



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Cliffe  
On Thursday 4<sup>th</sup> February 2016

### PRESENT

Cllrs. Mrs Sue McDermid-Chair(SM), Mrs Lynne Bush-Vice Chair (LB)(Vice Chair), Peter Clements (PC), Mrs Joan Darwell (JD), Jerry Doyle (JDo), Mrs Sandra Fenney (SF), Derek Graves (DG) , Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Ian Petrie (IP), Phillip Stanley (PS), Mrs Vivienne Walton (VW).

Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
120.0	<b>APOLOGIES FOR ABSENCE</b> Faith Eyers (FE) – family, Fred Harper (FH) – ill, Jim Wenban (JW) - work – <b>ACCEPTED</b>	
121.0	<b>DECLARATIONS OF INTEREST - None</b>	
122.0	<b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 14/01/16</b> Minutes were moved as a true record. Proposed Cllr Ron Naughton-Dean (RND), Seconded Cllr Ray Letheren (RL) - <b>ALL AGREED.</b>	
123.0	<b>Adjournment – None</b>	
124.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 14/01/16</b>	
	124.1 Items attached on Appendix MA1602 (including resolutions)	
125.0	<b>REPORT: CLERK</b>	
	125.1 Dates of Future Meetings (Parish Council to 2 <sup>nd</sup> Thursday, from May) It was proposed to move the date of the main Parish Council meeting to the second Thursday of the month as it would make it easier for some Councillors to attend. It would also mean that all financial information would be collated at the correct time for the F&GP meeting which is always held the week before the main meeting.as of May 2016 – Proposed VW, seconded PS – <b>ALL AGREED.</b>	
	125.1 List of correspondence was circulated.	
	125.2 Clerk(PO) reported on matters dealt with since last meeting: 125.2.1 <b>CiLCA Training</b> The Clerk PO is now registered for the CiLCA qualification and will be starting to compile a portfolio of work for the qualification (needs to be completed within a year). There is a follow-up meeting in Faversham next week. 125.2.2 <b>Highways Issues</b> There has been no response to chasing up the parking restriction carried out last year. 125.2.3 <b>Buttway Toilets</b> – There appears to have been further vandalism in the Men's toilet and the door has been damaged. It was locked out of use 3/2 125.2.4 <b>Speeding</b> – There have been a number of visits from the police speed monitoring van. Warnings were issued by residents to others on Facebook – claims of revenue raising and wrong locations raised. The Clerk PO reminded them of the top priority in last year's resident's survey. Location chosen carefully for health and safety reasons, Speed watch within village possible but more volunteers required. 125.2.5 <b>Railway Service on the Peninsula</b> Ideas reported to Kent Community Rail Partnership (which includes KCC and Medway Council Officers, South Eastern Rail and Network Rail).	

