



**Minutes of the Meeting of the Council held on Thursday, 21<sup>st</sup> March 2024 at 7pm at Cuxton Library**

**Present:** Cllr Chalker (Chair), Cllr Thorley, Cllr Wilson, Cllr Porter, Cllr Chamberlain, Cllr Vye, Cllr Burley, Cllr Manning & Cllr Jensen

**In attendance:** Mrs N Jackson - Clerk  
One member of the public arrived at 7.10pm

**236) Apologies for absence**

Cllrs White and Nightingale gave their apologies.  
Cllr Filmer gave his apologies to the chairman.  
*It was resolved to accept these apologies.*

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

Cllr Chalker – item 6b  
Cllr Vye – item 6d  
Cllr Porter – item 7d  
Cllr Thorley – item 7c & 7d

**238) Minutes of the meeting held on 15<sup>th</sup> February 2024 – for approval**

Two amendments were suggested: the correction of a misspelling of Cllr Filmer's surname, on line 1 of minute 217 and the correction of the budget amount from £100 to £150 in minute 221.  
Cllr Burley proposed the minutes be accepted with those alterations. This proposal was seconded by Cllr Jensen and agreed by unanimous vote.  
*It was resolved to accept these minutes, with those alterations, as a true record of the meeting.*

**239) Minutes of the ECM meeting held on 29<sup>th</sup> February 2024 – for approval**

Cllr Chalker requested that the word 'with' be added to line 2 of minute 234.  
Cllr Chamberlain proposed the minutes be accepted with that alteration. This proposal was seconded by Cllr Wilson and agreed by unanimous vote.  
*It was resolved to accept these minutes, with those alterations, as a true record of the meeting.*

**240) Matters Arising**

None.

**241) Medway Councillor's report and Public Session**

None.

## **242) Finance**

### **a) Bank Balances**

The clerk provided a copy of the bank balances at 28.02.2024. Cllr Burley confirmed the accounting entries for this month. Cllr Thorley highlighted the Barclays transfers agreed last month and that she had not yet managed to complete the Nationwide one.

Cllr Thorley also highlighted a receipt from Medway Council. The clerk confirmed that a sum had arrived from Cllr Filmer's Ward Improvement fund and that she had asked him to confirm what project it relates to. Cllr Chamberlain explained that she thought it was for a bench, although as the parish council haven't made any funding requests for a bench there is a need for clarification. The clerk will investigate.

### **b) Approval of payments made since last meeting**

The clerk provided a copy of the payments made by Cllr Thorley since last meeting. No concerns were raised. Cllr Thorley proposed that the bank balances and payments were accepted. This was seconded by Cllr Porter and agreed by all councillors present, except Cllr Chalker who had declared an interest.

*It was resolved to accept the bank balances and payments made since last meeting.*

### **c) Approval of accounts for payment**

The clerk provided details of three accounts for payment.

- i) Medway Council, for the provision of the new bin at Charles Drive / Bush Road. Cllr Chamberlain proposed that this invoice is paid. This was seconded by Cllr Wilson and agreed by unanimous vote.
- ii) Netwise, for the website / email provision. Cllr Burley proposed that this invoice is paid. This was seconded by Cllr Vye and agreed by unanimous vote.
- iii) Omiga, for the pavilion alarm maintenance. The clerk explained that she had contacted Omiga about an app that provided an alert if the alarm was tripped, following an incident at Christmas. The current alarm is incompatible, but a new alarm will require a site survey. Cllrs asked what the annual fee covers and if this would be redeemable against a new alarm system's maintenance. Cllr Wilson proposed that payment of this invoice is deferred until more is known about the maintenance contract / new alarm. Cllr Manning seconded this, and it was agreed by unanimous vote.

*It was resolved to pay the Medway council and Netwise invoices and seek clarification from Omiga.*

### **d) Allotment Maintenance EMR**

The clerk provided a report with rationale for the creation of an EMR for the Allotments. No queries were raised. Cllr Porter proposed that the EMR is created with £940 from general reserves, the 2022/23 year end allotment maintenance sum. This was seconded by Cllr Chamberlain and agreed by all councillors, except Cllr Vye who had declared an interest.

*It was resolved to create an Allotment EMR with £940 from general reserves.*

**e) Date for Finance meeting - 11<sup>th</sup> June, in the Pavilion**

The clerk shared the date – Cllr Porter reminded all councillors that the Finance committee members may have changed by that time. The date was accepted.

