



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 2nd February 2012

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Mrs Lynne Bush (LB), Dave Green (DG), Ray Letheren (RL), Ian Petrie (IP), Mrs Sue McDermid (SM), Mrs Lisa Mills (LM), Colin Elliot (CE), Mrs Gill Moore (GM), Mrs Joan Darwell (JD), Alan Taylor (AT), Robert Hunt (RH),

Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
115.0		APOLOGIES FOR ABSENCE Cllrs. Julie Moss (JM) (Ill), Jim Wenban (JW) (work), Margaret Emblin (ME) ACCEPTED	
116.0		APPROVAL OF MINUTES Minutes of Parish Council Meeting held on 12th January 2012 were approved after the following amendments were made - action initials LB were added to item 109.7 and the date of the next liaison meeting at Cliffe Woods surgery under item 113.3 Proposed DG, Seconded RL - ALL AGREED	
117.0		MATTERS ARISING FROM MINUTES OF MEETING ON 12/01/12	
	Oct 19.2.7	Claim for the high vis vests and Court costs were served by Medway County Court on 27/08/11. Sutton Safety has not replied to requests for payment. The next step would be to obtain a warrant of execution. This would be an additional £100 on top of the legal costs incurred and Clerk hours to date. CF suggested another letter from the Chair to Sutton Safety threatening the warrant of execution to see if this will encourage them to pay.	CF
	Aug 54.2	Photos of JD and GM needed for the website	JD/GM
	Oct 71.1	Mrs Dianne Foreman, a Cliffe Woods resident reported at the October meeting that shooting was occurring whilst walking her dogs along the footpath between Perry Hill farm and the Parochial field - RS67. Referred to the Footpaths and Common Land Committee. F&CL Committee to also look at further publicity for the existing footpaths (via Clarion/Web Site/Published maps/Walk books).	F&CL RL/JM/GM/ DG/JD
	Oct 73.2.1	The damaged rubbish bin at the Ball Park: Dave Clark (Caretaker) has stored in his garage and JW will collect and reinstall as soon as he is able and the weather has improved.	JW
	Nov 89.1	Parish Car Park and The Buttway: It was reported that the pathway needs repairing by the Community Centre and car park at Cliffe Woods. JW has spoken to Rutherford. Rutherford to provide a quote to repair the pathway.	JW
	Nov 90.3	War Memorial: JM reported a group within the village have been raising funds to have the War Memorial in Cliffe cleaned and re-carved. A local business has offered a donation. JM asked if the PC would be able to donate some money towards this project. Clerk (RFO) has sought clarification from Rural Liaison. A quote is needed to confirm claim against Rural Liaison	JM/Clerk

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 2/02/12 - Display

		is viable. Awaiting quote	(RFO)
Dec 98.7		Lawnmower service: The RFO has contacted Medway Mowers who have quoted around £100 for a service and this would be accepted under the Honda warranty. LM suggested a local business called Meadow Mowers. The RFO will pass contact details onto Dave Clark (Caretaker).	Clerk (RFO)/DC (Caretaker)
Dec 99.1		Allotments: JM previously reported that the allotment gate is becoming very difficult to open and close. RL reported that he has looked at the gate and will pass on his suggestions to the Allotment Committee. JM also reported that the trespassing sign has deteriorated and needs replacing. JM to draft wording and forward to Clerk (PO).	JM/ Clerk(PO)
Jan 109.7		Cliffe Memorial Hall charges: KK raised concerns on behalf of Cliffe Bowls Club about the sudden increase in Hall charges. CF reported that the PC cannot decide the prices but can share their concerns with the Memorial Hall Committee as future bookings may be affected. LB reported that a meeting was held on 19 th January to discuss booking costs with local groups and letters have now been sent to the Cliffe Bowls Club and Cliffe ARA with revised costs	
Jan 112.3		Footpaths and Common Land: The Clerk (PO) reported that the noticeboard at Cooling Street is very difficult to get to and even read any notices due to the weeds/foilage. Suggestions were slabs/concrete to be placed under the noticeboard. RL cleared the weeds the following day after Parish meeting. PC passed on their thanks to RL.	
Jan 113.3		Parking at Cliffe Woods Surgery: KK raised his concerns regarding the amount parking from the surgery staff that seems to be dominating Cliffe Woods' car park. KK would like the issue raised to see what alternative provision they can make for their staff especially now that the Surgery has been extended. SM has said that she will mention at the next liaison meeting on 28 th February 2012.	SM
118.0		REPORT: CLERK	
118.1		List of correspondence was emailed, delivered and circulated. Additional correspondence received : Medway Council planning application MC/12/0211 SECamb community responders price list Cllr Hunt . Damage report form for circulation HMRC BACS remittance for VAT repayment £211.89	
118.2		Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 118.2.1 Dave Clark's Holiday dates received. These were discussed to ensure holiday cover. Michael Johnson will confirm if he can cover the dates once he has returned from his hospital appointment. 118.2.2 KK found the Cliffe Woods Car Park barrier sign on the floor having been ripped off again. Clerk (PO) reported to the Police on the main switchboard no. and also attended Gillingham Police Station to complete a report card. She also contacted Medway Council to ascertain whether the incident had been captured on their CCTV and was advised that it had not. They have advised however, that they will now park one of the cameras on the entry barrier to help capture any future incidents. A replacement sign was ordered straight away as there was no height warning and	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 2/02/12 - Display

