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Draft Minutes of the Annual Parish Council Meeting
Held on Wednesday 20th May 2026 at 7.00pm at Cliffsend Village Hall

Present **Councillors:** Chapman (Chair), Davis, Rogers, Birchall, Pooley & McIntyre
County Councillors: Cllr Terry Mole, Cllr Trevor Shonk
Avril Towning (Minute Recording) and 5 members of the public

12/26-27 Welcome and apologies for absence:
Apologies received from Cllr John Davis, Cllr Beryl Harrison and PC Owen Crush. The Chairman welcomed everyone to the meeting and introduced Avril Towning, whom he confirmed would be taking the Minutes of the AGM.

The Chairman read the following statement:
"The Council can confirm that the Clerk is no longer employed by Cliffsend Parish Council following a formal process undertaken with appropriate professional support and advice. We have a duty to ensure that serious concerns relating to council governance, operations and employment matters are addressed appropriately and lawfully. As this relates to a confidential employment matter, we are unable to discuss specific details."

13/26-27 Declarations of interest and election of officers
There were no declarations of interest.

Election of Chairman & Vice Chairman.

Cllr Rogers proposed Cllr Paul Chapman be re-elected as Chairman, Cllr Birchall seconded. Motion carried unanimously by the Meeting.

Brenda Rogers proposed John Davis be re-elected as Vice Chairman, David McIntyre seconded. Motion carried unanimously by the Meeting.

14/26-27 Adoption of the minutes of 18th March 2026 and 15th April (extraordinary meeting) as being a true record

The Minutes of the meeting held on 18 March 2026 had already been circulated. Cllr McIntyre proposed the motion as a true record be carried, Cllr Rogers seconded. Motion carried unanimously by the Meeting.

The Minutes of the Extraordinary Meeting held on 15 April 2026 had been produced by 'best memory' by Councillors present, as the Council was not aware of minutes produced by the Clerk. Motion proposed by Cllr Birchall, seconded by Cllr Rogers. The Motion was carried unanimously by the Meeting.

The Chairman reported that the Minutes of the Extraordinary Meeting held on 3 May 2026 were confidential, as previously stated and could not be circulated. The Motion to accept the minutes was proposed by Cllr McIntyre and seconded by Cllr Birchall. The Motion was carried unanimously by the Meeting.

15/26-27 Matters arising from above minutes

There were no matters arising.

16/26-27 Councillor Reports

County Councillor: Terry Mole and Trevor Shonk. Getting work done, repairing potholes and reducing debt and overspends, some services being trimmed. New libraries are being created. KCC working as a team, more good stuff is promised for the future. Chairman advised the meeting that a mobile library attends Cliffsend. Cllr Mole advised that some councils have indicated they wish to contribute to repair of potholes and said they are considering a scheme for this, including the hire of a repair unit to undertake the work. The aim is to concentrate on one Parish at a time and focus on more repairs in the area. The Chairman explained that potholes can be reported directly to KCC.

District Councillor: Cllr Rogers reported that potholes in the car park by Jet Garage will be repaired between 26 May 2026 and 2 June. Missed bin collections raised with TDC senior officers. TDC has confirmed that a new or replacement bin will be placed at the side of Cliffsend Road at the exit to the meadow within the next 2 months. Cllr Pooley congratulated Cllr Rogers on doing a good job. Cllrs Davis & Rogers had reported to TDC the broken gate to former hovercraft base.

Police Officer: PC Owen Crush sent in a written report. PC Crush is now offering 2 police surgeries per month. He is also producing a monthly report and advises that his inbox always open, or available on My Community Voice. In Cliffsend, two reports, one for possession of controlled drug, which was dealt with by out of court disposal. The second was regarding the fire in Pegwell. Fire and Rescue services were quick to respond. PC Crush advised that an arson investigation was now underway and he will continue to update residents.

The Chairman asked Cllr McIntyre to publicise this section of the report.

18/26-27 Current Topics

Communications:

Cllr McIntyre reported that the Facebook and Whatsapp groups were being well received by the community. He confirmed there had been a revamp of the website, some content shifted around and there is a new What's On calendar. There is a new community gallery, people being able to share photos. General Parish Council matters content unchanged. There is a new Community hub, including a business directory for businesses in the village. There is also a community safety section, which has a link to all report links for emergency and non-emergency organisations. There is also a section on environment and open spaces, with appropriate contact numbers for relevant organisations. The highways and parking sections link in with pothole reporting. The My Community Voice links in to all relevant information about the area. Report and issue page has a concise list of all emergency, local council etc; contact details. Cllr McIntyre advised that the website is now more accessible with information being

much easier to find. He confirmed in response to a question from a resident that agendas would be put on separately, rather than under list of Councillors. In response to the Chairman's question, Cllr McIntyre confirmed that the number of hits on the website around 400 – 500 per month, with the Facebook page achieving 40,000 views since he took control of Communications, with two events, the fire and the Viking ship, going 'viral'. Cllr Birchall also proposed a vote of thanks to Cllr McIntyre for his conscientiousness, diligence and hard work in producing the website.