**243) CPC grant requests**

The clerk provided details of four grant requests received:

**a) Cuxton Open Gardens**

Councillors discussed that this request will benefit residents in the short term and allow for this event to continue in the future. Cllr Chamberlain proposed that this request is granted. Cllr Burley seconded this, and it was agreed by unanimous vote.

**b) PTFA - The Academy of Cuxton schools**

Councillors discussed whether this application met the criteria and agreed that as the Academy of Cuxton Schools is part of the community, this grant would meet the need for community benefit. Cllr Jensen proposed that this request is granted. Cllr Porter seconded it. The motion passed with 6 votes in favour, 2 against and 1 abstention.

**c) Cuxton 91**

Councillors discussed this application and referred to information shared in the Land Management committee meetings. Cllr Wilson proposed that this request is granted. Cllr Manning seconded this, and it was approved by all councillors aside from Cllr Thorley who had declared an interest.

**d) Cuxton WI**

Councillors discussed this application. Cllr Jensen proposed that this request is granted. Cllr Wilson seconded this, and it was approved by all councillors aside from Cllr Thorley and Cllr Porter, who had both declared an interest.

*It was resolved to approve all four grant requests.*

**244) Annual Parish Meeting planning**

**a) Venue / practicalities**

Cllr Thorley explained that she will be ordering food, with the clerk, on 22<sup>nd</sup> March for collection on the day.

**b) Speakers/ presentations**

Councillors discussed a running order for the agenda.

**c) Invitations**

The clerk confirmed invitations have been sent.

**d) Annual Report print quote & submissions**

The clerk requested submissions from Cllr Burley, Porter and Chalker for the annual report and explained the timeframes required.

A quote for producing booklet-style annual reports was also provided. Cllr Wilson proposed that the annual reports are professionally printed this year as per the quote. Cllr Thorley seconded this, and it was agreed by unanimous vote.

*It was resolved to accept the quote for printing the annual report this year.*

**245) Big Lunch Update**

Cllr Thorley gave a brief summary of actions and progress.

**a) Charity Nomination**

Cllr Wilson proposed the Wisdom Hospice as the charity for this year. This was seconded by Cllr Porter and agreed by unanimous vote. Cllr Wilson volunteered to contact the charity on behalf of the Parish Council.

**b) Stallholder contributions**

Cllrs discussed previous arrangements and feedback from previous stall holders. It was decided that as stalls are a valuable part of the event, CPC will support local businesses by waiving the stall fees this year.

Stallholders will instead be asked to donate to our chosen charity if they wish. This was proposed by Cllr Wilson, seconded by Cllr Thorley and agreed by unanimous vote.

*It was resolved to waive stallholder contributions this year and designate The Wisdom Hospice as the Big Lunch charity collection beneficiary.*

**246) Feedback from Recreation Ground steering group meeting (TT)**

Cllr Thorley provided a verbal update on the recent meeting and confirmed that their recommendation would be to empty the roundel so that structural assessments and measurements can be made. They proposed purchasing one or two shipping containers, to be sited next to the garages. Councillors agreed that this would be a positive step forward. Cllr Thorley proposed that the clerk should contact their previous supplier and bring further details and costs back the next meeting. This was seconded by Cllr Chalker and agreed by unanimous vote.

*It was resolved to obtain costs/ details for this and bring this matter to the next meeting.*

**247) Courts Re-Development Update**

The clerk provided a report on the progress so far, additional work required and anticipated timescales. It was proposed to aim for an October deadline but use this time to incorporate up-to-date consultation. The clerk was asked to prepare a questionnaire draft for the next meeting.

**248) TOR review meeting dates**

*It was resolved to defer this item to the next meeting.*

**249) Report of Meetings Attended on Behalf of Council**

- a) KALC – Cllr Chalker provided a verbal report.
- b) Rural Liaison - Cllr Chalker provided a verbal report.
- c) Cuxton Academy of Schools – The clerk provided a written report.
- d) Police Liaison – Cllr Wilson provided a verbal report and confirmed that cannisters had been cleared from the office by Norse.

**250) Correspondence**

- a) Response from Medway - The clerk provided a copy of an email received from Mr Edwards in which he confirmed that any feasibility / scheme work completed would be funded from 106 money, reducing the total available

