



Minutes of the Meeting of the Council held on Thursday, 15th February 2023 at 7pm at Cuxton Library

Present: Cllr Chalker (Chair), Cllr Thorley, Cllr Wilson, Cllr Nightingale, Cllr Porter, Cllr Chamberlain, Cllr Vye, Cllr Burley, Cllr Manning & Ward Cllr, Phil Filmer.

In attendance: Mrs N Jackson - Clerk

There were no members of the public present.

213) Apologies for absence

Cllrs White and Jensen gave their apologies.

It was resolved to accept these apologies.

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

Cllr Chalker – item 5b

Cllr Porter – item 5b

Cllr Nightingale – item 5b

215) Minutes of the meeting held on 18th January 2024 – for approval

Item 208, missing the word 'by'. Otherwise, it was proposed by Cllr Porter to accept these minutes, which was seconded by Cllr Chamberlain. All voted in favour.

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

216) Matters Arising

Cllr Chalker informed councillors of the passing of Malcolm Curnow, a Cuxton resident of many years, and former Parish Councillor. Councillors agreed to add a newsletter item for this sad news.

217) Medway Councillor's report and Public Session

Councillor Filmer gave a verbal report in which he:

- Offered assistance to councillors with their plans to engage Medway council in improvements to Bush Road, referencing previous attempts to use Section 106 money and levelling up grants.
- Mentioned that a portion of Ward Improvement money is being paid to Cuxton 91.
- Stated that they were currently looking at projects in Halling and Medway Gate.

218) Finance

a) Bank Balances

The clerk provided Councillors with a list of bank balances held on 31st January 2024. Cllr Burley had also checked the statements and signed the monthly reconciliations.

b) Approval of payments made since last meeting

The clerk provided Councillors with details of payments made since the last meeting. These were discussed for clarity including a payment to Cllr Chalker, which was a reimbursement for an expense agreed at council.

c) Approval of accounts for payment

The clerk provided Councillors with two accounts for payment, both Business Stream. The clerk provided budgetary information relating to one account.

It was proposed by Cllr Manning to accept the monthly balances, payments made since last meeting and to pay the two accounts for payment. This was seconded by Cllr Wilson and agreed by unanimous vote.

It was resolved to accept the monthly balances, payments made since last meeting and to pay the two accounts for payment.

d) Year-end / Audit Training request

The clerk provided details of an online KALC training session, which had been recommended for her, by the Internal Auditor.

It was proposed by Cllr Nightingale to book this. This was seconded by Cllr Wilson and agreed by unanimous vote.

It was resolved to book the clerk onto this course.

e) Rialtus year-end scheme

The clerk provided details of a service provided by Rialtus to complete the year end process. The necessity of the service and differing schemes were discussed.

Cllr Chalker proposed that the council sign up to the gold contract to lock in the prices. This was seconded by Cllr Burley and agreed by unanimous vote.
It was resolved that the clerk will sign up to the gold year-end scheme.

f) Bank Account interest / use review

Cllr Thorley gave a report of the number, usage and interest rates of the different parish council bank accounts. She made observations about getting better interest rates and ensuring that reserves were held with different suppliers to ensure compliance with the financial services compensation scheme. She also recommended that when councillors agree large expenditure, they should also agree which account this money should come from, at the same time.

Cllr Chalker therefore proposed that the remaining funds in the second Barclays business premium account be moved to the Barclays Current account this month, in place of the usual working capital transfer, leaving a zero balance. Additionally, he proposed that the balance of the Nationwide Instant saver account be moved to the Teachers building society, leaving the parish council with just three savings accounts across three suppliers.

Finally, it was proposed that all major expenditure will have a source account agreed at the same time.

These proposals were seconded by Cllr Thorley and agreed by unanimous vote.

It was resolved to move the remaining Barclays business premium account balance to the Barclays Community account, move the balance of the Nationwide instant saver account to the Teachers building society account and ensure that all major expenditure has a source account agreed at the time of approval.

219) Planning Consideration - MC/23/2855 - Ranscombe Farm Cottages. – Changes made / Request from agent

The clerk provided copies of the changes to the drawings and copy of correspondence from the agent. Councillors discussed the matters and Cllr Chalker proposed to leave their objection as it was. This was seconded by Cllr Vye and agreed by unanimous vote.

It was resolved that the clerk will respond to the agent, explaining that the objection will not be withdrawn.

220) CPC grant requests update

The clerk provided an update around grant applications and timescales. Cllr Chamberlain proposed that details were added to the next newsletter. This was seconded by Cllr Wilson and agreed by unanimous vote.

It was resolved that the clerk will add a note about grants to the March newsletter.

