



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 14th May 2015

PRESENT

Cllrs. Chris Fribbins (Chair)(CF), Mrs Lynne Bush (LB), Mrs Joan Darwell (JD), Mrs Gill Moore (GM), Peter Clements (PC), Jerry Doyle (JDo), Fred Harper (FH) Phillip Stanley (PS), Mrs Vivienne Walton (VW) Jim Wenban (JW).
Parish Clerks: Mrs L Farrelly & Mrs A Jack.

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
1.0		APOLOGIES FOR ABSENCE SM – holiday, IP – work, RL -family – all accepted.	
2.0		DECLARATIONS OF INTEREST	
3.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 06/03/15. Proposed VW, Seconded JDo - ALL AGREED	
4.0		Adjournment Ken Kentell was present who has been a Councillor for 28 Years. Ken wanted to pass on his thanks to all Cllrs and staff. In his time on the Parish Council he has served as Chair for 12years, four as Vice Chair and had seen a lot achieved by the Parish Council. CF thanked him for his time and dedication on behalf of the Parish Council and wished him well.	
5.0		MATTERS ARISING FROM MINUTES OF MEETING ON 06/02/15	
	Aug 47.2	Rural Liaison - PS will now attend the Rural Liaison meetings and JDo will be a substitute if PH is unable to attend.	
	Dec 88.2	Neighbourhood Plan CF presented the outline of the plan at the Rural Liaison meeting on the 17 th March.	
	Jan 106.1	Parish Car Parks and The Buttway Concern was raised re overnight parking within the Buttway from residents at Courtsole farm. Notices were placed onto the vehicles advising that the car park can be closed at any time and overnight parking is not allowed. A resident contacted the PC asking who was authorised to park and he was advised it was for visitors to the Church. A notice will be placed to say that the barrier could be closed at anytime.	Clerk(PO)/ CF
	Feb 115.5	Quarterly Audit of Bank reconciliation Clerk (RFO) to pass the bank statements and bank reconciliations to RL to review.	RL/Clerk (RFO)
	Feb 115.6	Allotment rents 2015/16 Clerk (PO) raised 15/16 invoices for March and circulated.	
	Feb 118.1	Parish Car Parks and The Buttway It was agreed that the Cliffe at Hoo Historical Society could carry out their dig on the Buttway. Clerk PO advised the Historical Society.	
	Mar 124.0	Adjournment – Crime Awareness Cllr Tom Mason had offered £350 towards neighbourhood signs but due to the recent elections is no longer a Cllr. It was proposed to approach Cllr Peter Hicks with a draft proposal of funding for signage within the village.	CF/JD

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	Mar 126.2 .2	Clerk Report Dave reported another post had been pulled out from the Recreation Ground and although he replaced it, it was removed again the following day. He now has it stored in the container. CCTV was checked by the RFO but was unable to see anything.	
	Mar 127.4	Update to Change to Bank Details Reported under F&GP Item 7.6.	
	Mar 127.7	Football Pitch Interest/ Football Posts Reported under F&GP Item 7.4.	
	Mar 127.8	Recreation Grounds/ Ball Court Damage JW reported that the bollard had been hit by a car. The RFO was unable to identify who had hit the bollard from the CCTV footage.	
	Mar 128.1	Allotments – It was proposed to amend the allotment rules to stress that vermin is not to be encouraged. It was also noted that some of the allotments need to be tended to. Clerk PO has sent out a letter with the invoices and amended rules to highlight the need to cultivate.	
	Mar 130.4	Youth Liaison Committee CF reported that Cliffe Youth Club is desperate for additional volunteers. PS is helping with the Youth Clubs.	
6.0		REPORT: CLERK	
	6.1	List of correspondence was emailed, delivered and circulated. This is a very long list due to there being two months reporting. CF has suggested some action points be included for reference purposes if this can be done without too much added work/time. Additional correspondence received since circulation: Request to hire the Rec for a funfair attraction by CNJ Attractions. Proposed dates 24-26/7 or 31/7-2/8. Insurance, marshals, references, first aiders, toilet facilities, daily litter clearance all in place. It was proposed to agree in principle subject to reference checks – Proposed CF, seconded LB – ALL AGREED Clerk PO to advise CNJ Attractions of proposed decisions and also to seek references from other Parish Councils. Clerk PO also to write to local neighbours to advise of funfair. LB to check on hall availability which could affect parking.	Clerk (PO)/LB
	6.2	Clerk (PO) reported on matters dealt with since last meeting: 6.2.1 <u>In March</u> – The last vacant allotment plot was offered and taken. There are now 5 new people on the waiting list. There have been some shed break ins and it was thought entry was gained via the field on the left hand side where there is no fence. Police were advised and attended the site and the PCSO provided shed alarms to allotment holders who requested them. 6.2.2 A controlled explosion took place by the army on the Bretts site of an undetonated WWII bomb found in Bermondsey. This was put on the local FB site by a local resident and caused some concern with the Parish Council receiving calls but not being advised in advance. The Clerk (PO) spoke with Nick Craven, Bretts Site Manager, who advised on procedures and stated they would keep us informed should this happen again. 6.2.3 <u>In April</u> – There was an incident captured by the CCTV which was passed to the Police to assist with their enquiries at the Memorial Hall where the dance school were being harassed by youths on the roof of the building. Potential damage to our new container	

