

Cliffsend Parish Council

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Minutes of the Annual General Meeting

Held on Tuesday 28th May 2024 at 7.30pm in the Village Hall.

Meetings of the Council are recorded. AV recordings are retained only until draft minutes are adopted as a true record.

Present – Cllr G Fricker (Chair), Cllr Chapman (Vice-Chair), Cllr Harrison, Cllr J Fricker, Cllr Wilkinson, Alison Willoughby-Browne (Clerk), CCllr Shonk, DCllr Rogers, 2 members of the public.

01/24-25 Welcome and apologies for absence (by existing Chairman) - Chairman welcomed those present, indicated emergency exits. Apologies received from DCllr Davis.

02/24-25 Declarations of interest, election of Officers and confirmation of Working Group membership - no declarations of interest. Meeting was handed over to the Clerk, who asked for nominations for the position of Chairman; Cllr Chapman proposed Cllr G Fricker, seconded by Cllr Wilkinson, all in favour. Cllr G Fricker read and signed the Declaration of Acceptance of Office, Clerk relinquished chairing the meeting. Vice-Chairman; Cllr Wilkinson proposed Cllr Chapman, seconded by Cllr J Fricker, all in favour. Cllr Chapman read and signed the Declaration of Acceptance of Office, both Declarations counter-signed by Clerk. Nominations were uncontested.

Cllr Smith had verbally suggested resigning as a Cllr, no formal resignation received. If a Council member fails to attend any meeting for six consecutive months from date of last attendance, they cease to be a member of the authority (*Local Government Act 1972, Section 85*).

A discussion ensued re' Working Groups, with only five Cllrs will have to re-distribute, need two people to give coverage with a lead/point of contact. Cllr Harrison offered to lead Communications and Events, the 'Communication' element of this will need improving – includes social media.

Requires further thought, as it stands:

- Meadow and Open Spaces Working Group; Cllr Wilkinson, Cllr J Fricker.
- Planning and Highways Working Group; Cllrs Chapman and G Fricker.
- Finance Working Group; Clerk, Chair, Vice-Chairman.
- Youth Working Group; Cllr J Fricker.
- Communication and Events Working Group; Cllr Harrison, Cllrs J and G Fricker.

03/24-25 Adoption of the minutes of 19th March 2024 as being a true record - 19th March minutes proposed by Cllr Harrison, seconded by Cllr Wilkinson, all in favour. Chairman signed the minutes as a true record.

04/24-25 Matters arising from the above minutes - none other than to be discussed.

05/24-25 Working Party & Councillor Reports -

County Cllr – CCllr Shonk had presented a lot of issues in Ramsgate/Thanet to KCC, now an Independent candidate. He had again requested KCC presence at the Parish Council meeting because of ongoing issues. CCllr Shonk will take any concerns to KCC. Chairman had been nominated at Thanet Area Committee (TAC) meeting to be representative for joint working group with KCC and TDC - not heard a thing since. CCllr Shonk expressed his concerns about losing most valuable farmland in Kent whilst making developers more money than ever. Emphasised importance of jobs created by Manston Airport.

District Cllr – DCllr Rogers explained that the problem of taxis dropping off at Earlsmead Crescent had largely been resolved, except for one driver who will be stopped (TDC officers had contacted taxi firms). DCllrs Davis and Rogers are putting in objections to the Planning Inspectorate against the Monson Homes development appeal, to back-up Cliffsend Parish Council. Public Spaces Protection Order (PSPO) - problems with some of the kite-surfers in Pegwell Bay – wildlife being disturbed – most abiding by the rules. An alternative launching site is being considered. KCC contacted again about potholes. A big thank you to Cllr Harrison for the soldiers around Cliffsend.

Police Officer – no correspondence received from Beat Officer, had contacted via My Community Voice. Cllr J Fricker questioned whether he had attended coffee morning - he should be invited to.

Meadow and Open Spaces – Cllr Wilkinson helped Cllr Harrison with siting of Tommys. Parish in Bloom judging 1st July. Cllr J Fricker had planted the Elm whips, some were supplied to Bakers Field and others planted in verges of Cottington Road and by the attenuation ponds, ideal planting conditions as had been so wet. Important to plant where they are not going to be mowed-over. Also tidied the planters in Primrose Way and boxes in front of Village Hall. Cllr J Fricker was disappointed that TDC had cut down what they considered to be dangerous/dead trees, left in a worse state than when they had arrived. They could have chipped the wood for woodland area. Should have removed the trees that were overhanging the fence. The Tree Officer had examined and made the decision on which needed attention. Cllr J Fricker said that they should be looking to replace (TDC have noted losses and will replace). Clerk advised that application for community tree packs from Woodland Trust had been successful; 60 saplings, enough for 16m double hedging (November delivery), some of which allocated for back of Earlsmead Crescent. Cllr Harrison to contact who had previously offered bark chips. Chairman explained that the meadow was initially cut incorrectly, had to come back. The string lights are up and working, feedback good, provides a nice atmosphere to area. We have received the bowser from BAM Nuttall, Cllr J Fricker reached out to Ramsgate Town Council (part of original plan) to store and use when they wanted. Ramsgate Town Council proposed that it could be gifted to them which prompted discussion, Cllr Harrison suggested contacting a local landowner for storage.

