

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 10 JANUARY 2019

The meeting opened at 19.30.

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

Also Present: Anne Griffiths (Clerk/RFO), Councillor Rogers (TDC), John Litchfield (PCSO), and five members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Lyon, who is unwell, and Councillor Townend (TDC).

2. DECLARATIONS OF INTEREST

No Declarations were received.

3. MINUTES AND MATTERS ARISING

i. One correction to the Minutes of the meeting held on 8 November 2018 was suggested. In paragraph 10 the bus number should be changed from 42 to 43. Acceptance of the amended Minutes proposed by Councillor Hellyer, seconded by Councillor Searle, and **agreed by unanimous vote. The Chairman signed the Amended version.**

ii. **Matters arising:** No matters arising other than those appearing later on the Agenda.

4. REPORTS

i. **Finance & General Purposes Committee** The Committee met prior to this meeting. Councillor Searle had presented a Report on the meadow. The new maintenance contract with Countrywide Grounds had been signed by two Councillors and receipt acknowledged. The pruning of the pine trees and trees on the eastern boundary had taken place on 9 January 2019. Nothing had been heard from the couple who had requested permission to plant a new memorial tree.

ii. **Neighbourhood Plan** Nothing to report.

iii. **Planning** At the Planning meeting prior to this meeting, the Council had agreed to oppose the appeal in respect of 16 Canterbury Road West. The Clerk will write to the planning authorities.

iv. **County Councillors** No report received.

v. District Councillors Councillor Rogers was present and explained that Councillor Townend was committed elsewhere. She informed the Council that she would write to the planning authorities to object to the appeal in respect of 16 Canterbury Road West. She asked for an update in respect of the football posts. Councillor Blaydes asked whether there had been any progress with regard to difficulties caused by lorries in the village and Councillor Rogers said that she would follow up that matter.

iv. Community Warden/PCSO The PCSO reported that there had been some difficulty with vans parking on yellow lines in Arundel Road. He is keeping an eye on the situation. There was also discussion of the large pothole on Foads Lane. Speed checks were to be carried out in the week following the meeting.

v. Councillors' Reports

Councillors Hovenden, Francis-Cable and Blaydes had nothing to report. Councillor Hellyer gave an update with regard to the new benches. The new memorial bench had arrived and Thanet District Council will install it and the second new bench and move the old bench by the end of January. It has not yet been possible to get anyone to move the rubbish bin. Councillor Francis-Cable asked about flowers for the bed. Councillor Searle reported on the new *Welcome to Cliffsend* sign near the Jentex site. She also reported on the red light safety equipment installation at the level crossing. Both sets of work are scheduled to be done within the week after the meeting.

5. PUBLIC QUESTIONS There were no public questions.

6. FINANCIAL MATTERS

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

Cliffsend Parish Council
Payment Schedule
Meeting held on 10 January 2019

Date	Supplier	Description	Min ref	Chq No	VAT	Excl Vat	£
10 January 2019	Cliffsend Village Hall	Hire of hall for PC meetings		853			252.00
10 January 2019	Donna Price	Website services		854			88.75
10 January 2019	Landscape Services	2 nd half annual maintenance of meadow		855	182.40	912.00	1094.40
10 January 2019	Young's Nurseries	Christmas tree and stand		856	61.00	305.00	366.00
10 January 2019	A.J. Griffiths	Clerk's expenses		857			31.05
10 January 2019	SLCC	CILCA registration fee – clerk's training		858			350.00
10 January 2019	KALC	3 x CILCA training days @ £60 plus VAT		859	36.00	180.00	216.00
10 January 2019	R.J. Broadley	Meadow works		860	70.00	350.00	420.00
10 January 2019	John Hellyer	Refund – expenditure on shed		861			
1 February 2019	A.J. Griffiths	Clerk's salary – February 2019		862			523.23

Authorised and agreed by (non-signatories)

Cllr

Cllr

NB Cheque 861 was not signed as the expenditure has not yet been incurred.

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

- i. The existing Press and Media Policy was approved subject to the addition of 'the' before 'appropriate action' in paragraph 4.2. Approval proposed by Councillor Blaydes, seconded by Councillor Hellyer, and **approved unanimously**.
- ii. The Unreasonable Complaints Policy was discussed. No amendments were suggested to the subject matter of the Policy. Councillor Hovenden asked for a precis of the procedure and Councillor Blaydes provided a summary. Approval of the existing Policy was proposed by Councillor Blaydes, seconded by Councillor Hellyer and **approved by 4 votes, with 1 abstention**.
- iii. It was noted that, in both cases, the version number on the Policies will need to be updated.
- iv. Discussion of a schedule for the revision of the remaining policies was deferred to the next meeting. Councillor Hovenden pointed out that the Standing Orders would need to be altered to reflect the latest situation.

8. CURRENT MATTERS

- i. **Grounds maintenance** There was a discussion as to the programme for grounds maintenance. Councillor Francis-Cable suggested a list of forthcoming works which could be discussed at the Council meetings. Councillor Hovenden suggested that it should be the responsibility of one person. The contract for the maintenance man requires clarification. The grass verge outside the hall belongs to Thanet District Council. Councillor Francis-Cable will recirculate his previous email on this matter.
- ii. **Roads** Nothing to report. Councillor Blaydes will contact the Roads department to enquire about progress on the problem of the bend at Foads Hill/Lane and Cliffsend Road.
- iii. **Meadow** Councillor Searle reported that the main mowing and hedging contract with Countrywide Grounds has been signed by two Councillors and receipt acknowledged. The pruning work on the pines and the eastern boundary was carried out on 9 January 2019. This will give more room to the Memorial trees.
- iv. **New benches**
 - a. Councillor Hellyer has asked Chris Barton to weed around the picnic tables on the left side of the meadow.
 - b. Councillor Hellyer reported that the commemorative bench had arrived and it, together with the other new bench, should be installed by Thanet District Council by the end of January. They will also move the third bench. The resiting of the rubbish bin is outstanding. Work so far has cost £1959 and is within the budget.
 - c. Councillor Hovenden asked the Clerk to let her know the date of the vote approving the new bench and also the Christmas tree.
- v. **Salt bins** All have been filled. The item can now be removed from the Agenda.

9. CLERK'S REPORT

The Clerk had no matters to report upon.

10. CORRESPONDENCE RECEIVED

The Clerk had received no correspondence.

11. ANY OTHER BUSINESS

- i. Councillor Blaydes reported that a document on Community led Housing will be circulated to every house in the village.
- ii. Councillor Francis-Cable raised the issue of plans for the coming year. It was agreed that this issue, and the possibilities for publicity, would be put on the Agenda for the next meeting. Councillor Searle pointed out that there are strict rules about the inclusion of items on the website.
- iii. Councillor Hellyer raised the issue of additional noticeboards and it was agreed that this would be put in the Agenda for the next meeting.
- iv. Councillor Hellyer raised the issue of the regular maintenance checks on the defibrillator and wondered whether the responsibility for this should be transferred to the Village Hall Committee.
- v. Councillor Hovenden raised questions about the inclusion of road closure notices on the website and about the utility of publications and advertisements on the Kent Association of Local Councils website.

12. CONFIDENTIAL BUSINESS

The Council considered a Resolution to exclude press and public in order to discuss confidential business relating to the Clerk's employment. Acceptance proposed by Councillor Blaydes, seconded by Councillor Searle and carried. The Clerk then left the meeting.

The public meeting concluded at 20.35.