



**CLIFFE AND CLIFFE WOODS PARISH COUNCIL**  
Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside Parade,  
Cliffe Woods  
On Thursday 12<sup>th</sup> May 2016

**PRESENT**

Cllrs. Mrs Sue McDermid-Chair(SM), Mrs Lynne Bush-Vice Chair (LB)(Vice Chair), Peter Clements, Mrs Joan Darwell (JD), Jerry Doyle (JDO), Mrs Faith Eysers (FE), Mrs Sandra Fenney (SF), Derek Graves (DG), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Phillip Stanley (PS), Mrs Vivienne Walton (VW), Jim Wenban (JW).

Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly  
The meeting opened at 7.50 pm.

NO	ITEM
1.0	<b>APOLOGIES FOR ABSENCE</b> Fred Harper (FH), Ray Letheren (RL), Ian Petrie (IP)– <b>ACCEPTED</b>
2.0	<b>DECLARATIONS OF INTEREST -</b> Cllr Lynne Bush - MC/16/1579 Wharf Farm, Wharf Lane, Cliffe
3.0	<b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 3/03/16</b> Minutes were moved as a true record. Proposed Cllr Ron Naughton Dean (RND), Seconded Cllr Vivienne Walton (VW) - <b>ALL AGREED.</b>
4.0	<b>Adjournment – None</b>
5.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 3/03/16</b>
	5.1 Items attached on Appendix MA1605 (including resolutions)
6.0	<b>REPORT: CLERK</b>
	6.1 List of correspondence was circulated.
	6.2 Clerk(PO) reported on matters dealt with since last meeting:  6.2.1 CiLCA Training The Clerk PO is planning to take a week off of parish duties in June or July (both parishes) to put the portfolio together now that he has completed a year end at Allhallows and started to update policies at both councils.  6.2.2 Historic Society Excavations at the Buttway Excavations in late April seem to indicate the presence of a large building of interest and further exploration is required. This will work around any events and kept safe. They do hold public liability insurance and are managing the site during their works.  6.2.3 Queen's Birthday Event 21st April Despite short notice a very successful event was held at Pond Hill. Special thanks to Cllrs Darwell (JD) and Moore (GM) for organising this and handling the stress. Robert Filmer allowed use of his land and supplied some fireworks. Nicky O'Neil (16 Church Close) also supplied a display pack of fireworks (JD and GM have delivered flowers etc.in thanks). <i>Action noted in Appendix</i>  6.2.4. Fun Fair (20/21/22 May – on-site 16-23 May)

