

CLIFFSEND PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held on Thursday 4th June 2015 at 7.30pm in the Village Hall**

Members Present. -Parish Councillors Knowles(Chairman), Alexander Vice Chairman, Searle, Weatherley, Fiander & Lyon

In Attendance - Ashley Stacey, Clerk/Responsible Finance Officer, 15 members of the community

30/15-16 Welcome & Apologies

Cllr Knowles opened the meeting, and welcomed members. **Cllr Knowles** also asked if anyone is recording the meeting to declare it. Mr Rogers confirmed he was taking an audio recording.

Clerk gave apologies from Cllr Hovenden she is held up in a meeting.

31/15-16 Declarations of interest

Cllr Knowles read her declaration of acceptance of office for Chairman. **Cllr Alexander** read his acceptance of Vice Chair. **Cllr Knowles** advised she has received a letter from TDC advising that Cllr Lyon is able to give her declaration of acceptance within 2 months of election. **Cllr Lyon** read her declaration of acceptance. **Cllr Lyon** advised she wanted it recorded that she felt very hurt at what had taken place. Cllr Knowles confirmed that the PC was under a duty to refer the issue to TDC, as her declaration of acceptance was improperly signed as it was not witnessed by the Proper Officer. The PC needed to ensure her acceptance was legal and complied with the rules to enable her to stand on the Council, which is why we are now correcting the situation by having a correct declaration signed.

32/15-16 Adoption of minutes of 14th May 2015 as being a true record

Proposed Cllr Searle, Seconded Cllr Alexander – Five Cllrs in favour – Cllr Lyon did not vote.

Resolved that the minutes of the meeting held on 14th May 2015 be approved.

33/15-16 Matters arising from the above minutes

Cllr Fiander passed on thanks from the villager who used the meadow for a removal.

Cllr Knowles advised that the chairs of the working parties were agreed after the last meeting – **Meadow Working Party – Cllr Searle, Neighbourhood Working Party – Cllr Hovenden, Planning WP – Cllr Alexander, Finance WP – Cllr Knowles, F &GP – Cllr Knowles.**

Cllr Knowles advised that she had contacted KALC for advice regarding the timings of the working parties as she is unable to attend during working hours. KALC had advised that a compromise could be that one out three meetings be held in evening.

This is to enable **Cllr Knowles** to attend and inform her decision as to the viability of the WP's. The MWP meeting is 8th June 2015 at 7.30. Chair of the NHWP for a meeting has contacted the clerk to arrange the next meeting. That meeting will need to be an evening or weekend. Planning WP meets as and when required however issues such as the Parkway, draft Local Plan, large developments and commercial developments, any sites which could be contentious should be dealt with at a meeting as we have a duty to the residents to consider any matters thoroughly. FWP is being held on 15th June – clerk raised the issue that it should be open to the public so holding it in someone's house then it may not be suitable? **Cllr Knowles** advised we will need to book the committee room for the FWP. Clerk to book committee room for 15/6/2015.

Cllr Searle has researched the memorial plaque – prices vary and this will be discussed at the meeting on Monday. She advised that it is important that this does not set a precedence and that other tree owners cannot have it. **Cllr Searle** advised

she thought the time capsule was plastic, however it was confirmed that it was aluminium.

Cllr Searle advised that the timing of the PCSO contact point on the website is incorrect.

Cllr Searle advised the NHP envelope opening session is on the 16th June at 9.30 am.

34/15-16 Reports

District Councillors- Cllr Brenda Rogers was not present and chairman asked the clerk to invite both district Cllrs to all meetings.

Community Warden – White van has been parked on the Cottington Road and he is monitoring it – clerk to chase him. Beer cans are no longer being dropped he will monitor – he also gave a reminder of cold calls.

Cllrs Reports – Cllr Searle proposed the PC hire the committee room for the meeting of the MWP on the 8th June. **Seconded Cllr Knowles** – All in favour.

Resolved that the PC hire the committee room for the next meeting of the MWP.

Cllr Searle also advised that Mrs Harrison's tree requires some attention – the tree surgeon has been to look at it and he has advised that the lower branches need removing. **Cllr Searle** proposed that the works on this and further pruning of the Silver Birch undertaken and the work costs £80 plus VAT. Mrs Harrison confirmed that she was happy for the work to be undertaken seconded **Cllr Lyon** – all in favour.

Cllr Searle advised that she had had a resident contact her regarding a boundary dispute. **Cllr Knowles** gave some advice. Cllr Searle advised she had passed on as much information as she could.

35/15-16 Financial Matters

Clerk asked for volunteers to be signatory as we only have two now – **Cllr Lyon** and **Cllr Alexander** confirmed they would complete the forms. Four signatories in total. Clerk to send forms to them which will need to be taken into HSBC in Ramsgate.

Clerk presented the quarterly budget for members for noting.

Cllr Knowles proposed the financial indemnity, this being a document signed by an employee of the PC to confirm they will be responsible for their own tax etc – clerk will keep master copy and issue to anyone employed by the PC. **Seconded Cllr Lyon – all in favour.**

Resolved that the PC adopt the financial indemnity.

To authorise items of expenditure since last meeting

Checked by **Cllr Knowles Cllr Alexander**

Chqs Signed by **Cllr Searle – to be taken to Cllr Hovenden**

Proposed Cllr Knowles Seconded **Cllr Searle** all in favour.

Chq No 583 -A Stacey – Wages £342.13

Chq No 584- HMRC £81.03

Chq No 585 – A Stacey Expenses £47.36

Chq No 586- CVHF- £4.00

Chq No 587 – ACRK - £65.00

36/15-16 Current Topics

Ecological Survey – Cllr Knowles has been made aware of an ecological survey being undertaken within the village to inform the Local Plan. **Cllr Alexander** proposed the PC look into this and be kept informed of the findings **Cllr Fiander seconded** – all in favour. Clerk to contact the company concerned. The Chairman has previously passed the details to the clerk.

