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	54.1	the recreation ground/allotment site in Cliffe; the Parish council could not have the temporary deployed CCTV camera. It was agreed for a letter to be written requesting what is considered the required number of crime reports and list all the crime reference numbers the Parish has to date. Letter was sent, awaiting a response	Clerk (PO)
	Sep 54.2.3	Councillor Training – reported under item 66.3	
	Sep 54.2.5	Clerk (RFO) yearly appraisal was carried out.	
	Oct 67.1	Finance report: The Clerk (RFO) arranged for the NSI transfer of £15k into the current account.	
	Oct 67.3	RLG/S106 Update Reported under item 79.3	
	Oct 67.4	CCTV Update Reported under item 79.4	
	Oct 67.6	Small Hall Memorial barrier/lock Clerk (RFO) reported that an allotment holder had reported that she felt that it was discriminating against the disabled that the barrier at the Small Memorial Hall was being locked and could it either be left open or the lock modified to make it easier to open. Upon discussion it was felt by the Parish Council that the barrier is left closed for the time being, due to the monitoring of anti -social behaviour and that the lock cannot be modified as the current design is to prevent it being stolen. A disabled path is due to be installed shortly. The Clerk (RFO) sent a letter to advise the allotment holder.	
	Oct 67.8	Football pitch hire invoice for Cliffe Royals Clerk (RFO) raised invoice and sent it to Cliffe Royals	
	Oct 67.10	Car park signage Clerk (PO) arranged for sign to be made for Cliffe Woods Car Park and it has now been installed.	
	Oct 67.11	AOB – Wage increase for Caretaker Clerk (RFO) arranged for the Caretaker's pay increase for October payroll and advised Dave Clark of his wage increase.	
	Oct 70.3	Footpaths and Common Land – RL reported that the pathways along RS58A and RS289 have disappeared and been blocked by fencing. Clerk PO advised Medway Council and a reply was circulated.	
78.0		REPORT: CLERK	
	78.1	List of correspondence was emailed, delivered and circulated.	
	78.2	Clerk(PO) reported on matters arising and dealt with since last meeting:	

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		<p>78.2.1 Following Cllr Corey's resignation the Clerk (PO) advised Medway Council election services and the notice inviting applications was posted on the boards. No applicants were received by Medway Council</p> <p>78.2.2 Two new allotment plots were offered and accepted and there are now no plots available</p> <p>78.2.3 Clerk (PO) updated the CCTV policy and along with the ICO renewal certificate was added to the folder and log book. The Clerks intend to keep a log book accessible via the email.</p> <p>78.2.4 Dave Clark was advised that the Cliffe Woods car par OUT barrier had been hit although not dangerous. On further inspection CF doesn't believe there has been a lot of damage.</p> <p>78.2.5 Dave Clark also advised the post on the recreation ground had been removed by the Youth Shelter and met with the police at site. A request was made for the CCTV to be checked and any information passed to them. Awaiting crime reference number.</p>	
	78.3	<p>Councillor Training Clerk PO proposed three dates of 20/21/22 January. Ian Downes has confirmed the Cliffe Woods Hall can accommodate the council subject to confirmation of exact date. Clive Powell can also arrange training on one of these dates. No other Parishes have yet confirmed they can come and Roxana has confirmed her members wish to wait until after the elections for their training. Clerk to confirm date once all responses received from cllrs</p>	Clerk (PO)
	78.4	<p>2015 Meeting dates and Venues The Clerk PO circulated all the dates and venues for the forthcoming meetings for 2015</p>	
	78.5	<p>Christmas Arrangements The Clerk PO will arrange for some drinks and mince pies to be available for the December Parish council meeting. Dates were also circulated to all councillors who would like to attend a Christmas dinner. Final date and venue to be confirmed and booked.</p>	Clerk (PO) Clerk (PO)
79.0		REPORT: FINANCE & GENERAL PURPOSES	
	79.1	<p>Finance report: The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO provided an estimated bank reconciliation to the 30th October and estimated a balance of £6,554.89. The RFO has arranged a transfer of £15k from the NSI account and this should be entering the account in due course and will cover expenditure for the next few months</p>	
	79.2	<p>Approval of following payments for November: Southern Water (water rates) £244.12 D/D Ray-Dor Signs (sign for car park) £45.60 Chq No. 2839</p>	