Cllr McIntyre raised the issue of the need for Parish Council notice boards to be treated or replaced. The previous price of £250 for board in village and Canterbury Road West was the most cost effective. Cllr McIntyre proposed that the Parish Council go ahead with refurbishment of boards, which was seconded by Cllr Rogers. The Motion was carried unanimously by the Meeting.

Residents Association boards, now under the Parish Council, are rotting. They could also be used for local businesses etc. A1 (8 A4 pages) £34.49 per board. A2 (4 sheets A4 size) £28.10 including VAT. Ideally like to order 4. Replace Canterbury Road West, Cliffsend Road, one at the crossing Clive Road and one at Mentford Avenue. Cllr McIntyre indicated that A2 frames would be preferable.

After further discussion, Cllr McIntyre proposed that 2 small and 2 large boards be purchased at a cost of £134.68. Cllr Rogers seconded the proposal and a vote of thanks to Cllr McIntyre came from a resident. The Motion was carried unanimously by the meeting.

Cllr McIntyre informed the meeting he had been checking policies and procedures regarding the website and discovered there was a legal requirement by the Parish Council to hold the licence as required by the Information Commissioner's Office. The cost is £52.00. Cllr McIntyre proposed a vote in favour of securing this licence, which was seconded by Cllr Pooley. The Motion was carried unanimously by the Meeting.

Meadows & Open Spaces:

Cllr Pooley reported that the meadow is being maintained, with the third monthly mow being done that day. Twenty five positive interactions been recorded. Wildlife will not be disturbed. She said there was a need to replace the two picnic benches and install a gate at top of meadow as matter of safety. Benches now shabby, like to propose purchasing new benches and the gate, with labour costs, at a cost of £1609.76. Cllr Pooley advised that some quotes very expensive and some local firms had not bothered to respond. The best was Quinneys of Herne Bay. Cllr Pooley proposed that funds be made available to purchase two picnic benches and the gate at the top of the hill. Cllr Birchall seconded the proposal. The Motion was carried unanimously by the Meeting. Cllr McIntyre pointed out that this was essential from an insurance point of view. The Chairman also confirmed that there would be a bin in a convenient location near the gate.

Cllr Pooley remarked that she was still awaiting a list for memorial trees. The Chairman believed that Cllr Harrison had a list. Cllr McIntyre said he had heard nothing from Cllr Harrison regarding the meadow sign.

Cllr McIntyre raised the matter of the considerable amount of dog fouling in the village, which had been increasing. He suggested that putting dog waste bags

around the village might be a topic for discussion at the next meeting. A resident informed that this had already been tried, but many had been stolen.

Storage of Council Assets:

Cllr McIntyre said there was currently nowhere suitable to store marquee, documents etc. A shipping container would provide the best insulation and security. The best price of £3510.00 including delivery, size; 4m x 2.1 metres. The Chairman said this would be more cost effective than renting a garage and the Meeting was reassured there would be enough space to store assets and hire equipment. The recommendation was to site the container on the corner of the car park. After discussion and questions from residents, Cllr McIntyre proposed that the purchase of a shipping container be approved. Cllr Birchall seconded the proposal. The Motion was carried unanimously by the Meeting.

A resident asked what is the generator used for and would it be possible to link to electrics in village hall so people could take shelter during power cuts? The Council thanked the resident for his good idea and promised to take his inquiry forward.

Local Government Reorganisation:

Cllr Birchall said he was working on a presentation to be held in Cliffsend on Friday 12 June (provisional timing for 6.30pm), presentation in two parts. One will look at the Devolution Act coming through and its impact on people at Parish level and secondly an update on the possible size and location of the new Unitary authorities. He believes this is supposed to be a bottom up as well as top-down process. Thanet District Council will be superseded by a new Unitary, location unknown at present. The Localism Act 2011 will not be countermanded by the new Devolution Act. Lot of ways we can try to get more involved in scrutiny process, rights of consultation etc. The new Procurement Act was not raised by TDC at the recent Parish Forum meeting. Cllr Birchall was disappointed with TDC in the way in which they are approaching local reform. There may be good ideas, but no information as to how it is to be enacted. He will update and provide list of assets and services by KCC and TDC in Cliffsend, then if there are things on list not continued by the Unitary authority, we need responsibility and money to do them.

Highways:

The Chairman raised the subject of highway safety. He is working with KALC (Kent Association of Local Councils) to lobby KCC highways to move to more proactive approach on highway safety, such as the impact of additional car usage as a result of new housing estates. Using Foads Hill as a case study.

Trying to set up a meeting with KCC highways, who have a strategy called Vision Zero, to take action before fatalities or serious accidents occur.

