



Minutes of the meeting of the Parish Council held on Thursday, 13th February 2020 at the Library, Bush Road, Cuxton at 7.30 pm

Present: Cllr Hutchfield (Chair), Cllr Thorley (Vice Chair), Cllr Burley, Cllr Jackson, Cllr Maisey, Cllr White, Cllr Savage, Cllr Porter, Cllr Seger, Cllr Morrell

Mrs June Nicholson, Clerk

Two members of the public

313) Apologies for absence

- a) Cllr Reynolds (unwell)

314) Declarations of Interest DPI, conflicts of interest and personal and alterations to the Register.

- a) Cllr Porter 7e (Allotments), Cllr Morrell 7e (Allotments), Cllr Thorley 7a (Cuxton'91)

315) Minutes of the Parish Council Meeting held on 9th January 2020

The following amendments were made to the minutes:

299 remove the word "none"

310 c Change Cllr Hutchfield to Cllr Savage. Change Demeelza to Demelza

It was proposed by Cllr Porter and seconded by Cllr Jackson and agreed by all that the minutes thus amended be signed as a true record.

316) Matters arising from the Minutes not otherwise on the Agenda

- a) 300 iii CSRA Cllr Hutchfield advised that the papers were being prepared for CSRA to apply for charitable status.
- b) 301 iii Clerk advised she has contacted Duncan Mead of Medway Libraries and he has agreed in principle for the electrical socket to facilitate the lighting of the village Christmas Tree and to have a site meeting to discuss planting a permanent tree.
- c) 304 Ownership of station car park. It has been established that Arch Co, a property developer in Essex own this land. Cllr Burley advised that there are plans to paint the signal box and further information regarding adopting the station. He also advised that Kent Community Rail Partnership will be running a Music Train on Saturday 14/3/2020 17:30 – 19:30. Tickets are available from [Eventbrite](https://www.eventbrite.co.uk/e/music-train-tickets-90758498111) <https://www.eventbrite.co.uk/e/music-train-tickets-90758498111>
- d) 308 Social Media policy will be added to the March agenda.
- e) 310 c Fir Trees, Bush Road. The Clerk has reported these trees to Medway Council as they are interfering with the highway.

317) Medway Councillor's Report and Public Session

Suspension of the meeting for Medway Councillor's report and for the Public Session.

Ward Cllr Fearn did not send a report and did not attend.

The Chair advised Cllr Fearn has sent a text advising that, after discussion with Perry Holmes, Monitoring Officer, Medway Council the Council have decided to allow The Academy of Cuxton Schools to provide Cuxton Parish Council with a licence for the use of the school football pitches. This should enable the funding application to the Football Foundation to be progressed. The Chair advised that she has spoken to the Boundary

Commission about the current consultation regarding Ward Boundaries. The second stage of this consultation is due to take place late June/early July .It was suggested that a working group be set up to prepare a proposal. Cllrs Jackson, Savage, Morrell, Seger and Hutchfield all expressed an interest in being part of this proposed working group. Other interested residents will also be invited to join the group.

The Chair advised that a resident had commented regarding access to Millennium Wood. Having spoken to a member of the Cuxton Countryside Group it appears that this resident may not have been walking on a designated footpath. Millennium Wood has recently been surveyed and it was found to be chalk down land with many flora and fauna including some rare species

318) Finance

- a) Bank Balances
Bank Balances have been seen and approved by Cllr Burley.
- b) Approval of Payments made since last meeting
Payments were discussed and agreed.
Proposed: Cllr Jackson Secoded: Cllr Porter
- c) Accounts for payment for approval
None
- d) Newsletter printing costs have increased to £163.00 / month due to an increase in the cost of paper.
- e) Land Registry
The Clerk advised that there will be some costs associated with obtaining copies of Title Deeds and making adjustments to the deeds of council property as current deeds show the name and home address of a previous Clerk.
- f) Grant Awarding Form
Action: Cllr Jackson agreed to check the council's website to ensure the correct form is available for anyone wishing to apply for a grant from the council.

319) Annual Meeting List

Dates for meetings for the rest of 2020 were approved.

320) Management of Council Land and Property

- a) Pavilion Development
 - i) Report from Pavilion Development Steering Group.
The sub-lease issue appears to have been resolved. Two further grant opportunities have been identified and will be explored by the steering group alongside the Football Foundation grant.
 - ii) Football Foundation – 5 years tenure on the land
It was explained that Cuxton 91 currently maintain both the school and recreation ground pitches free of charge. The Parish Council currently pay for reseeding and occasional top dressing of the recreation ground pitch. Cuxton91 have been given the opportunity to apply for a grant that will pay for pitch maintenance and improvement spread over 5 years. In order to qualify for the grant the football club need a letter from the Council stating they will have exclusive use of the recreation ground pitch for the next 5 years.

As this proposal will save the Parish Council money annually over the next 5 years the proposal was accepted.

