

**Minutes of The Full Council Meeting held at The Rackliff Centre on
Monday 6th June 2022 at 7.30pm**

Members Present:

Cllr Barry Edwards, Acting Chair; Cllr Chris Ducklin, Cllr Dave Funnell and Cllr Paul Gripper.

Officers Present:

Alison Stevens, Locum Clerk

Others and Members of the Public:

Cllr James McInroy and two members of the public were also present.

- 1. Enquire whether anyone present intends to film, photograph and/or record the meeting**
No one present filmed, photographed or recorded the meeting.

2. To receive and approve apologies for absence

Apologies for absence were received from Cllrs Liz Ellicott, Alex Britcher-Allan, Mark O’Callaghan, Doug Smith and Aimee Taylor. The reasons for their apologies were accepted by the Full Council.

3. Declarations of Personal and Prejudicial Interests

There were no declarations of interests in any items on the agenda nor were there any changes to the Register of Interests.

4. Declarations of Lobbying

None.

5. Minutes of the Annual Statutory Meeting held on the 9th May 2022

The Minutes of the Annual Statutory Meeting held on the 9th May 2022 were agreed, and it was RESOLVED that the Acting Chair sign them as a true and accurate record of the meeting.

5.1 Matters outstanding from these minutes (not listed as separate items). None.

5.2 Matters outstanding from previous minutes. None.

6. Open session for questions from the public

Mrs Heasman asked;

- For 20mph speed signs in Meadow Road.
- The Council to support the suggestions made by Mr Heasman in his email dated 6th May which were read out at the previous meeting.

Mrs Foster said she would like to;

- Remind the Council that some of the roundels still need repainting.
- Thank the Parish Council for arranging the lighting of the beacon.

County Councillor McInroy said he will follow up the issue of the roundels. The suggestions made by Mr Heasman were discussed in more detail under item 12.

7. Session for County and Borough Councillor on matters concerning the Parish

County Councillor McInroy said;

Parish Council Office Rackliff Centre 26 Lower Green Road Rusthall TN4 8TE Phone: 01892 520161

- He found the site visit with Mr Heasman, Cllr Ellicott and Mrs Foster really helpful and will take up the suggestions with County if the Parish Council agrees.
- He has visited the Amelia Scott Community Hub a couple of times and was impressed by what he saw.
- He has heard a rumour that the legal issues around the MUGA have now been resolved. He has heard nothing officially yet.
- The rising costs of inflation could potentially cost the County Council £40m, the effect of that is not yet known.

District County Funnell confirmed he;

- Is looking into a land issue at the former allotments.
- Has helped two residents who needed planning application advice.
- Is investigating complaints about the lime trees at Muskerry Court.
- Has reported the benches and hedges in Nellington Road to the appropriate bodies for action.
- Has asked for the bins in the High Street to be repositioned because they are leaning. He has also asked for the roads in the village to be swept.
- Has reported trees which are overhanging a footpath to the Commons Conservators and asked them to cut them back.
- Attended the lighting of the beacon on the 2nd June, the Military Parade outside the Town Hall on the 3rd June and the Church Service on the 5th June all of which were held to commemorate the Queen's Platinum Jubilee.

8. Finance update – The Locum Clerk read the following statement from Cllr O'Calloghan, Chair of Finance;

'I am pleased to report that the council's finances remain secure and sufficient and I am not aware of any causes for concern.'

8.1: Accounts for Payment – Councillors RESOLVED to approve the list of payments dated 3rd June 2022 (see below).

01/06/2022	EE	DD	52.06	Mobile
07/06/2022	KALC	BACS	48.00	Health and Wellbeing
07/06/2022	HMRC	BACS	27.75	June NI and Tax
07/06/2022	Langton Life	BACS	480.00	July/Aug edition
07/06/2022	Alison Stevens	BACS	1852.20	Locum Clerk
07/06/2022	C May	BACS	300.00	Locum RFO
07/06/2022	Castle Water	BACS	39.41	Rackliff Water
07/06/2022	Capel Groundcare	BACS	436.03	Maintenance
07/06/2022	Go-Flow Drainage	BACS	1350.00	Drainage Repair
07/06/2022	GDPR-Info Ltd	BACS	350.00	DPO Support
07/06/2022	EJP Fire Protection	BACS	141.60	Fire alarm/ Emergency lights
07/06/2022	Microshade	BACS	245.98	Monthly hosting
07/06/2022	M:Power	BACS	300.00	Payroll 2022-23
07/06/2022	ACRK	BACS	90.00	Annual Membership
07/06/2022	David J Buckett	BACS	536.00	Annual Internal Audit
07/06/2022	Kevin Watson	BACS	735.55	Salary
07/06/2022	Kevin Watson	BACS	-735.55	Reversal re; date
07/06/2022	R Briggs	BACS	14.35	Reimbursement
07/06/2022	KCS	BACS	123.12	Photocopier
07/06/2022	Citizens Advice	BACS	2000.00	Grant FC 090522
20/06/2022	Linda Neusten	BACS	851.86	Salary
20/06/2022	Kevin Watson	BACS	735.55	Salary

8.2: Local History Group – There were no new updates.

