

CLIFFSEND PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held on Thursday 14th May 2015 at 7.30pm in the Village Hall**

Members Present. -Parish Councillors Hovenden(Chairman), Knowles, Searle, Alexander, Weatherley, Fiander

In Attendance - Ashley Stacey, Clerk/Responsible Finance Officer, District Councillor Brenda Rogers & 13 members of the public

12/15-16 Welcome & Apologies

Cllr Hovenden opened the meeting, and welcomed all new members and explained the emergency exit procedures.

Apologies were noted from Cllr Lyon.

13/15-16 Declarations of acceptance of new councillors

All Councillors declared acceptance.

14/15-16 Appointment of a Chairman, Paper Ballot

Cllr Weatherly proposed **Cllr Knowles** seconded by **Cllr Alexander**

Cllr Searle proposed **Cllr Hovenden**, there was no seconder

Four councillors in favour, 2 abstentions – no need for a paper ballot.

Cllr Knowles elected Chairman

15/15-16 Appointment of a Vice Chairman

Cllr Fiander proposed **Cllr Alexander** seconded by **Cllr Weatherley**

Cllr Searle proposed **Cllr Hovenden** seconded by **Cllr Hovenden** – paper ballot

Cllr Alexander appointed 4 votes , **Cllr Hovenden** received 2 votes.

Cllr Knowles closed the meeting and tables and chairs were re-arranged. Meeting reopened at 7.42pm.

16/15-16 Declarations of interest

Cllr Fiander signed the book for CCPG.

17/15-16 Adoption of minutes of 2nd April 2015 as being a true record

Cllr Hovenden proposed the minutes and **Cllr Searle** seconded.

Cllr Knowles advised that she wanted it to be recorded that they were not factually correct, and that she would be signing them as being approved apart from the section which she did not agree with.

18/15-16 Matters arising from the above minutes

Meverall Avenue - Cllr Hovenden confirmed that the Meverall Avenue roundabout has now been completed.

Scanning - The meeting was closed and the clerk asked Mr Rogers if the scanning had been completed. Mr Rogers confirmed that the papers had been scanned.

The meeting was reopened.

Memorial Plaque - Have any prices been obtained for the memorial plaque for the fallen tree? This needs to be looked into.

Neighbourhood Plan - The NHPWP have met with Adrian Verrall at TDC and the information passed over from the survey results. This can be used in assessing planning apps.

19/15-16 Appointment of committees and membership

- **Planning Working Party – Cllr Hovenden, Cllr Lyon, Cllr Weatherly, Cllr Alexander, Cllr Fiander, Cllr Knowles** – Clerk advised that the planning needs to be sent to the chair, then the Cllrs take responsibility of passing onto the next Cllr.
- **Meadow Working Party – Cllr Searle, Cllr Hovenden, Cllr Weatherley, Cllr Alexander, Cllr Lyon, Cllr Knowles.**
- **Neighbourhood Plan Working Party – Cllr Hovenden, Cllr Searle, Cllr Weatherley, Cllr Fiander, Cllr Lyon & Cllr Knowles.**
- **Finance Working Party - Cllr Alexander, and Cllr Knowles and Clerk. Cllr Knowles** proposed **Mr Rogers** be co-opted onto the FWP. **Cllr Knowles** closed the meeting and asked Mr Rogers, who agreed to attend if required. – meeting reopened seconded **Cllr Weatherley – Four in favour – Cllr Hovenden & Searle against.**
- **F & G P Committee – Cllr Searle, Cllr Lyon, Cllr Weatherley Cllr Alexander, Cllr Fiander and Cllr Knowles.**

Cllr Knowles proposed that Planning and NHP to joined – as the NHP defines what will happen within the village. **Cllr Knowles** sees no purpose in the F & GP and does not think it is required. Finance WP to remain. **Cllr Hovenden** advised the meeting of the reason for the F & GP - the WP's meet to discuss at length issues affecting the village, in private. This is then reported back to the F & GP a public meeting.

Cllr Hovenden advised that the purpose of these WP's were not up for discussion the agenda item was for appointment. **Cllr Knowles** advised **Cllr Hovenden** of Standing Order 5 (a) (1v) whereby WP's can be abolished. **Cllr Alexander** advised that the PC was rationalising the meetings. **Cllr Searle** asked if **Cllr Knowles** could wait and hear the F & GP report. **Cllr Knowles** withdrew her previous proposal.

Cllr Knowles proposed she will attend these meetings when the dates and times have been arranged and see if the meetings are worthwhile, this may have to be at weekends. **Cllr Hovenden** advised this was not convenient. **Cllr Knowles** asked **Cllr Hovenden** for a recommendation of how we get round this. **Cllr Knowles** advised that she will review this decision in September 2015. There are 3 months to prove that these meetings are worthwhile. 14 days notice must be given of the dates of working parties.

