

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 7th November 2013

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Mrs Vivienne Walton (VW), Rob Hunt (RH), Ray Letheren (RL), Derek Cory (DC), Mrs Lynne Bush (LB), Mrs Sue McDermid (SM)

Parish Clerk: Mrs L Farrelly

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY	
72.0	APOLOGIES FOR ABSENCE Ken Kentell (KK) . holiday, Jim Wenban (JW)- work, Jim Corrigan (JC) . family, Gill Moore (GM) . airport, Joan Darwell (JD) . airport, Colin Elliot (CE) . work, Ian Petrie (IP) . work, Margaret Emblin (ME) - family, Clerk (PO) - family . Accepted		
73.0	DECLARATIONS OF INTEREST DC . Planning (MC/13/1576)		
74.0	APPROVAL OF MINUTES Minutes of Parish Council meeting held on 03/10/13 were approved. Proposed DC, Seconded RL - ALL AGREED		
75.0	Co-option of Parish Councillor for Cliffe Ward There was one applicant, Mr Peter Clement, who introduced himself and gave a brief statement to Councillors. It was proposed to Co- Opt Mr Peter Clements. Proposed SM, seconded RH . Majority Agreed with two abstained. Peter Clement was welcomed to the Parish Council and CF explained that the Clerk PO was absent from the Parish meeting but would he inform the Clerk PO to organise for Mr Clements to sign the Declaration of Acceptance of Office and DPI paperwork and the Clerk(PO) to counter signed.	Clerk(PO)/PC	
76.0	MATTERS ARISING FROM MINUTES OF MEETING ON 03/10/13		
	June 19.6	Village signs It was agreed that on a recent inspection that the lettering seemed fine	
	June 22.1	Parish Car Park and The Buttway Mr Rutherford has dug out and repaired the drain. Invoice has now been received.	
	Aug 45.2	Clarion and Website Next Clarion will be an autumn one due late November Articles and advertising required. Clerk has sent out advertising letter to relevant companies.	All
	Sep 53.1	Email re S106 monies paid from Courtsale 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 advised APCM ground lease is due for renewal shortly and any decisions on fencing or otherwise would not be made until after the New Year. Clerk(PO) forwarded response to R Filmer for his information.	

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Sep 53.2.2	The council have received an email from Perry Holmes office asking for a link to PC website of all Cllr. 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.	
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. CF awaiting Lindsay Hartney to advise dates.	CF
Oct 65.2.2	A Christmas meal has been arranged for the 12 th December . Deposits and menu options to be passed to Clerk (RFO)	ALL
Oct 66.1	NSI Transfer -The RFO arranged for the transfer of £15,000.00 from the NSI account.	
Oct 66.3	RLG/S106 update - reported under F&GP Item No 78.3	
Oct 66.4	War Memorial update - reported under F&GP Item No78.4	
Oct 66.5	Memorial Hall Car Park barrier - reported under F&GP Item No78.5	
Oct 66.7	Grant Request – Time and Tides Mr Hamm 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. Clerk RFO contacted Mr Hamm and passed him Roxanna Brammer, Clerk to the KALC details to arrange attending the next meeting on the 20 th November.	
Oct 66.9	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 contacted Roxanna Brammer who has passed on details of the free parish magazine.	
Oct 68.1	Allotments It was reported that Mr Pryor has still not worked on his allotment. Clerk (PO) sent a final 30 days to tend to allotment. Reported further under Item 80.1	
Oct 68.3	Recreation Ground, Skate Park, Ball Court- It was reported that the tree by the ballpark/ youth shelter has still not be tended to. On inspection it was felt that a tree surgeon was required to complete this job. Clerk PO to arrange a quote	Clerk (PO)
Oct 69.1	Parish Car Park and The Buttway JC reported that the bin outside the shop has disappeared. Clerk PO passed this on to Medway. Medway council reported that the bin was swapped for canine bin requested in Cooling Street as there are five other bins and two canine bins in this location already.	
Oct 69.3	Footpaths and Common Land – GM reported that walkers have reported to her that RS331 is dangerously muddy and a gate along this path has been taken over it hinges and thrown into creek. Clerk (RFO) reported to Medway council. Brett's liaison meeting was cancelled	

