



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Cliffe Woods Primary School, View Road,  
Cliffe Woods

On Thursday 1<sup>st</sup> November 2012

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ian Petrie (IP), Mrs Margaret Emblin (ME), Mrs Vivienne Walton (VW), Dave Green (DG), Jim Corrigan (JC), Alan Taylor (AT), Rob Hunt (RH), Mrs Lynne Bush (LB)  
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
78.0		<b>APOLOGIES FOR ABSENCE</b> – Cllrs. Ken Kentell (KK) . holiday, Ray Letheren (RL) - ill, Jim Wenban (JW) - work, Mrs Sue McDermid (SM) - family, Colin Elliott (CE) . work, Mrs Joan Darwell (JD) . work, Mrs Gill Moore (GM) - work . <b>ACCEPTED</b>	
79.0		<b>DECLARATIONS OF INTEREST</b> CF, JC, ME, VW . Cliffe Woods Community Association (payments) LB - Planning application MC/11/1837, Land at Reed Street/Common rd, Cliffe and Cliffe Memorial Hall (payments) ; AT . Planning . Merryboys.	
80.0		<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 4 <sup>th</sup> October 2012 were approved. Proposed RH, Seconded AT . <b>ALL AGREED</b>	
81.0		<b>ADJOURNMENT – None</b>	
82.0		<b>MATTERS ARISING FROM MINUTES OF MEETINGS ON 4/10/12</b>	
	May 7.3	Allotment Noticeboard: JW has removed this from the allotments and will repair as soon as possible.	JW
	June 19.6	Village Signs . maintenance: It was reported by DG that both the millstones were looking rusty. JW and KK would inspect and report back.	JW/KK
	June 22.1	Parish Car Park and The Buttway: JW reported Mr Rutherford believes that the flooding in the car park is connected to the small drain and is making a mesh for the drain to catch the debris.	JW
	Jul 38.3	Chair's Report: CF reported on possible uses for the former CPC school since its recent relocation. KK raised concern for possible future financial implications if the Parish Council was to become involved. CF has contacted Medway Council and is awaiting a response.	CF
	Aug 42.0	Declarations of Interest: CF reminded all Councillors that their Declaration of Pecuniary Interest forms need to be returned to the Clerk (PO) straight away, as this is a legal requirement. Clerk (PO) forwarded further copies to JD and GM and is awaiting their return.	JD/GM
	Aug 58.2.4	Mark Coleman from Arriva buses met with the Clerk (PO) at the Bus stop at Cliffe re the bollard repair and to find a solution. Clerk (PO) reported that Arriva have agreed to pay for the repair and asked for a quote to be sent to them. Two quotes were sent and the lower one agreed providing that they can have luminous paint on the bollard and a reflector to increase visibility for the drivers when reversing. GM reported that this bollard is a WW2 Tank pimple and requested that the	

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		actual bollard not be painted. The Clerk (PO) reported that a post has been made with a reflector and luminous paint and a photo was sent to Arriva. Arriva have replied asking about the height of the post for safety purposes. RH informed the council that a safe height for the post is less than 1.3 meters. Clerk (PO) to confirm with Arriva and work to commence	Clerk(PO)
	Aug 58.2.8	The entrance barrier in the car park at Cliffe Woods was again hit by a high vehicle and the signage damaged. JW will repair when he is able.	JW
	Aug 59.7	Maintenance . Painting at Cliffe Woods Youth Shelter and the Roof of the Container at Cliffe: Clerk (PO) met with the probation team and they painted the youth shelter at Cliffe Woods and also the container at Cliffe Recreation ground. Anti-climb paint was finished on the roof and Hammerite paint was used to the rear of the container, however, they did run out. Clerk (PO) has now purchased the Hammerite paint and the Clerk's husband has volunteered to finish painting the container when he is able and the weather permits.	Clerk(PO)
	Oct 68.0	ADJOURNMENT . PCSO Tony Bartholomew introduced himself to the Parish Council. Concerns were raised as to what the arrangements were for holiday cover for the PCSO's. The Clerk (PO) contacted Richard Cherry, Acting Chief Inspector for further clarification. A reply was received and circulated to all councillors.	
	Oct 73.2	Transport Select Committee GM reported that deadline for submitting a response to this committee is 19 <sup>th</sup> October. The document was a call for evidence rather than a call for opinion, so there was not time to complete this. Further consultations need to be monitored and a parish view provided where appropriate.	
	Oct 75.2	Clarion and Website: CF planned to contact the Clarion committee to arrange a meeting for the next issue of the Clarion. This meeting took place and CF passed on his thanks to those that attended and produced content to a tight timescale	
83.0		<b>REPORT: CLERK</b>	
	83.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: <ul style="list-style-type: none"> <li>- Kingsnorth Power Station lunch 7/11/12. IP and SM will attend</li> <li>- Pride in Medway Awards . Cllrs who wish to nominate should do so individually on the nomination form</li> <li>- Planning application MC/12/2432 to be reported under planning</li> </ul> VW requested that our Parish noticeboards needed a clean-up. DG agreed to do this.	IP/SM  DG
	83.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 83.2.1 Dave Clark reported the security light at the small hall car park had been damaged and reported this to the local police as well as a damaged bus stop sign outside the play park. Medway council were contacted by the Clerk (PO), but it would appear the light repair is the responsibility of the Parish Council and they recommended their contractor Cartledge. Quote was received for approximately £80.00 with assurance of a quick repair. JW also offered to carry out the repair. It was proposed	

