

Cliffsend Parish Council

Locum Clerk to the Council: Mr Roy Wade, Apartment 3, 85 Sea Road, Westgate on Sea Kent
CT8 8QG



Cliffsend Parish Council Meeting **Thursday 11th July 2019**

Sir or Madam,

You are hereby summoned to attend the Parish Council meeting on Thursday 11th July 2019 at 7.30pm, at the Village Hall, Foads Lane, Cliffsend, for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the attached Agenda.

Roy Wade

Locum Clerk to the Council

Note: residents and members of the public are cordially invited to attend the meeting of the Council.

Agenda

53/19-20 **Welcome and apologies for absence**

54/19-20 **Declarations of Interest**

55/19-20 **Adoption of the minutes of previous meetings as being a true record**

Specifically the adoption of May 2nd 2019 minutes and June 22nd June 2019 minutes

56/19-20 **Matters arising from the above minutes**

Update to be given regarding Public Questions in last meeting

57/19-20 **Financial Matters**

- **Bank Mandate-** Progress update in relation to the below bank mandate, specifically the signing of the mandates by the Chairman and the interim Clerk.
- **External Audit-** To confirm that the Council is able to certify itself as exempt from the 'limited assurance review'. If so, the Chair of the meeting and the Clerk/RFO to sign the Certificate of Exemption with the contact details and published website address.

(ii) To approve the Annual Governance Statement for 2018-2019, Section 1 of the AGAR for the year ending 31 March 2019. The Chair of the meeting and the Clerk to sign.

(iii) To approve the Accounting Statements for 2018-2019, Section 2 of the AGAR for the year ending 31 March 2019 and the supporting Bank Reconciliation as at 31 March 2019 and if necessary the explanation of the Significant variations from last year (2017-2018) to this year (2018-2019). The Chair of the meeting to sign.

(iv) To confirm details of submission to the External Auditor and publication on the website and notice boards

Payments schedule – to authorise items of expenditure since the last meeting

| Ref | Payee | Amount |
|------------|--|----------------|
| | Village Hall Charity- AED pads | £108.90 |
| | Village Hall Charity- Hall hire for 22/06 | £10.50 |
| | Chairman- Stationery | £3.50 |
| | Chairman- Printer Ink/paper | £37.95 |
| | Chairman- Meeting tea/coffee | £12.29 |
| | Clerk Anne Griffiths – Salary | £590.92 |
| | Locum Clerk Roy Wade- Salary | £352.20 |

58/19-20

Working Party & Councillor Reports

- County Councillors- **Cllr Messenger & Constantine**
- District Councillors- **Cllr Stevens & Rogers**
- Community Warden/PCSO-
- Finances Report **Cllr Rogers**
- Meadow Report- **Cllr Lyons**
- Road Safety Working Party **Cllr Hellyer**
- Training and Development Working Party **Cllr Cable**
- Emergency Planning and Resilience- **Cllr Hellyer**
- Council Membership (KALC,NALC,SLCC,TAG,TRRG)
- **Cllr Cable**
- Planning Working Party (other than general planning applications) **Cllr Galvin**

Children's Park Lease
The Sportsman Development
Parkway Station
Manston Development
Manston Water Pipe

59/19-20

Planning applications- Cllr Galvin

- F/TH/19/0870 Millwood home retail unit for new development

60/19-20

Public Questions – no decisions made

61/19-20

Current Topics

- **Grounds Maintenance Officer- Cllr Cable**
- No taskings have been given out to review

- **PC Mission Statements- Cllr Cable**
 - Open Letter- members views
 - Chairman's proposal to authorise expenditure for yearly subscription online survey billed annually £300 and a printing cost of up to £200 for letter drop.
- **Cliffsend in Bloom- Cllr Cable**
- **Bench project/Southern Water grant Cllr Hellyer**
- **Events planning- Halloween event Cllr Cable**
 - Proposal to authorise expenditure up to £300 to purchase Halloween decorations, mini trophy/rosettes for best dressed/best pumpkin design in age groups.
- **Parish Council website webmaster- Cllr Chapman**
 - Cllr Chapman to provide an update regarding the webmaster handover

62/19-20

Clerk's Reports – the Clerk to report on any matters that may have arisen since the despatch of this Agenda.

- Defibrillator maintenance- "Transfer of Responsibility" document required from Parish Council to Village Hall Committee- **Cllr Hellyer**

63/19-20

Correspondence received – the Clerk and social media moderator to report upon any correspondence received since the despatch of this Agenda.

- Correspondence received from a resident in relation to the traffic light timing next to the Jet Garage on Sandwich Road

64/19-20

Any other business –