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	Oct 70.4	Friends of North Kent Marshes GM reported that parishioner had been complaining of the exceptionally bright lights from the port in Essex. The Clerk (PO) informed the environmental health department at Medway Council. Environmental agency to contact GM for further information and update	GM
77.0		REPORT: CLERK	
	77.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:- LSA ACP Consultation reminder - Medway Council . wrong cycle sign - Diane Fitter . Christmas Tree festival - Environment Agency . Drax PS assessment	CF
	77.2	Clerk(PO) reported on matters arising and dealt with since last meeting, main points to note: - Dave Clark, caretaker currently has the flu and Michael Johnson has covered for a week - RL has kindly refurbished the noticeboard at Norwood Corner and installed a seat	
78.0		REPORT: FINANCE & GENERAL PURPOSES	
	78.1	Finance Report The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO carried out a bank reconciliation and the current account bank balance is £8789.36. A few projects are due for completion which will result in reimbursement from Medway council against both the rural liaison and S106 grant. The RFO is to start looking at the budget in preparation for the new financial year	Clerk (RFO)
	78.2	Approval of the following payments for November: Southern Water. water rates £558.87 . (D/D) V Walton -TV£ for Youth Club £284.98 (Chq No. 2738) Information Commissioner. registration for data protection£35.00 (Chq No. 2739) Nash Welding- gate modification £134.40 (Chq No. 2740) M&M Contractors . spring rocker 2 £1357.20 (Chq No. 2741) Ray-Dor Signs . CCTV signage £127.40 (Chq No 2742) Mr Rutherford . Buttway Drain repair £400.00 (Chq No 2743) ATG . Bollard repair £418.92 (Chq No 2744) David Wright . remembrance wreath £20.00 (Chq No 2745) Alex Jack - October Expenses £xx (Chq No. 2746) D Clark . October additional hours and expenses £xx (Chq No. 2747) A Jack . October Wages £xx (S/O) L Farrelly . October Wages £xx (S/O) D Clark . October Wages £xx (S/O) Proposed SM , Seconded RL - ALL AGREED	
	78.3	RLG/S106 update RLG -Balance remaining for the year - £3127.31 The RFO has submitted claims for the Parish projector, Youth club cupboard and racking for the storage container. The RFO is still awaiting funds from Medway Council.	

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		<p>The RFO also asked Alan Mitchell if a one of claim for the £400 donation to Cliffe in Bloom could be claimed against Rural Liaison. Alan Mitchell has agreed to this. The RFO will therefore submitted the claim</p> <p>Clerk PO is liaising with CCTV Company, Memorial Hall and Electrician to arrange installation of CCTV. The PO has arranged for CCTV Signage and payment to the Information commissioner for registration with the ICO for data protection. CCTV Policy and code of Practise was circulated and agreed.</p> <p>S106 . Balance - £2002.38.</p> <p>Clerk RFO reported that the spring rocker has been installed in Cliffe Park and M&M contractors have submitted their invoice. The RFO has submitted a copy of the invoice, breakdown of spends to date and an invoice from the Parish council to offset against the funds already held by the Parish council. The RFO is awaiting a reimbursement of £457.20.</p> <p>The Clerk RFO also asked Heather Marsh if the purchase of more energy efficient lighting for the ball park could be claimed against S106. Heather has said that this could be claimed against S106 and looks to have the balance of this grant spent by the end of the financial year.</p>	
	78.4	<p>War Memorial update</p> <p>The War Memorial has finally been refurbished. The RFO has received £218.60 from Lisa Mills for the monies raised by local parishioners. The RFO is awaiting the invoice from Steve Lott and then a completion report can be completed for the War Memorial Trust to claim the grant for the project.</p>	Clerk (RFO)
	78.5	<p>Memorial Hall Car Park barrier</p> <p>JW has picked up the gate and spare scramble net from Sanford and passed the gate onto Nash who completed the modification. JW has sourced a new contractor to install the gate which can be completed on 9th November. The Clerk RFO is to pass padlock and signage to JW.</p>	Clerk(RFO)/JW
	78.6	<p>Village Club Lighting</p> <p>The Village club have approached the Parish council explaining that they have provided lighting for the ball court without it costing the parish council and are happy to continue to do so. However they would like to ask if the Parish Council would consider purchasing 3 new energy efficient LCD flood lights for the ball court. The suggested quote was for £240.00 The Village club have said they are happy to install the lights. The RFO has had these lights agreed by Heather Green to claim against the S106 grant. It was proposed that the Parish council proceeds with this purchase and passes the lights onto the club on the understanding that the Club is advised that the lights are to be turned on for the youths as there have been reports at the youth club that the Village Club has refused to turn the lights on when youths have asked. Proposed CF, seconded RH . ALL AGREED.</p>	Clerk(RFO)
	78.7	<p>Christmas Trees, Tree Festival and Christmas Meal</p> <p>KK asked if the Parish Council would be providing the Christmas trees at the shop this year. It was felt by the F&GP committee that due to the issues surrounding last year's tree it was felt that this was not worth the cost.</p>	