Proposed: Cllr Jackson Secoded: Cllr Seger

iii) Planning Application

The architect is preparing the planning application with the intention of submission at the end of February.

iv) Sub-lease

See Public Session

b) Recreation Ground

i) Inspection Report

The inspector who usually conducts our quarterly inspections has now moved out of the area. Maria Cook will be providing inspection training for the Clerk, Richard Hutchfield and Vic Reynolds next week. She will also meet with Cllr Hutchfield and the Clerk to discuss maintenance and upkeep of the play equipment.

ii) Incident Record report:

None

iii) Hire of Roundel storage

It was proposed that the hire charge for storage in a quarter of the roundel should be £10 per month.

Proposed: Cllr Savage Secoded: Cllr Thorley

c) Events – VE Day and WW” Memorial

The assistant Clerk has contacted the Social Club and White Hart to find if they will be putting on any special events. If so these will be promoted in the newsletter. The possibility of commissioning a Memorial Gate and plaque was discussed to commemorate those villagers who died in WW2.

The possibility of planting a tree in the triangle of land near the WW1 memorial bench was also discussed.

Action: Clerk will contact Rev Knight to ask if he would agree to the council replacing the existing wooden gate with a wooden memorial gate.

Cllr Hutchfield will approach Richard Hutchfield to ask if he would be able to make this.

d) Rubbish bin for placement near memorial bench

it was proposed that a Metal Trimline 50 litre litter bin be purchased along with a metal liner and appropriate fixing system.

Proposed: Cllr Jackson Secoded: Cllr White

e) Allotments

The landlord has indicated that he is open to selling the land to us.

It was proposed that Council offer £6000 to purchase this land as this equates to a little more than would have been paid between now and when the lease expires.

Proposed: Cllr Savage Secoded: Cllr Burley

f) Climate Change

A discussion concluded that the council should look at ways to address climate change.

Action: A representative from Medway Council's Climate Change group be invited to the Annual Parish Meeting to present their ideas.

The Clerk and Cllr Jackson will investigate how the council can reduce its use of paper and will look into ICO recommendations and Google docs

Big Lunch working party will also consider climate change when planning the event.

g) School use of car park

Cllr Jackson has recently met with the Headteacher to discuss parking at school drop off and collection.

It was proposed that a 4 week trial should take place as follows:

* 8.30am Caretaker will open driveway and recreation gates

* 9am Caretaker will close driveway and recreation gates

* 2.30pm Caretaker will open driveway and recreation gates

* 3pm Caretaker will close driveway and recreation gates

* 3.20pm Caretaker will open driveway and recreation gates

* 4pm Caretaker will close driveway and recreation gates.

* Cuxton Parish Council will provide signage.

Action: Headteacher will send information to parents advising that this is a trial.

321) Highways and Transport

a) A228 traffic lights trial

No firm date in April has been set for the start of the trial.

322) Consultations

a) Lower Thames Crossing

Consultation dates have been circulated and are available online

It was also noted that there is a Facebook group "A bridge 2 far" that might be of interest to Councillors and residents

Action: Cllr Hutchfield will liaise with Cobham and Luddesdown Parish Councils.

b) Medway Ward Boundaries

This was discussed in the public session.

323) Lone Working Policy

It was proposed that this policy be adopted as amended.

Proposed: Cllr Jackson Secoded: Cllr Savage.

324) Provision of WCAG2 compliant website and email provider

Discussion focused on the report provided by Cllr Jackson and the Clerk.

It was agreed council will use Netwise as the new website and email provider.

Proposed: Cllr Burley Secoded: Cllr Seger

325) Council Meetings List

It was agreed that the Big Lunch Working Party will meet 20/2/2020 at 7.30pm.

Invitations will be sent out by the Assistant Clerk on 14/2/2020

a) Cuxton Parish Council 3 Year Plan

This was discussed and it was felt it would be useful to build a plan that moved the Parish Council towards becoming a "Quality Council" at least at Foundation Level.

Action: Clerk will make enquiries with KALC and bring to next meeting.

326) PCSO Surgeries

We now have two new PCSOs. The next surgery will be 6pm – 7pm 19/2/2020 at the Pavilion.

Action: Posters will be displayed in Parish Noticeboards

327) Correspondence

a) Residents -None.

b) Other- Action with Communities in Rural Kent

Action: Clerk will make contact and check what support they are able to offer.

c) Carbon Smart

Cllr Hutchfield advised that the application form has been completed and will be submitted by the deadline of 28/2/2020. This will involve some extra work for the Clerk. If the grant application is successful these extra hours will be paid from the grant award and not from Council funds.

d) Invitation to attend Launch of Visitor Hub at Ranscombe Farm Saturday 21 March, from 10:30am till 12 noon.

Action: Clerk will advise Ranscombe Farm of numbers attending as requested

328) Any other business

a) Cllr Jackson has been approached by residents regarding a garden which has a hedge which is encroaching on the pavement.

Action: Cllr Jackson will advise resident that this should be reported to Medway Council.

b) Other residents have commented on the footpath on A228 just past the garage. The footpath has become overgrown and is making walking along the stretch of the footpath difficult.

Action: Clerk will contact Chris Moore at Medway Norse and ask if he is able to clear this verge

c) Members future agenda items, WWII Memorial Gate, Social Media Policy, Play Equipment

The meeting was closed at 22:00 hours.

Signed

Chairman on the

day of.

2020