

CLIFFSEND PARISH COUNCIL

Clerk/RFO to the Council: Anne Griffiths
Cliffsend Parish Council, Cliffsend Village Hall, Foads Lane, Cliffsend,
Ramsgate, Kent CT12 5JH

MINUTES

THURSDAY 13th SEPTEMBER 2018 commencing at 7.30 pm

Present: Councillors Blaydes (Chairman), Francis-Cable, Hellyer, Lyon and Searle

Also Present: Councillors Messenger (KCC), Rogers (TDC), Anne Griffiths (Clerk/RFO), Roy Wade (Interim Clerk), PCSO Gander and eight residents.

24. WELCOME AND APOLOGIES FOR ABSENCE

Apologies as would be arriving late for the meeting from Councillors Messenger (KCC) and Rogers (TDC)

25. DECLARATIONS OF INTEREST –

Councillor Hellyer disclosed an interest, as a member of the Village Hall Committee in minute number 31 and matters relating to the Village Hall.

26. MINUTES AND MATTERS ARISING

RESOLVED:

(i) That the minutes of the meeting held on 14th June 2018, were reconsidered, the amendment suggested at the July meeting was deleted and the Minutes were approved as originally drafted and signed by the Chairman.

(ii) The minutes of the meeting held on 12th July 2018 were approved and signed by the Chairman.

27. REPORTS

- (i) **Finance & General Purposes Committee** The minutes of the earlier meeting, which included a report of an item considered by the Planning Committee, including the matter of the maintenance of the Meadow were discussed and approved as a way forward.
- (ii) **County Councillors** County Councillor Messenger submitted a report which was read by the Chairman to Council as follows:
As promised here is my KCC report for the Ramsgate division for your meeting on the 13th.
Manston Airport
The DCO application by RiverOak has been accepted for examination by the Government inspectors.
This now means that a specific timetable of various consultations will take place over a period of 12 months before final decision with the Minister for Transport (presently Rt Hon Chris Grayling MP)
97% of all DCO's are successful.
I am presently engaged with KCC senior Officers with a series of meetings at County Hall regarding KCC's role as a consultee.

The Port and Marina

Unfortunately on Thursday evening in the leaders report the company I have been dealing with regarding the Marina Village Development at the Marina and Port had their identity revealed by the leader of the council.

This resulted in me having to apologise profusely to MDL Ltd and quickly organise the BBC and Thanet News to disclose a limited content of the proposal from them which many of your Cliffsend residents would have seen on Friday 7th.

I attach the Thanet News report.

Parkway Station Proposal

The planning application for the Thanet Parkway railway station was submitted in May. The statutory consultation period has recently closed and all comments received are now being considered. A date for its determination has not yet been set. In terms of funding, £10 million is allocated in the Local Growth Fund (LGF) and Kent County Council is contributing £2.65 million, however, there remains a funding gap for which all options are being explored, including increased LGF and private sector investment opportunities.

- (iii) **District Councillor.** Cllr. Mrs. Rogers arrived late having attended a meeting of the Joint Transportation Board and on discussions in respect of Arundel Road, Cliffsend Road and the marking out of traffic movement signs at the Cliffsend roundabout.
- (iv) **Community Warden/PCSO** Tony Gander reported upon (i) A transit vehicle had been seen in the area collecting scrap metal often without the consent of the owners. Members were asked to let him have details if they saw the vehicle. (ii) Reports had been received of anti-social behaviour in the Nature Park and if Members were made aware of this would they report details to TDC. (iii) drugs had been found in the shelter and the Village PCSO had been advised and would visit and investigate the matter; and (iv) Tony was trying to obtain funding to enable a small shed to be purchased for the storage of traffic cones etc.
- (v) **Councillors Reports**
Cllr. Lyon had been in contact with Thanet District Council. No action at this time.
Cllr. Searle reported that Foads Lane was to be closed for maintenance works and that vehicle access would be via Sandwich Road and Cliffsend Road.

28. PUBLIC QUESTIONS

- (i) **Bench** – In response to concerns at the condition of benches Cllr. Francis-Cable confirmed that it was about to be re-treated as part of the Village in Bloom arrangements.
- (ii) **Village Hall forecourt** – a question relating to the works to be undertaken to the area. Cllr. Francis-Cable reminded the meeting of the difficulties of re-instating and planting out this area because of the hot summer which had made the ground very hard. The Meeting was also advised that the Parish Council's operative, Chris Barton, would require assistance to do these works and this was in hand. The public was also advised that the Parish Council had budgeted for these works as part of the Village in Bloom initiative.
- (iii) **Boxes on the Village Green** – In response to a question the Chairman confirmed that the Parish Council had provided the boxes, as sited, and that the cost of providing them had been included within the current budget. Cllr. Francis-Cable advised the meeting that the boxes would look attractive once they had been planted out.
- (iv) **Foads Hill** – The Chairman acknowledged the unsatisfactory condition of the lay-by and undertook to refer the matter to Kent Highways.
- (v) **Salt Bins**- The Chairman reported that he would be discussing with Paul Valek (Kent Highways) the need for additional salt bins within the Village and look at the need for one in King Arthur Road.

