

CLIFFSEND PARISH COUNCIL

DRAFT Minutes of the Meeting of the Council held at the Village Hall,

Cliffsend on 15th August 2019 at 7.30p.m.

Present: Councillors P. Cable (Chairman), M. Galvin, J. Hellyer, Ms. K. Lyon, Ms. N. Mortimer and M. Rogers

Also present: Cllr. D. Stevens (TDC), Roy Wade (Clerk) and 29 Residents

DECLARATIONS OF INTEREST

No declarations or disclosures were made.

WELCOME & APOLOGIES FOR ABSENCE

The Chairman welcomed Members and residents to the meeting. Apologies for absence were received from Councillor Ms. S. Chapman and Tony Gander

MINUTES

The Minutes of the last meeting were approved subject to an amendment to record that (i) Mr. Forrest had advised Council that he had raised with KCC's Environmental and Planning team the problem of pollution caused by cars being forced to idle in Sandwich Road, Canterbury Road West and Ebbsfleet Lane traffic lights as a result of the programmed delays in the configured modules and that he would be meeting with TDC to discuss these issues; and (ii) Cllr. Hellyer explained that some of the issues he had referred to at the meeting were the comments of Tony Gander, these additions were noted by Council and the minutes signed thereupon signed by the Chairman.

MEMBERS' INTERESTS

No disclosures were made.

FINANCIAL MATTERS

(i) Bank Account Signatories

The Locum Clerk submitted the necessary bank mandate forms to be completed by those Members who would act as signatories. The Members who will act as signatories are Councillors Cable (Chairman, Galvin, Ms. Mortimer & Rogers.

RESOLVED: That (A) Cliffsend Parish Council sets out herewith a list of all authorised persons, together with specimen signatures and certify that the following resolutions were passed at a meeting of Council of Cliffsend Parish Council held on 21st May 2019 and have been entered into the minute book. (B) that a bank account be opened /continued and the Bank is authorised to act on any instructions provided they have been given by those persons named in the specimen signature section (or authorised by

such persons in accordance with the applicable authorisation requirement(s) as follows. Any one listed person solely or any two listed persons together or the Chairman, (C) that any debt incurred to the Bank under this mandate shall in the absence of written agreement by the Bank to the contrary be repayable on demand, (D) that the Clerk is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised on behalf of the Parish Council and that the Bank may rely on such lists, (E) that the Parish Council accepts the accounts and banking relationships with the Bank and will be governed by and subject to the Business Banking Terms and Conditions which have been provided, as amended, from time to time, together with any terms and conditions in respect of specific products and services requested by the Parish Council, (F) that these resolutions be communicated to the Bank and remain in force until cancelled in writing and signed by the Chairman or Clerk from time to time acting or claiming to act on behalf of the Parish Council, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

(ii) **External Audit**

The Locum Clerk read to Council the questions required to be answered by Members and put each question to Council for agreement which was given.

RESOLVED: That (A) The Parish Council confirmed that it is able to certify itself as exempt from the limited assurance review and agreed that the Chairman and Locum Clerk be authorised to sign the Certificate of Exemption, (B) that the Annual Governance Statement for 2018/19, Section 1 of the AGAR for the year ending 31 March 2019 be approved and that the Chairman and Locum Clerk be authorised to sign the form, (C) the Accounting Statements for 2018/19, Section 2 of the AGAR document, for the year ending 31 March 2019 and the supporting Bank Reconciliation as at 31 March 2019 be approved; and (D) the details contained within the AGAR document and supporting documents be approved for submission to the External Auditor and posted for display on the notice boards and website.

PAYMENTS SCHEDULE

The Locum Clerk presented no invoices for payment.

CURRENT TOPICS

(i) **Mission Statement**

Members approved the draft open letter prepared by the Chairman and noted that the final survey would be presented to Council for approval. Members discussed the

collection of the completed surveys and noted the comments of Cllr. Ms. Lyon that Members collect from each property.

Finally Council received the report of the Chairman that the subscription cost for an online survey would be in the region of £300 together with a printing cost of about £200.

RESOLVED: That the report be received and noted and the costings reported by the Chairman be approved.

(ii) **Events Planning - Halloween Event**

Council discussed the arrangements for the holding of the Halloween event and noted the comments of Cllr. Hellyer that the Village Hall was fully booked from 1 November to January. Cllr Galvin asked that the details of the event be reported to Council.

RESOLVED: That (A) the event be approved in principle and discussions be held with the Residents Association for referral to Council; and (b) a budget of £300 be allocated to the event such funding to come from the Events Budget.

GROUNDS MAINTENANCE OFFICER

(i) **Earlsmead Drive -** Cllr. Stevens reported that TDC had confirmed in writing that it was responsible for the maintenance for the area at the entrance to Earlsmead Drive and was aware of the drainage problems. The Chairman undertook to see that the vegetation in this area had been cut back.

(ii) **Proposal for Planning and Financial Working Parties being converted to Sub Committees** – Consideration of this matter was deferred to the next meeting.

(iii) **Southern Water – Grant -** The Chairman to report to the next meeting.

PUBLIC QUESTIONS

Resident – The nets need replacing at an estimated cost of £30 40. To consider at the next meeting.

Resident – Who is responsible for recording the meeting and the Chairman confirmed that he was. It was further asked whether the Council had registered with the Information Commissioner and the Clerk to investigate.

Resident – asked whether in the event of more housing being built in the Village more Speedwatch initiatives would be carried out. Cllr. Hellyer responded that information obtained from Speedwatch was passed to the police.

Resident – (i) Earlsmead Drive See above minute, (ii) 2 Village signs are out of date and need replacing, (iii) Sandwich Road – no sign denoting entrance to Mount Green Avenue, (iv) The New Estate – the path around the estate would not have street lights; and (v) Railway Crossing – the yellow pole to be placed on the other side of the level crossing would need special attention because of the difference in levels.

Resident – Would report to Council the cost of planting shrubs at the traffic lights.

The Chairman acknowledged the questions and said that the issues would be researched as appropriate.

CLERK'S REPORT

The Clerk had no further matters to report upon.

CORRESPONDENCE RECEIVED

The Chairman reported that monies had been received from SWA and would be passed to the Clerk.

PLANNING APPLICATION

Cllr. Galvin reported on the application for demolition the conservatory at 2 King Arthur Road and to build a bungalow which would be in keeping with the existing bungalow. The Environment Agency had no observations to make on the proposal. Members asked that their concerns over the possible retention of the container on the site be passed to TDC.

RESOLVED: that the application be noted and TDC advised of the Parish Council's concerns at the container on site.

Time concluded: 9.21 pm