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		<p>Came and Company(mid-term adjustment to Parish Insurance) £25.00 Chq No. 2840 R A Jack(Re-concrete post) £65.00 Chq No. 2841 A Jack (October expenses) £xx Chq No. 2842 £xx Chq No. 2845 L Farrelly (October expenses) £xx Chq No. 2843 D Clark (9 Additional hours & October Expenses)- £xx Chq No. 2844 Alex Jack (October Wages)- £xx S/O Dave Clark (October Wages)- £xx S/O Laura Farrelly (October Wages)- £xx S/O Payments agreed – Proposed SM seconded RL – ALL AGREED</p>	
79.3	<p>RLG/S106 Update RLG - £3684.59 The Clerk (RFO) has offset the cost of the CCTV project against the rural liaison budget as well as the invoices from Mr Rutherford for the car park repairs and the base for the Marie Vyse MBE Memorial Bench. Planned spent included in balance is allotment fencing repair and ball court modifications. More project ideas are required to ensure that the RLG is accounted for by the end of the financial year. S106 The Clerk (RFO) has advised B R Stacey Fencing to proceed with the quotes. JW requested that BR Fencing provide a full specification of the Ball Court project with drawing. The Clerk RFO has emailed BR Stacey Fencing this request and they have replied; and their email has since been circulated. It was agreed that the reply was not adequate and concern is raised over whether the fencing can hold the additional metal. Clerk RFO to advise BR Stacey Fencing The Clerk also forwarded these quotes along with an invoice for the remaining balance to Medway to ensure that all S106 grant had been allocated to spend. Medway Council have now passed the remaining funds into the Parish bank account.</p>	<p>ALL</p> <p>Clerk (RFO)</p>	
79.4	<p>CCTV Update CF visited the Village club site with Tony Head to see if the cameras could be realigned. On inspection it was found that one of the cameras couldn't be adjusted to view the play park. It was suggested that another camera is purchase as it can be installed very easily. The cost would be £120. It was proposed to proceed with this quote along with additional signage to cover the play park – Proposed SM , seconded RL - ALL AGREED. Clerk RFO to advise Tony Head of CCTV and arrange for signage. Tony Head also passed the CCTV program over to CF for it to be installed on the Clerks' laptops. The PO has also obtained the CCTV logbook from the Memorial Hall and it was agreed that this would be kept at the Clerk's address. The RFO will create a spreadsheet to record any future logs. This will be</p>	<p>Clerk (RFO)</p> <p>Clerk (RFO)</p>	

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		accessible to both clerks if required as evidence, should an incident arise.	
	79.5	Financial Regulations Model The Clerk has circulated a copy of the model requesting any amendments. The Clerks plan to read through this together at the next agenda meeting with the Chairman and Vice-Chairman. As a result of this new draft financial model, the Clerk RFO has applied for internet banking to help make the financial processes easier.	Clerks/CF/KK
	79.6	Mid Term Adjustment to Parish Council Insurance The Clerk (RFO) reported that she had contacted Came and company to advise them of additional assets that Parish Council has recently purchased. For both the new car park barrier and the CCTV to be included under the Parish Council insurance there is a mid-term adjustment of £25 – agreed under payments	
	79.7	Village Voices/Clarion CF has contacted Village voices, who have said they are happy to receive articles from the Parish Council. The Clerk (RFO) intends to enquire about their advertising costs.	Clerk (RFO)
	79.8	Recreation Ground – Repair to Damage post and Container Quote Mr Jack repaired the damage post. Clerk (RFO) suggested asking Mr Jack to quote for concreting the bin at the youth shelter – Proposed SM, seconded VW ALL AGREED. Clerk PO to ask Mr Jack if he is able to quote for works. KK had obtained a quote for a replacement container but as KK was not at the meeting it couldn't be confirmed if a quote included removing the old container. It was agreed to obtain another quote as a comparison. JW said he knew of another contact and would speak to them.	Clerk (PO) JW
	79.9	AOB – Youth Shelter CF said that a deep clean had taken place at the youth shelter during the half term break. Unfortunately Lindsay Hartney was unable to advise the youths that the event was taking place so there was no volunteered help from the youths.	
	79.10	Date of next Finance & General Purposes Committee Meeting: 2nd December 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
80.0		REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS	
	80.1	Allotments – No Report	
	80.2	Recreation Ground and Play Areas- No report.	
81.0		REPORT: PLANNING	