Cllr Knowles quoted Standing Order 17 A(9)

Cllr Knowles proposed that the CCPG be co-opted to join the NHPWP.

Cllr Alexander seconded five in favour. **Cllr Hovenden** abstained. **Cllr Hovenden** advised the Council that the PC had been trying to contact the CCPG for some time and had been unable to identify members of the committee, **Cllr Knowles** advised she would forward this information on.

20/15-16 Review of membership to TAC & TRRG

Cllr Knowles proposed CPC remain on the above groups

Cllr Hovenden confirmed for TAC & **Cllr Fiander** TRRG.

Cllr Knowles advised that the KIACC have **Cllr Hovenden** as representing the CPC and asked for volunteers. **Cllr Hovenden** advised that this was not correct as she represented the Residents Association on that board. **Cllr Knowles** advised that she must make that clear to them. **Cllr Knowles** proposed that a member of CPC be present on that group – seconded by **Cllr Alexander** – Four in favour, **Cllr Hovenden** against and **Cllr Searle** abstain. **Cllr Alexander** would like to sit on that group.

Speedwatch – currently with the TRRG and **Cllr Fiander** and **Cllr Hovenden** are in touch with them.

ACRK membership was discussed – what benefits does this bring? Could be useful for planning apps. **Cllr Knowles** proposed that it may be useful to be members – **Cllr Searle** advised that the Village Hall committee could use the assistance – **Cllr Knowles** proposed paying for the VH committee too **Cllr Weatherley** seconded – all cllrs in favour.

They have been “part-rescued” in 2013 & 2014 by selective and sensitive pruning of the competing pines / hedge plants; however, the lease-holder is reluctant to allow even this limited pruning, and this is an ongoing (& worsening) problem.

Tree 10 – Foxglove Tree Owner – no response

This had died back & regrown in an extremely lopsided manner in 2012, and the fragile, fast-growing & soft new growths after pruning in 2013 were persistently damaged during summer 2013.

It was reduced back to a single new growth in spring 2014, and an additional high cage, extra stakes and loose soft ties added to protect it.

The main growth has survived the winter, although the soft tip of its stem / trunk has again been lost.

This month, the multiple buds growing from the top have been rubbed off, leaving just one, to encourage a new strong single leader.

The ties have been adjusted to allow growth, but restrict lateral movement. These require regular inspection / adjustment (every 2-4 weeks) as the stem rapidly lengthens

Tree 17 – Hornbeam Owner – Mr & Mrs Scott

Tree seems “loose”, with noticeable trunk sway, and has done for over a year; but it is still vertical.

The tree surgeon has inspected it and recommended not to stake it unless absolutely necessary.

A continued watching brief is needed.

Tree 25 – Crab Apple ‘Evereste’ Owner – Dave Snow

This tree suffered from “attack by mower” last year. It was re-caged & re-staked.

The trunk damage is healing well.

However, a low branch was partly broken and was bound with soft plastic tie to support it to allow it to heal.

The branch is growing OK at the moment, and this plastic tie will need to be removed later this year to check whether the wound has fully healed.

Replacements

Tree 13 – The fallen Scots Pine Owner – Mr & Mrs Hammond

The owners are thinking of putting in a plaque instead of a replacement tree, and this will also mark the position of the time capsule which is buried within the remaining roots of the original tree.

Tree 4 – False Acacia Owner – Frank Hall

This tree was dead in 2011. The nursery had agreed to supply a replacement, but the owner has not taken the offer up. He has now moved away, and we have no forwarding address.

Cllr Alexander asked if there were any signs on the trees to warn people of heights – to go to the MWP.

Cllr Fiander had been approached by a member of the village who backs onto the meadow could he use the meadow to gain access for a van to his garden, just on a single occasion.

Cllr Hovenden advised that this had been done before and there was a letter written for this purpose. **Cllr Hovenden** will email letter across and **Cllr Fiander** will deliver. **Cllr Knowles** proposed **Cllr Searle** seconded five in agreement **Cllr Hovenden** abstaining.

Neighbourhood Working Party

Cllr Hovenden advised as agreed at the last Parish Council Meeting, the Questionnaire has been printed and distributed.

Responses are to be collected door to door by 6th May.

The information will then need to be entered into a data base, ready for the next stage of drawing up the Neighbourhood Plan for Cliffsend to 2031.

The monitoring form for the Bridging Grant has been submitted.

Grants up to a total of £8,000 are now available and can be applied for in amounts to be spent within the following 6 month periods. These are available for 3 years. It should be noted that the aim is for this Plan to be completed and ready for Inspection by the end of 2015.

