

Cliffsend Parish Council

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Minutes of the Parish Council Meeting
Held on Thursday 21st July 2020 at 7.30pm via Zoom.

Present – Cllr Rogers (Chair), Cllr Ashley, Cllr Harrison, Cllr Forrest, Cllr Mortimer, Cllr Lyon, Alison Willoughby-Browne (Clerk) and 4 members of the public.

- 23/20-21 Welcome and apologies for absence** - DCllr Brenda Rogers apparently had problems joining the meeting. Cllr Galvin was not clearly present by audio or video, during the progress of the meeting. Cllr Rogers advised that the proceedings were being video-recorded.
- 24/20-21 Declarations of interest** - none.
- 25/20-21 Adoption of the minutes of 18th June 2020 as being a true record** - 18th June minutes proposed by Cllr Mortimer and seconded by Cllr Harrison, all in favour. Chairman to sign the minutes as a true record.
- 26/20-21 Matters arising from the above minutes** - Bench maintenance: Clerk has contacted Mr Barton re' carrying out the work. Southern Water bench - still unable to transport as requires three people to lift, difficult when trying to maintain social distancing. Cllr Ashley meeting with Hospice Management Team Friday 24th July.
- 27/20-21 Working Party & Councillor Reports -**
Finance – quarterly review of Council finances discussed with Auditor, the Chair had distributed details prior to meeting but not enough Councillors had examined. Will review at meeting 28th July. Banking with HSBC has ceased, now with Unity Trust Bank. Clerk to liaise with signatories and bank to resolve any issues.

Meadow and Open Spaces – Cllr Lyon raised large item delivery via the meadow to a property in Chapman Fields in Oct/Nov. Cllr Forrest to liaise with the homeowner re risk assessment and insurance issues including Third party liability.

WW Martin donated over a tonne of topsoil which Cllr Forrest added to the planters, he also priced up a planting scheme – less than £160. This is for the short term, long term it would be good to have support from a local community group to maintain them. Cllr Ashley proposed the purchase of the plants, Cllr Lyon seconded; resolved with one abstention. Cllr Lyon suggested that Cllr Harrison may want to investigate winter bedding plants. The Council expressed their thanks to Cllr Forrest and his wife.

Highways – Cllr Forrest circulated the report prior to the meeting. Network Rail did not have planning permission to install the pole or platform by the crossing. TDC have asked Network Rail to submit retrospective planning applications. The Council can then address all concerns that have been raised such as the requirement for netting, hedges, secure fence etc. The purpose of the pole etc is for ANPR cameras to catch drivers who jump the

barriers. Full-width barriers are used if high speed, Cllr Ashley explained that although the trains are high-speed, the train line will not be high-speed, it is a standard line until Ashford. Cllr Forrest has asked Southern Water and MTS Cleansing Services if they would like to contribute to the Council's road safety plans. Vice-Chair approached WW Martin to see if they could contribute; they would rather be awarded the contract as they are an accredited agent for KCC, they would do the work at cost if awarded.

28/20-21 Financial Matters - Cllrs Harrison and Rogers had previously checked the following payments.

July Payments

Payee	Description	Invoice No	SO/BT	VAT	Excl VAT	Total
Countrywide	Meadow Maintenance	124262	Transfer	43.32	216.60	259.92
Clerk	July Salary	-	Transfer	-	409.50	409.50
Clerk	Zoom Subscription	30003376	Transfer	19.18	95.92	115.10
*KALC	Annual Subscription	7772	Transfer	115.04	575.18	690.22
Total for Month				177.54	1297.20	1474.74

*Reservations expressed re' KALC membership at informal meeting last week, Cllrs couldn't see it as value for money, maybe we won't realise what we are missing until we don't have it. Cllr Ashley proposed that the Council accept the other payments, Cllr Mortimer seconded, all in favour, carried unanimously.

The Internal Audit Findings, Annual Internal Audit Report, AGAR including Sections 1 and 2, Certificate of Exemption, Explanation of Variances and Bank Reconciliation paperwork had been circulated prior to the meeting. The Internal Audit was carried out 1st July, the traffic light system of the report was discussed and the achievement of 12 green and 4 amber categories - an improvement on that of 2018-2019.