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	81.1	<p>Planning applications: CF reported on the following applications: MC/14/2954 59 BROOKMEAD ROAD, CLIFFE Construction of a part two storey sider extension. Response :No Objection. MC/14/3096 ROBINSMEAD, BUTTWAY LANE, CLIFFE Application of removal of condition 3 and variation of condition 1 to allow minor amendment to MC/14/1023 Response : Raise concern that there is no footpath and that the property enters straight onto the road. Proposed CF, seconded RL – ALL AGREED</p>	
	81.2	<p>RSPB Consultation CF and GM attended a consultation with the RSPB. The RSPB intend to fill in deep water areas to encourage wild life habitats. CF raised concerns over the water tables and flood risk. The RSPB do not believe they will be a concern.</p>	
	81.3	<p>Date of next Planning Committee Meeting: 27th November 2014, 8pm at Cllr Fribbins' residence, Cliffe</p>	Planning Committee
82.0		Report: OTHER COMMITTEES	
	82.1	Parish Car Parks and The Buttway – No report.	
	82.2	<p>Clarion and Website CF reported that the website has been updated.</p>	
	82.3	<p>Footpaths and Common Land GM reported that RS57 was blocked with brambles but she had contacted Medway Council to arrange for it to be clear. GM also reported that RSPB have cleared Allen Hill.</p>	
	82.4	<p>Youth Liaison Committee VW reported that they are currently planning the Christmas party for the Cliffe Woods Youth Club. CF reported that Cliffe Youth Club urgently needs volunteers.</p>	
	82.5	<p>Cliffe Memorial Hall LB reported that the hall is holding a quiz on the 7/11. Unfortunately due to lack of interest the Cockney night was cancelled. The hall is also looking into possible moving the farmer's market to the 1st Sunday of the month to encourage more traders. LB also reported that the hall is being used as a polling station on the 20/11 and the Church Christmas fair is being held on the 6/12.</p>	
	82.6	<p>Cliffe Woods Community Association SM reported that the Marie Vyse MBE memorial event was a great success and would like to thank the social club for providing refreshments. The barn dance was well attended and the Neil Diamond night (22/11) is nearly sold out. The CWCA are holding a Christmas party for the children on the 14/12 SM also reported that the CWCA is being used as a</p>	

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		polling station on the 20/11. Also new committee members are required.	
83.0		REPORT: OTHER BODIES	
	83.1	Friends of North Kent Marshes – GM reported that FONKM had responded to Mayor of London's London Infrastructure Plan 2050 which still included an estuary airport.	
	83.2	Cliffe Woods Care and Concern SM reported that the practice has a new manager called Mrs Wells. The new website is up and running and appointments and repeat prescriptions can be processed through this. The carer's afternoon was a great success and it has been agreed to hold a meeting twice a year. The practice plans to revamp the waiting room at the surgery. A questionnaire was undertaken by the surgery and lack of communication was still a concern. The Pharmacy was also mentioned and a meeting is planned with the pharmacy to discuss the issues. A Christmas raffle is planned to raise funds for the Macmillan Nurses.	
	83.3	Cliffe Patient Participation LB reported that the surgery has introduced a new format for appointments where a patient will telephone in for an appointment and if the patient is asking to see a doctor before an appointment is available they will be called that day by the doctor. As of January 2015, the surgery must open its doors to any person who wishes to become registered with them, regardless of where they live in the UK. There were concerns raised over this. The NHS has asked the surgery to provide a family and friends test which basically means would you recommend your surgery / doctor / nurse to your friends and relatives. The surgery had been asked to provide water in the waiting rooms, initial investigations suggest that this might be too expensive to provide Meeting days were discussed as it was felt that meeting on a Saturday morning might encourage more family members or younger people to attend, subject to new membership the next meeting will be Saturday 24/1/15 but may revert to Wednesday's.	
84.0		Other items to be handed to Clerk for next meeting: None	

Meeting closed at 10.15pm

12/11/14/lmf

NEXT MEETING 04/12/14 7.30pm, Emmanuel Church Hall, Parkside Parade, Cliffe Woods