126.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
126.1	<b>Finance Report:</b> The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO reported that the bank balance as at the 30 <sup>th</sup> December was £20,352.50. The RFO also provided a Cash flow forecast to the end of February. The forecasted reserve balance for the Parish Council is £69,591.16. This includes the NSI balance of £56,335.65. The RFO had also updated the budget to reflect total spend to date. Jon Poulson from Medway Council had confirmed that the CTRS Grant would remain the same as last year - £2,773.00 and therefore the precept demand would be set at £43,244. It was proposed to sign and submit the Precept to Medway Council – Proposed VW, seconded RL – ALL AGREED. Clerk RFO will pass to Medway Council.		App MA1602
126.2	<b>Approval of following payments for February:</b> Cliffe Memorial Hall (support grant) £2,500.00 Chq No. 2968 Cliffe Woods Community Association (support grant) £2,500.00 Chq No. 2969 BR Stacey Fencing Ltd(repairs) £366.00 Chq No 2970 SLCC Enterprises (Regional roadshow) £82.80 Chq No 2971 KALC (Cllr planning conference) £144.00 Chq No. 2972 L Farrelly (offset of pay rise against S/O - £9.94 and January expenses £9.95 and £8.80 mileage) £27.99Chq No. 2973 D Clark (4.5 additional hours and January expenses -) - £70.00 Chq No 2974 C Fribbins (January expenses) £69.20 Chq No. 2974 Dave Clark (January Wages)- £282.04 S/O Laura Farrelly (January Wages)- £504.94 S/O Proposed RL, seconded DG - <b>ALL AGREED</b>		
126.3	<b>Rural Liaison Grant (RLG) - £1,557.74</b> The RLG balance is £1358.74. The RFO is still waiting to hear from Greenspaces regarding the installation of a bicycle rack at Cliffe Woods shops.		
126.4	<b>Section 106 Availability – Changing Room Project</b> Medway Council have confirmed that the funds could be used for football changing rooms and will be transferring funds soon. An agreement has been drawn up with Medway Council to confirm that monies are to be used for changing room facilities and a quarterly update needs to be provided by the RFO. The Clerk RFO has continued to research in to the costs and has contacted the container companies to see if it is possible to view a container conversion to see if it is suitable for the needs of the Parish. The container companies have provided some sites to view. The RFO, Cllr Sue McDermid and Cllr Sandra Fenney intend to visit one in Hythe. Cllr Jim Wenban (JW) advised that Dave King, Medway Council may be able to provide some structural engineering advice. The Clerk (RFO) will contact him. Helen Blanche has sent the S106 agreement for approval in order to have the money passed over for the project. It was proposed to sign this S106 agreement and return to Medway Council, pending confirmation over the submission of requested constitution which is not applicable – Proposed SF, seconded VW – ALL AGREED. It was also agreed that a steering committee is needed to keep this project moving along. The Chair Sue McDermid (SM) and Cllrs Derek Graves (DG), Sandra Fenney (SF), Vivienne Walton (VW), Ron Naughton-Dean (RND) and both the Clerks have agreed to form this committee. The Clerk RFO will arrange a meeting for this committee to discuss further actions.		App MA1602
126.5	<b>Play Park Update</b> The Clerk RFO is still awaiting a quote for a replacement parts and then once this has been received can order. Also reported in Appendix Item Jan 114.8		

Cliffe and Cliffe Woods Parish Council

Minutes of Meeting 4/2/16

126.6	<b>Bank Account Update</b> Clerk RFO has visited the bank which resulted in an official complaint being carried out due to the bank not being able to confirm as to why the RFO personal address could not be changed within the local branch. NatWest have since resolved the matter and internet banking should be working within the next 5-10days. The bank has also given compensation for time spent travelling to the bank/on the telephone by the RFO to the amount of £32.50	
126.7	<b>Allhallows Parish Council – Invoice for printing</b> The Clerk PO is also the Clerk for Allhallows PC and they have agreed to pay for using C&CWPC for printing rather than purchase a printer. It was proposed to charge 16p per sheet. – Proposed RND, seconded SF – ALL AGREED. Invoices will be raised each month by the RFO.	
126.8	<b>Date of next Finance &amp; General Purposes Committee Meeting: 23<sup>rd</sup> February 2016, 7.30 pm</b> – Small Memorial Hall, Cliffe (kitchen).	
127.0	<b>REPORT: ALLOTMENTS</b>	
127.1	The Clerk RFO reported that she plans to issue the invoices to the allotment holders for 2016-17. Cllr Ray Letheren advised that he has a bag of padlocks should anyone require one.	App MA1602
128.0	<b>REPORT: PLANNING</b>	
128.1	<b>Planning applications:</b> Clerk PO reported that there were no planning applications to date.	
128.2	The following applications have been received since the planning committee: None.	
128.3	<b>Other Planning Issues</b> Local Development Framework (Local Plan) – Issues and Options. Medway Council's Planning Team will be carrying out exhibition/workshop in Cliffe (13/2 10am-12pm) and Cliffe Woods (20/2 10am-12pm) along with the Cliffe and Cliffe Woods Neighbourhood Plan Steering Group. Meetings advertised. A draft response to the Options and Issues statement has been circulated by the Clerk PO. It was proposed that the submission be delegated to the Planning Chair, Cllr Harper (FH) and Clerk(PO) to submit the final response to Medway Council following feedback from members – Proposed LB, seconded SF – ALL AGREED.	
128.4	<b>Date of next Planning Committee Meeting: 25<sup>th</sup> February 2016, 7.30pm</b> – Small Memorial Hall, Cliffe	
129.0	<b>Crime Awareness Signage</b> The parish council has received a grant from former Medway Councillor Tom Mason towards the erection of crime awareness signs in the parish. The use of signs on the highway is controlled by the Highways Department of Medway Council and they have a general policy of limiting signs. The official range of signs would be limited. The two main suggestions were formal CCTV or Neighbourhood Watch signs (but this can only be used where there is an adopted CCTV scheme or Neighbourhood Watch Scheme at that location) or a specific local bespoke sign to advertise Crime Awareness for both villages and potential criminals (approval of the basic wording and sign would still be required). It was proposed by Cllr Jerry Doyle (JD) that a sign stating "Private CCTV in operation", seconded Phillip Stanley (PS) – NOT AGREED. After further discussion it was proposed to not progress with installing signage and offer the money back to Medway Council – Proposed DG, seconded VW – AGREED. Clerk PO to contact Helen McCulloch to offer the ward fund back to Medway Council.	App MA1602

