

Cliffsend Parish Council

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Minutes of the Parish Council Meeting

Held on Thursday 10th June 2021 at 7.30pm at front of Village Hall and via Zoom.

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

Present – Cllr Forrest (Chair), Cllr Harrison, Cllr Pooley, Cllr Chinnery, Alison Willoughby-Browne (Clerk), DCllr Rogers, DCllr Rattigan, 7 members of the public.

23/21-22 Welcome and apologies for absence - Cllr Forrest welcomed those present in person and online. Apologies from Cllr Lyon.

24/21-22 Declarations of interest - no declarations.

25/21-22 Adoption of the minutes of 6th May 2021 as being a true record - 6th May minutes proposed by Cllr Chinnery, seconded by Cllr Forrest, all in favour. Cllr Forrest signed the minutes as a true record.

26/21-22 Matters arising from the above minutes - none other than to be discussed.

27/21-22 Working Party & Councillor Reports -

DCllrs – DCllr Rogers had received complaints about the noise and dust from Cottington Road and Parkway Station sites. Both DCllrs will be meeting with residents in Beech Grove 11th June. DCllr Rogers confirmed that there had been a lot of problems with green waste particularly obtaining new bins, this was reported to the Director of Operational Services; new bins are available again and other problems are being ironed-out. Cllr Harrison was disappointed that those who raised complaints re' the dust etc hadn't approached the Parish Council as she has been liaising with contractors since the developments started, they should be invited to comment. Cllr Forrest thanked DCllr Rogers for dealing with the issue so quickly.

Highways – report on website. Cllr Forrest reported that KCC inspected the white lines on Sandwich Road from Lord of the Manor - do not deem the road dangerous so will not be refreshing the lines, they will monitor as per statutory inspections. KCC have raised a work order to indicate that there is no right turn into Little Cliffsend Farm.

Youth – Cllr Pooley met with TDC and a playground equipment rep' to discuss upgrading the play area. Suggestions were made about bringing in new equipment for older and younger residents, important for COVID recovery. A ball court was mooted, advice given on funding.

28/21-22 Financial Matters -

Prior to the meeting the Notice of Public Rights, Certificate of Exemption, Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, Bank Reconciliation, Explanation of Variances (including Reserves) and Schedule of Assets were distributed to all Cllrs. Each section of the Annual Governance and Accountability Return (AGAR) was examined.

The Council considered itself exempt from the limited assurance review as the income and expenditure for 2020/21 were both under the threshold of £25,000. The Responsible Financial Officer (RFO) and Chairman signed the Certificate of Exemption on behalf of the Council.

The Annual Internal Audit Report was considered, approved and signed.

AGAR Section 1 (page 5) – The Council considered and approved the Annual Governance Statement for 2020/21; 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 – Council also took into consideration the Bank Reconciliation, Explanation of Variances documents and updated Schedule of Assets. The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had signed Section 2 of the AGAR for 2020/21 before being presented to the authority. The Chairman countersigned the document.

The Public Rights of Inspection time-frame was discussed. Chairman thanked the Clerk.

Cllrs Chinnery and Harrison had previously checked the following payments with supporting documents, Cllr Harrison proposed that the payment schedule was accepted, Cllr Pooley seconded, all in favour. KCC & HeartSafe already paid, contractual payment: Clerk's salary.

June Payments

Payee	Description	Invoice No	Method	VAT	Excl VAT	Total
KCC	Double Yellow Lines	900127160	Transfer	-	577.80	577.80
HeartSafe AED	Replacement Lock	04255	Transfer	25.59	127.96	153.55
Harmer & Sons	Meadow Maintenance	18469	Transfer	18.00	90.00	108.00
Clerk	Toner Cartridge	-	Transfer	-	7.39	7.39
Clerk	Mobile Phone Top-up	-	Transfer	-	10.00	10.00
Total for Month				43.59	813.15	856.74

Prior to the meeting Cllr Harrison had checked that the Council accounts reconcile with the bank statement to the end of May and initialled both documents, approved unanimously.

29/21-22 Public Questions –

Resident - who collects the money for Cliffsend News leaflet; Resident's Association. Requested that everyone is vigilant regarding the sabotage of plants in front and back gardens leading up to Cliffsend in Bloom - plants have been killed. Cllr Pooley suggested that Ring doorbells could be extended outwards.