Planning and Highways – Vice-Chairman confirmed that there had been an official appeal to the Planning Inspectorate by Monson Homes for the 141 houses south of Canterbury Road West (application turned down in December). Closing date to comment is 24th June 2024. Cllr Chapman will submit response on behalf of Cliffsend; Grade I agricultural land, houses aren't necessary - over and above local plan, several hundred people north side of village with amenities in south - would have to walk down Foads Hill which TDC consider dangerous and KCC substandard width without any passageway for pedestrians. Also, in a review of open spaces the view across Pegwell Bay was identified as a vista that Thanet should hold on to. Developer has submitted about 300 documents to planning website. If resident identified as interested party and had taken part in any correspondence before December rejection then they are allowed to comment. CCllr Shonk – Localism Act; people in area should have their say.

Pursuing with KCC the S106 money (approx' £90k) from the building of 65 houses south of Canterbury Road West and Cottington Road, put aside for two footpaths that haven't been built. Cliffsend Road is due to have surface treatment in July. Highways Improvement Plan; included was provision for raised table corner of Cliffsend Road/Foads Lane/Hill. Being removed (or not approved) in other areas as cause damage to suspension, noise etc. Alternative are bumps on each carriageway, believe we have been quoted for digging up the road and putting in concrete/tarmac humps, other option for ones bolted into existing carriageway/rumble strips. As part of review we are going to seek costs from independent contractors and present those to KCC. If include lack of footpath (Foads) Hill in HIP then better chance of getting S106 from developers.

Youth – S106 monies for youth/sports equipment; currently looking at independent contractors. If go direct to same supplier for goals - £8k, TDC £14k. Chairman - we have to spend all of S106 monies at once; will work on a whole programme of equipment purchasing to present to TDC. Camping in meadow will take place 10th August, to make hedgehog homes this year and make your own pizza in outdoor pizza oven. Will need more volunteers if expand, Cllr Harrison suggested The Shed at Minster to help with hedgehog boxes.

Communication and Events – 75th Anniversary Hugin celebration (28th July 2024) is attracting much interest, expecting lots of people.

Being supported by businesses; donations of cardboard shields, paints etc. Any donation/supply of equipment in return for advertising outside the marquee. Applied to Ramsgate Town Council for funding. Cllr Chapman distributed information to the Cllrs and explained who had been approached for sponsorship; Vattenfall, London Array, Thanet Chamber of Commerce. Confirmation from a number of stalls/exhibitors. Ost Centingas the main event. Council now has a WhatsApp Volunteer Group, events such as these will only work with enough volunteers, currently 26 on chat, hopefully number will grow.

Cllr Harrison – D-Day 80, about 60 for lunch so far. A bugler will attend the lunch and the beacon lighting. Viking Ship Café car park open until 10pm, food until 8pm. 7 Tommys around village, thanks to those who helped instal them. Cllr Harrison had made new patterns for a soldier, sailor and airman saluting the Tommy, will be erected 29th May. To show gratitude to those who fought in both wars, so few veterans left. Disappointed that tank traps not been uncovered.

06/24-25 **Financial Matters -**

End of year accounts had been issued to Cllrs. Internal Auditor visited 16th May. Prior to the meeting the completed Annual Governance and Accountability Return (AGAR) 2023/24 Form 3, Annual Internal Audit Report, Bank Reconciliation, Explanation of Variances and Notice of Public Rights were distributed to Cllrs.

The Annual Internal Audit Report was considered.

AGAR Section 1 – the Council considered and approved the Annual Governance Statement for 2023/24; Cllrs responded to each statement of Internal Control read out by the Clerk. Chairman and Clerk signed the statement on behalf of the Council.

AGAR Section 2 – the Council considered and approved the Accounting Statements and supporting documents (Bank Reconciliation; bank balance at year end £38,663.68, Explanation of Variances) as provided by the Responsible Financial Officer who had signed Section 2 of the AGAR for 2023/24 before being presented to the authority. The Chairman countersigned the document.

Confirmation of the commencement date for the exercise of Public Rights; 3rd June to 12th July.

Cllrs Harrison and Chapman had checked the following payments with supporting documents via email (some hard-copies). Cllr Wilkinson proposed that the payment schedule be accepted, Cllr G Fricker seconded, motion carried. Contractual payments; Clerk's salary, bought-in services. Italicised already paid.