National Grid – Sealink Project:

Planning inspectorate examination phase now closed. Cliffsend PC contributed and the Chairman spoke at two public meetings. The Planning Inspectorate will now look at all the information and make its recommendations to the Secretary of State, David Milliband MP by 5 August. He will make a decision by 5 November 2026. The Chairman said he was in contact with National Grid and agreed to meet to discuss mitigating against damage and compensation, plus what National Grid could do for the benefit of the community, should planning

permission be granted. When asked about the timescale of completion of construction phase, the Chairman was given to understand an estimated three years, but in his experience such large projects never finish on time, or on budget. So village will be in chaos for a number of years. The converter station will be there indefinitely. Cllr Birchall believes measures should be put in place for Cliffsend to demand compensation as property values will be affected. The Chairman recognizes this aim will not be easy, but the Parish Council will certainly try.

19/26-27

Financial Matters

Budget Monitoring & Cllrs to check bank statements (previously circulated electronically)

Payments since 18.03.26 meeting (payments in italics previously agreed and made) Direct Debits and Clerk's salary excluded

<i>Annual insurance Arthur J Gallagher</i>	<i>£645.66 inc VAT</i>
<i>Meadow cutting & strimming 1.4.26 (Minster PC)</i>	<i>£270.00 inc VAT</i>
<i>Room hire for CPC meetings village hall</i>	<i>£30.00</i>
Meadow cutting 22.04.26 Minster PC	£90.00 inc VAT
Room hire (CPC extraordinary meeting) village hall	£60.00

Cllr Birchall proposed that the Financial Statement be agreed and seconded by Cllr Rogers. The Motion was approved unanimously by the Meeting.

HR expenditure, including budget & contingency adjustments: there will be expenditure associated with the replacement of Clerk.

Audit and Annual Governance & Accountability Return (AGAR): the Clerk had not arranged the internal audit (as in previous years) so it will be later than usual. It is a legal requirement. Cllr McIntyre commented that some other Councils have also been late for audits this year.

20/26-27

Review of Council Procedures:

Started reviewing, will continue to do this and in conjunction with Peninsula and KALC. Assured meeting this is ongoing.

21/26-27

Planning Applications

TPO/TH/26/0465: 1 Primrose Way, Ramsgate
TPO/TH/26/0320: 24 Scales Drive, Ramsgate
FH/TH/26/0325: 20 Mount Green Avenue, Ramsgate
FH/TH/26/0058: 30 Cliff View Road, Ramsgate
FH/TH/26/0314: 34 Cliffs End Road, Ramsgate
FH/TH/26/0379: San Remo, Arundel Road, Ramsgate DM says JD was looking at this one.

The Chairman said there were no major planning applications. Cliffsend PC are consulted on planning applications in Cliffsend, but TDC make the decisions. Cliffsend PC position on applications regarding trees with existing tree preservation orders (TPO) - trees should be felled only if dead, dying, dangerous, damaging or diseased. But treatment or cropping is considered first, based on professional advice.

22/26-27

Correspondence Received:

Resident – grass cutting – mostly positive feedback, although one resident disagreed.

Resident – complaint about increase in precept: Chairman explained that band D property increase is 30p per month.

TDC – Pride in Place impact funding – amount of money provided centrally from Government. Cliffsend will bid for related open spaces funding. Offered suggestions to meeting. Must be a Capital project, spent by March next year, decision will be made by three TDC cabinet members and Sir Roger Gale MP. Council members have had some thoughts and ideas, asked for input from meeting and wider input from villagers.

23/26-27

Public Questions: no decision made.

A resident raised the problem of fast traffic on Foads Lane, damage to property from speeding cars, particularly over the last few months, one before 6.30am. Cllr Pooley said very important all incidents be reported to police.

The Chairman and Cllr Pooley urged meeting to continue reporting every single incident of speeding vehicles and damage to property to PC Crush. The Chairman asked if her details could be given to police to follow this up. She agreed.

A resident raised three points.

1. ICO licence. When was it last paid? Cllr McIntyre responded that he would investigate.
2. Local Government reorganization. Resident urged Cllr Birchall to approach TDC for more information directly as much detail of the reorganisation is still unknown.
3. Put in a plea for just one County Councillor to present a report. The Chairman accepted the point, although the Council was unaware that Cllr Shonk would be attending.

A resident raised the subject of the meadow sign and asked if planning permission would be required. Cllr McIntyre confirmed that the meadow sign was an existing feature, which had been removed as it was rotting and was simply being replaced. Cllr Pooley said the Parish Council had been playing catch up, the Councillors appreciated any criticisms and promised to keep trying harder to do the very best for the community.

Cllr Birchall proposed a vote of thanks to the Chairman, Cllr Paul Chapman for all his very hard work, commenting that the Chairman had been through an extremely difficult time over the past few months.

There being no further business, the Meeting closed at 20.35 hours