

# CLIFFSEND PARISH COUNCIL

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

## DRAFT MINUTES

THURSDAY 11 APRIL 2019

The meeting opened at 19.30.

**Present:** Councillors Blaydes (Chairman), Francis-Cable, Hellyer, Lyon, and Searle; District councillors Rogers and Townend.

**Also Present:** Five members of the public.

### 1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Hovenden, who was with her husband, from the Community Warden Tony Gander, and from the clerk, who was unwell.

In the absence of the clerk, Cllr Searle took the minutes.

The chairman asked whether anyone was recording the minutes; there were no responses.

### 2. DECLARATIONS OF INTEREST

No Declarations were received.

### 3. MINUTES OF PREVIOUS MEETING

i. The draft Minutes of the meeting of 14 March 2019 had been circulated in advance. Councillor Lyon proposed acceptance of the Minutes, Councillor Hellyer seconded and the Minutes were adopted unanimously by those entitled to vote. **The Chairman signed the Minutes.**

### 4. MATTERS ARISING

Inadequate road signage update – the sign in Mount Green Avenue has now been replaced; the replacement sign at the junction of Foads Lane & Cottington Road had been incorrectly spelt & is being re-made at the manufacturer's expense.

## 5. EMERGENCY STORAGE SHED

Cllr Hellyer reported that there was no available storage in the village for safety equipment.

The Village Hall committee gave permission for the siting of a shed in their carpark.

A suitable ex-display shed was found at Wyevale for £500, but was sold elsewhere due to delays in obtaining funding from KCC Cllr Messenger.

Another suitable (Evans) shed has been identified; Cllr Hellyer proposed that this be purchased, using the £500 from KCC, and already credited to the CPC bank account, Councillor Francis-Cable seconded, all in favour.

## 6. REPORTS

**i. Finance & General Purposes Committee** The Committee met prior to this meeting.

a. Meadow - On 30<sup>th</sup> March Councillors Searle and Hovenden met with the persons wishing to plant the new memorial tree. They have yet to determine a planting date and choose a tree.

b. Neighbourhood Plan – Councillor Francis-Cable confirmed that this will be for the new council to pursue.

c. Emergency Plan – Still awaiting a response from Kent Fire & Rescue.

**ii. Planning** At the Planning meeting earlier in the evening, the Council had considered three applications: FH/TH/19/0313- 59 Foads Hill – the Council agreed unanimously not to oppose the application; TPO/TH/19/0422 - 33 Beech Grove- the Council agreed unanimously not to oppose the application; F/TH/19/0407 - 20 Clive Road – the Council deferred discussion of the application to the 23<sup>rd</sup> April council meeting, to give more time to consider the details of this development.

**iii. County Councillors** No report received.

**iv. District Councillors** Councillor Rogers said that Thanet District Council expect the Sportsman site development to be amended. Councillor Townend had nothing to report.

**v. Community Warden/PCSO** The Community Warden sent his apologies. The PCSO was not present.

### **vi. Councillors' Reports**

Councillor Lyon had contacted TDC about the possibility of the parish council (a) planting more bulbs on the green near the Viking Ship, (b) and having the Viking Ship shields repainted in different colours by local schoolchildren. This would need various permissions and it will be for the new parish council to consider whether to advance any of these ideas. Councillor Searle reported that the work on the level crossing safety cameras has started but Network Rail have met unexpected snags and the installation has been delayed, with no dates yet set for crossing closures. Councillors Hellyer reported on the very well-attended ceremony to “open” the new WW1 bench in front of the Village Hall, with refreshments provided in the Hall. Councillors Blaydes and Francis-Cable had nothing to report.

**7. PUBLIC QUESTIONS** A question was raised about the whereabouts of hard copies of the parish council minutes, and other papers. Councillor Blaydes confirmed that all the minutes from the inception of the parish council had been located, filed in date order, and are now stored under the Village Hall stage on a storage trolley - along with other council documents. Councillor Searle confirmed that all the minutes (and all other documents required by the Transparency Code) had been checked, scanned where necessary, and electronic copies uploaded to the parish website. A parishioner stated that she had copies of old minutes; Councillor Blaydes confirmed these are personal copies, and are not needed by the parish council.

**8. FINANCIAL MATTERS**

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

Cliffsend Parish Council  
Payment Schedule  
Meeting held on 11 April 2019

Date	Supplier	Description	Min ref	Chq No	VAT	Excl Vat	£
11 April 2019	KALC	Annual subscription to KALC and NALC		?	102.83	514.14	616.97
<i>11 April 2019</i>	<i>Donna Price</i>	<i>Website Services</i>		?			???
<i>11 April 2019</i>	<i>????</i>	<i>Storage shed</i>		?	????	????	???
11 April 2019	A.J. Griffiths	Clerk's expenses		?			171.13
1 May 2019	A.J. Griffiths	Clerk's salary		?			580.20

**ii. Payment to Countrywide.** (Meadow maintenance). This is by standing order on the 20<sup>th</sup> of each month. The 1<sup>st</sup> payment of £245 was sent in March.