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		<p>and abusive behaviour to our caretaker whilst painting the roof with anti-climb paint was also reported. In both instances the Police were able to trace the youths involved and take appropriate action.</p> <p>6.2.4 The APM was organised and took place on 9/4. It was well attended and there were several informative presentations including the Cliffe at Hoo Historical Society, MAGIC at Bradbury House and Nigel Moore with the new Neighbourhood Plan. Draft Minutes have been circulated.</p> <p>6.2.5 Medway Council were contacted again re outstanding issues needing attention, re the bench outside the Dr's surgery – now replaced; the recycling bins at Parkside request to move these to create an extra parking space and emptied more frequently and for tree branches to be pruned to allow better CCTV vision of the car park IN barrier. Updates will be circulated as received.</p> <p>6.2.6 Cliffe Woods millstone and the noticeboard at Perry Hill are very overgrown with weeds and the caretaker has said he will trim as soon as weather permits.</p>	
	6.3	<p>Clerk PO Vacancy CF reported that it has been suggested at an informal meeting to recommend the Clerk role be advertised. JDo raised concerns as he believed the RFO had offered to take on the whole role and felt it should be considered. CF advised that all options were still available but proposed to advertise the vacancy via Clarion. Village Voices, Facebook and noticeboards. Proposed CF, seconded VW –Agreed.</p>	
7.0		REPORT: FINANCE & GENERAL PURPOSES	
	7.1	<p>Annual return and Finance report : The Annual return has been completed and reviewed by the F&GP committee. It is now ready for internal audit. The RFO will hand over the audit to Roxanna Brammer on the 20th May. The RFO has completed the year end on Alpha and created an archive copy of 2014-15. The accounts package is now set up for the new financial year. The RFO has also completed the financial year end on the payroll and all real time reports have been submitted and P60s produced for all members of staff. The RFO obtained printed bank statements from the bank and the bank balance for the current account as at 30th April 2015 was £50, 501.30. The RFO has also produced a cash forecast to the end of May to account for the pending payments due to be agreed at this meeting and the estimated balance of the current account as at 31st May would be around £46,389.29. It was proposed to transfer £20,000 to the NSI account – Proposed CF, seconded J Do -ALL AGREED.</p>	
	7.2	<p>Approval of following payments for April & May: Bullmans (container) £3744.00 Chq No. 2873 ACRK (subscription) £85.00 Chq No. 2874 VOID CHQ 2875 Girl Guides (donation) £400 Chq No 2876 Mr Rutherford (bin installation) £70.00 Chq No. 2877 KALC (subscription) £1368.00 Chq No. 2878 KCPFA (subscription) £20.00 Chq No. 2879 HMRC (PAYE Qtr 4) £228.00 Chq No. 2880 L Farrelly (off set of pay rise against S/O and March expenses) £XX.XX Chq No.2881 A Jack (off set of pay rise against S/O and March expenses) £XX.XX Chq</p>	

