

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church, Parkside, Cliffe Woods
On Thursday 3rd October 2013

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Jim Corrigan (JC), Mrs Vivienne Walton (VW), Rob Hunt (RH), Mrs Gill Moore (GM), Ray Letheren (RL), Derek Cory (DC), Colin Elliott (CE)

Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
60.0		APOLOGIES FOR ABSENCE Jim Wenban (JW) - work, Lynne Bush (LB) . holiday, Margaret Emblin (ME) . family, Sue McDermid . illness, Ian Petrie (IP) . holiday, Joan Darwell -family - Accepted	
61.0		DECLARATIONS OF INTEREST - CF and KK . Trustee of Parochial charity . planning	
62.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 05/09/13 were approved. Proposed KK, Seconded RL - ALL AGREED	
63.0		ADJOURNMENT CF reported that a local Parishioner, Mairie Vyse passed away. Mairie was given an MBE for her services to the local community. Her family have donated Mairie's photos from around the village to the Parish Council. CF intends for an article to be placed in the Clarion to remember a great lady. CF also reported that Cllr Dave Green has given his resignation as a councillor and CF said he is obliged to accept it. CF has passed on his thanks to Dave Green for his time on the council. Clerk(PO) will advise Medway Council of the vacancy and advertise on the notice boards.	CF Clerk(PO)
64.0		MATTERS ARISING FROM MINUTES OF MEETING ON 05/09/13	
	June 19.6	Village signs JW has offered to repaint lettering in both millstones	JW
	June 22.1	Parish Car Parks and The Buttway Mr Rutherford has dug out and repaired the drain. Awaiting invoice. The Clerk RFO has asked the caretaker to sweep up and remove all the built up silt around the drain once a week to alleviate any more drainage issues.	Clerk (RFO) Caretaker
	Aug 42.10	Cliffe in Bloom Letter of thanks and cheque for £400 was sent to Cliffe in Bloom.	
	Aug 45.2	Clarion and Website Next Clarion will be an autumn one due October/ early November. Articles and advertising required. Clerk has sent out advertising letter to relevant companies. Any amendments to website to be advised to CF.	All Clerk(RFO)

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	Sep 53.1	Email re S106 monies paid from Courtsole Farm Development . It was agreed to ask Medway Council if they would consider replacing fencing as requested by R Filmer. Clerk (PO) emailed Heather Marsh who is looking into this and will advise. CF sent comments on behalf of the Parish council to the Airport commission.	Clerk(PO)
	Sep 53.2.2	The council have received an email from Perry Holmes's office asking for a link to PC website of all Cllr DPI's..CF has added a link to the Cllr Code of conduct on the Parish website and all forms will now be added with signatures redacted.	Clerk(PO)/CF
	Sep 53.2.6	Clerk (PO) was on holiday for 1 1/2 weeks from 9/9 and the Clerk (RFO) covered.	
	Sep 54.3	RLG and S106 Reported under F&GP Item 66.3	
	Sep 54.4	War Memorial update Reported under F&GP Item 66.4	
	Sep 54.5	Memorial Hall Car Park barrier Reported under F&GP Item 66.5	
	Sep 54.6	Buttway Post Reported under F&GP Item 66.6	
	Sep 54.8	Bus Shelter £250 Provision CF reported that Lindsay Hartney has a group of youths that are willing to be part of the payback project to refurbish the bus stop on the Buttway. This project looks like it will take place either September/October. CF awaiting Lindsay Hartney to advise dates.	CF
	Sep 54.9	Parish Council Insurance Renewal The RFO informed the Parish council insurance of the new youth club shed and this has been added to the inventory at no extra cost.	
	Sep 55.1	Allotments Clerk PO sent an inspection letter to Mr Pryor of plot 36a. Mr Pryor has advised that he had ordered topsoil and would re-commence work asap	
	Sep 58.2	Communicating with Parishioners DC asked how we communicate with the parishioners? CF advised via public meetings, website and Clarion. DC suggested creating a distribution list to obtain residents' email addresses so that info and flyers could be emailed out to them. DC also suggested creating an enrolment page on the website for any parishioner who would like to receive email updates. . It was agreed to refer to the Clarion and Website Committee and DC has now joined this committee	Clarion & Website committee
65.0		REPORT: CLERK	
	65.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: Medway Council Planning . Appeal Decision for ENF/12/0137 and MC/12/2279 Westfield, Town Road, Cliffe Woods ME3 7RL.	
	65.2	Clerk(PO) reported on matters arising and dealt with since last meeting, main points to note:	

