

CLIFFSEND PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held on Thursday 3rd September 2015 at 7.30pm in the Village Hall**

Members Present. -Parish Councillors Knowles Chair, Alexander Vice Chairman, Searle, Fiander, Hovenden & Lyon

In Attendance - Ashley Stacey, Clerk/Responsible Finance Officer, 14 members of the community. District Cllr J Townend & Rogers, KCC Cllr Shonk. Tim Howes, TDC Interim Legal Manager

66/15-16 Welcome & Apologies

Cllr Knowles opened the meeting and explained the safety procedures.

67/15-16 Declarations of interest

None

Tim Howes from TDC, Interim Legal Manager was invited to advise on the communications policy & website.

Cllr Hovenden proposed that the matter be discussed in a closed session at the end of the meeting. Seconded **Cllr Lyon**, 3 in favour, 3 against – **Cllr Knowles** used her casting vote - voted against. When asked by **Cllr Knowles**, **Cllr Hovenden** agreed that she will receive and accept open emails from the Clerk and the Councillors who may need to contact email her and other Councillors regarding Parish Council business. **Cllr Hovenden** stated to **Cllr Knowles** 'that you keep saying things about me which are not true, you stood in this hall and announced that I could get volunteers when i said no such thing' **Cllr Knowles** reminded **Cllr Hovenden** that this was not appropriate at a Parish Council meeting. **Cllr Knowles** proposed that we comply with the communications policy, emails are open between clerk and cllrs and no blind copies, and to **Cllr Hovenden** via the clerk only. Seconded **Cllr Alexander** – four in favour two abstentions.

Website – DPI's (Declarations of Pecuniary Interests) **Cllr Knowles** quoted the Localism Act that stated that the DPI's should be on the parish website. There has always been a link from the Cliffsend Website to the DPI's on the TDC website. Mr Howes advised that the importance is on the 'publish', he advised that it would be best to only have one copy available to ensure information is correct, and that a link to the TDC website is sufficient. **Cllr Searle** advised that the information is available, the link is only an extra click away, there is no need to update. **Cllr Knowles** asked each individual Cllr if they would like to use the link to the TDC website or publish each individual DPI on the Cliffsend PC Website. **Cllr Hovenden** advised that the link to the TDC website is the best course of action. Tim Howes confirmed that a lawful way of complying with the Localism Act is to have the DPI's published via a link. **Cllr Searle** proposed the DPI's be accessed via a link to the TDC website seconded **Cllr Lyon** – Three against **Cllr Knowles** refused to take the casting vote – therefore the link to the TDC website remains as confirmed by Tim Howes. Tim Howes confirmed in answer to **Cllr Knowles** that so far as TDC and the MO is concerned, the link from the CPC website is acceptable compliance of the Parish Council's obligations in respect of DPI's.

Cllr Knowles on Transparency code majority of the items are on there – however the audit information and expenses are not published. **Cllr Knowles** advised there is some funding available to help the CPC comply. Mr Howes confirmed that he will contact the clerk regarding this.

Mr Howes left the meeting at 20.23pm

68/15-16 Adoption of minutes of 6th August 2015 as being a true record
Proposed Cllr Alexander Seconded Cllr Searle – five in favour Cllr Hovenden abstained.

69/15-16 Matters arising from the above minutes

Cllr Knowles advised we need to get PLI (Public Liability Insurance) insurance from any contractors that the PC uses. **Cllr Hovenden** advised that this might put people off bidding for work. **Cllr Knowles** advised that this a requirement of the Risk Assessment.

Noticeboards – Cllr Alexander, Knowles and Searle now have keys.

War Memorial – Working Party needs to be arranged.

FWP – Clerk has written to the HMRC awaiting response.

Benches – Cllr Knowles advised that we need to make a decision to undertake the work on the benches and notice boards. **Cllr Alexander** advised he can undertake the work but needs somewhere to do it. **Cllr Knowles** proposed the work be undertaken by **Cllr Alexander, Cllr Fiander** seconded – five in favour one abstention. **Cllr Alexander** will provide details of his public liability insurance to the clerk. **Cllr Hovenden** advised that we have our own insurance so we don't need **Cllr Alexander's**. Clerk to find out.

Cllr Hovenden asked if we could agree the asset schedule before we look at any work to be done – **Cllr Knowles** advised that the up to date schedule has not been circulated. The inspection of the furniture can be looked at in October. Proposed **Cllr Knowles**, seconded **Cllr Alexander** five in favour **Cllr Hovenden** against as there is no agreed list from which to work.

Operation Stack – Cllr Knowles advised the north of the village received letters hand delivered last week. These advised that Canterbury West will be one way if and when operation stack is enforced. There will no exit via Lord of the Manor. **Cllr Knowles** proposed that the clerk find out why the letter states anytime in Operation Stack not just phase 3. **Cllr Searle** confirmed she had spoken to KCC who confirmed that it was only when Phase 3 was in place. **Cllr Hovenden** advised that it was not good use of the clerks time to investigate the fact already reported by **Cllr Searle**, but we should ask about why can local traffic not use the part of the Canterbury road West that is not being used by lorries in the normal way – ie in both directions too. The alternative is that residents will use Foads hill, which is clearly unsuitable for any increase in traffic movements. Clerk to ask that at the same time of writing. Seconded **Cllr Lyon**, five in favour one abstention.

70/15-16 Reports

Cllr Shonk advised that there was not much to report, KCC are still concerned re Operation Stack.

