

CUXTON PARISH COUNCIL**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 9 NOVEMBER 2017 IN THE LIBRARY, BUSH ROAD, CUXTON AT 7.30 pm**

PRESENT:	Cllr Mrs Kay Hutchfield	Chairman	
	Cllr Gordon Chitty		Items 1 - 4
	Cllr Matt Fearn		
	Cllr Mrs Elizabeth Maisey		
	Cllr Mrs Julie Porter		
	Cllr Matthew Porter		
	Cllr Colin Sacre		
	Cllr Mrs Tracy Thorley		
	Cllr Turner		
	Mrs Roxana Brammer	Clerk	
	Mrs Daniela Baylis	Assistant Clerk	Items 1 - 19

In attendance 2 members of the public

Item No		Action Point
Minute No 2016/17/		

1 APOLOGIES FOR ABSENCE

228 Apologies for absence were received from

Cllr Ged Chalker	On holiday
Cllr Mrs Sheila Chamberlain	On holiday

It was proposed by Cllr Mrs Thorley, seconded by Cllr Mrs Porter and agreed this apology be accepted.

2 DECLARATIONS OF INTEREST (DPI, conflicts of interest and personal) and alterations to the Register.

229 None.

3 MINUTES OF THE MEETING HELD ON 12 OCTOBER 2017

230 It was proposed by Cllr Mrs Thorley, seconded by Cllr Porter and agreed that the minutes of the meeting held on 12th October 2017 be signed as a true record.

4 MATTERS ARISING**231 a Minute 2017/18/208: Dugout for Cuxton 91**

This would be investigated by the Land Management Committee.

232 b Minute 2017/18/224: Local Plan Meeting with Medway Council

Cllr Mrs Hutchfield said she would still like some suggestions to pass on to Medway

Council.

MEDWAY COUNCILLOR'S REPORT AND PUBLIC SESSION

The Chairman suspended the meeting to allow Cllr Fearn and the members of the public to speak.

Cllr Fearn said the consultation for a bus stop at the top of James Road had been completed and a bus stop would now be provided. Regarding the reported fires, the enforcement officer had paid a visit and the situation was now resolved.

The Chairman thanked Cllr Fearn and invited the members of the public to speak.

Mr Dobbs said he wanted to speak about the pharmacy and gave a brief explanation of the papers. Due to the official catchment area, some people registered with the medical practice were ineligible to use the dispensing services.

Mr Dobbs gave an update on the RS206 riverside walk. Cllr Mrs Hutchfield commented that Network Rail was the stumbling block. She also said she now had the contact for the project for cycling in Medway.

Mr Dobbs asked if all the money was now available to implement the traffic light scheme.

5 FINANCE

233 a Bank Balances

The bank balances set out in Appendix A were noted.

234 b Payments made since last meeting

It was proposed by Cllr Mrs Porter, seconded by Cllr Sacre and agreed the payments made since the last ordinary meeting be ratified.

235 c Accounts for payment

It was proposed by Cllr Sacre, seconded by Cllr Mrs Thorley and agreed that the accounts listed in Appendix B be paid, (cheques 100324-100330 and 1 BACS payment), with the addition of £72.46, Business Stream (cheque 100331) and £75, L Nunn (100332).

236 d Finance Committee Meeting

Cllr Sacre gave a verbal report of the meeting of the Finance Committee held on 1st November 2017.

237 e Review of Terms of Reference of Finance Committee

The Finance Committee recommended no change and this was agreed.

238 f Review of Financial Regulations

The Finance Committee recommended minor alterations to tidy up the document. It was proposed by Cllr Sacre, seconded by Cllr Mrs Thorley and agreed the amended Financial Regulations be adopted.

239 **g Review of Allotment Rents**

The Finance Committee recommended that the rents be increased to £3.50/rod from 1 October 2017, to be invoiced in arrears in September 2018, according to the Allotments an Leisure Gardeners Act 1908.. This was proposed by Cllr Sacre, seconded by Cllr Mrs Thorley and agreed.

240 **h Budget 2018/19**

A draft budget as recommended by the Finance Committee had been circulated prior to the meeting. After discussion it was proposed by Cllr Fearn, seconded by Cllr Sacre and agreed the budget figure to put into the Pavilion and Recreation Ground Development reserve be reduced to £7,850. It was then proposed by Cllr Turner, seconded by Cllr Fearn and agreed to adopt the budget.

241 **i Precept 2018/19**

It was proposed by Cllr Fearn, seconded by Cllr Mrs Maisey and agreed by 6 votes for, none against and 2 abstentions that the precept remain at £60,200.

6 GRANT APPLICATIONS TO THE COUNCIL242 **a Applications**

None.

243 **b Community Grants**

Cllr Mrs Thorley said there appeared to be no protocol for ensuring that the annual community grants had been completed. The Assistant Clerk had designed a completion statement form and it was agreed this be sent out towards the end of the 12 month period following the granting of the donations.