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		<p>65.2.1 Christmas refreshments will be organised for the December meeting at Cliffe. Clerk(PO) to purchase..</p> <p>65.2.2: Last year a meal for all Councillors and partners was arranged at their own expense. The suggestion is for the same to happen again this year. All interested to advise Clerk(RFO) of their preferred date and numbers attending. Clerks to arrange.</p> <p>65.2.3 Clerk (PO) will be on holiday from 7/10 returning 18/10 and Clerk(RFO) will be on holiday for 1 week from 28/10.</p> <p>65.2.4 The Clerk(PO) gave a brief presentation on CCTV policy and legal requirements and a sample policy document was circulated. Registration for data protection with the ICO is a legal requirement and costs £35 per year plus signage is needed. It was proposed to go ahead with the registration and to order 4 x A4 CCTV signs . Proposed CF, seconded KK . ALL AGREED.</p>	<p>Clerk(PO)</p> <p>All Clerks</p> <p>Clerk (PO)</p>
66.0		REPORT: FINANCE & GENERAL PURPOSES	
	66.1	<p>Finance Report</p> <p>The Audit was received back from the Auditors . Littlejohn, with a clear report. The annual return has been displayed on the noticeboards and website.</p> <p>The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget.</p> <p>The RFO carried out an estimated bank reconciliation due to the bank statements not arriving in the post. The RFO recommends a transfer of £15,000.00 from the NS&I Bank account to cover the Parish costs for the next few months . Proposed CF, seconded KK . ALL AGREED. RFO to arrange transfer of funds</p>	Clerk (RFO)
	66.2	<p>Approval of the following payments for September:</p> <p>SLCC - subscription £114.00 . (Chq No. 2728)</p> <p>Littlejohn LLP -audit £360.00 (Chq No. 2729)</p> <p>M&M Contractors. play park flooring £150.00 (Chq No. 2730)</p> <p>Ray-dor-signs £26.40 (Chq No. 2731)</p> <p>HMRC. PAYE Qtr 2 £218.00 (Chq No. 2732)</p> <p>L Farrelly . September expenses £xx (Chq No. 2733)</p> <p>Alex Jack - September expenses £xx (Chq No. 2734)</p> <p>D Clark . September additional hours and expenses £xx (Chq No. 2735)</p> <p>Cliffe Memorial Hall . donation £2500.00 (Chq No. 2736)</p> <p>Cliffe Woods Community Association . donation £2500.00 (Chq No. 2736)</p> <p>A Jack . September wages £xx (S/O)</p> <p>L Farrelly . September wages £xx (S/O)</p> <p>D Clark . September wages £xx (S/O)</p> <p>Proposed KK , Seconded RL - ALL AGREED</p>	
	66.3	<p>RLG/S106 update</p> <p>RLG</p> <p>Balance remaining for the year - £3127.31</p> <p>The RFO has submitted a claim for the Parish projector and is waiting for funds from Medway Council.</p> <p>The RFO will also be submitting the invoices for the racking for the storage facility, the Youth Club Cupboard and Cliffe in Bloom to claim against Rural Liaison.</p> <p>Clerk(PO) is liaising with CCTV company, Memorial Hall and Hall</p>	<p>Clerk(RFO)</p> <p>Clerk (PO)</p>

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		<p>electrician to arrange the installation of a plug socket and for the CCTV to be installed. S106 . Balance - £2174.38. Clerk RFO reported to Heather that the Parish Council do not want the S106 funds used to repair Cliffe Woods Park's flooring, as it was felt that the refurbishment of Cliffe Woods Park had only just been completed by Medway Council and that it should be their responsibility to address the flooring issues. Heather Marsh acknowledged this email and has advised Norse to carry out inspections and repair. M&M contractors have carried out the repairs on Cliffe Play Park and inspected the site for the installation of the spring rocker. Clerk RFO is awaiting an installation date.</p>	Clerk(RFO)
66.4	<p>War Memorial update The contractor declaration form has now been received and forward onto War Memorial Trust. The smart water that is to be used for the refurbishment is being sent to Parish Council. Clerk RFO has contacted the contractor several times to arrange a start date for the refurbishment of the memorial. Clerk RFO is still awaiting a response.</p>	Clerk (RFO)	
66.5	<p>Memorial Hall Car Park barrier JW has been working long hours and has not had time to liaise with parties to modify gate and finish installation. Project is still on-going. JW intends to arrange collection of both the barrier and spare scramble net from Sandfords</p>	JW	
66.6	<p>Buttway Post CF reported that the bollard posts have now been repaired and new keys provided. There are spare keys for the Church and Pat Leviston. Clerk(RFO) will hand over keys.</p>	Clerk(RFO)	
66.7	<p>Grant Request – Time and Tides Mr Hamm has contacted the council requesting a grant for a local history initiative that was started last year providing talks and guided walks around Cuxton and various villages in the Hoo Peninsula. They received funding last year from the HLF but they will not fund for a second year so Time and Tides are now seeking modest funding. The F&GP feel that the grant request needs more detail. SM suggested that Mr Hamm attends a KALC meeting where he can address all the Parishes to explain the group's requirements in more detail. Clerk RFO to contact Mr Hamm and pass on Roxana Brammer, Clerk to the KALC details to arrange attending the next meeting on the 20th November.</p>	Clerk (RFO)	
66.8	<p>Caretakers rate of pay and hours It was noted that the minimum wage has risen and therefore it was felt that the Caretaker's rate of pay be adjusted as from the 1st October. The F&GP recommend a wage increase from 6.50 to £6.62 per hour . Proposed KK, seconded VW - ALL AGREED</p>	Caretaker/ Clerk(RFO)	
66.9	<p>AOB – Printing Quotes for Clarion It was proposed to go ahead with Augustus Press Ltd to print the next Clarion as they are cheaper than City Press . Proposed KK, seconded RL - ALL AGREED. SM reported that Frindsbury Extra PC use a company that provide a free parish magazine that is delivered to all the houses and the company use advertising to pay for it. Clerk RFO will contact</p>	Clerk(PO) Clerk(RFO)	