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		The Christmas tree festival has decided to put a different spin on their event this year and is asking for a decoration to be provided from local business and committee. It was agreed that the Clerk RFO is to produce a tree decoration using the Parish logo.	Clerk (RFO)
	78.8	Date of next Finance & General Purposes Committee Meeting: 1 st December 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
79.0		REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
	79.1	Allotments It was proposed to send a Notice to Quit letter to G Pryor and a 30 day notice to Plot 2a as their allotment has not been tended too. Proposed RL, seconded RH . ALL AGREED RL also reported there seems to be fly tipping occurring in front of the allotments gates which obviously is being moved by allotments holders and placed just within the grounds so they can gain access to their allotments. This amount of rubbish is now mounting. It was agreed to contact Medway Council to see if they are able to remove.	Clerk (PO) Clerk (PO)
	79.2	Children's Play Areas . No report	
	79.3	Recreation Ground, Skate Park, Ball Court- No report	
80.0		REPORT: PLANNING	
	80.1	Planning applications: CF presented following applications with proposed comments: MC/13/2258 – 9-11 Parkside Parade, Cliffe Woods, ME3 8HX - Retrospective application for a temporary storage container and scaffold platform to rear of building. Response: No Objection – sent prior MC/13/2535 – 63 View Road, Cliffe Woods ME3 8UB . Construction of a two storey side extension. Response: No Objection – sent prior MC/13/2603 9-11 Parkside Parade, Cliffe Woods ME3 8HX Construction of single storey extension to rear. Response: No objection. MC/13/2640 0 17 Sedley Close, Cliffe Woods ME3 8HE . Two storey rear extension, dormer window to the front Response: No Objection. MC/13/2802 5 Turner Street, Cliffe ME3 7QL Conversion of a garage into a habitable room. Response: No Objection Proposed CF, Seconded VW . ALL AGREED Concern was raised over a decision notice application MC/13/1576 . It was proposed to file a formal complaint to Medway Council . Proposed CF, seconded RL . ALL AGREED	CF
	80.2	Date of next Planning Committee Meeting: 28 th November 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
81.0		Report: OTHER COMMITTEES	
	81.1	Parish Car Park and The Buttway – No report	

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81.2	Clarion and Website CF reported that the website has been updated. Clarion is due to be printed late November.	CF/ Clerk(RFO)
81.3	Footpaths and Common Land – GM reported via CF that RS84 has a lot of mud and debris on the path due to the recent strong winds. Clerk (PO) to advise Medway Council	Clerk (PO)
81.4	Youth Liaison Committee VW reported that the youth club has a new adult volunteer. VW also reported that Cliffe Woods youths would like to run on more nights. Cliffe Youth Club is struggling with numbers . it is believed this is due to the older youths hanging around the entrance of the hall and the younger youths feel intimidated. The club would ideally like to go into the Large Memorial Hall but the nights required are already booked and it would mean the youth club changing the days they meet.	
81.5	Cliffe Memorial Hall LB reported that there is a Farmers market on the 17 th November, a quiz night on the 15 th November and there is also a stop smoking group that is held in the small hall on Monday evenings 6-7pm. LB also reported that the hall is in the process of applying for new funding to obtain air conditioning and new water pipes for the hall.	
81.6	Cliffe Woods Community Association CF and SM reported that there is a monthly quiz night on the last Friday of every month. The next quiz is a Christmas special with tables at £32.00 for up to 8 people. Indoor boot fair held on the first Sunday of the month Licence issues for hall hire are currently being resolved	
82.0	REPORT: OTHER BODIES	
82.1	Friends of North Kent Marshes . No report. GM and JD attending Thames Estuary Partnership.	
82.2	KALC/MAC Meeting . Next meeting 20 th November and AGM is on the 23 rd November . CF will be attending AGM	SM/RH CF
82.3	Rural Liaison – next meeting is on 3 rd December 2013	KK
82.4	Speed Watch RH reported that the police had asked for the equipment back and asked if anyone was willing to join a speed watch. Team of 3 required. RL showed interest and will liaise with RH	RL/RH
83.0	Other items to be handed to Clerk for next meeting: Update from the Care and concern group . SM	Clerk(PO)

Meeting closed at 9.40pm.

NEXT MEETING: 05/12/13, 7.30pm, Small Memorial Hall Church Street, Cliffe
13/11/13/lmf