		<p>that the contractor carry out the repair due to health and safety requirements and insurance cover. Proposed DG, seconded RH - <b>ALL AGREED</b> Clerk (PO) to arrange repair.</p> <p>83.2.2 Keys from for the small hall at Cliffe have been requested by VW on behalf of the youth club now they are starting earlier at 7pm and need access to their stored equipment. LB confirmed that she had passed over the relevant keys for VW to obtain copies.</p> <p>83.2.3 The Clarion was delayed despite all efforts to get it to the printers by the 15<sup>th</sup> October and printed ready for delivery by the 19<sup>th</sup> October so that the Radio Kent airport debate and Autumn Fayre could be advertised, amongst others. City Press have agreed to give the Parish a discount for this on the next order. Despite the delay the Clarion was delivered by the 26<sup>th</sup> October and special thanks to Richard Jones who took time off work in order to complete this task for the Parish.</p> <p>83.2.4 Posters advertising the Autumn Fayre were put on all the Parish Council noticeboard as requested by Friends of North Kent Marshes.</p> <p>83.2.5 Andrew Milton from Frindsbury Extra Parish Council rang to advise complaint was being raised via Roxana Brammer and KALC re lack of information and advertising for BBC Radio Kent airport debate on 30<sup>th</sup> October at Cliffe Memorial Hall and also the haphazard nature of those receiving tickets with none allocated to local Parish councils. Terry Martin, KALC secretary also rang to confirm this.</p> <p>83.2.6 The code of conduct training morning for the Clerks has been confirmed as 8<sup>th</sup> November 2012 at Wainscott Memorial Hall. Both Clerks will attend.</p> <p>83.2.7 The Clerk (RFO) will be on holiday for two weeks commencing 24<sup>th</sup> December .The Clerk (PO) will cover.</p> <p>83.2.8 RH advised he would be unable to attend the KALC AGM but CF will attend instead</p>	<p>Clerk(PO)</p> <p>VW</p> <p>Clerks</p> <p>Clerk(PO)</p> <p>CF</p>
	83.3	<p><b>Meeting Dates for 2013</b></p> <p>Meeting dates have been set for next year with the first one in January moved back a week for the New Year holiday. First main meeting of the year to be 10<sup>th</sup> January 2013 at Cliffe with planning on the 3<sup>rd</sup> January and finance and general purposes on the 8<sup>th</sup> January. From February all other meetings will be as last year with the main meeting the first Thursday at 7.30pm alternating between Cliffe and Cliffe Woods. Committee meetings for planning, the last Thursday of the month at 8pm and the finance and general purposes meeting at 7.30pm, the first Tuesday of the month both in the small hall kitchen at Cliffe. The APM in April will be at Cliffe Woods and the AGM will precede the May meeting in Cliffe. All meeting date will be available on the website. It was proposed to go ahead with these date. Proposed CF, seconded DG . <b>ALL AGREED.</b></p>	
84.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	84.1	<p>The receipts and payments have been updated onto the Alpha program and at present, figures are in line with budget. The RFO has produced an estimated bank reconciliation to the end of November due to the bank statements not being received for October. This includes the payments carried forward from October and planned spend for November, the predicted balance would be in the region £5380.00 in the current account. The RFO recommends a transfer of</p>	