		<p>There was little notice of this. The Clerk PO received a phone call late afternoon, 5th May and circulated the request to all councillors. There was some immediate feedback. There were concerns, many that had been discussed with the fun fair operator previously.</p> <p>After consultation with the Chair, Vice Chair and Clerk (RFO) by email it was agreed to allow the fair, subject to some concerns.</p> <p>A document to help alleviate some concerns and identification of responsibilities of the Fun Fair was drawn up and signed by the operator and Clerk PO (on behalf of the parish council). The Fair owners have paid 'rent' of £600 in advance and a bond of £500 in cash. The caretaker, police (PCSO), allotment holders, the Memorial Hall, pre-school, football clubs, school, shop, local residents and the Evening Star have been notified and then an alert was published on Facebook. The fun fair advertising is likely to appear very soon.</p>
6.3	<p><b>Car Parking Issues</b> Problems continue in the Buttway regarding the parking and littering. Rev Gill Wright has raised concern on behalf of St Helen's Church. After a lengthy discussion, it was proposed to return the Buttway to its original use of a recreation ground and lift the barriers. The church would have a key to drop the barriers as required, as would St Helen's House hirers. Prior notification and reason as to why this decision has been made will be circulated in all types of media. Two weeks' notice will be given and the barriers will be lifted from 1<sup>st</sup> June 2016. Proposed LB, seconded VW – <b>MAJORITY AGREED</b> <i>Actions noted in appendix</i></p>	
6.4	<p><b>Policy Adoption – Child and Vulnerable Adult Policy</b> The Clerk PO has circulated a draft policy to be adopted by the Parish Council. It was proposed to adopt the circulated policy – Proposed SM, seconded RND – <b>ALL AGREED</b>. <i>Actions noted in appendix</i></p>	
7.0		<p><b>ANNUAL RETURN 2015/16</b></p>
7.1	<p><b>Annual Governance Statement Section 1</b> The Clerk RFO read the statement allowed and it was proposed to agree this Annual Governance Statement. Proposed LB, seconded VS – <b>ALL AGREED</b>. This was signed by the Chair and Clerk (RFO)</p>	
7.2	<p><b>Accounting Statement Section 2</b> The Clerk RFO went through the Annual return accounting statement and it was proposed to agree this accounting statement. Proposed PS, seconded LB – <b>ALL AGREED</b> This was signed by the Chair and Clerk (RFO) <i>Actions noted in appendix</i></p>	
8.0		<p><b>REPORT: FINANCE &amp; GENERAL PURPOSES</b></p>
8.1	<p><b>Finance Report:</b> The RFO has finalised the Annual Return and circulated it to the committee along with the report that is submitted to the internal auditor. Within the report are copies of all the cash books, a consolidated bank reconciliation of all the bank accounts, and a variance report explaining any significant differences from last year's Annual Return. The main difference being a high increase in receipts due to the receipt of the S106 funds for the 'changing rooms' project and a reduction in staff in costs due to the change in the staff roles. A copy of the Annual return was circulated to all Councillors.</p>	

8.2

**Approval of following payments for April and May:**

**April Payments Agreed as per Standing Order on 29th March 2016**

Name	Payment Amount
KCS (stationery)	£21.59
KALC (Training - SF/FE/Conference - RND)	£216.00
Park Leisure	£29.04
HMRC (PAYE)	£150.00
L Farrelly March expenses £29.97 and £2.40 mileage)	£32.58
C Fribbins –March £50 home allowance £15.00 - Wi-Fi dongle £23.99 - Kwik survey £ 4 mileage	£92.99
Dave Clark ( March expenses) £44.46 (mileage) £27.50 - additional hrs	£71.96
Michael Johnson (holiday cover)	£198.55
Dave Clark March Wages	£287.40
Laura Farrelly March Wages	£514.88

**May Payments Agreed at Full Parish Council**

Name	Payment Amount
KCS (stationery, youth club purchases, black sacks)	<b>£50.05</b>
Southern Water	<b>£23.91</b>
KALC (Planning Conferences -FH/ RND and invoice 3618 – IP)	<b>£105.00</b>
KALC (Subscription)	<b>£1,425.12</b>
LCR subscription (magazine)	<b>£229.50</b>
Village Club ( replacement lights)	<b>£225.50</b>
KCPFA (subs)	<b>£20.00</b>
Young Kent – DBS	<b>£27.00</b>
BR Stacey Fencing Ltd	<b>£150.00</b>
CW Rainbow and Guides	<b>£300.00</b>
L Farrelly Exp 10.9 Additional Hrs £9.65 19 Miles Mileage £7.10 April exps (keys cut/stamps/Tele £69.61 Gloves/dog collector for Caretaker)	
<b>TOTAL</b>	<b>£86.36</b>
C Fribbins Exp Home allowance £50.00	

