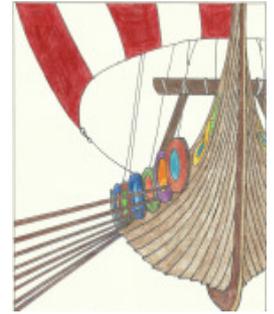


Cliffsend Parish Council

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Minutes of the Annual General Meeting

Held on Thursday 19th May 2022 at 7.30pm in the Village Hall.

Meetings of the Council are recorded. AV recordings are retained only until draft minutes are adopted as a true record.

Present – Cllr G Fricker (Chair), Cllr Lyon, Cllr Harrison, Cllr Barton, Cllr J Fricker, Alison Willoughby-Browne (Clerk), 12 members of the public.

01/22-23 Welcome and apologies for absence - Clerk welcomed, showed emergency exits and advised that the meeting was being recorded. Cllr Lyon gave apologies for absence from DCllrs Rogers and Rattigan.

02/22-23 Declarations of interest, election of Officers, confirmation of Working Group membership - no declarations. Clerk asked if there were any nominations for the position of Chairman; Cllr Harrison proposed Cllr G Fricker, seconded by Cllr Lyon, all in favour. Vice-Chairman; Cllr Barton proposed Cllr Lyon for this position, seconded by Cllr J Fricker, motion carried by majority. Both nominations were uncontested. Declarations of Acceptance of Office were read out by both parties, signed by the individuals and Proper Officer and retained. Cllr Lyon relinquished chairing the meeting to Cllr G Fricker.

- Meadow and Open Spaces Working Group; Cllr Lyon (lead), Cllr J Fricker, Cllr Barton.
- Planning and Highways Working Group; Cllr Harrison (lead), Cllr G Fricker.
- Finance Working Group; Clerk (lead) and Cllr G Fricker.
- Youth Working Group; Cllr Barton (lead), Cllr J Fricker.

03/22-23 Adoption of the minutes of 17th March 2022 as being a true record - 17th March minutes proposed by Cllr Barton, seconded by Cllr Lyon, all in favour. Chairman signed the minutes as a true record.

04/22-23 Matters arising from the above minutes - Cllr Barton proposed that we go ahead with proposal for Highways Improvement Plan (20mph design) for Cliffsend, seconded by Cllr J Fricker, all in favour.

05/22-23 Working Party & Councillor Reports -

Clerk checked whether hall was free on any other day of the week for meetings as Thursdays clash with some TDC meetings; most suitable day. Chairman asked whether a summary could be emailed by DCllrs if they can't attend.

Meadow and Open Spaces – Chairman discussed the interest in re-wilding/open spaces, seemed appropriate to have an outline plan to identify the open spaces in Cliffsend and what we would like to see happen with them. Plan to be published, can adapt as new ideas come forward or as situation dictates. Cllr Lyon – apologised as, unfortunately, meadow was cut despite request being given to contractor for no mowing until end of May.

Cllr J Fricker; achieved some of goals set out on the Re-wilding/Ecology Plan; Hugin's Green/wishing well tidied, public entrance to Viking Café tidied and planted with lavenders, sun-loving flowers to encourage pollinators. Meadow - wild flowers at top border, signs being made to prevent people/dogs walking through the plants. The bug hotel is almost finished. Cllr Fricker engaged with nursery; children planting sunflowers in the park. If anyone has ideas then contact the Parish Council.

Playground; tidied woodland area, put down woodchip and bark, will make signs to identify birds on walks. Grateful to those that helped in March to clear up the area from brambles, mattresses etc, all done in a week.

