

# Cliffsend Parish Council

Cliffsend Village Hall, Foads Lane, Cliffsend, CT12 5JH  
Email: [clerk@cliffsend-pc.gov.uk](mailto:clerk@cliffsend-pc.gov.uk) Telephone: 07849 160192  
[www.cliffsend-pc.gov.uk](http://www.cliffsend-pc.gov.uk)



Draft Minutes of the Annual Parish Council Meeting  
Held on Wednesday 21<sup>st</sup> May 2025 at 7.00pm in Cliffsend Village Hall

Present - Councillors: Chapman (Chair), Harrison, Corr, Rogers, Davis, Shonk.  
Alison Willoughby-Browne (Clerk), 4 members of the public.

- 01/25-26 Welcome and apologies for absence (by existing Chairman)** - Cllr Chapman welcomed those present and indicated emergency exits. Apologies received from Cllr Wilkinson, who offered a verbal resignation from the Parish Council due to ill health.
- 02/25-26 Declarations of interest, election of Officers and confirmation of Working Party (Committee) membership -**  
No interests declared.

**Election of Chairman:** Cllr Davis nominated Cllr Chapman, seconded by Cllr Rogers. Cllr Harrison nominated Cllr Corr.  
Resolved: that, by majority, Councillor Chapman be duly elected as Chairman of the Council for the year 2025/26. Cllr Chapman read and signed the declaration of acceptance of office.

**Election of Vice-Chairman:** Cllr Corr nominated Cllr Davis, seconded by Cllr Harrison, all in favour. Councillor Davis read and signed the declaration of acceptance of office.

Clerk (Proper Officer) countersigned both declarations.

## **Membership of Working Parties (Committees):**

Finance and General Purposes – Cllrs Chapman, Davis and Corr.

Cllr Corr acknowledged Cllr Harrison's excellent contribution to the VE Day 80 fish and chips lunch. Cllr Harrison would like to implement a good neighbour scheme.

- 03/25-26 Adoption of the minutes of 18<sup>th</sup> March 2025 as being a true record -**  
Resolved: the minutes were approved as accurate after the Chairman had amended.

- 04/25-26 Matters arising from the above minutes -** none other than to be discussed.

- 05/25-26 Working Party (Committee) & Councillor Reports -**  
County Councillor - Shonk; new administration at Kent County Council, will continue to speak for residents of Cliffsend, against the Sea Link Project. Cllr Davis requested that CCllr Shonk, at the first meeting of the County Council, clarifies KCC's position on Sea Link. Chairman requested help re' KCC Highways; where we have identified risks on roads, response back from KCC is how many people have died? Thanet has highest number of pedestrian accidents in whole of Kent. KCC strategy – Vision Zero – to specifically prevent accidents, but in practice keep referring to CrashMap. How can we make our roads safer without having to wait for someone to be killed?

District Councillor - Cllr Rogers; Cllr Davis now shadow Leader of TDC. New Gym equipment being well used. Also expressed thanks to Cllr Harrison for VE Day 80 celebrations, very successful. Chairman thanked Cllr Davis for 'beacon' lighting.

Police Officer - unable to attend (called to a crime).

Meadow and Open Spaces - Cllr Davis reported that TDC pleased with the new equipment in play area as it appeals to a broader audience. Hugin's Green - Cllr Harrison to contact TDC re' brambles by existing information boards.

Planning and Highways - Cottington Road planning application; developer submitted new papers and asked for an extension, deadline now 13<sup>th</sup> June. The Parish Council is a statutory consultee, if residents have any observations then encouraged to comment.

A meeting was held with KCC to review the Highways Improvement Plan; identified significant risks to safety of individuals, alleged speeding, inconsiderate parking. Three areas identified as most significant risk – corner of Foads Lane/Hill/Cliffsend Road, Foads Hill towards level crossing particularly for pedestrians/cyclists, bend on Cottington Road approach from Minster.

## 06/25-26 Financial Matters -

Internal Auditor visited 13<sup>th</sup> May 2025. Prior to the annual meeting the completed Annual Governance and Accountability Return (AGAR) 2024/25 Form 3, Annual Internal Audit Report, Bank Reconciliation, Explanation of Variances and Notice of Public Rights were distributed.

The Annual Internal Audit Report was considered.

AGAR Section 1 – the Council considered and approved the Annual Governance Statement for 2024/25; 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, Explanation of Variances) as provided by the Responsible Financial Officer who had signed Section 2 of the AGAR for 2024/25 before being presented to the authority. The Chairman countersigned the document.

Confirmation of the commencement date for the exercise of Public Rights; 3<sup>rd</sup> June to 14<sup>th</sup> July.

Internal Auditor suggested we apply a de minimis value for asset valuation in the accounts.  
Resolved: a de minimis value of £200 to be applied 2025/26 onwards.