		<table border="1"> <tr> <td>6 Miles Mileage</td> <td>£2.40</td> <td></td> </tr> <tr> <td>April Exp (Kwik Survey/Wi-Fi Dongle/ paper)</td> <td>£51.49</td> <td></td> </tr> <tr> <td></td> <td></td> <td><b>£103.89</b></td> </tr> <tr> <td>Dave Clark Exp 11 Additional Hrs</td> <td>£75.80</td> <td></td> </tr> <tr> <td>150 Miles Mileage</td> <td>£60.00</td> <td></td> </tr> <tr> <td>April Exps (boots/petrol/offset of extra mileage from previous month)</td> <td>£18.88</td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td><b>£154.68</b></td> </tr> <tr> <td>Dave Clark April Wages</td> <td></td> <td><b>£287.40</b></td> </tr> <tr> <td>Laura Farrelly April Wages</td> <td></td> <td><b>£514.88</b></td> </tr> </table>	6 Miles Mileage	£2.40		April Exp (Kwik Survey/Wi-Fi Dongle/ paper)	£51.49				<b>£103.89</b>	Dave Clark Exp 11 Additional Hrs	£75.80		150 Miles Mileage	£60.00		April Exps (boots/petrol/offset of extra mileage from previous month)	£18.88		Total		<b>£154.68</b>	Dave Clark April Wages		<b>£287.40</b>	Laura Farrelly April Wages		<b>£514.88</b>
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8.3	<p><b>Rural Liaison Grant (RLG) - £6,238.74</b></p> <p>The RLG balance is now £6,238.74. The RFO is still awaiting a decision regarding the installation of a bicycle rack at Cliffe Woods shops. It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops. Proposed JDo , seconded PS – <b>Majority Agreed</b> <i>Action noted in Appendix</i> . A suggested idea for RLG spend was a sit on lawn mower for the caretaker. After some discussion it was felt this wouldn't be a viable asset to purchase.</p>																												
8.4	<p><b>Section 106 Availability – Changing Room Project</b></p> <p>The Steering Committee for the changing rooms met before the F&amp;GP Meeting and Alan Adkins from Scape and Geoff Slee from Kier attended to explain how the framework process would work if the Parish Council were to use their service in place of the procurement process via Medway Council.</p> <p>The main points noted were:</p> <ul style="list-style-type: none"> <li>• Kier carry out a feasibility study to give a price for the total project. This study would also provide a time frame as to when the project would have to be completed by.</li> <li>• This feasibility study is free of charge</li> <li>• This provides assurance to get the project done.</li> <li>• Kier would manage the whole project from start to finish</li> <li>• Kier would use as much local trade a possible</li> <li>• The price of this project incorporates the service of Scape who are a there to insure Kier keep onto time and to budget.</li> </ul> <p>The steering committee believe this route of using Scape/Kier is the best solution to ensure that the project is completed using the correct routes and it also gives a committed timescale. It will also alleviate some of the project management from the RFO so that she can concentrate on obtaining match funding/grants for any difference in costs needed.</p> <p>It was proposed that the Parish Council uses the Scape Minor Works Framework to progress with this work and that a feasibility study is carried out by Kier– Proposed SF, seconded FE -<b>ALL AGREED</b>. <i>Action noted in Appendix</i></p>																												
8.5	<p><b>Vandalism at Youth Shelter/Buttway</b></p> <p>It was reported by the caretaker that the bin at the youth shelter had been destroyed and a camp had been set up, with the use of a destroyed metal shed, on the edge of the</p>																												

