

Cliffsend Parish Council

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Minutes of the Parish Council Meeting

Held on Thursday 8th July 2021 at 7.30pm at front of Village Hall.

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 Lyon, Cllr Pooley, Cllr Chinnery, Alison Willoughby-Browne (Clerk), CCllr Shonk, 1 member of the public.

- 34/21-22 Welcome and apologies for absence** - apologies from Cllr Harrison and DCllr Rogers. Clerk advised that the proceedings were being recorded.
- 35/21-22 Declarations of interest** - no declarations.
- 36/21-22 Adoption of the minutes of 10th June 2021 as being a true record** - 10th June minutes proposed by Cllr Pooley, seconded by Cllr Chinnery, all in favour. Cllr Forrest signed the minutes as a true record.
- 37/21-22 Matters arising from the above minutes** - none other than to be discussed.
- 38/21-22 Working Party & Councillor Reports -**
County Cllr – more resident input is required re' developments. CCllr Shonk fought against various developments including Parkway. The Sportsman should have been retained as an asset. The Localism Bill was promised to all villages in UK and has been ignored. CCllr had attended a meeting re' transport in villages - there are some areas where a bus can't get through, unfair. CCllr Shonk described Cliffsend as a 'village that has died' - funding has been cut and KCC doesn't know where Cliffsend is; need local people, greater input including attendance at Parish Council meetings (at least 20 at next meeting), involvement with Neighbourhood Plan. Cllr Forrest - Zoom attendance quite good but it is easier - don't have to leave home.

Meadow and Open Spaces – Cllr Lyon and Cllr Forrest met with owner of meadow. They discussed how we would like to use the meadow, and the moving of the Jubilee bench to the side where the picnic benches are - adjacent to Cliffsend Rd. Cllr Forrest updated on the Parish Council's meeting with Eurovia and BAM Nuttall, they have agreed to fund trees and hedges in the village. Kevin Pressland has provided a list of what he would recommend for areas by Viking Ship, garage and Earlsmead Green. Cllr Lyon queried more trees at the Viking Ship. The costings will include two years' maintenance, essential - trees on Bakers Field are not doing well. Complaints received about the overgrown grass verge at Bakers Field, Cllr Forrest contacted KCC and said that the Parish Council will work with them to create a wildflower area – Plan Bee. Cllr Lyon rang TDC about all the grass left after cutting. Cllr Chinnery to chase up TDC Open Spaces/Maintenance re' wire fencing adjacent to Hall.

Highways – report circulated, Highways Improvement Plan raised table/calming requires traffic surveys – KCC obtained four quotes ranging from £885 to £1500, the preferred company in terms of giving analysis is Streetwise (£1127) they carry out 7 day 24 hour surveys. Cllr Forrest asked if the Council approve of the expenditure of £1127 for the speed surveys. Have £7,500 from donations and are awaiting £10k from Southern Water. Cllr Chinnery proposed, Cllr Pooley seconded, all in favour. Will not be done until schools go back so get more representative surveys.

Cllr Lyon stated that most raised tables have been removed and was concerned that it could be dangerous, Cllr Forrest explained that the bump will slow them down and the engineers will tell us if it isn't safe.

KCC need to confirm the electrical supply on Cliffsend Road (although required for new-builds) then can go ahead with street lights. Cllr Forrest stated that, as a resident and Cllr, he was unhappy that we learnt on Facebook that Canterbury Road West was to be closed for 8 days for The Open golf. He submitted a complaint on Dover Council's community engagement page, Cllr Forrest was told by KCC that TDC were informed, he also wrote to District Cllrs, County Cllrs and copied in our MP. Residents should have been allowed access and Manston could have been used rather than farmland.

Youth – Cllr Pooley; waiting to find out timeframe on S106 monies and what permissions we need.

39/21-22 Chairman's Statement -

The Parish Council welcomes all communications from village residents and we will acknowledge all communications. However, we will not respond to matters raised in any communications – letters or emails – where the person writing in does not identify themselves. It is essential that we know who we are communicating with.

We will also ask, as we do with our Complaints Procedure, if the person writing in wants their data protected under General Data Protection Regulation (GDPR). If they want their data only known to the Parish Council in the context of a specific communication, we will ask that our response is treated as private and confidential and it is not to be disclosed. Should our response subsequently become public by any means, including being posted, in part or in whole, anonymously on social media, we will treat this as the person who has written in and received the response having waived their rights under GDPR and we will respond publicly, should we consider that a public response would be appropriate.

A discussion ensued re' Cllr use of Facebook.

40/21-22 Financial Matters -

Cllr Chinnery and Clerk had examined the Council's budget and compared against the spend to 30th June. S137 donation was made from the Council's precept. The payment to the Village Hall for the removal of ceilings containing asbestos was made from unrestricted Shop funds (held in reserves). The VAT reclaim received (£1,654) was higher than budgeted as additional invoices were included e.g. VAT from the asbestos removal.

