



## Minutes of the Meeting of the Council held on Thursday, 16<sup>th</sup> May 2024 at 7pm at Cuxton Library

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

**In attendance:** Mrs N Jackson - Clerk  
3 members of the public were present

- 1) **Election of Chairman for 2024/25 – signing of declaration of office**  
Cllr Nightingale proposed Cllr Chalker for the role of Chairman. This was seconded by Cllr Vye and agreed by unanimous vote. Cllr Chalker was duly elected as Chairman, signed the Declaration of Acceptance of Office, before the proper officer of the Council, and took the chair.
- 2) **Election of Vice-Chairman for 2024/25 – signing of declaration of office**  
Cllr Wilson proposed Cllr Nightingale for the role of Vice-chairman. This was seconded by Cllr Thorley and agreed by unanimous vote. Cllr Nightingale was duly elected as Vice-chairman and signed the Declaration of Acceptance of Office before the proper officer of the Council.
- 3) **Apologies for absence**  
Cllr Filmer gave his apologies  
*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**  
Cllr Nightingale - item 9b  
Cllr White - item 18
- 5) **To elect members, the Chairman and the Vice Chairman of the following committees:**
  - a) **Land Management Committee**  
Cllrs Chamberlain, Vye, Porter, Thorley, White & Manning volunteered to form the committee.  
Cllr Porter proposed Cllr Thorley for the role of Chairman.  
Cllr Chamberlain proposed Cllr Porter for the role of Vice Chairman.  
These proposals were seconded by Cllr White and agreed by unanimous vote.
  - b) **Finance Committee**  
Cllrs Wilson, Vye, Jensen, Burley, Nightingale, White, Chalker, Manning and Thorley volunteered to form the committee.  
Cllr Thorley proposed Cllr Burley for the role of Chairman. Seconded by Cllr Wilson  
Cllr Wilson proposed Cllr Thorley for the role of Vice Chairman. Seconded by Cllr Chamberlain. Both proposals agreed by unanimous vote.
  - c) **Staffing Committee**  
Cllrs Wilson, Manning, Porter and Thorley volunteered to form the committee. Cllrs Nightingale, Vye, Jensen and Chamberlain volunteered to form the appeals committee if required. Cllr Manning proposed Cllr Wilson for the role of Chairman. Seconded By Cllr Porter and agreed by unanimous vote.
  - d) **Planning Committee**  
Cllrs Vye, Chalker and Burley volunteered to form the committee. Cllr Vye proposed Cllr Chalker for the role of Chairman. Seconded by Cllr Burley and agreed by unanimous vote.

**6) Appointment of representatives on outside bodies and working groups:**

**a) Local KALC**

Cllr Nightingale proposed Cllr Chalker for this role. Seconded by Cllr Porter and agreed by unanimous vote.

**b) Rural Liaison**

Cllr Wilson proposed Cllr Chalker for this role. Seconded by Cllr White and agreed by unanimous vote.

**c) Academy of Cuxton Schools**

Cllr Porter proposed the clerk for this role. Seconded by Cllr Wilson and agreed by unanimous vote.

**d) Police Liaison**

Cllr Chamberlain proposed Cllr Wilson for this role. Seconded by Cllr Thorley and agreed by unanimous vote.

**e) Traffic Management group**

Cllr Chalker proposed Cllr Nightingale for this role. Seconded by Cllr Wilson and agreed by unanimous vote.

**7) Matters Arising**

This Item was moved to be discussed following the reading of the minutes. At that time Cllr Thorley confirmed the recent signings of additional bank mandate forms, and the progress of these.

Cllr Chalker confirmed receipt of a bank card and card reader. He was awaiting a pin number.

**Medway Councillor's Report and Public Session**

Suspension of the meeting for Medway Councillor's Report and for Public Session. Matters raised may be placed on the agenda for the next or a future meeting.

Cllr Filmer had forwarded an email regarding a possible extension of double yellow lines on Charles Drive for information.

It was discussed that Cllr Fearn does not send reports, apologies or communicate at all with the parish council. It was felt that his representation of Cuxton does not merit a paid position. Cllr Chalker stated that Cuxton Parish Council does not have the right to a response from him. Councillors asked the clerk to communicate with 'read-receipts'.

A resident of Woodhurst Close expressed her concern with the trees in Six Acre wood. Councillors explained the situation regarding land ownership, the 5-year plan, actions taken to date, plans and liabilities. The clerk took contact details and will direct the resident to further information.

**8) Minutes of the meeting held on 18th April 2024 - for approval**

Cllr Thorley proposed that the minutes be accepted as a true record of the meeting on 18<sup>th</sup> April 2024. This was seconded by Cllr Nightingale and agreed by unanimous vote.

***It was resolved to accept these minutes as a true reflection of the meeting on 18<sup>th</sup> April 2024.***

## 9) Finance

### a) **Bank Balances**

The clerk provided a copy of the bank balances at 29.04.2024. Cllr Burley confirmed the accounting entries were correct for this month.

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

The clerk provided a copy of the payments made by Cllr Thorley since last meeting.

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

The clerk provided details of two accounts for payment, both from Business stream, one in credit by £14.11 and one for payment of £128.24.

