

Cliffsend Parish Council

The Village Hall, Foads Lane, Cliffsend, CT12 5JH
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Cliffsend Annual Parish Council Meeting Wednesday 21st May 2025

Sir or Madam,

You are hereby summoned to attend the Cliffsend Annual Parish Council Meeting on Wednesday 21st May 2025 at 7.00pm, Village Hall, Foads Lane, Cliffsend for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Please be aware that meetings of the Council are recorded. AV recordings are retained only until draft minutes are adopted as a true record.

Alison Willoughby-Browne
Clerk

Note - residents and members of the public are cordially invited as spectators. There is an opportunity for questions to be asked during the meeting (Public Questions). Alternatively, any questions can be submitted to the Clerk prior to the meeting; these will be addressed at the meeting and responded to as soon as possible.

Agenda

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|-----------------|---|
| 01/25-26 | <u>Welcome and apologies for absence (by existing Chairman)</u> |
| 02/25-26 | <u>Declarations of interest, election of Officers and confirmation of Working Party (Committee) membership</u> |
| 03/25-26 | <u>Adoption of the minutes of 18th March 2025 as being a true record</u> |
| 04/25-26 | <u>Matters arising from the above minutes</u> |
| 05/25-26 | <u>Working Party (Committee) & Councillor reports</u> <ul style="list-style-type: none">• County Cllr• District Cllr• Police Officer• Meadow and Open Spaces• Finance• Planning and Highways• Youth• Communication and Events |

06/25-26

Financial Matters

Annual Governance and Accountability Return (AGAR) 2024/25 Form 3

- i) Note Annual Internal Audit Report
- ii) To review the effectiveness of the system of Internal Control; Councillors are asked to complete and approve the Statement of Internal Control in support of the Annual Governance Statement (Section 1)
- iii) To approve Section 2 - Accounting Statements
- iv) To approve the Bank Reconciliation and Explanation of Variances
- v) Confirmation of the commencement date for the exercise of public rights

Payment Schedule - to authorise items of expenditure since the last meeting
RESOLVED: that the following be approved for payment.

May Payments

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
Total for Month			196.58	2444.84	2641.42

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)

08/25-26

Current Topics

Ongoing review of Council procedures

KALC membership

Civility and Respect Pledge

Government reform - asset management

Community Resilience Plan

Highways Improvement Plan

Sea Link Project

09/25-26

Clerk's Reports

The Clerk to report on any matters that may have arisen since the despatch of this agenda.

10/25-26

Correspondence Received

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

Resident – Sandwich Road traffic; Highways Improvement Plan (HIP) review due, to discuss.

11/25-26

Public Questions - no decisions made