Resolved to be involved in the ecological survey being undertaken in the village.

Dates of PC Meetings – Next meeting is 2nd July and the Chair has given apologies already for this. Due to the amount of work the chair wondered if a meeting should be held in August. **Cllr Knowles** proposed a meeting in August seconded by **Cllr Weatherly** all in favour.

Resolved an extra meeting of the Parish council to take place in August.

Clerk to get some available dates. **Cllr Knowles** also advised that she was considering a meeting on a Saturday to enable people who are unable to attend on evenings. Cllr Lyon suggested that we try one and see how it goes. Clerk to see if hall available first Saturday in December.

Recording of PC Meetings – clerk to look into the possibility of software to record the meetings. The sound systems were discussed. **Cllr Searle** advised that the hall has a sound system – Clerk to contact the Hall association to ask for use of this.

Parish Council Response to Consultations – **Cllr Knowles** advised that the consultation responses need to be published for the public to see. Copy of response to be kept. Clerk to chase the responses from TDC & KCC. Clerk to research a consultation policy to be adopted.

Communications Policy – this is a policy between how the Cllrs communicate. Cllrs be named on every email – **Cllr Knowles** does not think Cllrs should be blind copied. **Cllr Knowles** proposed this and also advised that her mobile number is available for all to use no later than 10pm. **Cllr Searle** advised that this would result in a lot of emails. **Cllr Knowles** advised that the reason for the proposal is transparency. **Cllr Fiander** stated that she thought that Cllrs took on the role of Parish Councillors to be available to the villagers. Seconded **Cllr Alexander**- all in favour.

Resolved to adopt a Communications Policy.

Clerk advised that there was still an issue as the clerk does not have permission to use all Cllrs email addresses. **Cllr Knowles** advised that if Councillors have an issue regarding use of a personal email address for personal business, they should arrange a separate email address for PC business to enable compliance with the Policy. **Cllr Knowles** to take advice from KALC.

Risk Management Strategy – to be reviewed at August.

Cllr Knowles advised that the website should be reviewed as there is a lot of out of date information on it. **Cllr Knowles** closed the meeting 20.49 pm and asked for volunteers to review the website. Tessa Holmes offered her help. Cllr Knowles reopened the meeting 20.50pm.

37/15-16 Clerk's Report
None

38/15-16 Correspondence received
Clerk advised that the Community Right to Bid form had been received by TDC and was successful. The site is the Cliffsend Recreation Ground.

Clerk advised that she had received a letter from a resident regarding parking in Cliff View Road. The resident has spoken to the PCSO who advised him to refer to the PC to forward to the District Council. **Cllr Knowles** closed the meeting at 20.56 and spoke to the resident who sent the letter. He confirmed that there had been further issues. Clerk to contact parking. **Cllr Knowles** reopened the meeting 20.57pm.

39/15-16 Planning Applications-

3 Foads Lane – no issues CPC wrote to be aware of visibility and access.
14 King Arthur Road –There were no objections to this application.
Little Cliffsend Farmhouse – comments below

This is a very large extension, and the PC are wondering if there will be a requirement to test the land under the property - there have been land slips in this area? This seems 'out of keeping' with the area. Can landscaping be requested by the planning authority? What colours are being considered for the 'coloured powder-coated aluminium' on the finishes of the windows? The materials used should be sympathetic to existing materials and to the location of the property particularly as it is visible from the nature reserve. Will boundary fences be limited to a maximum of 1.8m

40/15-16 Any other items – no financial decisions or major decisions to be made

Cllr Knowles asked if the Clerk can contact TDC to ask for a representative on Manston Working Party.
Cllr Searle asked for a volunteer to take notes at the MWP. **Cllr Alexander** volunteered.

41/15-16 Public Questions

A resident asked why Foads Lane cannot be made 20mph. **Cllr Alexander** advised that KCC would deal with this. **Cllr Knowles** asked if a Cllr would like to take this on. **Cllr Alexander** agreed to take this on.

Cllr Shonk arrived 9.10pm.

Resident asked if the benches could be done up. Mrs Harrison advised that the bench is in memory of Jean Dilliway. Mrs Harrison will contact the son who took responsibility for the bench maintenance, and speak to him.

Resident asked the CPC to invite the new district Cllrs to come to these meetings. Mrs Jones advised that there is a planning app in for Little Cliffs End Farm – and this has a WW2 battery in. **Cllr Knowles** advised that unfortunately the Council's response to that application had already been submitted and the consultation closed, as the information was not known to the PC at the time. However, this one of the reasons why there should be a public meeting before consideration is given to a planning application, to ensure information known by a member of the public is given to the PC before consider any applications.

Mrs Jones also asked why Mr Rogers was on the FWP. **Cllr Knowles** advised that he can be co-opted on to the WP but cannot make any decisions. He will not be paid for this advice.

Mrs Holmes advised that she had spoken to TDC regarding the play equipment. **Cllr Lyon** confirmed that it should be installed and completed in September. She also advised that there is no pathways for disabled access. **Cllr Searle** advised she had put on the agenda for the MWP to discuss the pathway. Clerk to find out details of path/plans. Resident advised that he had spoken to the officer at the consultation event and advised that the project breaks the law as it does not conform with the disabled laws. Clerk advised she will draft a letter to the officer concerned from the Chair. He also advised that we should ask for a draft of works.

Meeting closed at 9.25 pm Date of next meeting –2nd July 2015, **Clerk to the Council: Mrs Ashley Stacey, 3 Rossetti Road, Birchington CT7 9ER, Tel 01843 848473**