In autumn, planting of daffodil/bluebell bulbs, will ask children/parents/residents to get involved. Could hire hall during autumn months to make bird/bat boxes, parents can assist and we can site in woodland. Cllr Harrison explained that some areas are not our responsibility and questioned whether the Parish Council would be responsible for paying. Cllr Fricker said everything should be free, green/sustainable, apart from bulbs which will have to be ordered, possible contributions from individuals that would like to make the areas look nice. Chairman explained that TDC was contacted re' Viking ship area, they didn't have the funds or plans for regeneration of the area but were happy for us to pursue at our cost. BAM Nuttall funding for trees/bushes will be included in overall plan, along with seeking permission from landowners. If anyone does want to get involved then please email clerk@cliffsendpc.org

06/22-23 Financial Matters -

Internal Auditor visited 18th May. Prior to the meeting the completed Annual Governance and Accountability Return (AGAR) 2021/22 Form 3, Annual Internal Audit Report, Bank Reconciliation, Explanation of Variances (including Reserves) and Notice of Public Rights were distributed to all Cllrs. Each section of the AGAR was examined.

Due to income and expenditure exceeding the £25,000 threshold, the Council is not exempt from the limited assurance review. The Annual Internal Audit Report was considered.

AGAR Section 1 – the Council considered and approved the Annual Governance Statement for 2021/22; Cllrs responded to each statement of Internal Control read out by the Clerk. Chairman and Clerk signed the statement on behalf of the Council.

AGAR Section 2 – the Council considered and approved the Accounting Statements and supporting documents (Bank Reconciliation, Explanation of Variances) as provided by the Responsible Financial Officer who had signed Section 2 of the AGAR for 2021/22 before being presented to the authority. The Chairman countersigned the document.

Confirmation of the commencement date for the exercise of Public Rights; 13th June to 22nd July incl.

Cllrs Harrison and Lyon had checked the following payments with supporting documents, Cllr Harrison proposed that the payment schedule be accepted, Cllr Lyon seconded, all in favour. Clerk explained that slightly different from agenda as mobile phone top-up wasn't necessary. Payments made on receipt of invoices e.g. Sycamore stem removal. Contractual payments; Harmer & Sons (italicised already paid) and Clerk's salary.

May Payments

Payee	Description	Invoice No	Method	VAT	Ex VAT	Total
<i>Harmer & Sons</i>	<i>Hedge cutting</i>	<i>19610</i>	<i>Transfer</i>	<i>188.00</i>	<i>940.00</i>	<i>1128.00</i>
<i>Harmer & Sons</i>	<i>Meadow Maintenance</i>	<i>19634</i>	<i>Transfer</i>	<i>18.00</i>	<i>90.00</i>	<i>108.00</i>
<i>Harmer & Sons</i>	<i>Meadow Maintenance</i>	<i>19751</i>	<i>Transfer</i>	<i>18.00</i>	<i>90.00</i>	<i>108.00</i>
Cllr Chris Barton	Events Licence Fee	00105-TDCEVE000070-	Transfer	12.50	62.50	75.00
Cllr Judith Fricker	Reimburse re-wilding/maintenance	-	Transfer	18.89	94.91	113.80
Cllr Judith Fricker	Reimburse re-wilding/maintenance	-	Transfer	3.17	15.83	19.00
Clerk	Jubilee Celebration Gifts	GSOMN2425A0004DX	Transfer	-	35.21	35.21
<i>Harmer & Sons</i>	<i>Meadow Maintenance</i>		<i>Transfer</i>	<i>18.00</i>	<i>90.00</i>	<i>108.00</i>
Resident	Hugin memorabilia	-	Transfer	-	80.00	80.00
Top Branch	Removal of 3 x Sycamore stems		Transfer	60.00	300.00	360.00
Archers Low	Christmas Tree	-	Transfer	30.83	154.17	185.00
Village Hall	Hire – audit/AGM/Jubilee deposit	-	Transfer	-	160.00	160.00
Total for Month				367.39	2112.62	2480.01

07/22-23 Public Questions - Chairman felt that a lot of questions would be answered within correspondence received, therefore, any further issues to be addressed at end of meeting.