Cllr Townend advised that he hoped Operation Stack never is enforced.

Cllr Rogers advised she was dealing with KCC regarding road noise. **Cllr Knowles** advised that Minster PC obtained a dispersal order – **Cllr Rogers** and **Townend** to look into.

Cllr Hovenden advised she had spoken to the PCSO re speedwatch and he had asked if there would be any volunteers to be trained for speedwatch.

Cllr Searle – Meadow update, picnic tables will be fixed in September. Trees are relatively good, however more damage has occurred to another tree. Photos of the tree were shared.

Cllr Lyon advised hedges along Foads Lane, around the recreation area will be cut in September and she will attend to ensure work is undertaken correctly.

Cllr Fiander – TRRG sessions of speed watch cannot be undertaken in Sandwich Road, more volunteers are needed. Foads Hill/Lane and Cottington Road would be good roads to be monitored.

Cllr Hovenden is unable to attend the TAC meeting on 17th September as she will be attending the JTB – **Cllr Alexander** to attend – Clerk to let Iris know. There is a problem with the new Tarmac being pushed up by weeds on the footways at the junctions of Sandwich road and Courtlands and Sandwich Road and Meverall Avenue, Cliffsend. Cllr Hovenden asked if the draft minutes are on the noticeboards – she advised they shouldn't be in the public domain until approved.

Cllr Knowles advised she had subscribed to CPALC and has upgraded her subscription - £25 + Vat and asked if that could be reimbursed. **Cllr Hovenden** advised that money cannot be claimed back if it has already been spent. **Cllr Hovenden** also advised that a decision was made last month (Voting Cards) with regard to spending money which should have been circulated before a decision it all councillors for a decision.

71/15-16 Public Questions

Resident advised there is no road name signs to advise at junctions in Foads Lane or in Meverall Avenue. **Cllr Shonk** advised **Cllr Alexander** to give him a list of signage required and he will pass to KCC next week.

Mr Rogers asked the clerk how many DPI's she had had back. She confirmed 2.

Mrs Jones asked about the daffodils again – Agenda item October. **Cllr Shonk** advised that he can take this back to TDC.

Resident confirmed that **Cllr Alexander** needs to undertake a Risk Assessment before he undertakes the work on the benches, and then the PC insurance PLI will cover him.

72/15-16 Financial Matters

**Proposed Cllr Knowles seconded Cllr Alexander All in favour
Checked by Cllr Knowles and Cllr Fiander**

Chqs were signed by Cllr Alexander and Cllr Searle

Chq No 598 -A Stacey – Wages £342.13

Chq No 599- HMRC £81.03

Chq No 600 – A Stacey Expenses £55.96

Chq No 601– CVHF - £10.00

Chq no 602- Rob Broadley £540.00

73/15-16 Current Topics

Review of Standing Orders – **Cllr Knowles** advised of suggested amendments. **Cllr Hovenden** agreed as long as the timings are kept to 15 mins as in 1g. Cllr Shonk advised that the residents should each be given 5 minutes.

**Cllr Knowles proposed timing remains at 5 mins not to exceed 15 mins –
Seconded Cllr Alexander** Five in favour – one abstention.

Cllr Knowles proposed the meeting be extended for 15 mins, seconded **Cllr Alexander** five in favour one against.

11 – **Cllr Knowles** proposed that members can sit seconded **Cllr Alexander** Five in favour **Cllr Hovenden** against.

3 viii – DPIs are checked every 6 months by the clerk and ensure the information is correct. **Cllr Knowles** proposed, Seconded **Cllr Alexander** five in favour **Cllr Hovenden** against.

Cllr Knowles proposed the meeting be extended 15 mins

Cllr Alexander proposed standing orders be adopted with amendments Seconded **Cllr Fiander** all in favour.

Financial regulations proposed without amendments Proposed **Cllr Alexander**
Seconded **Cllr Fiander** - All in favour.

Freedom of information policy – Cllr Searle raised some issues with information on the Cliffsend website which should be cleared up with information from Tim Howes - deferred until information received re transparency code – **Cllr Knowles** proposed deferment seconded **Cllr Alexander** all in favour.

Website – previously discussed to be deferred until information from TDC.

Facebook – to be deferred to October.

Road Noise – previously discussed.

Playground – **Cllr Lyon** asked if an event could be organised for the opening of the playground. **Cllr Hovenden** proposed that monies be put aside for the opening of the playground, and a working party be created. **Cllr Lyon** proposed £50 be put aside for funds – Seconded **Cllr Knowles** all in favour. Working party to be created – **Cllr Lyon & Cllr Hovenden**.

Working Parties review – **Cllr Knowles** advised that Planning working party should be a committee and should be held in public, held twice monthly.

Meadow WP should be a committee, in public, with a published calendar of meetings.

NHP should be a working party. **Cllr Searle** advised that the MWP is not all year round and it is not always possible to give the 14 days notice required to get the committee together for an urgent issue.

FWP should remain a working party.

Seconded Cllr Alexander, Vote not taken as out of time.

Meeting closed at 10.05pm

74/15-16 Clerks report

75/15-16 Correspondence received

76/15-16 Planning Applications

Meeting closed at 10.05 pm Date of next meeting –8th October 2015, **Clerk to the Council: Mrs Ashley Stacey, 3 Rossetti Road, Birchington CT7 9ER, Tel 01843 848473**