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	<p>no.2882 D Clark (9.5 additional hours and March expenses) - £XX.XX Chq No. 2883 Mower Medic (lawn mower service) £62.22 Chq No 2884 Alex Jack (March Wages)- £XXX.XX S/O Dave Clark (March Wages)- £XXX.XX S/O Laura Farrelly (March Wages)- £XXX.XX S/O KCC (stationery/Bin bags) £36.53 D/D Southern Water (rates) £330.13 D/D LCR (subscription) £216.00 Chq No,2885 Mr Rutherford (post and chain) £75.00 Chq No.2886 Cliffe Royals FC (equipment/goals) £750.00 Chq No.2887 L Farrelly (off set of pay rise against S/O and April expenses) £XX.XX Chq No.2888 A Jack (off set of pay rise against S/O and April expenses) £XX.XX Chq no.2889 D Clark (20 additional hours and March expenses) - £XXX.XX Chq No. 2890 Young Kent (subs) £59.00 Chq No 2891 NSI (transfer of funds to savings) £20,000.00 Chq No. 2893 Alex Jack (April Wages)- £XXX.XX S/O Dave Clark (April Wages)- £XXX.XX S/O Laura Farrelly (April Wages)- £XXX.XX S/O Payments agreed – Proposed CF , seconded VW– ALL AGREED</p>	
7.3	<p>RLG - £4,539.99 The RLG has been received for 2015-16 and payments for the container and bin installation have been offset. The pathway at the Memorial hall carpark is in the process of being completed. It was suggested by the F&GP committee that the RFO obtain a quote for the white lining machine as the one provided by the Cliffe Royals for the recreation ground is beyond repair.</p>	
7.4	<p>Football Inventory of Equipment/Goal Posts and Cliffe Woods Colts The RFO carried out an inventory of the equipment that is being purchased by the Parish Council. This being 8 goal posts (four of the cross bar posts need painting), 6 net holders, two respect banners, multiple corner flags and 8 sets of football nets. This has all been placed in the new container. The RFO has also liaised with Cliffe Woods Colts to see if they wish to use the field in conjunction with Black Lion FC. An invoice for £400 for the season can be raised once confirmation is received from Cliffe Woods Colts.</p>	Clerk (RFO)
7.5	<p>Request for use of Cliffe Recreation Ground There has been a request to use the recreation ground for the purpose of a football fundraiser on the 28th June. It was proposed to agree to the event, pending public liability insurance provision and manpower to manage the event. LB advised the Memorial Hall is available on this date. It was also agreed to allow the hire of the recreation ground for free if all the money was going to charity but if it was a fund raiser for the club then £50 be charged for the use of the grounds – Proposed CF, seconded FH – ALL AGREED Clerk RFO to advise Black Lion FC parent.</p>	Clerk (RFO)
7.6	<p>Update of Bank Account details Due to changes in the council, the RFO is going to postpone the internet application until signatures and addresses are confirmed within the Parish Council and at the Bank</p>	
7.7	<p>Quote for Old Mower Repair</p>	

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		Vic from Mower Medic has offered to repair the old spare lawn mower for £240.00. The RFO has liaised with the caretaker and he believes it isn't worth the money to repair. The current lawnmower had also broken so Vic had taken this, along with the parish strimmer and repaired both – Invoice to be agreed for payment at next month's meeting.	Clerk (RFO)
127.8	Quote for Fencing/Youth Shelter	The RFO met with BR Stacey Fencing in order for them to provide a quote to fix the allotment fencing and the flooring outside the youth shelter (due to vandalism). The quote is £45.00 to fix the fencing and £320.00 for the youth shelter area. It was requested that the RFO see if there is a treatment that could be painted on the sleepers to prevent further vandalism and an alternative quote for concrete flooring. The RFO is awaiting a quote from BR Stacey.	Clerk (RFO)
127.9	Quote for Playground Equipment	The Tyre swing was broken due to wear and tear at Cliffe Play Park and the caretaker removed it. The RFO sourced a quote from a company called SafePlay who quoted £1,150.00 to replace the parts. Andrew Douglas from SafePlay also noted that one of the handles was missing from another piece of apparatus and quoted £80.00 to replace this. He has also said that he can provide an annual operational inspection of both the Play Park and Skate Park at a cost of £80.00. The F&GP committee suggested liaising with JW to see if it is something he is able to repair and also speak to Paul Schmoeger to see if he can carry out safety inspections on the park. The RFO has since spoken to JW who has liaised with the caretaker and confirmed that he can repair the equipment. JW suggested the RFO contacts Sutcliffe Play equipment to order the handle that is required for the other piece of apparatus - Clerk RFO to contact Sutcliffe.	Clerk (RFO)
127.10	Date of next Finance & General Purposes Committee Meeting: 26th May 2015, 7.30 pm	– Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
8.0	REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS		
8.1	Allotments –	PC reported that he had carried out an inspection of the allotments and noted that the following allotments required 30 days' notice to tend to plots – 2A, 3A, 7A, 8A, 10B, 16A, 16B and 29 B. PC also raised the question as to whether there was anyway the PC could obtain a grant to complete the fencing. It was suggested to obtain a quote from BR Stacey Fencing for the fencing required and refer this to F&GP committee. Clerk RFO to contact BR Stacey Fencing.	Clerk (RFO)
8.2	Recreation Ground and Play Areas-	No report	
9.0	REPORT: PLANNING		
9.1	Planning applications:	CF reported on the following applications: MC/15/0542 - 37 North Rd, Cliffe ME3 7UH - Construction of a single storey rear extension with roof lights (demolition of existing conservatory). Response: No Objection MC/15/0418 - 80 View Rd, Cliffe Woods ME3 8UG - Construction of a single storey front extension. Response: No Objection MC/15/1008 – Heathcliff Cottage, Well Penn Road, Cliffe ME3 7SD - Construction of 2-storey side and rear extension together with internal reconfiguration works. Response: No Objection. MC/15/1103 - 23 Reed Street, Cliffe	