The quarterly check of accounts against the bank statement was carried out by all Cllrs. The accounts reconciled with the bank statement. Cllrs Lyon and Pooley previously checked the following expenditure (S137 donation to Village Hall already paid) with supporting document, Cllr Lyon proposed that the payment schedule was accepted, Cllr Pooley seconded, all in favour. Contractual payment: Clerk's salary.

July Payments

Payee	Description	Invoice No	Method	VAT	Excl VAT	Total
Village Hall	S137 Donation Minute Ref: 31/21-22	-	Transfer	-	6000.00	6000.00
Harmer & Sons	Meadow Maintenance	18601	Transfer	18.00	90.00	108.00
Total for Month				18.00	6090.00	6108.00

The electrician's fee for defibrillator cabinet repairs was received after the agenda had been published (£108). Cllr Forrest proposed that this payment be made, Cllr Lyon seconded, all in favour (to be included on next payment schedule).

41/21-22 Public Questions - none.

42/21-22 Planning Applications -

FH/TH/21/0939 8 Cliffs End Road (erection of single storey rear and side extension)
29 Chapman's Field – side extension – single storey pitched roof gazebo.

43/21-22 Current Topics –

Ongoing review of Council procedures – Complaints Procedure approved in June, has been altered since, in view of Chair's statement. Circulated to all Cllrs prior to meeting – proposed by Cllr Forrest, seconded by Cllr Lyon, motion carried. The Risk Management Statement is usually reviewed before audit, which was delayed last year. Clerk reviewed, changes to be made, will adopt in September and then review in March before next year's audit.

Grant application – a resident submitted a grant to fund the planting of bluebell bulbs on Earlsmead Green. The Council had discussed prior to meeting. Payment would be made on receipt of invoice (approx £60). Permission required from TDC. Concern was raised about children playing in area; the bluebells will be there for a particular season and will be good for community involvement. Cllr Chinnery (as resident) would like to be involved with positioning. Proposed by Cllr Forrest, seconded by Cllr Lyon, all in favour.

Environmental issues – discussed above; funding from Parkway contractors and Network Rail.

Bus transport – Cllr Chinnery had investigated the possibility of resuming a bus service in Cliffsend, Stagecoach very helpful, facilities are available but approval needed from KCC. KCC have a bus service improvement plan for Kent, there is an online survey – need to publicise to as many as possible - www.kent.gov.uk/busfuture - open for two months. Cllr Pooley was concerned that some residents are stuck in the village with no pub, shop etc. Cllr Lyon had also contacted a local company regarding community transport; a membership fee is paid annually and then payment per trip, door-to-door service.

Age UK Thanet – have made contact with Hall, really eager to work with the village to offer activities to residents, interested in what over-50s in village would like.

44/21-22 Clerk's Reports -

- Parish in Bloom Judge visited Cliffsend 1st July, non-competitive but a useful introduction to Southeast in Bloom. Approach is moving away from planters; sustainability, natural planting without extensive watering (as planters need). Community involvement is key - 40% of judging. A resident has suggested a tree audit in the village, how many trees we would need to plant to offset the carbon dioxide produced by the extra cars in the village?
- The Certificate of Exemption (external audit) was submitted 18th June.
- Ex-Cllr Rogers has transferred the archived Parish Council paperwork to Cllr Harrison. A lot has been sorted through and scanned, further work required.
- Lock on defibrillator cabinet working perfectly now.
- Cllr Harrison submitted a letter from the new owner/developer of The Sportsman - Future Homes – 3 storey building with 3 apartments on upper floors and commercial space for cycle café ground floor, also 4 semi-detached 3 bedroom houses, no mention of micropub.

44/21-22 Correspondence Received -

- Resident – update on meadow issues; response sent, discussed above.
- Community Development Officer – introduction; sent response.
- Resident – food bank collections for Salvation Army - Duke of Edinburgh Award; published on noticeboards.
- SGN – replacement of metal gas pipes in Minster (October); will publish road closures.
- Resident – 'What actions is the Parish Council taking to comply with its statutory obligation to prepare a Neighbourhood Development Plan and put this to referendum'. The Chair had been giving this some thought in last few weeks. It would probably take 5 years to complete and will require huge involvement from residents; a minimum of 15 residents to work on various projects, a lot of experience required, can't do just as a Parish Council. Once accepted it becomes part of the Local Plan. Cllr Forrest will put something together to present at next meeting. Cllr Lyon stated that the last survey wasn't finished after a huge amount of work.
- Resident – asked whether the Parish Council had sought any advice re' the S137 donation; Clerk had sought advice from auditor, KALC and TDC. Individual Cllrs sought advice on pecuniary interest.