Cliffe and Cliffe Woods Parish Council

Minutes of Meeting 4/2/16

130.0		<b>Medway Council – A228 Diversion Routes</b> Report on diversionary routes for A228 Closure published – consultation meeting planned with peninsula councils.	
131.0		<b>2016 Events – The Queen’s 90<sup>th</sup> Birthday – Beacon Lighting, Fair</b> Cllr Joan Darwell (JD) reported that a Jubilee style celebration is planned on the 11 <sup>th</sup> June and the possibility of a beacon/bonfire on the 21 <sup>st</sup> April. Donations are being sought. A donation recommendation will be referred to the Finance and General Purposes committee for further discussion.	App MA1602
132.0		<b>Report: OTHER COMMITTEES</b>	
	132.1	<b>Footpaths and Common Land – No report</b>	
	132.2	<b>Youth Liaison Committee</b> VW reported that Cliffe Woods Youth club has a keen following. New computer games have been purchased by the money raised from the youth club subs (available to both clubs). The Clerk PO reported that Cliffe Youth club is to be held on 11/2. Additional Adult help is needed due to Clerk RFO being on holiday.	
	132.3	<b>Cliffe Memorial Hall –</b> A new booking secretary has been appointed. The quiz night is on the 12/2. Councillors to confirm if they wish to help make up a team.	
	132.4	<b>Cliffe Woods Community Association</b> VW reported that the committee are having issues with opening a new bank account. They now have a new postal address. The hall has installed two new baby changing facilities. The next event is a Lionel Richie tribute night on the 19/2 Tickets are on sale - £12.50 pp.	
133.0		<b>REPORT: OTHER BODIES</b>	
	133.1	<b>Neighbourhood Plan</b> Cliffe and Cliffe Woods Community Trust have been looking at spending some of their money on local projects (poverty/education). This has involved ACRK (Rural Kent), Village SOS and Community21. Paid support is available from Village SOS to help the NHP and identify needs for the community for the Trust to consider financing/match funding – support package details awaited. Also reported under Item 128.3	
	133.2	<b>Friends of North Kent Marshes</b> Cllr Gill Moore (GM) wanted to thank everyone who showed their support to the RSPB. The EU Parliament is in full support of the EU directives that protect the environment. GM also reported that NATS are changing the aircraft flight paths.	
	133.3	<b>Bretts Liaison</b> SM reported that Bretts gave an update on their business activity. Concern was raised over the volume of traffic and the perceived speed of the lorries. Bretts advised that all their lorries have traffic management installed on them. Bretts also advised that they are in the process of reinstating the Saxon Shore pathway. Work on Alpha Lake will not begin until 2017/18.	
134.0		<b>Other items to be handed to Clerk for next meeting:</b> SM to ask Medway parish councils at the KALC(Medway) meeting for support in requesting more KALC training courses within the local area. JDo passed his apologies for the March meeting due to being on holiday.	