	<p>recreation ground. The RFO arranged for the removal of the metal shed and Medway Council also took the ruined bin away too.</p> <p>The caretaker also reported that the Buttway was overrun with cars and that they had be tearing up the grass.</p>
8.6	<p><b>Cliffe Woods Car Park – Pot holes</b></p> <p>It was noted by some Councillors that Cliffe Woods Car Park needed urgent pot hole repairs. Clerk PO raised this concern with the Medway Councillor Filmer and he arranged for Medway Council to carry out the repair – Completed.</p>
8.7	<p><b>Allotment fencing repair</b></p> <p>It was reported that the allotment fencing had been damaged either by high winds or anti-social behaviour. The instruction of this repair was authorised by the Chair and Vice-chair due to its urgency. The quote to repair was £150 and this has been carried out and inspected by the RFO – invoice reported under payments</p>
8.8	<p><b>Fire Extinguisher inspection</b></p> <p>Following a meeting with the caretaker, it came to light that there is a fire extinguisher within the container but it has never been inspected. It was felt this should be carried out. The RFO has obtained a quote - £30. It was the agreed that Cllr Philip Stanley (PS) would investigate as to what type of extinguisher is needed for inspection before an inspection is carried out. <i>Action noted in appendix.</i></p>
8.9	<p><b>Graffiti Quote</b></p> <p>The RFO had obtained quotes from three companies for a half day graffiti workshop to be hosted at the Cliffe Youth club (to be hosted in the month of June), along with a whole day graffiti workshop that would take place in the summer holidays (August) -- this would give the youths the opportunity to repaint the youth shelter and the walls of the skate park. From analysing the prices and speaking to the companies, the RFO recommends Graffiti stars, with the costs for the half day being £379 +VAT and the Full day being £494. This would be funded using the money earmarked for youth projects. There is £4,950.00 held in reserves for youth projects. If Cliffe Woods Youth Club are interested in hosting a similar workshop, this could also be considered. It was proposed to proceed with these quotes for Cliffe Youth Club – Proposed LB, seconded FE – <b>Majority Agreed.</b></p>
8.10	<p><b>Recreation ground hire for sports clubs</b></p> <p>With the new financial year beginning, the cost of the hiring of the recreation ground for the sports club needed to be agreed.</p> <p>Due to the lack of changing room facilities, it was the agreement of the F&amp;GP that this should continue to be reflected in the price of hiring of the grounds, but the sports clubs will need to be made aware that they are only paying for the hire of the grounds and not the changing rooms. If the changing rooms are built within the next six months then a separate invoice/cost will have to be agreed for the use of this.</p> <p>Both the football clubs will be sharing the football pitch and will only have one team of under 11's using it. They will also be using their pitch to train on Saturday mornings from June. The Rugby Team intend to use the recreation grounds for training on one day in the week and their matches will be on alternate Saturdays. It was the proposed that due to the fact that only one team each are using the pitches, that the price be reflected by this and therefore charge each team £250 each for the sporting season – Proposed RND, seconded PC – <b>ALL AGREED.</b></p>

8.11	<p><b>Date of next Changing Rooms Steering Committee Meeting: 31<sup>st</sup> May 2016 6.30pm</b> – Small Memorial Hall, Cliffe (kitchen).</p>
8.12	<p><b>Date of next Finance &amp; General Purposes Committee Meeting: 31<sup>st</sup> May 2016, 7.30 pm</b> – Small Memorial Hall, Cliffe (kitchen).</p>
9.0	<p><b>REPORT: ALLOTMENTS</b></p>
9.1	<p>The Clerk RFO has issued all allotment invoices and the majority have been paid. Three allotment rents remain outstanding and the Clerk RFO intends to chase. There are currently two people on the waiting list who are outside of the Parish. One plot is has been offered to a Parishioner. PC also reported that an allotment shed had been broken into.</p>
10.0	<p><b>REPORT: PLANNING</b></p>
10.1	<p><b>Planning applications:</b> The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: <b>MC/16/1042 Lister Haven, Ladyclose Avenue, Cliffe Woods, ME3 8JL</b> Construction of a single storey rear extension. Concerns about impact on street scene and neighbouring part of semi-detached property. <b>MC/16/1085 29 Wadlands Road, Cliffe, ME3 7RD</b> Neighbourhood consultation for construction of single storey rear extension No Objection <b>MC/16/1195 High Beech, Merryboys Road, Cliffe Woods, ME3 7TP</b> Part retrospective application for retention of existing conservatory and construction of double garage etc. No Objection <b>MC/16/1208 8 Tennyson Avenue, Cliffe Woods, ME3 8JF</b> Construction of a single storey rear extension with raised lantern light. No Objection APPROVED WITH CONDITONS <b>MC/16/1373 52 Milton Avenue, Cliffe Woods, ME3 8TX</b> Construction of a first floor side extension No Objection but asks for parking provision to be reviewed. <b>MC/16/1450 Orchard Cottage, Town Road, Cliffe Woods, ME3 8EU</b> Construction of a single storey extension to front and single storey extension to side No Objection <b>MC/16/1579 Wharf Farm, Wharf Lane, Cliffe</b> Construction of a detached dwelling with associated parking (resubmission of MC/15/0950) Planning appeal dismissed but re-submission overcomes the refusal grounds – condition of road raised.</p>
10.2	<p>The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting <b>MC/16/1656 22 St Helens Road, Cliffe, ME3 7EY</b> Construction of a single storey rear extension – demolition of conservatory No Objection <b>MC/16/1720 Kismet, Cooling Street, ME3 7UB</b> Construction of a single storey rear extension (demolition of existing conservatory)</p>