Thanks are due to all of the Working Party and the volunteers in their work to date. **Cllr Searle** proposed that the hall be hired to open the envelopes and number all the returned forms. **Cllr Alexander** seconded – All in favour. **Cllr Searle** to arrange dates and volunteers. **Cllr Knowles** asked if there had been a separate questionnaire for businesses. **Cllr Searle** suggested that this be discussed at the NHP.

Finance Working Party

Clerk advised that the audit had taken place and no issues of concern had been raised. The report was circulated.

District Councillors- Cllr Brenda Rogers introduced herself to the meeting.

Community Warden – John Litchfield confirmed that the PCP proposed time is 11.00 – 11.45 to coincide with coffee morning.

Cllrs Reports - none

23/15-16 Financial Matters

To authorise items of expenditure since last meeting

Checked by **Cllr Alexander & Cllr Weatherley**

Chqs Signed by **Cllr Hovenden & Cllr Searle**

Proposed by **Cllr Knowles** and Seconded by **Cllr Alexander** – All in favour.

Cllr Knowles enquired if Ms P Smith is self employed and pays her own tax. **Cllr Hovenden** confirmed that this was the case. Clerk to obtain confirmation from Ms Smith of own tax payments.

Proposal to extend the meeting by 15 mins by **Cllr Knowles** Seconded **Cllr Fiander**
All in favour.

Chq No 574 -A Stacey – Wages £342.13

Chq No 575- HMRC £81.03

Chq No 576 – A Stacey Expenses £59.96

Chq No 577- CVHF- £32.50

Chq No 578 – Kevin Funnell - £75.00 – audit

Chq No 579 - V Hovenden Travel £31.50

Chq No 580 – Pat Searle - £62.21 Stationary

Chq no 581 – TDC Printing £688.64

Chq no 582 –P Smith £500 Delivery of NHPlan

- Attached to the agenda is the council's Annual Receipts and Payments Account for the year ended 31st March 2015. This statement compares final receipts and payments for 2014/2015 against 2013/2014 and also against the budget for 2014/2015. It is a matter of fact but councillors have the opportunity to ask questions.
- Once satisfied, the council has to formally resolve to approve the Audit Commission's Statutory Annual Return and Governance Statement for the year.
- Prior to the formal approval, the Council is required by Council Standing Orders and the Accounts and Audit Regulations 1993 to carry out an annual review of Financial Regulations and a Risk Assessment. Councillors have already reviewed Financial Regulations and the Risk Management Statement 2014/2015 during the year. The Risk Management Statement 2015/2016 will be presented to a future meeting of the council.
- The Council then has to make the formal resolution to approve the Annual Return for the year ended 31st March 2015 and the Chairman and Responsible Finance Officer have to sign it. Included with the Return are the bank reconciliation statement and a statement of variances between the previous year 2013/2014 and 2014/2015, both are required by the Accounts and Audit Regulations 2011.. Also included is the Final Internal Audit Report with

the Audit Plan and findings. Once approved, the Annual Return will be sent to Littlejohn for external audit before the 8th June deadline.

Cllr Knowles proposed the annual return for 2014/15 – seconded **Cllr Searle** – all in favour.

24/15-16 Current Topics

25/15-16 Clerk's Report
None

26/15-16 Correspondence received
Armed Forces Day – **Cllr Weatherley** will represent CPC
Nemo Update – the information was sent to all residents.

Cllr Knowles proposed to extend the meeting for further 15 mins – **seconded Cllr Searle** five in favour – **Cllr Hovenden** abstained.

27/15-16 Planning Applications-
3 Foads Lane – no issues CPC wrote to be aware of visibility and access.
Land next to 3 Clive Road – very narrow plot – concerns re parking.
Little Cliffsend Farm house – to go to planning WPcommittee
Cllr Knowles proposed the 2 new apps be looked at at PWP. **Seconded Cllr Weatherley** – five in favour **Cllr Hovenden** abstained.

28/15-16 Any other items – no financial decisions or major decisions to be made
AGM is 25th June 2015. **Cllr Knowles** is unavailable. **Cllr Knowles** will agree another date.
Cllr Hovenden advised that there is a dynamic Cllr course in Minster –if anyone wanted to attend closer to home.
Cllr Hovenden proposed that we look into a sound system – **seconded Cllr Knowles**
All in favour.
Cllr Knowles advised that the AOB should be for suggestions for the next agenda.
Clerk to provide the response to the consultation to community warden – advised that the consultation responses are completed on line.
Consultations to go on the agenda for the next meeting.

Meeting closed at 10.01pm

29/15-16 Public Questions

Meeting closed 10.01 pm. Date of next meeting –4th June 2015,

**Clerk to the Council: Mrs Ashley Stacey, 3 Rossetti Road, Birchington CT7 9ER,
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