30/21-22 Planning Applications -

F/TH/21/0724 Land adjacent to 40 Canterbury Road (variation of planning permission F/TH/20/0621 roof materials, landscaping and boundary treatments)
R/TH/21/0770 Land North of Cottington Road (variation of condition 8 of planning permission R/TH/19/1780 appearance, landscaping, layout and scale to allow energy efficiency level of development to be amended)
R/TH/21/0771 Land adjacent to Oakland Court (variation of condition 8 of planning permission R/TH/19/1781, as R/TH/21/0770)
Cllr Harrison consulted site agent; adjustments only.

31/21-22 Current Topics -

Ongoing review of Council procedures – Cllrs advised that three procedures required reviewing before this meeting - Complaints, Code of Conduct and Public Questions. Cllr Pooley proposed that these were accepted, Cllr Chinnery seconded, all in favour.

Waste Collections – Cllr Lyon had contacted TDC to report problems with domestic waste collections; red bags blowing along the road, going missing etc.

Village Hall Support – Mr Pooley addressed the Council; a letter had been submitted on behalf of the Village Hall Committee requesting financial help from Cliffsend Parish Council. The current Hall bank balance is approximately £17k, after the full price for the floor is paid and the ceiling and other paintwork finished £1,500 to £2,000 will be left in the account, which is not acceptable. Mr Pooley asked whether the Parish Council would be happy to help by meeting half of the cost of the flooring (total £12k including VAT). Clerk explained that this is being approached as a Charitable Donations (S137) request.

With budget for 2021/22, this donation and other potential income and expenditure taken into account would leave approximately £14k of unrestricted funds at the end of the financial year. Cllr Forrest asked what the target is for opening the Hall, Mr Pooley explained that the Committee is in place; Treasurer, Chairman, Secretary and 2 other Committee Members and Trustees. Painting of ceiling to commence 14th June and floor fitting w/c 21st June. A recent meeting was held to discuss fees etc, an Open Day will be held on 1st August, subject to COVID guidelines.

Cllr Forrest explained that there are three key tests for a S137 donation:

1. something that is of benefit to the village; after what we have been through in last 18 months, important to have a facility where we can bring the community together.
2. a charitable donation under S137 should not just be for the benefit of one or two people.
3. we have to make a judgement call, if we ask people in the village whether Council should make a charitable donation then would they agree?

Each Cllr was asked to consider these points, after discussion it was unanimous that as our one remaining asset, the amount of effort that those involved have put in to get the Hall open again and so much work going into COVID recovery that this is key to the wellbeing of the village. Cllr Forrest explained that S137 is paid out of the precept and is allocated according to a set amount per person on the electoral roll, it is, therefore, capped at c£12,000. Cllr Chinnery proposed that Cliffsend Parish Council make a charitable donation to the Village Hall of £6,000 Cllr Pooley seconded, all in agreement.

DCllr Rattigan commended all those working to get the Hall open and explained that he donates his Cllr allowance to charities, he kindly offered to donate £500 to the Village Hall, greatly appreciated.

32/21-22 Clerk's Reports -

- Acting Monitoring Officer to address the Council, Chairman suggested that Cllrs should be allowed to submit concerns prior to the meeting, anonymously if necessary.
- VAT claim submitted at end of May for £1,654.
- 2 Old Hall Drive, Enforcement Department explained that this is ongoing. Cllr Harrison advised that trees belonging to property are overhanging highway and hitting the roof of vehicles. Cllr Forrest recommended reporting online to KCC.

33/21-22 Correspondence Received -

- Residents – concerns re' Parkway access via Earlsmead Crescent; Cllr Forrest attended a Stakeholder meeting with Parkway. KCC/Parkway had offered to put up a fence between the garage block and residents' fence to block access, however, they were unaware of the land ownership issues and denying access to the rest of the village, this will now not go ahead.
- Residents – Woodland Trust, planting of more trees in Cliffsend; Council is looking into environmental issues. A meeting with contractors working on Thanet Parkway has taken place to discuss the funding of tree planting to mitigate those removed. DCllrs to look into the maintenance of the trees after planting (Tree Initiative).
- Resident – ineffective resurfacing of footpaths; Cllr Chinnery had followed up complaints regarding the slurry coatings, KCC have assessed the pavements and treated with weed-killer, they will continue to monitor. Cllr Harrison reported that the pavements have been damaged in Beech Grove by turning lorries.
- Parish in Bloom – confirmation of date of visit to Cliffsend; 1st July 2021 9:30am.
- Future Resident – possible subsidence mentioned in survey - Cliffsend Road property.
- Resident – update on meadow issues; to be addressed at next meeting.

Cllr Chinnery asked for an update on the planters - too late for this year now. Contacted TDC to raise the issue of the unsupported metal fence between Village Hall/Children's play area.

The meeting concluded at 20:42 Date of next meeting – **8th July 2021**