29. FINANCIAL MATTERS

(i) Audit

The Clerk/RFO reported that she had met David Bucket who had undertaken the internal audit of the Parish Council's financial records and prepared the Annual Governance and Accountability Return for 2017-2018. The Council was then advised that as part of the process she was required, as RFO, to put the following questions to Council.

The Council was asked to approve page 3 of the AGAR. **The Council approved unanimously and the Chairman and the RFO signed the document.**

The Council was asked to consider page 4 of the AGAR. **The contents were agreed, acknowledged, and noted.**

The Clerk/RFO read out each statement on page 5 of the AGAR. The Council unanimously replied agreed to statement to as read with the exception was statement 9 which was not applicable. **Thereby the Council thus considered and approved the Annual Governance Statement for 2017. The Chairman and the Clerk/RFO signed the document.**

The Council then considered and approved the Accounting Statements, page 6 of the AGAR, and supporting documents as provided by the Responsible Financial Office who had prior to the meeting signed Section 2 of the AGAR for 2017-2018.

The Chairman signed the Accounting Statement on behalf of the Council.

(ii) Future Payroll Arrangements

RESOLVED: That the following arrangements with Ladywell Accountancy Services as in Agenda item 8/18-19 (v) be approved

(iii) New Clerk/RFO's Remuneration

RESOLVED: That the Clerk's salary and expenses for August were approved

(iv) Payments Schedule

RESOLVED: That the following invoices be approved for payment

Date	Supplier	Description	Min ref	Chq No	VAT	Excl Vat	£
14.08.2018 (paid – approved at April meeting)	Robin Allmark	Electrical work on defibrillator		821			283.00
13.09.2018	Commercial Services Trading	Landscape services Chapman Meadow		822	190.27	951.34	1141.61
13.09.2018	Roy Wade	Salary for July 2018		823			512.00
13.09.2018	Anne Griffiths	Clerk's expenses		824	19.80	176.91	196.71

Date	Supplier	Description	Min ref	Chq No	VAT	Excl Vat	£
13.09.2018	Anne Griffiths	Clerk's salary		825			523.43
13.09.2018	KALC	Annual Clerks' training day		826	12.00	60.00	72.00
13.09.2018	David Buckett	Fee for advice and audit		827			550.40

To be discussed

KALC	Annual Finance training day			12.00	60.00	72.00
SLCC	Purchase of Arnold-Baker on Local Council Administration			111.98		111.98
SLCC	Membership			125.00		125.00

(v) **Bank Balance** Council noted that the bank balance at 23rd July 2018 was £43,064.66 and this balance did not reflect those payments authorised at this meeting.

30. CURRENT TOPICS

Cllr. Hellyer disclosed a voluntary interest in matters relating to the Village Hall.

- (i) **Ground's Maintenance Officer-** Chris Barton reported (i) Foads Lane one side of the lane had been cleared but he needed heavier equipment such as a tractor and flail to be able to clear the other side. (ii) Notice Boards – he had now received the glass and key and would be able to repair the boards (iii) Village Hall Gardens –arrangements were now in hand for assistance to be given to the Operative to undertake the works to the gardens; and (iv) Meadow Boxes – the necessary top soil and paint had been received to allow for preparation of the boxes for siting.
- (ii) **Defibrillator** – The unit was now in place and available for use.
- (iii) **Roads** – Not reported upon.
- (iv) **Meadow update** –Cllr. Searle had held discussions with 2 contractors and received a quotation of £485.00 for one set of works. The Chairman reminded Members that provision had been made for this work in the budget and it was
RESOLVED: that the quotation from Garden Services 4 You in the sum of £485.00 be accepted and the works carried out. The issue of the main meadow grass cutting is still being resolved.
- (v) **New Benches** – Cllr Hellyer reported that he had obtained prices for various styles of benches and that he would report to the next meeting on details including the siting of the benches,
- (vi) **Notice Boards** – Reported upon under minute (i) above.
- (vii) **Salt Bins** – The Chairman reported that Paul Valek (KH) had said that the bins would be filled in the next few days. Cllr. Hellyer will report to the next meeting on the possible siting of a salt bin in King Edward Drive.

31. CLERK'S REPORT

The Clerk had no further matters to report upon.

32. CORRESPONDENCE RECEIVED

The Clerk had received correspondence on the subject of recycling arrangements and information cards were distributed to those interested.

33. ANY OTHER BUSINESS

- (I) **Council Policies** – The Chairman said he would be reporting to the next meeting on a review of the Council's policies.
- (II) **Renewal of Village Hall Equipment** – Dave Snow said he would report to the next meeting on the need to renew certain items of equipment and would be seeking a contribution of £1000.00 from the Council. The Chairman advised him to investigate various funding streams to go towards these items.
- (III) **Christmas tree** – Following advice from the Interim Clerk it was agreed that the Chairman would seek the views of all Members on the purchase and dressing of a Christmas tree and if agreement was reached by email/electronic vote it was **RESOLVED that he be authorised to agree the necessary expenditure to a maximum of £400.00.**

Time concluded: 9.12pm