The Council considered itself exempt from the limited assurance review. The Responsible Financial Officer (RFO) signed the Certificate of Exemption on behalf of the Council.

Annual Internal Audit Report was considered, Clerk read out the report for the benefit of others present, it was agreed, acknowledged and noted.

AGAR Section 1 (Page 5) - Clerk read out each statement, Councillors responded to the statement with a show of hands to a yes or no. The Council considered and approved the Annual Governance Statement for 2019-2020. The Clerk signed the statement on behalf of the Council. An action plan for a question answered 'no' was discussed.

AGAR Section 2 - Council also took into consideration the Bank Reconciliation and Explanation of Variances documents. The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had, prior to the meeting, signed Section 2 of the AGAR for 2019-2020.

The Public Rights of Inspection time-frame was discussed. Cllr Forrest thanked all those involved with the audit process.

After the meeting the AGAR was delivered to the Chairman for his signature on Sections 1, 2 and the Certificate of Exemption.

29/20-21 Planning Applications -

F/TH/20/0621 Land East of 40 Canterbury Road West - A resident sent an email with his objections. Cllr Lyon has investigated and advised the Council - there is no garden, a change in application from 3 bedrooms to 5 and no parking. District Cllr Rogers has been consulted. Cllr Mortimer also commented regarding the lack of room at the front of the properties on Canterbury Road West, it is dangerous as people are parking on the main road. Cllr Harrison suggested a site visit. Cllr Ashley suggested contacting TDC, Cllr Mortimer seconded, all in favour.

FH/TH/20/0826 1A Canterbury Road West - to be discussed 28th July.

30/20-21 Current Topics -

Ongoing review of Council procedures – previously suggested that the Press and Media Policy and Communications Policy are combined, to discuss/approve next meeting.

Risk Management Statement approved, proposed by Cllr Ashley, seconded by Cllr Mortimer, all in favour.

Assets Register; Cllr Forrest queried as to whether the meadow is an asset as it is leased. Once we have contacted Brachers Solicitors we will be better informed.

The Auditor had explained that the Assets Register has to be a straightforward list of assets and what they cost is all that is needed. Cllr Rogers proposed the acceptance of the Assets Register, Cllr Mortimer seconded, all in favour.

Mr Yates of Southern Water gave an update on the Sandwich Road works, which is progressing well. Nearly 2km of pipe has been installed, four gangs are currently working. After Ebbsfleet Lane will then tunnel under A256. Works should end in December 2020. From 1st August the plan is to be out of the Mount Green - Meverall Avenue section so that Hugin Green and amenities are able to be used. Diversion route to be published.

Update on Orbit Housing development/archaeological dig – Cllr Harrison explained recent finds of significance which are summarised on our website - Cllr Harrison queried why building was not scheduled for the rest of the plot. Apparently ruled out on grounds of costs linked with archaeological surveys.

Clerk advised that development plans were on website and that the application was still open to comments. The Head of Development of Orbit Housing is willing to accept questions.

Sportsman Inn as a community asset – TDC advised that they have been through file and the application had not been followed through by the Parish Council. The Vice-Chair commented that we need to look at what this asset would be before we think about taking it on as a community asset, how would it enhance the community? An old coaching inn on a coastal road, it would be good to see it developed in a sustainable way.

Representative of Parish Council on Cliffsend Village Hall Committee – Cllr Ashley was nominated at an informal meeting of the Parish Council, this has been conveyed to the Village Hall Committee, awaiting feedback.

Outreach Post Office Service – We would like to support the Post Office as it appears to provide a valued social service. However, a recent email received suggests more clarity is required of the issues and parties involved. A suitable first project for Cllr Ashley possibly.

31/20-21 Clerk's Reports - nothing further to add.

32/20-21 Correspondence Received -

Thanet Parkway Station objection
Potholes and subsidence in Cliff View Road
Kent Police – PCSO support.

33/20-21 Public Questions -

Resident of Chapman Fields asked for support with his delivery.

The Vice-Chairman expressed his thanks to all those that had attended the meeting.
The meeting finished at 9.30pm.

Date of next meeting – Tuesday 28th July.