**iii. Clerk's salary increase from 1<sup>st</sup> April.** This was minuted as pay scale 20; it should have been pay scale 21; the increase is to £13.41 / hour.

## 9. REVIEW OF Risk Management AND PARISH GRANT POLICIES

**i. Risk Management Register** The amended updated Risk Management Register had been circulated in advance. The changes were to the review date, update of the clerk's address, removal of the S106 section re meadow expenses recovery.

Councillor Blaydes proposed its acceptance, Councillor Hellyer seconded, and the Register was accepted unanimously.

**ii. Grant Awards Policy.** The amended updated Grants Award Policy had been circulated in advance. The only change was the update of the clerk's address. Councillor Francis-Cable proposed its acceptance, Councillor Hellyer seconded, and the policy was accepted unanimously.

## 10. CURRENT MATTERS

**i. Grounds maintenance** Nothing to report.

**ii. Meadow update** Councillors Searle and Hovenden met the couple who wish to plant a tree. Councillor Searle ensured that the couple were fully aware of the limitations of the only available position – heavy root and light competition from existing trees in the farmhouse garden behind the meadow. The couple agreed to provide tree protection similar to that around the other memorial trees, stake the tree and water it as required for a minimum of 1-2 growing seasons. They will probably purchase a Persian Ironwood (*Parrotia persica*), but are not yet sure when they will carry out the planting. Councillor Searle reported that one of the existing memorial trees (no.9 – Cherry-leaved Hawthorn) is now leaning at about 10° after a storm.

**iii. Bench Project** The chairman sought approval from councillors to discuss this project in light of the purdah restrictions. All were content to do so.

Councillor Hellyer gave an update. It took 7 months to finish installation of 1 bench and move a second bench. TDC took 5 weeks just to put in a concrete base.

In light of these delays, it would be preferable to use local labour in future.

The previous suggestion of installing a bench + table in the infants' area had been rejected as the Shop Fund money could only be used for benches.

At this point, Councillor Blaydes explained that Southern Water have offered money for a project in the village as a goodwill gesture to the community due to the ongoing problems caused by the collapsed sewer in the Canterbury Road West area in January.

There will be further disruption in the village when they replace 3 Km of sewer which runs alongside the Sandwich Road to the Weatherlees treatment works.

They have put forward a sum of £1,500 as a gift to the community for a table and bench in the infants' playground area.

A request for the money to be used for setting up and running wi-fi in the Village Hall was rejected – as is a service, not a solid "object".

Councillor Lyon proposed that the council accept the £1,500 for a table + bench, Councillor Francis-Cable seconded and the proposal was accepted unanimously.

**iv. Play area** Children set fire to the adult exercise equipment. TDC will inspect it. Tree branches came down onto the zip wire area; TDC have already sorted it out.

**v. Events Planning** Discussion deferred to the new council due to purdah rules.

**vi. Noticeboard.** Discussion deferred to the new council due to purdah rules.

**vii. Defibrillator maintenance** Councillor Hellyer reported that the pads were 2 weeks off their shelf life. He will order replacements.

**viii. Gas smell** The Clerk reported that it is difficult to get a response; she is still pursuing.

Councillor Lyon left the meeting.

## **11. WEBSITE MAINTENANCE**

Councillor Blaydes explained that the task of finding a replacement webmaster will fall to the new council, in May.

## **12. ANNUAL MEETING**

This will start at 7pm on 23<sup>rd</sup> April to allow time for discussion of the revised 20 Clive Road planning application. The Annual meeting will start at 7.30pm.

## **13. CLERK'S REPORT**

The Clerk was unavailable

## **14. CORRESPONDENCE RECEIVED**

- i. Maintenance of open spaces** – recommendations about routine inspections have been received from our insurers and forwarded to all councillors.
- ii. Cottington Road** will be closed to all traffic between midnight and 5am on 19<sup>th</sup> April for inspection of the road bridge.
- iii. Southern Water response** re sewers and other pipework in the village was sent to all councillors. They are now making a map of all pipes; it may take some time.
- iv. 20 Clive Road Planning application** (18/0582) has now gone to appeal after refusal from TDC. Since then, the developer has put in an updated application

## **15. ANY OTHER BUSINESS**

No Councillors had additional items to report

The meeting concluded at 20.56.