		No Objection Proposed PS, seconded LB – <b>ALL AGREED</b>
	10.3	<b>Further planning applications notified following the publication of the agenda and the meeting.</b> MC/16/1898 48 Swingate Avenue, Cliffe, ME3 7RA – Construction of conservatory at rear No Objection Proposed RND, seconded LS– <b>ALL AGREED</b>
	10.4	<b>Other Issues</b> A consultation on the Introduction of Standard Instrument Departure Procedures to Routes in the London Terminal Control Area Sponsor was circulated to all Cllrs. It was proposed to respond with concern about the low flying aircraft over the villages. Proposed LB, seconded JD – <b>ALL AGREED</b> <i>Action noted in Appendix.</i>
	10.5	<b>Date of next Planning Committee Meeting: 26<sup>th</sup> May 2016, 7.30pm</b> – Small Memorial Hall, Cliffe
11.0		<b>Report: OTHER COMMITTEES</b>
	11.1	<b>Footpaths and Common Land</b> GM reported that there had been illegal off-road motorcycles riding along RS84. Police were notified. Local residents had also reported illegal fishing on RS82. The Environment Department from Medway Council did attend.
	11.2	<b>KALC</b> SM report that this meeting was very poorly attended. There were only representatives from five parish Councils. The meeting started with a minute silence for Lionel Pierce who was the Chair of Hoo Parish Council and had recently passed away suddenly. SM also reported that Frindsbury Extra PC raised their concerns over the issues surrounding intended works to the Four Elms and Sans Pareil roundabout. Grain PC is having issues with their WIFI/Mobile Mast. Hoo PC has a new Chair and they had a very successful Beacon event to celebrate the Queen's Birthday. Allhallows PC has recently advertised a new Defibrillator stored in the security cabin at the entrance to the leisure park, and they have just received some Medway Council ward funding which is to go towards steps up the bank to the playing field from the Changing rooms.
	11.3	<b>Youth Liaison Committee</b> VW reported that Cliffe Woods Youth Club has around 30 youngsters attending each month and they have been taking part in some street painting activities. Clerk PO reported that numbers have increased at Cliffe Youth Club and due the lighter nights were able to make use of the ball court.
	11.4	<b>Cliffe Memorial Hall</b> – No Report
	11.5	<b>Cliffe Woods Community Association</b> VW reported that AGM had taken place and a vote was agreed to wind up the old charity and conform the transfer of assets and liabilities to the new charity (Charitable Incorporated Organisation - CIO). The events are very popular and the next event is the Lionel Ritchie tribute night on 20/5. The fair is to be held on 9 <sup>th</sup> July and lots of activities are being organised for this and it looks set to be a great day.
12.0		<b>REPORT: OTHER BODIES</b>