		<p>JW and KK have fixed it to barrier along with the one from the other side which had been knocked down previously but was reusable.</p> <p>118.2.3 The Clerk (PO) reported that the printer needs a replacement drum and black ink cartridge. Clerk (PO) has provided some comparison quotes and CF is looking into this to order.</p> <p>118.2.4 Clerk (RFO) reported that JW has chased up Sanford regarding the scramble net repair . they have been waiting for parts to arrive and works will be carried out w/c 6/2/12</p>	Clerk (RFO)
119.0		REPORT: FINANCE & GENERAL PURPOSES	
	119.1	<p>Receipts and payments have been updated to the Alpha program. At present costs are fairly in line with the budget. The current bank account has still only been reconciled to the end December due to bank statements not arriving. A receipt of £211.89 was received into the current account which was the VAT repayment. The RFO has drafted a predicted year end reserve balance of around £35,700.00 taking into account an estimated spend to the end of March. The draft budget was distributed to all Cllrs and explained how the council tax band D affects the precept figure. It was reported that there was a suggestion that the precept could be capped next year. As a result of this and further discussion it was proposed a precept of £43,252.00 (7.2 % increase in the precept) Proposed KK, Seconded LB . ALL AGREED</p>	
	119.2	<p>Approval of the following payments for February: Parish Online(subscription) £72.00 (Chq. No. 2547) Thames Self Storage(storage) £441.24 (Chq No. 2548) Kent Commercial Services (refuse bags)£19.19 (credit on account) Raydor Signs (sign) £58.20 (Chq No. 2549) Alex Jack (additions and exps for January) £xx (Chq No. 2550) Dave Clark (additions and exps for January) £xx (Chq. No. 2551) Alex Jack (January wages) £xx s/o Laura Farrelly (January wages) £xx s/o Dave Clark (January wages) £xx s/o Proposed KK, Seconded RL . ALL AGREED</p>	
	119.3	<p>RLG Update: The RFO sent a copy invoice for the Cliffe Memorial Hall additional grant. RFO to contact Greenspaces to see if they can provide us with a quote for the remaining footpath by the Doctor Surgery at Cliffe Woods so that we could claim this cost against Rural Liaison. RFO to contacted Alan Mitchell regarding next year Rural Liaison grant and try to determine Budget figure.</p>	<p>Clerk (RFO)</p> <p>Clerk (RFO)</p>
	119.4	<p>Cliffe Play Area . S106 Funds: The RFO has received an email from Paul Schmoeger with a quote from Wicksteed who are able to extend the piece of equipment we have already supplied at Cliffe Woods Play Park. The RFO has amalgamated all the quotes and forwarded onto Heather Marsh who has in turn agreed that she will reimburse payment against works from the S106 Fund when she receives a copy of the invoice. It was proposed that Parish Council agree to the quotes for truck surfacing, Skate Park matting and Cliffe Woods Play Area equipment. Proposed KK, Seconded RL. RFO to contact relevant companies to move project forward and pass invoices on to Heather Marsh for repayment against the S106 fund.</p>	Clerk(RFO)

