Rialtas – annual support and maintenance contract fee

Cllr Thorley confirmed the payment to Logic was the final drawdown of the fee agreed by the previous Parish Council for work relating to the tendering process, however the Council had since decided not to pursue the redevelopment.

The clerk confirmed the fee to Rialtas related to the annual support and maintenance charge.

Cllr Burley proposed all accounts tendered be paid. This proposal was seconded by Cllr White.

It was resolved to approve these payments to be attended to by the clerk.

10) Pavilion Re-Development

a) Consideration of planning extension approval for pavilion redevelopment

Cllr Thorley advised the planning permission for the redevelopment would expire on 27th May 2023 and as the Parish Council had decided not to proceed with the redevelopment, it needed to discuss if an application to renew the existing planning application should be submitted. Following discussion, Cllr Chalker proposed to defer any action until a later date and not make an application to extend the planning application. This was seconded by Cllr Manning. All Councillors voted in favour of the proposal. *It was resolved not to proceed with the extension application. The clerk to advise the project managers of the Parish Council's decision.*

b) Ongoing consideration of survey suggestions regarding redevelopment

Cllr Thorley advised a steering group was established by the previous Parish Council to assist Councillors with the redevelopment programme. Cllr Thorley advised suggestions from the recent village survey when analysed, included a smaller café in the park and for opportunities for older residents to meet socially within the village and these should be considered by Councillors. Cllr Thorley asked the clerk to provide the details of the suggestions to all Councillors for discussion at the next meeting.

11) Discussion regarding date of Finance Committee meeting 1st June - due to internal auditor visit 19th May and unavailability of clerk and Councillors

Cllr Thorley advised several Councillors and the clerk had confirmed they could not attend the Finance Committee meeting scheduled for 1st June and the meeting would not be quorate. Cllr Thorley proposed the date of the meeting be rescheduled to 20th June and be held in the pavilion. This proposal was seconded by Cllr Jensen. All members of the Finance Committee voted in favour of the change of date.

It was resolved to reschedule the date of the Finance Committee meeting to Tuesday 20th June. The clerk to re-advertise change of date as stated.

12) Big Lunch – update

Cllr Thorley confirmed meetings had taken place to plan the event. The bands had been booked and stallholders had confirmed their attendance. This year donations would be collected on behalf of Age UK.

13) Container – discussion regarding shelving of unit

Cllr Thorley advised the intention was to move all the Parish Council's equipment from the roundel to one of the containers. The CSRA (Cuxton Sports and Recreation Association) had confirmed they would pay for the

labour to shelve out the unit. The clerk advised he had obtained telephone quotations for timber for the shelving as follows: Lakeside £140.40; Homeleigh £156.80; MBM £184.40; Home & Garden £221.00, all prices included VAT. Cllr Porter proposed the quotation from Lakeside be accepted. This was seconded by Cllr Chamberlain. All Councillors voted in favour of the proposal.

As the containers had been installed by Cuxton 91FC following an FA (Football Association) grant, Cllr Chalker requested confirmation if planning permission had been obtained. Cllr Thorley advised this would be checked and confirmed to Councillors.

It was resolved to accept the quotation from Lakeside and the clerk to order the timber following confirmation that planning permission, if required, had been obtained when the containers were installed.

14) Bike Track - update regarding procedure and timescale for Veolia Grant application

Cllr Burley advised he had tried without success to contact Veolia regarding the grant but had recently received further contact details from the previous Chairman Kay Hutchfield. This matter was deferred to the next meeting for Cllr Burley to make further enquiries of Veolia.

15) Feedback from Annual Parish Meeting 28th April 2023

The clerk confirmed he had received no formal feedback regarding the meeting. Cllr Thorley advised she and Cllr Porter conducted the meeting in the absence of the Chairman. Cllr Thorley advised lots of constructive questions were asked and she gave a verbal response to the points raised and an open discussion was held.

16) S.106 monies and discussion regarding roundabout feasibility study at A228 junction with Bush Road

Cllr Thorley referred to email correspondence from Medway Council Highways which had been provided to Councillors. She confirmed some S.106 monies had been previously used for a traffic light study. A discussion ensued where it was confirmed it was unlikely there was sufficient land available for the construction of a roundabout.

Cllr White advised the agreement for the traffic loop on the A228 to be switched back on had not taken place.

Cllr Thorley stated she would contact the Ward Councillors to request they report to the next Parish Council meeting when the traffic loop would be reactivated and functioning correctly. Further discussion regarding the S.106 monies would also be required at the next meeting.

17) Signing of Grant Making Policy following amendments proposed and approved at Council meeting held on 20th April 2023

As the amendments proposed at the previous Council meeting had been incorporated, Cllr Thorley signed the Grant Making Policy.

18) Reports of meetings attended on behalf of Council

a) KALC

No meeting held as it had been cancelled.

b) Rural Liaison

No meeting held.

c) Cuxton Academy of Schools

The clerk advised he had met with the headteacher and the following items had been discussed: tree cutting issues and the cutting of verges in school drive; the enforcement officer now visiting the village with regards to parking infringements at school pick-up time and the ongoing issue with the locking of the gate at the end of the school drive. This matter had not been resolved despite the clerk arranging for additional keys to be cut which had not yet been collected and paid for by the school.

d) Police Liaison

No meeting held. Cllr Manning requested confirmation of the current policing situation. Cllr Wilson advised there was now a transition period between the PCSO's being replaced by officers within the new Ward Police force.

19) Lower Thames Crossing enquiry - update

The clerk advised he had attended the LTC programming meeting online on Tuesday 16th May.

As it was an interested party, the clerk advised the LTC had contacted the Parish Council regarding its' Rule 6 status. A meeting was to be arranged between the LTC and the Parish Council to discuss the areas of concern raised. The LTC would then draft a SoCG (Statement of Common Ground) based on the issues and this would be sent to the Parish Council for review and approval. The closing date for the return of the document being 18th July. The clerk confirmed Cllrs Burley and Porter were the members of the Parish Council's steering group for the LTC and the clerk would confirm the meeting date once he had been notified.

20) Discussion – toilet in Recreation Ground

Cllr Thorley advised that toilets had been badly vandalised previously. Cllr Porter advised Cuxton 91FC had a lease from the Parish Council to use part of the roundel. Cllr Thorley declared an interest as her husband was an officer of Cuxton 91. Cllr Thorley confirmed Cuxton 91FC paid for and had responsibility for the toilet in the roundel. Cllr Chalker advised there was no accessible public toilet in the Recreation ground and the toilet in the roundel was not ordinarily open.

Following further discussion, the Parish Council decided it could not accede to the request to open the toilet as requested. Clerk to advise resident.

21) Correspondence

The clerk provided Councillors with copies of correspondence received regarding: Freedom of Information request regarding the Parish Council's accounts; recycling query and recent Nu-Venture bus issues. The clerk provided Councillors with copies of the responses sent.

22) Information Exchange

None.

23) Members Future Agenda Items

VEOLIA grant update for Bike Track
S.106 monies and traffic loop – updates regarding details
Suggestions from recent village survey for discussion
Planning permission for containers to be checked by Cllr Thorley
Cllr Wilson to provide photographs of bottom of steps leading to the Church in respect of the lack of railing issue raised by the resident earlier and to provide to clerk for discussion at the next Land Management meeting.

The Chairman closed the meeting at 9:12 pm

Next meeting 15th June 2023, 7pm at Cuxton Library

Signed *Tracy Thorley* **Chairman**

On the *15th* **day of** *June* **2023**