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		Roxana Brammer to find out more details.	
	66.10	Date of next Finance & General Purposes Committee Meeting: 5 th November 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
67.0		REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
	67.1	Allotments It was reported that Mr Pryor has still not worked on his allotment despite his previous assurances and is now on holiday. RL recommended sending a final letter extending him 30 days to tend his allotment or his tenancy would be terminated. Proposed RL, seconded CF . AGREED.	Clerk (PO)
	67.2	Children's Play Areas . No report	
	67.3	Recreation Ground, Skate Park, Ball Court VW reported that the tree by the ballpark/ youth shelter has still not been cut. Clerk RFO to ask Dave Clark to attend to this again.	Clerk (RFO)/ Caretaker
68.0		REPORT: PLANNING	
	68.1	Planning applications: CF presented following applications with proposed comments: MC/13/2185 – 4 Higham Road,, Cliffe , ME3 7SH - Construction of a single storey rear extension Response: No objection. Proposed CF, Seconded RL . ALL AGREED CF reported that the Enforcement order for Westfields had been squashed. The appeal has been rejected because of highways.	
	68.2	Date of next Planning Committee Meeting: 31 st October 2013, 8pm at Small Memorial Hall, Cliffe (Small Hall)	Planning Committee
69.0		Report: OTHER COMMITTEES	
	69.1	Parish Car Park and The Buttway CF reported that the bollards and drain at the Buttway have been repaired. GM reported that the bin outside the shop at Parkside, Cliffe Woods has disappeared. Clerk(PO) to report to Medway Council.	Clerk(PO)
	69.2	Clarion and Website CF reported that the website has been updated. Clarion reported under item 64, Aug 45.2	
	69.3	Footpaths and Common Land Walkers have reported to GM that RS331 is dangerously muddy and a gate along this path has been taken off its hinges and thrown into creek. Recommend to mention at Bretts Liaison as the RS331 is right under Bretts conveyor belt which is causing the mud.	Clerk/ Bretts Liaison Committee
	69.4	Youth Liaison Committee VW reported that she had written to the police asking for a grant towards the youth club and the police had responded and awarded the Parish youth club with £500.00. Cheque passed to RFO. As a result of this donation VW has purchased two flat screens for each of the clubs. RH is hoping to bring along the resus dummies to the clubs to teach the youth resuscitation techniques.	RH

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69.5	Cliffe Memorial Hall A reported provided by LB stated that a quiz night is being held on the 4 th October. The hall now has a new hirer on the 2 nd and 4 th Friday of the month for Ballroom dancing. There is a farmers market every 3 rd Sunday in the month and this is proving very popular.	
69.6	Cliffe Woods Community Association CF reported that events are still being organised - the latest event being a barn dance on the 12 th October	
70.0	REPORT: OTHER BODIES	
70.1	Rural Liaison Meeting KK reported that there are mobile NHS units for health concerns circulating the rural areas. KK also reported that there was a presentation from a company called Care In Homes who help the elderly with fire alarm checks, installation of red panic buttons and CCTV.	
70.2	Police Liaison Meeting DC reported that there was a guest speaker from Medway Council advising new changes in the recycling process. Going forward both garden waste and paper/cardboard will be collected on the same day rather than alternative weeks. Various Parishes reported on anti-social behaviour in their areas. DC felt that the structure of the police liaison meeting was not fit for purpose as more time was spent listening to a guest speaker than discussing the concerns within the parishes.	
70.3	KALC/MAC Meeting RH reported that there a big push on the installation of OAP gyms within a lot of Parishes. KALC are thinking of raising a fund to support these Gyms	
70.4	Friends of North Kent Marshes GM wanted to pass on thanks to all those that attended the Autumn fayre . Spirit of the 40\$. It was a very successful day with around 1000 attendees. GM also reported that FONKM had submitted their response to the Airport Commission. GM also reported that parishioners have been complaining of the exceptionally bright lights from the port in Essex. It was suggested that the Clerk inform the environmental health department at Medway Council.	Clerk (PO)
71.0	Other items to be handed to Clerk for next meeting: None	

Meeting closed at 9.40pm.

NEXT MEETING: 07/11/13, 7.30pm, Small Memorial Hall Church Street, Cliffe
11/10/13/lmf