Cllr Chamberlain proposed to accept the balances and payments, and to pay the Business Stream invoice. This was seconded by Cllr Burley and agreed by unanimous vote.

Cllr Chalker once again thanked Cllr Thorley for making the payments.

***It was resolved to accept the bank balances at 29.04.2024 and the payments made since the last meeting, and to pay the sum of £128.24 to Business Stream.***

## 10) **Feedback from Annual Parish Meeting**

Councillors discussed the merits of the annual parish meeting and thanked all those who had helped. It was noted that in future, speakers should be given a time limit, and the Q&A session should be announced with the caveat that questions should be relevant to the actions of the Parish Council.

## 11) **Feedback from Land Management meeting**

The clerk provided a summary of recommendations from the Land Management Committee regarding two incidents of tree damage in Woodhurst Close. Councillors discussed the incidents separately as the circumstances were significantly different and agreed independent courses of action for each. One claim for reimbursement of £224.96 for fence panels will be paid, but on the strict understanding that no precedent will be set.

Councillors agreed that given the CPC duty of care is being met and that there are full and detailed plans in place for woodland management, no liability will be accepted for any future claim, regardless of the origin of the tree, and these will be deferred to the home-owners insurance company for processing in the normal way.

***It was resolved to make a one-off payment of £224.96 to a parishioner in respect of tree damage and accept no liability for any/all future claims, directing claimants to their insurance company for resolution.***

## 12) **Terms of reference**

### a) **Land Management**

Cllr Thorley proposed making a note of the CPC / Crown Land ownership differentiation in the primary statement. Seconded by Cllr Manning and agreed by unanimous vote.

### b) **Finance & Audit**

Cllr Wilson proposed amending the membership clause to say 'a minimum of 5 members' to accommodate as many councillors as possible. Seconded by Cllr Jensen and agreed by unanimous vote.

c) **Planning**

Cllr Nightingale proposed amending the membership clause to say 'a minimum of three members' given that most planning decisions will come to full council meetings, and to adjust the quorum to two members. Seconded by Porter and agreed by unanimous vote.

d) **Staffing**

Cllr Nightingale proposed to include information about the street cleaner terms in the primary statement but suggested that the Staffing sub-committee could ratify this wording at their forthcoming meeting. Seconded by Cllr Porter and agreed by unanimous vote.

***It was resolved to accept the existing committee terms of reference, with those amendments, for the 2024/2025 year.***

13) **Additional Calendar Dates - for information**

The clerk shared a document with meeting dates for 2025. This was received by councillors.

14) **Standing orders review**

The clerk presented the NALC model standing orders, with the areas for customisation highlighted and the terms used before, for review. Councillors considered each point. Cllr Burley proposed to accept the standing orders for 2024/2025. Seconded by Cllr Chalker and agreed by unanimous vote.

***It was resolved to accept the unique clauses as presented and agree the standing orders for the 2024/25 year.***

15) **Big Lunch - update**

Cllr Thorley provided a brief update on the progress of the Big Lunch event and requested that councillors assist on the day. She also mentioned that the working party would meet again before the event to work on a bad weather plan.

16) **Recreation Ground Steering Group consideration – update**

The clerk provided an update about the acquisition of new storage facilities and requested permission to send a letter of support to the football association.

***It was resolved to send a letter of support to the football association.***

17) **.gov.uk domain / Email Resolution**

The clerk provided details about the recommendation to purchase/ use a .gov.uk domain. Cllr Chalker discussed his opposition to this and proposed to keep the existing domain for now. Seconded by Cllr Vye and agreed by unanimous vote.

The clerk had also provided details of new mailboxes provided by the existing web provider and the benefits of these. Cllr Nightingale proposed that we upgrade to the new style accounts and use the format of 'initial.surname@' for all future member email accounts. Cllr Chalker seconded this and it was agreed by unanimous vote.

***It was resolved to upgrade the email mailboxes (12) for the cuxtonpc.org.uk domain at a cost of £48 pa and create all future email accounts in the format of initial.surname@cuxtonpc.org.uk.***

18) **Ward Councillor Funds**

A significant discussion was held regarding a recent contribution and councillors agreed that they should spend the contribution as prescribed and collate evidence of this expenditure to provide if necessary.

***It was resolved to spend the Ward Improvement Fund contribution on building materials and plants for the recreation ground and to keep records of this expenditure.***

**19) Correspondence**

a) Medway Highways

Councillors received the update from Medway Highways department.

The clerk also provided details of correspondence from the Cuxton Open Gardens Group, seeking clarification, and the Norse maintenance team, regarding the painting of metalwork in the recreation ground.

**20) Information Exchange**

Cllr Wilson shared that she had completed the clerk's probationary review.

Cllr Nightingale shared that he was now a member of the Medway Council Climate group.

Cllr Porter and Nightingale gave their apologies for the next meeting.

The chairman closed the meeting at 9.04pm

Next meeting 20<sup>th</sup> June 2024, 7pm at Cuxton Library

Signed *G. Chalker*

Chairman

On the 18<sup>th</sup> day of July 2024