08/22-23 Planning Applications -

FH/TH/22/024716 Walmer Gardens (rear/side extensions/balcony) Cllr Harrison visited, two residents had complained; worry that house was being extended to be used as a house of multiple occupancy (HMO). District Cllr and TDC contacted. Planning has been approved but any change of use can be objected to.

OL/TH/22/0414 Foxborough Lane, Minster (115 dwellings) Cllr Harrison explained that not our area and that Minster have got a good team to object to developments, Chairman questioned whether we should show support in the hope that we get support in return, Cllr Barton agreed. Could increase traffic coming through Cliffsend.

FH/TH/22/0463 9 Sea View Road (dormer/raising of roof/balcony/sun terrace) Cllr Lyon said that residents had experienced problems with previous developments.

F/TH/22/0541 44 Canterbury Road West (conversion of single dwelling to 2 flats) extra vehicles might be an issue for residents, no residents have come forward.

FH/TH/22/0497 20 Cliff View Road (conservatory) no objections.

F/TH/22/0579 Richborough Energy Park (development) – although not our area, could tie-in with Sealink project (Current Topics).

FH/TH/22/0598 59 Sandwich Road (2-storey extension front, side and rear) Cllr G Fricker to assess. Received 18th May - variation of condition 2 of planning permission of chalet bungalows on Arundel Road; fencing Number 7. Residents have had many issues with development already. Cllr Harrison to take a look.

09/22-23 Current Topics -

Ongoing review of Council procedures – Financial Regulations (following one amendment), Grant Application Policy and Forms proposed for acceptance by Cllr G Fricker, seconded by Cllr Lyon, motion carried.

KALC/Rural Kent membership – Kent Association of Local Councils, Chairman still unclear as to benefits, Cllr Barton explained that we would have access to all the procedures and could adopt knowing that they are correct. Cost is high for a small parish, apparently 97% of councils are members. Cllr Harrison suggested that we invite someone to explain what we get for the money, to postpone until next meeting until more information available.

Jubilee celebrations – appreciative of help received already e.g. bunting making etc, help on day would be welcome. Celebrations deliberately low-key, lighting of beacon 2nd June at 9.45pm, Friday 3rd bring your own picnic, entertainment etc. Cllr Harrison advised that Wayne Leadbeatter Scaffolding will put straw into brazier. Contractors of Canterbury Road West development were of little help re' barriers.

Re-wilding and Ecology Plan – already discussed, Cllr Lyon proposed the adoption of the Plan, Cllr Barton seconded, all in favour.

Sealink Project – Clerk attended a virtual soft launch, National Grid will make public in the summer; high voltage electricity pipeline under the sea, from Suffolk (Sizewell area) to Pegwell Bay area. Will feed in to Richborough Power Station. Concern around where it is going to land and infrastructure, interconnectors (substantial buildings). Council will keep residents updated, will look into ways of reducing impact on area.

10/22-23 Clerk's Reports -

Parish in Bloom being judged 29th June. Cllr J Fricker asked if volunteers who have helped so far could be invited, definitely - centred around community involvement. Cllr Harrison explained that not about hanging baskets, about sustainability, not having to water all the time, species that are drought tolerant etc. Report on website.

11/22-23 Correspondence Received -

Questions to be directed through the Chairman. Number of questions that have a common answer, what is it that we want Cliffsend to be? How do we identify ourselves? How do we see Cliffsend? What do we want for the parish? Need to form an outline vision, mission statement that describes how we want to be perceived and known; going to create a Parish Plan.

Will involve community engagement so that everyone can have their say, important questions that come in can then be made part of the plan.

- Resident – removal and destruction of wildlife habitat; TDC informed, see next.
- Resident – fly-tipping of foliage from Sandwich Road property; disregard of some residents, trees also lopped opposite and fly-tipped on beach.