May Payments

Payee	Description	Invoice No	VAT	Ex VAT	Total
<i>Cllr G Fricker</i>	<i>String lights</i>	<i>2367-8709-3151</i>	<i>33.60</i>	<i>167.97</i>	<i>201.57</i>
<i>Cllr Harrison</i>	<i>D-Day expenses</i>	<i>0040978</i>	<i>30.07</i>	<i>150.36</i>	<i>180.43</i>
<i>Cllr Harrison</i>	<i>D-Day expenses - printing</i>	<i>-</i>	<i>-</i>	<i>5.00</i>	<i>5.00</i>
<i>Arthur J Gallagher</i>	<i>Parish Council insurance</i>	<i>532092952</i>	<i>-</i>	<i>630.91</i>	<i>630.91</i>
<i>Clerk</i>	<i>Marquee</i>	<i>701007535</i>	<i>290.75</i>	<i>1453.75</i>	<i>1744.50</i>
<i>Clerk</i>	<i>Hugin meeting expenses</i>	<i>-</i>	<i>-</i>	<i>21.20</i>	<i>21.20</i>
<i>Clerk</i>	<i>Village Hall hire 8.5.24</i>	<i>-</i>	<i>-</i>	<i>15.00</i>	<i>15.00</i>
<i>Clerk</i>	<i>TDC Events Licence</i>	<i>424-95779</i>	<i>-</i>	<i>75.00</i>	<i>75.00</i>
<i>Clerk</i>	<i>D-Day expenses</i>	<i>-</i>	<i>-</i>	<i>4.45</i>	<i>4.45</i>
<i>Clerk</i>	<i>Mobile phone</i>	<i>-</i>	<i>-</i>	<i>10.00</i>	<i>10.00</i>
<i>Clerk</i>	<i>PPL/PRS Music licence</i>	<i>SIN2661481</i>	<i>29.84</i>	<i>149.21</i>	<i>179.05</i>
<i>St Laurence-in-Thamet</i>	<i>Document printing</i>	<i>-</i>	<i>-</i>	<i>12.45</i>	<i>12.45</i>
Total for Month			384.26	2695.30	3079.56

07/24-25 **Planning Applications -**

FH/TH/24/0282 71 Sandwich Road (single storey rear and side extension)

TPO/TH/24/0285 4 Old Hall Drive (4 Leylandii - fell)

TPO/TH/24/0406 Land rear 15 Earlsmead Crescent (1 English Oak - fell) independent insurance assessors have confirmed that Oak has caused subsidence to property. Cllr Chapman – 3 D's when considering trees – dead/dying/diseased/dangerous/damaging. Still awaiting TDC decision.

FH/TH/24/0499 15 Foads Hill (erection of single storey side extension)

TPO/TH/24/0587 1 Primrose Way (pollarding of 2 x limes, 1 x sycamore)

08/24-25 Current Topics -

Ongoing review of Council procedures – Standing Orders and Grant Application Policy/Forms proposed for acceptance by Cllr Chapman, seconded by Cllr J Fricker, carried. Financial Regulations should be adopted at AGM, however, new NALC Financial Regulations template issued in May will need further examination, deferred until July.

KALC membership – £849.53 including VAT. Chair - debatable as to whether we get value out of it, maybe won't know its value until we really need it. TAC meetings (part of KALC membership) every 6 weeks are very useful, will be linked in to Parish Forum as the Chair of Thanet TAC is now Vice-Chair of Parish Forum, so a chance of collaboration with TDC officers. Also includes NALC membership which gives access to procedural templates, best placed to know legislation. Reduced rates for training. Cllr Chapman proposed renewal of membership, seconded by Cllr J Fricker, all in favour. DCllr Rogers supported; if work out cost per resident and benefits offered then charge is negligible.

PA System – we have a generator, for events suggested that we need a PA system (safety and general announcements). Research carried out by Cllrs Wilkinson, G Fricker and Chapman. Cllr Wilkinson suggested 1000W speakers, can then reach 750W without distortion. Cllr Harrison wondered about loaning - restrictive. Vice-Chairman proposed that we spend no more than £500, Cllr Harrison seconded, motion carried.

S106 expenditure – discussed under 'Youth'.

Charity grant application – circulated to Cllrs when received. Doesn't meet our criteria for supporting a local community based organisation. General funding application rather than something specific, and significant bank balance. Unanimous decision against.

09/24-25 Clerk's Reports -

- Webinar about .gov.uk domains; now open to Parish and Town Councils to have a Government domain for website, £100 funding available, Hugo Fox to be a registered provider, therefore, an easier transition.
- Cyber-crime presentation; 3 residents attended.
- Parish Forum attended; TDC invited Parish and Town Council Clerks and Chairpersons to attend to improve communication/collaboration. Last one 4 years ago.

10/24-25 Correspondence Received -

- Save Our Buses – new local campaign group on Facebook.
- Resident – Save Ash Level, collective impact of all energy developments. Minster marshes/Richborough etc. Social media better platform to raise awareness of all these projects.
- Resident – highways improvements/raised table; discussed.

11/24-25 Public Questions -

Resident – would like to contribute to Cliffsend by offering a one night a week youth group, will recruit for volunteers if there is a need. Junior 5-11 years, followed by a second club for up to 18s. The nearest youth club is the Pie Factory in Ramsgate. Prior success in obtaining funding. Can offer fun and activities as well as information about drugs/gangs, healthy living, relationships, wellbeing. Cllr G Fricker suggested cross-generation engagement to pass on knowledge e.g. bike repairs, music etc. Definite need, to discuss further.

Meeting concluded at 21:15