Meeting closed at 10.20pm

09/02/16/lmf/cf

**NEXT MEETING: 03/03/16 7.30pm, Emmanuel Church Hall, Parkside Parade, Cliffe Woods**

		<b>MATTERS ARISING FROM MINUTES OF MEETING ON 14/01/16</b>	
Mar 124.0		<b>Adjournment – Crime Awareness</b> Cllr Jerry Doyle (JDo) suggested “CCTV in Operation” and “Neighbourhood Watch” signs be purchased. LB advised any signage would have to be agreed by Medway Council. Clerk PO and LB continue to seek advice and approval from Medway Council for suitable sign wording.	
		<b>Resolution: This Item was reported under item 129.0</b>	
Sep 64.7		<b>Employment Contracts/Appraisals</b> SM and LB intend to review the Caretaker’s contract of employment.	
		<b>Resolution: SM has reviewed the Caretaker’s contract of employment with Cllr Lynne Bush (LB) and both Clerks. Next step is to discuss the payment elements with the F&amp;GP committee. Clerk RFO will place an item on the F&amp;GP agenda.</b>	Clerk (RFO)
Dec 101.2		<b>SORN Vehicle at Cliffe Woods Car Park</b> The car left in Cliffe Woods car park is SORN and can be removed by the authorities as this is a public car park. Clerk PO to follow up with Medway Council/DVLA.	
		<b>Action:</b> <b>The CW car park car is SORN and can be removed by the authorities as it is in a public car park. The Clerk PO has been liaising with Medway Council over the definition of the car park being classed as private. A notice that can be place on the car has been passed over from Medway Council. Ongoing.</b>	Clerk (PO)
Dec 102.9		<b>Risk Assessment of Assets</b> The Clerk PO advised that the council needs to perform regular risk assessment of its activities and individual assets need to be assessed for risk (some may be insured and others ‘self-insured’). The Clerk PO has provided a proforma template obtained from his CILCA training course and this will be worked through by the Clerks and a formal document produced	
		<b>Action:</b> <b>The Clerk RFO has drafted an assessment of assets and procedures and these needs to be looked through with both Clerks.</b>	Clerks
Jan 114.6		<b>Graffiti/Youth Club Project</b> The Clerk RFO has contacted a graffiti art company about possible projects and is awaiting costings.	
		<b>Action: Still awaiting a response. Clerk RFO to follow up.</b>	Clerk (RFO)

