

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

MINUTES

THURSDAY 8 NOVEMBER 2018 commencing at 19.30

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

**Also Present:** Councillor Townend (TDC), Anne Griffiths (Clerk/RFO), and four members of the public.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

An apology for absence had been received from PCSO Litchfield.

**NOTE:** Councillor Hovenden notified the meeting that she was recording proceedings

**2. DECLARATIONS OF INTEREST**

Councillor Hovenden **disclosed an interest**, as a member of the Cliffsend Residents Association

**3. MINUTES AND MATTERS ARISING**

- i. The Minutes of the meeting held on 11 October 2018 were amended to record the correct spelling of Councillor Townend's name.
- ii. Acceptance of the amended Minutes was proposed by Councillor Searle, seconded by Councillor Hellyer and **agreed by a vote of 5 in favour and 1 against**.
- iii. The Clerk stated that she had taken professional advice on the required format for Minutes and compliance with that advice has resulted in shorter and more factual Minutes.
- iv. **Matters arising:** No matters arising

**4. REPORTS**

- i. **Finance & General Purposes Committee** The Committee met prior to this meeting. The only matters of substance were the approval of the Minutes and discussion relating to the meadow. This would be reported later in the meeting.  
Neighbourhood plan - nothing to report  
Emergency Plan - still awaiting information from Kent Fire and Rescue  
Planning - no planning meeting had been held.
- ii. **County Councillors** No report received.
- iii. **District Councillors** Councillor Townend was present, but had nothing to report.
- iv. **Community Warden/PCSO** No reports received.
- v. **Councillors' Reports**  
Councillor Hellyer mentioned the condition of the play area and noted that it would be discussed later in the meeting.  
Councillor Searle alerted the meeting to the recent closure of the underpass and to the short notice given.

## 5. PUBLIC QUESTIONS

A question was raised in respect of grease on the pedestrian path across the level crossing. It was agreed that the Clerk would contact Network Rail to request cleaning.

## 6. FINANCIAL MATTERS

i. Payments Schedule **RESOLVED**: That the following invoices be approved for payment

Date	Supplier	Description	Min ref	Chq No	VAT	Excl Vat	£
8 November 2018	Garden Services	Work on meadow		839			485.00
8 November 2018	PKF Littlejohn	Penalty fee for late filing of audit		840	8.00	40.00	48.00
8 November 2018	Peter Francis-Cable	Christmas tree lights		841	9.17	45.82	54.99
8 November 2018	A.J. Griffiths	Clerk's expenses		842			70.38
8 November 2018	Roy Wade	Interim Clerk's salary		843			248.00
8 November 2018	Mitchell's Electrical	Inspection of Christmas tree lights		844			45.00
8 November 2018	Thanet District Council	Work on benches		845			1034.00
1 December 2018	A.J. Griffiths	Clerk's salary - December		846			523.23

- ii. **Budget 2019-2020:** The Chairman outlined amendments to the draft presented at the October meeting in respect of the Clerk's training costs. Discussion took place of various matters. Councillor Searle proposed acceptance of the budget, Councillor Francis-Cable seconded, and the budget was approved by 5 votes in favour with 1 abstention.

## 7. REVIEW OF STANDING ORDERS AND SCHEDULE FOR REVISION OF POLICIES

- i. The current Standing Orders had been amended to include a section on compliance with GDPR legislation. Councillor Blaydes proposed acceptance, Councillor Francis-Cable seconded, and **the proposal was passed unanimously.**
- ii. Consideration of a schedule to review remaining policies was deferred until the next meeting.

## 8. CURRENT MATTERS

- i. **Grounds maintenance** Councillor Hellyer reported on recent and future work needed. There are difficulties with the standard of some of the work.
- ii. **Roads** Councillor Blaydes reported that he had enquired about work on Foads Lane/Foads Hill, but no response had been received from KCC.
- iii. **Meadow** Councillor Searle presented a report on matters pertaining to the meadow. She and Councillor Lyon had met with a contractor with regard to trimming hedges and pruning the pine trees and the quotation had been discussed at the Finance and General Purpose Committee prior to this meeting. With regard to the request for a new memorial tree, it was agreed that the Clerk would draft a letter to the applicants and submit it to Councillor Searle for approval.
- iv. **Neighbourhood plan** Nothing to report.
- v. **New benches** Councillor Hellyer reported on the progress of provision of the new benches
- vi. **Noticeboards** Nothing to report
- vii. **Christmas trees** Councillor Francis-Cable reported that he had ordered the new Christmas tree and purchased the lights. He discussed proposals for a celebration at the lighting of the tree on 8 December 2018. Councillor Blaydes outlined the situation with regard to existing Christmas tree lights and the need for repairs to lights installed last year. A quotation had been received for £304. He proposed that this be paid, but that enquiries be made about the possibility of taking down lights for 11 months of the year to avoid damage and repeated repair bills. The proposal was seconded by Councillor Hellyer and **passed with 5 votes in favour.** Councillor Hovenden was unable to vote as she experienced a conflict of interests.

## 9. CLERK'S REPORT

The Clerk had no matters to report upon.

## 10. CORRESPONDENCE RECEIVED

The Clerk had received a request from Cliffsend Residents Association for a grant of £300 towards their annual Christmas dinner for retired members of the Association. There was some discussion as to whether this was permissible in view of the restricted nature of the event. Councillor Searle proposed that the grant be made, Councillor Lyons seconded. There was 1 vote in favour and 2 abstentions. Councillor Hovenden was unable to vote due to conflict of interest. **The proposal was therefore carried.**

**11. ANY OTHER BUSINESS**

Councillor Hellyer raised concern about the level of grit bin provision. It was agreed that this matter would be discussed at the next meeting.

**12. CONFIDENTIAL BUSINESS**

The Council considered a Resolution to exclude press and public in order to discuss confidential business relating to procedural matters. Acceptance was proposed by Councillor Blaydes, seconded by Councillor Lyons, and passed unanimously.

**The public meeting concluded at 20.42.**