9. Rackliff Centre –

9.1 Drainage Works - The issues with the drains have now been resolved. Signs are in place asking people not to put paper towels down the toilets. New larger waste bins have also been provided.

9.2 Lone Worker Policy – The Lone Worker Policy was reviewed, updated and adopted by the Parish Council.

9.3 Lone Worker Risk Assessment – The Lone Worker Risk Assessment 2022 was also adopted by the Full Council.

9.4 To consider other ways to improve staff safety – Councillors resolved to;

- i. Change the lock on the disabled toilet to one that is easier to open.
- ii. Fit a hook by the inner door on which to hang the key for the internal door so it is easy to find in an emergency.
- iii. Place a notice in the outside window to let visitors know to enter and address staff through the serving hatch.
- iv. Keep the inner door locked at all times.
- v. Place a notice by the serving hatch to let visitors know aggression will not be tolerated.
- vi. Train staff on how to deal with aggressive customers.

10. Defibrillator Update – The defibrillator which was at The Rackliff Centre, has now been fitted at The Toad and is registered on The Circuit.

The Boxing Club has also acquired a defibrillator which will be fitted on an outside wall at the library.

11. Thermal Camera Funding – Councillors considered the costs submitted by the Environment Committee and RESOLVED to allocate £1500 (\$137) to buy a thermal imaging camera. Members of the Committee will then visit residents who register an interest to identify where their homes are losing heat to help them reduce their energy costs.

12. Meadow Road – Councillors discussed the recommendations made by Mr Heasman and RESOLVED to refer them to the next Highways Committee Meeting for further consideration.

If the Parish Council and Kent County Council support the proposal County Councillor McInroy said he will try and fund 50% of the costs (and also the signage) from his budget.

13. Chair's Report – Cllr Ellicott sent a written report in which she said; 'It's been an outwardly quiet month with a lot going on in the background preparing for the Jubilee Beacon event last Thursday. Everyone agrees that the evening was highly successful and it was amazing to see so many people here at the Rackliff, many of whom had no idea that this wasn't a fire station anymore! The event was also covered on BBC South East news because one of their journalists lives in Shirley Gardens - our 5 seconds of fame! It has definitely raised the profile of the Parish Council in the village, something that I am keen to build on. I feel that we are a very good team and I would like to thank all of you who stepped up in whatever role to make last week so successful.

Our next event is the Rusthall Fete. The Environment Committee have accepted the offer of a free stall and is going to offer advice on reducing energy use, conserving water, and insulation. Offers of help to man the stall on the day would be appreciated.

Steve Budden is retiring this month and the first of his retirement events was held last week when the Friends of the Common had a Summer Tea Party at The Spa, where they presented him with a cheque. On the 23rd of this month another retirement 'do' will be held by the Conservators here in Rusthall which Paul Gripper and I will attend. Dan will be taking on the role of Ranger of the Commons in July and making his base here which I hope will give more of you the opportunity to get to know him.

Cllr Edwards said Cllr Smith sent an email in which he also sent his thanks to those who made the lighting of the beacon such a warm, friendly and historical event.

14. Officers' Report – Officer Stevens said;

- She and the Deputy Clerk are going to meet the new Ranger on Monday 13th June.
- The End of Year Accounts have now been filed with the External Auditor.
- The Parish Council has received two prices to improve the land at the rear of the Rackliff Centre which the Finance Committee is to consider at its next meeting.

15. Diary Dates

4 th July 2022	7.30pm	Full Council Meeting.
13 th June 2022	7.30pm	Planning Committee Meeting
20 th June 2022	7.30pm	Allotment Committee Meeting
11 th July 2022	7.30pm	Finance Committee Meeting.

This year's Village Fete is on the 25th June.

16. Items for Information –

Rusthall Community Youth Group is going to buy a mini bus which will also be available for the community to use and they would like to store it at the Rackliff Centre if it is at all possible.

17. Next meeting of Full Council -

4 th July 2022	7.30pm	The Rackliff Centre
---------------------------	--------	---------------------

There was no further business, and the meeting closed at 8.35pm.

..... Chairman

Dated