- Construction of a conservatory to rear. **Response:** No Objection
MC/15/0979 – Haylands, Station Rd, Cliffe ME3 7RN
- Construction of a single storey detached annex. **Response:** Concerns raised as the development is outside the village envelope for development.
MC/15/0948 – Cliffe Site, Land south of Gravel Works off Salt Lane, Cliffe
- Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2011 - request for a screening opinion for a proposed solar farm. **Response:** Concerns raised. The Parish Council would like to ensure that the Environmental Impact Assessment contains information to assess:
Impact on public rights of way, impact on agriculture and impact on local wildlife. Concern that nothing will be able to grow underneath the solar panels and the impact this has on the long term quality and use of the land. Treatment of the industrial aspects of the development and impact on site and surrounding land.
MC/15/0845 - 34 Tennyson Ave, Cliffe Woods ME3 8JG
- Construction of a part two/part single storey rear extension; extension and alteration to dormer to side (south elevation) and insertion of ground floor window to side (west elevation) - demolition of rear conservatory.
Response: No Objection
MC/15/0802 - Felicita, 60 Town Rd, Cliffe Woods ME3 8JJ
- Construction of extensions to side and rear and main roof extensions with dormers to front, side and rear to facilitate additional living accommodation in roof space. **Response:** Object to the scale of the development and that the design is out of keeping with the surrounding properties and street scene in both Town Road and Milton Avenue
MC/15/0752 - 49 View Rd, Cliffe Woods ME3 8UE
- Demolition of existing rear conservatory and the erection of an Orangery to the rear of the property. **Response:** No Objection
MC/15/0504 – Land south of Merryboys Rd, Cliffe Woods ME3 7TP
- Outline application with some matters reserved (Appearance, Landscaping, Layout and Scale) for the construction of 9 detached houses with detached garages and outbuildings. **Response:** Concerns raised as the development is outside the village envelope for development
MC/15/0950 - Wharf Farm, Wharf Lane, Cliffe.
- Construction of a 4-bedroomed detached dwelling with associated parking. **Response:** Concerns raised. The indicated car parking is inadequate for the property; the building is on the edge of the flood plain and incorporates a basement area. The road is un-adopted and in a poor condition which would be adversely affected by construction and delivery vehicles to the site as evidenced by previous permitted developments in recent years. There is also a concern that a public right of way may be affected by this development (RS37).
MC/15/0975 - 15 Brewer Rd, Cliffe Woods ME3 8HS
- Construction of single storey rear and side extension. **Response:** Object due to the loss of the garage and reduction of parking provision on the site
MC/15/0229 - Cliffe Pools, Salt Lane, Cliffe ME3 7SZ
- Ecological Enhancement of RSPB Cliffe Pools Southern Lagoons through the importation of suitable material to assist in the creation of a managed Nature Reserve including the installation of ancillary hydrological infrastructure. **Response:** No Objection
MC/15/0272 - Cliffe Pools, Redham Meade, Cliffe.
- Variation of condition 1 on planning permission TH/6/66/94 (The