7 GRANT APPLICATIONS BY THE COUNCIL244 **a Energy Feasibility Study**

Cllr Mrs Hutchfield reported that the grant application had been submitted.

8 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY245 **a Pavilion Development**

Cllr Mrs Hutchfield reported there had been a meeting between Cuxton PC CSRA and two mentors to help CSRA become a charity so that they could apply for a grant, and advise CPC on grants for Pavilion.. The plans were being prepared before a pre-planning advice meeting was held.

246 **b CCTV**

The Assistant Clerk reported that although three companies had been approached and made site visits and had seemed keen to quote, only one quotation had been received. It was proposed by Cllr Sacre, seconded by Cllr Turner and agreed to proceed with the

quotation of £2,2593 + £445 annual maintenance from Medway Commercial Group Ltd.

247 **c Vandalism**

The Assistant Clerk reported on recent instances of vandalism to the play park, especially to the teenage village. These had been reported to the police and crime numbers obtained. She was obtaining quotations for repair and would contact the Council's insurers. Cllr Sacre asked that an item be placed on the January agenda relating to liaison with the school to close the pedestrian entrance.

248 **d Land Management Committee**

It was noted the next meeting of the Land Management Committee would be held on Thursday 16th November.

9 HIGHWAYS AND TRANSPORT

249 **a Public Rights of Way**

Nothing to report.

250 **b Street Cleaning**

The Assistant Clerk reported she had chased up Medway Council about the new litter/dog bins. She had been told they had not been installed as the Parish Council had not yet paid for them. She had then asked for an invoice to be sent.

251 **c A228 Traffic Light Scheme**

Cllr Fearn had nothing further to report.

252 **d Pebble Lane Crossing**

Cllr Mrs Hutchfield said she was still working on it.

253 **e Lower Thames Crossing**

The Clerk reported that she was still waiting for the Chairman of Cobham Parish Council to provide some possible dates for a meeting.

254 **f Medway Valley Community Rail Trust**

Cllr Mrs Hutchfield said no meeting had been held.

255 **h Any other highways or transport issues**

None.

10 PHARMACY

256 The papers obtained by Mr Dobbs were discussed. Cllr Mrs Thorley said that statistics

were needed. It was proposed by Cllr Mrs Hutchfield, seconded by Cllr Sacre and agreed a letter be sent, asking for clarity, expressing concerns over the position and the conflict between a dispensary and a pharmacy, which would also be an asset.

11 POLICE MATTERS

257 a Appointment of Police Liaison Representative

It was proposed by Cllr Mrs Porter, seconded by Cllr Mrs Maisey and agreed Cllr Mrs Thorley be appointed to be the Council's representative on the Police Liaison Committee.

258 b Community Safety Partnership Surgeries

Cllr Mrs Thorley would attend the Community Safety Partnership surgeries held at Medway Council. The next was in December.

12 COMMUNICATIONS

259 Nothing to report.

13 COMMUNITY ACTIVITIES

260 a Christmas Tree Event

Cllr Mrs Hutchfield reported that arrangements were in hand.

14 CONSULTATION

261 a Medway Council Draft Statement of Licensing Policy

Cllr Fearn said he would be having a briefing and would report back.

15 CORRESPONDENCE

262 None.

16 REPORTS ON EVENTS ATTENDED BY COUNCILLORS OR STAFF

263 a Finance Conference

The Clerk and Assistant Clerk had both attended the conference, which had been worthwhile. They had learnt that the Council Tax Support Grant would not be available after the 2018/19 financial year.

17 MEMBERS' REQUESTS FOR FUTURE AGENDA ITEMS

264 None.

18 REPORTS AND CIRCULARS

265 None

19 ANY OTHER BUSINESS (MEMBERS' INFORMATION EXCHANGE)

266 a Assistant Clerk

Cllr Mrs Hutchfield announced that Mrs Baylis had now acquired her Certificate in Local Council Administration and she was congratulated on her achievement.

CONFIDENTIAL SECTION

20 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

267 It was proposed by Cllr Mrs Hutchfield, seconded by Cllr Sacre and agreed the press and public be excluded from the following item on the grounds it concerned a named member of staff.

21 REVIEW OF ASSISTANT CLERK'S SALARY

268 Cllr Mrs Hutchfield said that the Assistant Clerk's salary had not been increased in April as it had been expected that Mrs Baylis's results would have been received shortly after. She explained the delays that had not been of Mrs Baylis's making as she had met all deadlines. She intended writing a formal letter of complaint to the awarding body, the Society of Local Council Clerks. Mrs Baylis was due an increase back dated to 1st April and also recognition for gaining her professional qualification. After discussion it was proposed by Cllr Sacre, seconded by Cllr Porter and agreed unanimously that Mrs Baylis's salary be increased to £10.50/hour, backdated to 1st April 2017.

The Chairman thanked councillors for attending and closed the meeting at 9.35 pm.

Signed *Kay Hutchfield*. Chairman

On the 14th day of *December* 2017