12.1	<p><b>Neighbourhood Plan</b>          Clerk PO reported that the Cliffe and Cliffe Woods Community trust has been talking to Village SOS about the village needs. This body has granted funding of £1,000 to the Neighbour plan committee to host a Local Needs Conference. This event will be an invitational only event. Help is needed to get the information to suitable groups. Further open public consultation events are planned for September.</p>
12.2	<p><b>Friends of North Kent Marshes</b>          JD reported that they were in the process of organising the fair to celebrate the Queen's Official Birthday. They would like to put cones out to prevent cars accessing Buttway Lane due to the overflow of people outside of the pub during the Fair. JD also reported that they would like to divert the buses and for them to stop at the Doctor's surgery during the time of the fair and JDo intends to contact the bus company to arrange this diversion.</p>
12.3	<p><b>Care and Concern Group (Cliffe Woods) – Chair</b>          SM and JDo reported that Cliffe Woods medical practise have appointed a pharmacist who will working between the two medical practises. This pharmacist will also be doing additional training and eventually will extend the role further to help issue prescriptions. JDo also reported that patients are now able to view a summary of their medical records online.          The Carer's Afternoon will be held on the 25<sup>th</sup> May and JDo asked for the Clerk PO to advertise this on the Cliffe and Cliffe Woods Alerts page.</p>
12.4	<p><b>Other Reports – Planning Conference/Dynamic Councillor</b>          RND reported on the Planning conference and said that it was very well attended and that he found it very informative. He felt he had learned a lot more about the planning process.          SF and FE reported on the Dynamic Councillor training. FE reported that she didn't feel it was very informative at all and that the training session seemed to focus on just Kings Hill Parish Council. SF also didn't find it as informative as they thought it would be, but did note that some Parish Councils are more pro-active and host surgeries within their village to give parishioners the chance to speak one to one about their concerns. SF felt that is something that maybe our Parish Council should consider doing. SM explained that there are other factors to consider – i.e. venue to host, somewhere private if necessary.</p>
13.0	<p><b>Other items to be handed to Clerk for next meeting: None</b></p>

Meeting closed at 10.35pm

18/05/16/lmf/cf

**Next Parish Council Meeting: 09/06/16 Small Memorial Hall, Church Street, Cliffe**

Cliffe and Cliffe Woods Parish Council  
 Minutes of Meeting 12/5/16  
**Appendix MA1605**

		<b>MATTERS ARISING FROM MINUTES OF MEETING ON 12/05/16</b>	<b>Action By</b>
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> 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.	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 RFO has drafted an assessment of assets and procedures	
		<b>Action:</b> Clerk PO has reviewed and circulated to the Chair and Vice –Chair for comment.	SM/LB
Jan 114.8		<b>Play Park Update</b> The Clerk RFO has sourced the new part for the spring rocker	
		<b>Resolution:</b> The Clerk RFO to pass new part Cllr JW	
Feb 127.1		<b>Allotment Invoices</b> The Clerk RFO reported that she plans to issue the invoices to the allotment holders for 2016-17.	
		<b>Resolution:</b> Clerk RFO raised invoices and issued to allotment holders.	
Mar 140.3		<b>APM invitations – Clerk PO to send invitations to Annual Parish Meeting as per circulated list</b>	
		<b>Resolution –</b> Invitations were sent out	
Mar 141.5		<b>Caretaker's Contract of Employment</b> <b>Clerk PO to locate the relevant policies and pass to the Chair.</b> <b>Once relevant policies located in relation to caretaker's contract; the Chair and RFO will arrange a meeting with Dave Clark to review his contract in more detail.</b>	Clerk (PO) Chair/ Clerk (RFO)
		<b>Action:</b> Chair SM and Clerk RFO have met with the Caretaker and review contract. Amendments to be made and the passed to the Caretaker	
Mar 142.1		<b>Allotment Shed request agreed - Clerk RFO will advise the tenant</b>	
		<b>Resolution –</b> Tenant advised	