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	<p>depositing of dredgings into disused clay pits and the siting of a further pipeline jetty and reclamations plant) to allow for the deposition of other suitable restoration material within the pools. Response: No Objection. MC/15/0273 - Cliffe Pools, Redham Meade, Cliffe. - Variation of condition 1 on planning permission TH/6/71/517 (The filling of additional areas covering an area of 110 acres) to allow for the deposition of other suitable restoration material within the pools. Response: No Objection MC/15/1089 - 44 Brookmead Rd, Cliffe Woods ME3 8HL - Construction of a single storey rear extension. Response: No Objection MC/15/1125 - Maple Cottage, Symonds Rd, Cliffe ME3 7SS - Construction of a single storey rear extension to existing garage and conversion of garage into habitable room. Response: Object due to insufficient parking at the site. MC/15/1092 - 6 Reed St, Cliffe ME3 7UN - Construction of a part two storey/part single storey rear extension with roof light and first floor window to side. Response: No Objection MC/15/1190 - 3 Milton Ave, Cliffe Woods ME3 8JS - Construction of single storey front and side extensions and extension of drive (demolition of existing detached garage). MC/15/1175 - 1 Courtsole Farm, Pond Hill, Cliffe ME3 7SQ - Construction of a brick boundary wall with infill timber panels. Response: Concern raised regarding the parking provision on site MC/15/1270 - 42 North Rd, Cliffe ME3 7UH - Construction of a front porch with WC. Response: No Objection MC/15/1413 – 11 Rookery Crescent, Cliffe ME3 7RH Construction of a single storey detached annex to the rear of the property – Referred to the next planning meeting Response: – Proposed CF, seconded FH – ALL AGREED.</p>	
9.2	Date of next Planning Committee Meeting: 28th May 2015, 7.30pm – Small Memorial Hall, Cliffe (kitchen)	Planning Committee
10.0	Report: OTHER COMMITTEES	
10.1	Parish Car Parks and The Buttway – No report	
10.2	Clarion and Website – No report.	
10.3	Footpaths and Common Land GM reported RS64 had been ploughed by the farmer. Adam Taylor, Medway Council had been advised.	
10.4	Youth Liaison Committee VW reported that a BBQ is to take place at the Cliffe Woods Youth Club in July as they will be closed in August. VW is also meeting with Young Kent for DBS checks to be carried out on 18 th May. The affiliation fee for Young Kent is also due – Proposed to agree payment - Proposed CF, seconded LB – ALL AGREED. CF reported that the Cliffe Youth Club is on its final warning due to lack of support from both youths and adults. It will be closed until the next school year if adult help and youth do not come forward at the next meeting (21.5).	
10.5	Cliffe Memorial Hall – LB reported that the hall now has a new booking secretary and caretaker. The AGM took place. There is a quiz night on the 15 th May and the Farmer’s market is on the 1 st Sunday of the month.	

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10.6	<p>Cliffe Woods Community Association VW reported that the CWCA bookings are going very well. There is a Cabaret night on the 23rd May. Currently the CWCA has a water leak which is under the path at the back of the hall and they are still trying to source the leak. The charity status of the hall is ongoing.</p>	
10.7	<p>Crime Awareness JDo stated that he wanted it noted that he was reporting as a resident rather than a Cllr on this topic as he had begun this before he became a Cllr. JDo reported from the resident's meeting there was a growing concern to introduce CCTV within Cliffe Woods. JDo had raised this with Medway Council, who have advised they have no financial provision and to install four cameras on the entry and exits of Cliffe Woods would cost around £30k and £9k for monitoring per annum. JDo is now seeking a meeting with Cllr Hicks to pursue the option of CCTV installation. Neighbourhood watch Coordinators haven't really taken off and JDo intends to investigate further. JDo also reported that the Alerts page on the social media site is working well. PS to be added as an editor. JDo had also been corresponding with Mark Johnson at Medway Council. A Medway Traffic Survey is to be carried out to improve safety around the school areas and certain areas of View Road. Mark Johnson has been invited to the June meeting. JDo also felt it would be useful to have a residents survey carried out to get feedback from both villages.</p>	<p>JDo CF/PS</p>
11.0	REPORT: OTHER BODIES	
11.1	<p>Friends of North Kent Marshes – GM reported that RSPB are starting their biggest campaign called Defend Nature. It is to encourage people to speak up to save nature. The EU Nature Directives have provided the highest level of protection to our most vulnerable habitats and species and were instrumental in stopping an airport at Cliffe in 2003 and more recently in 2014 when the UK Airports Commission ruled out building an airport anywhere in the Greater Thames Estuary or on the Hoo Peninsula. Any weakening of these laws could put our most important wildlife sites in danger. GM also reported that there is a free guided tour of the GHQ line taking place on Saturday 16th May, 11am at the Buttway and everyone is welcome.</p>	
11.2	Neighbourhood Plan – Interested parties have been circulated to Nigel Moore.	
12.0	<p>Other items to be handed to Clerk for next meeting: Survey for residents. Invitation to Mark Johnson regarding traffic calming issues. Misuse of car park disabled bays – quote for signs. Re-organisation of Post Office – Agreed to send a letter reflecting parishioner's concerns.</p>	Clerk (PO)

Meeting closed at 9.50 pm

19/05/15/lmf

NEXT MEETING: 4/6/15 7.30pm, Emmanuel Church Hall, Parkside Parade, Cliffe Woods