All Cllrs had checked the payment schedule with supporting paperwork (circulated electronically).  
Contractual payments; Clerk's salary, bought-in services.  
Resolved: the following approved for payment (italicised already paid).

Payee	Description	Invoice No	VAT	Ex VAT	Total
<i>Just Markings Ltd</i>	<i>Play Area Court Markings</i>	<i>INV-460a</i>	<i>90.00</i>	<i>450.00</i>	<i>540.00</i>
NJL BoxGreen	Meadow Mow April	19207	14.00	70.00	84.00
Cllr Chapman	Travel Expenses/Land Registry	-	-	36.25	36.25
Cllr Harrison	VE Day 80 Expenses	-	21.47	107.33	128.80
I Kulach	VE Day 80 Remembrance Displays	-	-	122.10	122.10
J Cox Carpentry Ltd	VE Day 80 Remembrance Displays	-	-	200.00	200.00
KALC	CiLCA Training	9665	60.00	300.00	360.00
Clerk	VE Day Expenses	-	0.33	76.97	77.30
Clerk	Mobile Phone Top-Up	-	-	10.00	10.00
<i>Newington Fish Bar</i>	<i>VE Day 80 Fish and Chips</i>	-	-	<i>630.00</i>	<i>630.00</i>
Cllr Chapman	VE Day 80 Expenses	-	10.78	73.19	83.97
St Laurence-in-Thamet	VE Day 80 Printing	-	-	9.00	9.00
Popplett Taylor Consulting Ltd	2024/25 Internal Audit	PTCPC310	-	360.00	360.00
<b>Total for Month</b>			<b>196.58</b>	<b>2444.84</b>	<b>2641.42</b>

## 07/25-26 Planning Applications -

F/TH/25/0285 Land adjacent to 2 Clive Road (variation of condition 2 and 4 for planning permission F/TH/22/1338 to allow changes to roof materials)

FH/TH/25/0323 8 Sea View Road (erection of single storey rear extension with front porch and pitched roof alterations)  
FH/TH/25/0362 18 Earlsmead Crescent (erection of conservatory to rear)  
FH/TH/25/0449 31 Sandwich Road (erection of single storey rear extension, balcony to first floor front side elevation)  
FH/TH/25/0518 40 Canterbury Road West (erection of first floor side extension, roof extension, rear extension, bay window, erection of annex)

The Parish Council supports home owners who would like to improve their properties, no concerns with above applications - delegated to TDC officers.

#### **08/25-26 Current Topics -**

Ongoing review of Council procedures - updated Standing Orders and Financial Regulations were distributed to Councillors before the annual meeting.

Resolved: the Standing Orders and Financial Regulations were approved.

KALC membership - subscription 2025/26 - £908.35, after discussion, Cllr Davis moved to approve the renewal, seconded by Cllr Chapman, motion carried.

Civility and Respect Pledge - not adopted.

Government reform - asset management - deferred.

Community Resilience Plan - can start small; identify risks and raise awareness of plan. Chairman explained that TDC have plans in place to deal with emergencies. Cllr Davis – would fit in with Cllr Harrison's plan for befriending. Thanet Rural Regeneration Group working on a coordinated approach - to have individual plans but be able to call on neighbouring parishes if necessary.

Highways Improvement Plan - for further discussion.

Sea Link Project - pre-examination phase; Planning Inspectorate has accepted the application from National Grid. At present 417 papers on website, now is the time for anybody to register an interest with the Planning Inspectorate, deadline is 23<sup>rd</sup> June, once registered then will be updated as part of the process. Details on Parish Council website ([www.cliffsend-pc.gov.uk](http://www.cliffsend-pc.gov.uk)). Parish Council will register, TDC are also putting in their own views/comments and producing a local impact report. A real worry for Cliffsend, Councillors to consider claim for mitigation if the Project does go ahead.

#### **09/25-26 Clerk's Reports -**

Confirmation received that defence structures at Pegwell Bay are located outside Dover District.

#### **10/25-26 Correspondence Received -**

Resident – cover on Viking Ship; TDC removed prior to Easter

Resident – Sandwich Road traffic; discussed during Highways Improvement Plan (HIP) review, to analyse data received from KCC

#### **11/25-26 Public Questions -**

Resident reported fly-tipping/rubbish on pathway from Clive Road to Thanet Parkway, Cllr Davis to investigate.

Resident asked about Sandwich Road correspondence, explained that correspondent felt intimidated driving on Sandwich Road, drivers show little respect for 30mph limit.

Resident observed an increase in the number of lorries taking Canterbury Road West, to check signage and data.

Meeting concluded at 8.45pm

Date of next meeting - 7pm, Wednesday 16<sup>th</sup> July 2025