221) Annual Parish Meeting planning

a. Venue / practicalities

The clerk confirmed the date, 26th April, and the venue, Cuxton social Club, have been confirmed, with access from 6pm to set up tables. Cllr Thorley confirmed that CPC usually take their own urns and buy food for the event . Cllr Thorley proposed a budget of £150 for refreshments, which was seconded by Cllr Porter and agreed by unanimous vote.

b. Speakers/ presentations

The clerk confirmed that Cllr Curry, is scheduled to speak about climate and environmental issues.

c. Invitations

Cllrs discussed groups of people who should be specifically invited as a 'thank-you' for all their voluntary work, but also agreed that as a parish assembly, this should be an open invitation.

d. Annual Report

Individual submissions were discussed, and it was agreed that the clerk will circulate last year's report to all councillors for guidance as well as obtaining a print quote.

222) Feedback from Recreation Ground steering group meeting - for information

Cllr Thorley presented her report explaining that the group was just investigating ideas at this stage, but that the meeting had felt very productive. There is another meeting with a viewing of the roundel, on Sunday 25th February, which Cllr Thorley will report on. Cllr Chalker shared concerns about building regulations, planning consents and DDA considerations. Cllr Thorley reiterated her intention to try to deliver at least some of the items requested by residents in the village survey.

Cllr Chalker proposed to receive the report and accept the proposed site visit meeting, as well as offering councillors the opportunity to visit the roundel for themselves. This was seconded by Cllr Chamberlain and agreed by unanimous vote.

It was resolved to accept the report and planned second meeting of the group, as well as offer councillors the chance to visit the roundel.

223) Feedback from Traffic Management Group / Meeting with Medway - For information

Cllr Nightingale referred to his traffic management group meeting confirming that 13 residents had attended. Councillors then discussed the proposals from the meeting with Micheal Edwards of Medway Council. Councillors were in favour of a project plan / feasibility study being created for Bush Road, to ensure that residents got some benefit from the ring-fenced section 106 fund. They wanted to see itemised costings however, and to ensure that the project plan and feasibility study itself would not deplete the 106 funds.

Cllr Chalker proposed that the clerk email Mr Edwards to express the formal approval of those plans, subject to clarification of those points. Cllr Nightingale seconded this, and it was agreed by unanimous vote.

It was resolved to contact Mr Edwards for approval and clarification.

224) Courts Re-Development

In her absence, the clerk shared an email from Cllr Jensen asking for approval of the clerk's time to progress this project. Cllr Thorley explained that approval was being sought specifically as this was a large amount of work with deadlines involved. Cllr Jensen also asked about the amount of parish council contribution available for this project, which councillors felt unable to answer at the time. Cllr Chalker proposed that the project be treated as a priority for the clerk's time and that the matter of funding be deferred until further information was available. This was seconded by Cllr Burley and agreed by unanimous vote.

It was resolved that the clerk will assist with this project as a priority.

225) Consideration of the membership of the Land Management Committee

Councillor Thorley proposed that she becomes an additional member of the Land Management committee to assist with event planning. This was seconded by Cllr Wilson and agreed by unanimous vote.

It was resolved that Cllr Thorley is now a member of the Land Management Committee.

226) Social Media Accounts / Usage

Cllr Nightingale has worked on proposals for this which he shared with councillors at the meeting and asked that they review in time for the next meeting.

227) Report of Meetings Attended on Behalf of Council

- a. KALC – none held since last meeting. One scheduled for 21st February.
- b. Rural Liaison – none held since last meeting.
- c. Cuxton Academy of Schools – none held since last meeting.
- d. Police Liaison – Cllr Wilson had attended an online session and had used her time to follow-up her requests for the ‘shared-space’ signage sought for the westerly end of Bush Road.

228) Correspondence

Requirement for meeting / ECM with Silverhand Estates

Councillors agreed that this was an important opportunity that they should not miss. They discussed the benefits of holding an ECM as well as other options. It was decided that, in the interests of openness and transparency, an ECM with standard procedures should be the preferred option, provided that the representatives from Silverhand Estates agreed. The Chairman agreed to convene the ECM. Cllr Nightingale proposed that the clerk make this offer to Silverhand Estates and set a date for 29th February at 7pm, in the library. Cllr Chalker seconded the motion, which was agreed by unanimous vote.

It was resolved that the clerk will arrange an ECM for 29th February 2024, if Silverhand Estates are available.

229) Information Exchange

- a) Clerks’ actions/queries update – received with thanks.
- b) Land slippage on Rochester Road – clerk provided an update from Medway Council, which is also now on the CPC website.
- c) Free, two-day event management training course run by Medway Council – clerk to circulate details to all councillors.

230) Members Future Agenda Items

- Registering community interest asset - Nov 2024
- Discussion about the provision of a cableway in the Recreation Ground
- Civility & Respect Pledge
- Newsletter content - MN
- Regular Big Lunch update - TT
- Social Media proposals - MN

The chairman closed the meeting at 21.17hrs

Next meeting 21st March 2024, 7pm at Cuxton Library

Signed

Chairman

On the

day of

2024