Witnessed by resident who confronted perpetrator. Member of the public stated that area hasn't been maintained by TDC, ivy is killing the trees, Cllr J Fricker suggested that a geologist should be consulted as the cliff may deteriorate if ivy growing into cliff face. BAM Nuttall funding covers that area, will need to check species suggested. Parish Council doesn't have a lot of powers, residents can report (as above) Cllr Lyon reported to TDC, a letter was to be sent. Fly-tipping is a Police matter.

- Resident – pot holes - bus stop Sandwich Road/Hugin cover; microsurfacing needs to be compacted, not suitable for bus stop as not enough compaction - causes 'elephants feet', would need to use a different method. **Clerk to contact KCC again.**
- Resident – concern re' planning application 16 Walmer Gardens; Cllr Harrison to re-visit.
- KCC – waiting restrictions Foads Lane/Greystones Road; double yellow lines, no charge.
- Resident – unkempt Bakers Field verge, overgrowth Foads Lane/Cliffsend Rd; has now been some cutting back by residents. KCC not adopting verge until in a condition that they perceive as being satisfactory, Parish Council approaching Millwood, all part of Re-wilding Plan.
- Resident – concern re' meadow comments in minutes and loss of green space; minutes of last meeting, resident thought meadow was being given back to the landowner for development, requested no further loss of green space. Chairman; meadow been subject to some debate, looked at agreement (not a lease, cannot register with land registry) it is a private rental agreement, with a peppercorn rent £1 a year if asked for, no restrictions but must not cause a nuisance to residents who live around the meadow. We could just do nothing and leave as is, previous conversation landowner suggested 2/3 of meadow return and 1/3 gifted to village. Offer of building e.g. Quex-style barn, and or other facilities. Should be included in conversation re' Cliffsend, we do need amenities but not the only place amenities could go, need to look in wider context and see what best overall, to engage with developers/authorities e.g. Parkway.
- Resident – residual coffee morning funds; information supplied on charities supported, Clerk has copy of closing bank statement.
- NHS and Medway CCG – StopThinkChoose initiative, urgent treatment centres; published on website. Cllr Lyon advised that facility in Margate supplying food which is near sell-by date for those in financial difficulties.
- TDC – mapping of Thanet's wildflower patches.
- Resident – distress caused by Thanet Parkway, did Parish Council support? Strongly objected. Cllr Harrison to liaise.
- Thanet Safe Haven – non-clinical mental health service; to publish.
- TDC – memorial bench placing at St Augustine's Cross; advised that Minster parish.
- Resident – possibility of allotments in the village; a long discussion ensued, Cllr Barton advised that previous proposal by Ramsgate Town Council (RTC) was never a formal offer, took population of Cliffsend and offered a percentage (20 half-plots), Parish Council fully committed. The project didn't go ahead due to cost limitations, including the conversion of land to allotments; water supply, toilets, electricity. RTC are still looking for land as they have a long waiting list. Residents said over 30 people in village interested, advised to pass information to Clerk. Cllr Barton explained that only 6 people need to request, then Parish Council need to actively look at situation. Cllr Harrison questioned whether it would be possible to rent some land from a local farmer, will look at options.
- Resident – Cliffsend benches; looking for somewhere to place Southern Water bench.
- Resident – Marjorie Chapman Meadow proposal, allotments; discussed.
- Resident – poles outside Village Hall; Management suggested resident who raised issues contacts them directly. Posts make it safer for people coming in and out of play area.
- Residents – near-misses junction of Meverall Avenue/Sandwich Road; resident asked whether we could go back to how it was before the traffic calming. Council has just approved the Highways Improvement Plan for 20mph, worth monitoring situation so that have facts and figures to take to KCC.

Resident asked what sort of timescale will be involved with Plan. Chairman; need engagement with parish, important to get questions right e.g. medical; no GP, unlikely to get one, should we accept situation or ?mobile GP. Possibly 3 months, Cllr Barton explained that Birchington Town Council Neighbourhood Plan has taken 5 years to complete.

The meeting concluded at 21:07