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 2/02/12 - Display

119.5	Projects . Football Changing Rooms: CF met with the Village Club who is very keen to erect changing rooms onto the back of their building with the help of the Parish Council. CF informed the Village Club that the Parish Council are leaning more towards the Memorial Hall as funding would be easier to secure and it opens the doors to more clubs/groups within the village. A meeting for 8 th February has been arranged with CF, the RFO, the Head at St Helen's School and Cliffe Preschool to discuss the plans for the Memorial Hall to ensure their backing of the project.	CF/Clerk (RFO)
119.6	Date of next Finance & General Purposes Committee Meeting: 28th February 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen)	
120.0	REPORT: ALLOTMENTS, RECREATION GROUND & CARETAKER, CHILDREN'S PLAY AREAS	
120.1	Allotments: LM proposed a freeze in rent due to economic climate. Clerk (PO) will send out invoices at the end of March. Proposed LM, Seconded LB . ALL AGREED	Clerk (PO)
120.2	Children's Play Area . No report	
120.3	Recreation Ground, Skate Park, Ball Court and Caretaker . An email has been received from a contractor who is an ex-Gravity employee offering a good rate of service. RFO to compare against maintenance package that Gravity offer.	Clerk (RFO)
121.0	REPORT: PLANNING	
121.1	Planning applications: CF presented the following planning applications with proposed comments: MC/11/2981 – 61 Reedham Crescent, Cliffe Woods, ME3 8HT . Construction of conservatory to rear. Moved : No objection MC/11/3152 – 3 Woodside Green Cliffe Woods, ME3 8JZ . Construction of single storey extension. Moved: No objection MC/12/0211 – 39 Graveney Close, Cliffe Woods, ME3 8LB . Conversion of garage to form habitable room. Moved: Raise concern of loss of garage and parking requirements Proposed CF, Seconded RL . ALL AGREED	Clerk (PO)
121.2	Date of next Planning Committee Meeting: 23rd February 2012 8pm Small Memorial Hall, Cliffe (Kitchen)	
122.0	Report – Other Committees	
122.1	Parish Car Park and The Buttway: JD reported that the bollard had come loose again on The Buttway. Clerk PO to contact Medway Council. Awaiting written quote from Rutherford for clearing drains.	Clerk (PO) JW
122.2	Clarion and Website: CF reported that the next Clarion is due for publication at the end of February with delivery in the middle of March. Articles required by any Cllrs by 28/2/12. Advertising letters to be sent to all interested parties and additional letters to shop holders to generate interest in advertising within the Clarion.	ALL Clerk (RFO)
122.3	Footpaths and Common Land: No report	
122.4	Youth Liaison Committee: RH reported that a 3 month trial youth club is planned to commence. It is take place once a month on the second and fourth Fridays of the month at alternate halls in either village. Lindsey Hartney, Youth Worker is able to assist. RH to also establish what equipment has been stored from previous clubs which can be used again.	RH

Cliffe & Cliffe Woods Parish Council
 Minutes of Meeting 2/02/12 - Display

123.0		REPORT: OTHER BODIES	
	123.1	KALC (Medway Area Committee): RH reported that the Grain fire station is now not manned 24hours and this was raised as a concern at the meeting. The airport was a large topic of discussion and raised a big concern and will be closely monitored. Next Rural Liaison meeting is 6 th March, Hundred of Hoo School 7.30pm	
	123.2	Care and Concern group : SM reported that there was some concern regarding the flats by Wainscott surgery, they are not being filled with tenants by MHS Homes. Peter Hicks is going to look into this. As a result of this meeting it was discovered that Frinsbury PC didn't know anything about the Care and Concern group and have showed an interest in joining.	
	123.3	Police Liaison: KK reported that the PSCOs are reducing from 60 to 39 in March. All crimes are still to be reported on the telephone to the Maidstone Police Headquarters. There is a need for more people to take part in neighbourhood watch schemes. KK raised the concern of speeding along the B2000 . was advised that more speed checks are taking place. Metal theft is still on-going and checking of scrap vehicles and yards on a regular basis. It was reported that number plates are being stolen and fixed to similar vehicles to steal fuel. Emails and telephone scams were also raised regarding finance loans- trying to obtain bank details. Another scam was the Digital TV switch over. Next Police Liaison meeting - 27 th March, Hundred of Hoo School, 7pm	KK/RH/JD
124.0		Other Items to be handed to Clerk for next meeting : None	

The meeting closed at 9.10pm.

**NEXT MEETING:
 1st March 2012 – 7.30 PM – PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS**

13/02/12/lmf