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		£10,000.00 from the NSI to cover payments from the current account for the next couple months. It was proposed to carry out transfer of funds. Proposed CF, seconded LB . <b>ALL AGREED.</b>	
84.2		<p><b>Approval of the following payments for November:</b>  Sandford (spare scramble net) £607.20(2621)  Sandford(car park gate) £924.00 (Chq No. 2621)  Dave Green(allotment tap) £9.62 (Chq No. 2622)  V Walton (youth club equipment) £105.47 (Chq No. 2623)  Came and Company (additional insurance) £97.55(Chq No.2624)  City Press (printing of Clarion) £440.00 (Chq No.2625)  Richard Jones (delivery of Clarion) £100.00 (Chq No.2627)  Cliffe Woods Community Association(lawnmower) £300.00 (Chq No.2628)  Joan Darwell (airport signs) £60.00 (Chq No,2628)  Laura Farrelly (additions and exps for October) £xx(Chq No. 2629)  Alex Jack (additions and exps for October) £xx(Chq No.2630)  Dave Clark (additions and exps for October) £xx (Chq. No. 2631)  Alex Jack (October wages) £xx s/o  Laura Farrelly (October wages) £xx s/o  Dave Clark (October wages) £xx s/o  Proposed LB, Seconded DG . <b>ALL AGREED</b></p>	
84.3		<p><b>Small Memorial Car Park Vandalism:</b>  It was reported that the Parish light in the small memorial hall car park had been vandalised. The PO has arranged for Medway Council contractor to carry out the repair ASAP as the lack of light could mean an increase in criminal activity. Reported under item 83.2.1.  The RFO has also contacted Sandfords re the installation of the gate to see if they can dig carefully and install either side of the water pipe.</p>	
84.4		<p><b>Rural Liaison update:</b>  There is a balance of £3,133.60 available to spend on items within the Parish. Cliffe Memorial Hall has approached the Parish to ask for help with their fire exit gates at the rear of the Hall at an estimated cost of £260.00. CWCA have also asked if rural liaison funds could be used to help towards the purchasing of a lawn mower and strimmer at a cost of £300 (receipt provided). It was proposed to agree to purchase the lawn mower to claim against the rural liaison fund. Proposed DG, seconded RH . <b>ALL AGREED</b></p>	Clerk (RFO)
84.5		<p><b>War Memorial Grant Application:</b>  The RFO has received correspondence from the conservation officer regarding the monument. The RFO has now to obtain two detailed quotes for the works. CF reported that Bryan Mooney confirmed that funds already raised is £200 which is being held at the Evening Star pub and to contact Martin Geer regarding funds already raised for this project</p>	Clerk (RFO)
84.6		<p><b>Skate Park Maintenance:</b>  The Clerk RFO contacted Mr Grimes to see if he would be able to do the repair so that he can then complete the maintenance work. The Clerk RFO will still awaiting a response from Mr Grimes and intends to chase.</p>	Clerk (RFO)
84.7		<p><b>Christmas Trees and Refreshments:</b>  It was suggested that the Clerk contacts the shop keepers at Cliffe Woods to see if they would be interested in having the trees place above the shops this year. It was also suggested to contact the fire station at Cliffe to see if they would like help with their tree display this</p>	Clerks

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		<p>year. The Clerk PO suggested that instead of the normal refreshments put on at the December meeting for Christmas, maybe Councillors and employees and their partners would like to go out for a meal together. It was noted that this would be at the Councillors/employees own personal expense and not the Parish Council. It was decided that CF would email Cllrs with a few dates and suggested venues</p>	CF
84.8	<p><b>Trees at the Memorial Hall:</b> An email was received from Mary Hooper from the Cliffe Memorial Hall Committee asking for the issue of the trees on the recreation ground and the drainage issue of the toilet at the Hall are addressed. LB will speak to Mary Hooper to confirm issues and to arrange a meeting to discuss. CF also reported that he has been in discussion with Funding Doctors, another body that help to obtain grant applications. For the initial cost of £150, the Funding Doctors will fill in the grant application for £200-300K (with the correct wording). It was proposed to agree to this cost in principle. Proposed CF, seconded VW- ALL <b>AGREED</b>. CF will look into this application with Funding doctors further.</p>	LB	CF
84.11	<p><b>Date of next Finance &amp; General Purposes Committee Meeting:</b> 4<sup>th</sup> December 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).</p>		F&GP Committee
85.0	<p><b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; CHILDREN'S PLAY AREAS</b></p>		
85.1	<p><b>Allotments:</b> DG reported that the allotment holder had painted the very tips of the metal fencing and the top of the two gates surrounding the ball court and the gate at the rear of farmer's field to prevent youths from holding the top of the fencing to climb over. Anti -climb signs had also been installed on the fences. DG also reported that the Play school raised concern over the size of the allotment as they cannot keep up the maintenance. DG informed the Parish that maybe they could grass half of it to keep the maintenance down. DG also informed the Parish Council that there are now two new allotment holders with 11 on the waiting list.</p>		
85.2	<p><b>Children's Play Area:</b> No report</p>		
85.3	<p><b>Recreation Ground, Skate Park, Ball Court:</b> ME raised her concerns again re Cliffe Woods Recreation ground. The Clerk (PO) has contacted Medway Council on a number of occasion regarding this matter to no avail. VW offered to contact Cllr Tom Mason to see if the Parish could enlist his help and support</p>		VW
86.0	<p><b>REPORT: PLANNING</b></p>		
86.1	<p><b>Planning applications:</b> CF presented the following planning applications with proposed comments: <b>MC/12/2279 – Westfield, Town Road, Cliffe</b> . Retrospective application for change of use for industrial to vehicle repair and servicing with ancillary tyre fitting. . <b>Moved:</b> Raise concern as the site is located on a narrow bend where many accidents have occurred. Outside the village boundary where retail activity would normally not be allowed. Response was sent prior to meeting <b>MC/12/1802 – Plot 2, Merryboys Stables, Merryboys Road, Cliffe Woods-</b> Construction of a two bedroomed detached annex. Further</p>		