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 4/2/16

Jan 114.7	<p><b>Quotes</b></p> <p>Bicycle Rack Quotes – The RFO provided two quotes for two different types of bicycle racks – both would require mounting to the ground (suggested location was by the recycle bins within Cliffe Woods Car Park). The first quote was for a traffic line compact rack which takes four bikes - £52.00 and the second quote was for four individual bikes stands £210.80 (£52.70 each). It was the recommendation of the F&amp;GP committee that this would not be used and they did not support the scheme. Following this the Clerk RFO also contacted Rob Lucas, Greenspaces to enquire as to whether the Parish Council would be allowed to install a bicycle rack on the green area by the shops to encourage use. He advised that there may be funding within Medway Council for such a project and will advise on the relevant approvals required as soon as he knows more.</p>	
	<p><b>Action: Still awaiting a response from Rob Lucas. LB reported that it is highly unlikely that any funding will be provided but approval may be granted.</b></p>	Clerk (RFO)
Jan 114.8	<p><b>Play Park Update</b></p> <p>JW reported that he had carried out the majority of the repairs that were listed on the inspection report. The Clerk RFO is awaiting quotes for a couple of replacement parts and then once these have been ordered JW can install. The gate from the park into the Village club carpark requires attention as this was installed by the Village Club.</p>	
	<p><b>Action: JW has fixed the zip wire chain. The Clerk RFO has contacted the Village Club regarding the gate and they have replied to say they will attend to it. The Clerk RFO is still awaiting a response from M&amp;M Contractors regarding the supplier of the spring rocker.</b></p>	Clerk (RFO)
Jan 114.9	<p><b>Bank Account Update</b></p> <p>Clerk RFO has completed/returned the internet banking application to the bank and since received a response to say they have different personal address for the RFO on their systems. The RFO visited the bank to discuss this issue and the local branch could not see a difference in personal address like the head office is advising. The Clerk RFO has now taken out a complaints procedure to see if the application can be progressed.</p>	
	<p><b>Resolution: This has now been resolved. Reported under item 126.6</b></p>	
Jan 115.1	<p><b>Allotments</b> – Clerk RFO reported that all vacant allotments have been allocated to people on the waiting to list. An allotment holder wishes to surrender one of her plots at the end of March. There is currently a pond in the middle of the two plots and she would like to keep the pond. The boundary and costs will be adjusted to reflect this for the April invoices.</p>	
	<p><b>Resolution: This adjustment will happen with the April Invoices.</b></p>	
Jan 116.2	<p>The following applications have been received since the planning committee <b>MC/15/4469 Milk House, Courtshole Farm, Cliffe</b>. Retrospective application for change of use of agricultural land to residential garden including erection of a 1.5m high boundary fence. <b>OBJECTION</b> – development is outside of the village boundary of Cliffe as defined in the 2003 Local Plan and extension of that boundary is not required. Proposed FH, seconded RND – ALL AGREED. Clerk PO to forward recommendations onto Medway Council.</p>	
	<p><b>Resolution: The planning application has been withdrawn.</b></p>	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 4/2/16

Jan 117.3	<p><b>Cliffe Memorial Hall –</b> LB reported that the Memorial Hall is advertising for a booking secretary. Clerk RFO has said she will promote this job via the Cliffe and Cliffe Woods Alerts page on social media. There is a quiz night on the 12<sup>th</sup> Feb (Councillors to inform Clerk (PO) if they wish to take part in a parish council team.</p>	
	<b>Resolution: Reported under item 132.3</b>	
Feb 126.1	<p><b>Precept Demand</b> It was proposed to sign and submit the Precept to Medway Council – Proposed VW, seconded RL – ALL AGREED. Clerk RFO will pass to Medway Council.</p>	
	<b>Resolution: Clerk RFO to send precept demand to Medway Council</b>	Clerk (RFO)
Feb 126.4	<p><b>Section 106 Availability – Changing Room Project</b> It was also agreed that a steering committee is needed to keep this project moving along. The Chair Sue McDermid (SM) and Cllrs Derek Graves (DG), Sandra Fenney (SF), Vivienne Walton (VW), Ron Naughton-Dean (RND) and both the Clerks have agreed to form this committee. The Clerk RFO will arrange a meeting for this committee to discuss further actions.</p>	
	<b>Action: Clerk RFO to arrange a meeting and this is reported under F&amp;GP report.</b>	Clerk (RFO)
Feb 127.1	<p><b>Allotment Invoices</b> The Clerk RFO reported that she plans to issue the invoices to the allotment holders for 2016-17.</p>	
	<b>Action: Clerk RFO will raise invoices and issue to allotment holders.</b>	Clerk (RFO)
Feb 129.0	<p><b>Crime Awareness Signage</b> It was proposed to not progress with installing signage and offer the money back to Medway Council – Proposed DG, seconded VW – Majority agreed. Clerk PO to contact Helen McCulloch to offer the ward fund back to Medway Council.</p>	
	<b>Action: Clerk PO to advised Helen McCulloch</b>	Clerk (PO)
131.0	<p>2016 Events – The Queen’s 90th Birthday – Beacon Lighting, Fair. Cllr Joan Darwell (JD) reported that a Jubilee style celebration is planned on the 11th June. A bonfire/beacon could be organised for the national beacon day on the 21<sup>st</sup> April. Donations are being sought. A donation recommendation will be referred to the Finance and General Purposes committee for further discussion.</p>	
	<b>Action: Clerk RFO to add item to the F&amp;GP agenda</b>	Clerk (RFO)