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Mar 143.2	<b>Planning Application 20160071 – Clerk PO to send response to Gravesham Council.</b>	
	<b>Resolution</b> – Response sent to Gravesham Council	
Mar 143.3	<b>Lower Thames Crossing (Option C) – FH and Clerk PO to draft a response</b>	
	<b>Resolution</b> – Clerk PO encouraged personal responses to be sent	
May 6.2.3	<b>Queen’s 90<sup>th</sup> Birthday Celebrations</b> Special thanks to Cllrs Darwell (JD) and Moore (GM) for organising this and handling the stress. Robert Filmer allowed use of his land and supplied some fireworks. Nicky O’Neil (16 Church Close) supplied a display pack of fireworks also, Richard Jones, Dave Simmons and Jools Holland.	Clerk PO
	<b>Action</b> – Clerk PO to send letter of thanks on behalf of the Parish Council to parties involved	
May 6.3	<b>Car Parking Issues</b> It was proposed to return the Buttway to its original use of a recreation ground and lift the barriers. The church would have a key to drop the barriers as required, as would St Helen’s House hirers. Prior notification and reason as to why this decision has been made will be circulated in all types of media. Two weeks’ notice will be given and the barriers will be lifted from 1 <sup>st</sup> June 2016	Clerk PO
	<b>Action</b> – Clerk PO to advised all concerned parties	
May 6.4	<b>Policy Adoption – Child and Vulnerable Adult Policy</b> It was proposed to adopt the circulated policy – Proposed SM, seconded RND – <b>ALL AGREED.</b> <i>Actions noted in appendix</i>	Clerk RFO
	<b>Action</b> – Clerk RFO to forward onto Medway Council in order for the DBS process to proceed for the Caretaker and Cllr. Jim Wenban.	
May 7.2	<b>Annual return</b> Both the Governance and Accounting statements were agreed.	Clerk RFO
	<b>Action</b> – Clerk RFO to pass the Annual return and supporting documents onto the internal auditor for review.	
May 8.3	<b>Rural Liaison Grant</b> It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops	Clerk RFO
	<b>Action</b> – Clerk RFO to contact Medway Council to arrange site visit and obtain costings for Bicycle Rack for consideration at the next F&GP	
May 8.4	<b>Changing Rooms Project</b> It was proposed that the Parish Council uses the Scape Minor Works Framework to progress with this work and that a feasibility study is carried out	Clerk RFO
	<b>Action</b> – Clerk RFO to advise Scape/Kier of decision and arrange a site meeting for feasibility study to be carried out.	
May 8.8	<b>Fire Extinguisher Inspection</b>	

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Minutes of Meeting 12/5/16

		It was the agreed that Cllr Philip Stanley (PS) would investigate as to what type of extinguisher is needed for inspection before an inspection is carried out.	
		<b>Action – PS to arrange a site meeting at Caretaker’s container</b>	PS
	May 8.9	<b>Graffiti Workshop Quotes for Cliffe Youth Club</b> It was proposed to proceed with these quote	Clerk RFO
		<b>Action – Clerk RFO to advise Graffiti Stars and arranging advertising for the events</b>	
	May 8.10	<b>Recreation ground hire for sports clubs</b> It was the proposed that due to the fact that only one team each are using the pitches, that the price be reflected by this and therefore charge each team £250 each for the sporting season	Clerk RFO
		<b>Action - Clerk RFO to raise invoices and advise sports clubs</b>	
	May 10.4	<b>Other Planning Issues - Consultation on the Introduction of Standard Instrument Departure Procedures to Routes in the London Terminal Control Area Sponsor</b> It was proposed to respond with concern about the low flying aircraft over the villages.	Clerk PO
		<b>Action - Clerk PO to respond</b>	
	May 12.3	Care and Concern Group (Cliffe Woods) The Carer’s Afternoon will be held on the 25 <sup>th</sup> May and JDo asked for the Clerk PO to advertise this on the Cliffe and Cliffe Woods Alerts page.	Clerk PO
		<b>Action – Clerk PO to publicise via the Facebook alerts page</b>	