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		<p>details supplied so consultation date extended. <b>Moved:</b> Objection to development on the grounds of over development of the site and new build in an area outside the village boundary where development would not normally be allowed. The case for annexe has not been made and we are concerned that this would be a separate dwelling. We had made similar objections to a nearby property previously and this had been let as a separate dwelling . we always treat applications on their individual planning merits and do not consider the applicant as a material consideration.</p> <p><b>MC/12/2399 – 22 Tennyson Avenue, Cliffe Woods .</b> Raising of roof height of existing roof dormer. <b>Moved:</b> No objection</p> <p><b>MC/11/1837 – Land at Reed Street/Common Road Cliffe .</b> Notification of appeal for construction of two detached 3 bedroomed houses with parking.</p> <p><b>MC/11/2516- Lodge Hill, Chattenden, Rochester –</b>Revised strategic design codes, a revised scale parameter plan and a revised green infrastructure parameter plan. There was a concern as to whether planning obligations are being reduced due to economic climate and new government guidelines. CF to review</p> <p>MC/12/2350 . 19 Graveney Close, Cliffe Woods . LDC proposed for construction of single storey rear extension. Information purposes.</p> <p>MC/12/2432 . Plot 2, Merryboys Stables, Merryboys Road, Cliffe Woods . Construction of pitched roof over flat roof side projections, new roof to rear projections and insertion of roof lights to facilitate conversion to holiday let. Moved:</p> <p>Proposed CF, seconded DG . Concern about yet another variation of a scheme that was approved after a planning appeal. <b>ALL AGREED</b></p>	
	73.3	<p><b>Date of next Planning Committee Meeting:</b> 29<sup>th</sup> November 2012, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	Planning Committee
87.0		<b>Report – Other Committees</b>	
	87.1	<p><b>Parish Car Park and The Buttway:</b> No report</p>	
	87.2	<p><b>Clarion and Website:</b> CF reported the Website is continually updated.</p>	
	87.3	<p><b>Footpaths and Common Land:</b> No report</p>	
	87.4	<p><b>Youth Liaison Committee:</b> RH reported that the next Youth club is at Cliffe on the 19<sup>th</sup> November. A Kent Youth representative will be attending this meeting to check all the CRB forms, risk assessments, Parish insurance and the charter for both clubs. VW reported that both clubs are going well and have a good attendance by the youths but it is mainly being run by Councillors . adult volunteers for help is welcomed. A meeting on the 13<sup>th</sup> November has been arranged with Lindsey Hartney to move forward with the Youth Council. LB confirmed that the small hall has been booked for this meeting.</p>	Youth Liaison Committee
88.0		<b>REPORT: OTHER BODIES</b>	
	88.1	<p><b>Bretts Liaison :</b> CF reported that the Bretts have installed an extra set of gates at the entrance to help with the parking of waiting lorries. Bretts request that people continue to pass on any number plates of tail gating lorries.</p>	
	88.2	<b>Radio Kent Airport Debate:</b>	

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		CF reported that it was fairly good debate. The main points that came out of the debate is that there is a need for growth in airspace but that demand is now and not in twenty five yearsqtime which is how long it would take to build an airport that has been proposed. Possible and more feasible options are runways at Gatwick and Heathrow. JC said he thought the two questions that were raised by JD and CF at the debate were very good.	
	88.3	<b>Advertisements</b> Barn Dance at CWCA . 17 <sup>th</sup> November, 7:30pm Christmas Church Fair and Motown Evening 1 <sup>st</sup> December , Big Band Night , 8 <sup>th</sup> December	
89.0		<b>Other items to be handed to Clerk for next meeting</b> . Change of venue and possible date change for Parish Council Meetings	

The meeting closed at 21.35pm.

**NEXT MEETING: 6<sup>th</sup> December 2012 – 7.30pm, Cliffe Woods Primary School, View Road, Cliffe Woods**

09/11/12/lmf