



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the Small Memorial Hall, Cliffe
On Thursday 1st December 2011

PRESENT

Cllrs. Chris Fribbins (Chairman) (CF), Mrs Lynne Bush (LB), Dave Green (DG), Mrs Lisa Mills (LM), Mrs Margaret Emblin (ME), Ray Letheren (RL), Mrs Julie Moss (JM), Mrs Sue McDermid (SM), Alan Taylor (AT), Robert Hunt (RH), Mrs Joan Darwell (JD),

Parish Clerk: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
92..0	APOLOGIES FOR ABSENCE Cllrs. Ken Kentell (family), Colin Elliot (work), Jim Wenban (work), Ian Petrie (work), ACCEPTED	
93.0	DECLARATIONS OF INTEREST RH . Emergency Responder grant request; AT . Merryboys planning applications	
94.0	APPROVAL OF MINUTES Minutes of Parish Council Meeting held on 3rd November 2011 were approved as presented. Proposed CF, Seconded AT - ALL AGREED	
95.0	ADJOURNMENT	
95.1	Mr Johnny Robinson, Medway Community Officer, attended the meeting to introduce himself and inform the PC of his role and answer any questions the PC may have. Mr Robinson informed the council that the community team consists of 22 officers. They are responsible for opening and locking all the parks; disposal of unwanted items; graffiti; anti-social behaviour and highway issues. All concerns should be reported to Medway Council on 01634 333333. AT suggested updating Clarion and website with contact details. Mr Robinson will forward internet links. JD asked if issues are communicated between officers. Mr Robinson informed the council that usually an incident is reported and dealt with then the case is closed. CF suggested the continuity of issues to be address with ward councillors.	
95.2	RH asked the Parish Council in the capacity of a member of the Emergency Responder Team for the Hoo peninsula area if it was possible for a donation towards the team's equipment. All Emergency Responders who are volunteers have to purchase their own equipment. These bags of equipment are in the region of £1500 each. Further discussion of this donation request is reported under finance.	
95.3	Co-option of a Parish Councillor for the Cliffe Ward was proposed by CF, seconded by SM . All AGREED. Three Applicants were present at the meeting - Mr Peter Clements, Mrs Vivienne Walton and Mrs Gill Moore. Each applicant gave a background description of themselves and a ballot vote followed. The majority vote went to Gill Moore who was co-opted as Parish Councillor to the Cliffe Ward. CF thanked the other applicants for their interest in the PC and would keep their details for any future vacancies.	
96.0	MATTERS ARISING FROM MINUTES OF MEETING ON 03/11/11	
	Oct Claim for the high vis vests and Court costs were served by Medway	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 01/12/11 ó display

19.2.7	County Court on 27/08/11. Sutton Safety has not replied to request for payment. The Court had advised Clerk PO to send a letter to Sutton Safety advising that a Judgement had been received in our favour and give them 14 days to pay otherwise the PC would take enforcement proceedings and these costs would be added to their debt. Letter has been sent. CF proposed that Clerk (PO) investigates enforcement proceedings with any costs to be added to the debt. . ALL AGREED	Clerk (PO)
Mar 83.12	CF has completed the Ball Park sign and this has now been erected on to the Ball Park fence by JW.	
May 9.2	Cliffe Play Area repair to scramble net: 2 quotes have now been received, both around £1,000 each. JW suggested another option involving an anchor plate so that the net could be more easily replaced in the future. Quote has been received at the meeting. It was ALL AGREED for the works to be carried out by Sanford\$ and the RFO will contact them to go ahead.	Clerk(RFO)
Aug 54.2	Photo of JD still needed for the website (and now Gill Moore).	JD/GM
Sep 62.3	RFO to follow up with quote from ACO landscaping systems for safety flooring around Skate Park.	Clerk(RFO)
Oct 71.1	Mrs Diane Foreman, a Cliffe Woods resident; reported at the October meeting that shooting was occurring whilst walking her dogs along the footpath between Perry Hill farm and the Parochial field - RS67. Mrs Foreman had reported this to the police but had not received any response from the authorities. CF suggested that Mrs Foreman contact Adam Taylor at Medway Council to see if she could get this matter resolved - referred to the Footpaths and Common Land Committee. F&CL Committee to also look at further publicity for the existing footpaths (via Clarion/Web Site/Published maps/Walk books).	F&CLRL/J M/LM/DG
Oct 73.2.1	Damage to the new rubbish bin at the Ball Park was reported to the Police the day after it was installed. Dave has stored it in his garage and JW will collect and reinstall as soon as he is able and the weather has improved.	JW
Oct 74.4	A phone call was received from Mr Colm Gregory informing the PC of an accident that took place involving his son and the wooden posts in the Play Area in September. He asked if the posts could be rounded off to prevent future accidents. It was discussed and agreed that the posts are meant to be square due to the height of them in order for children to jump from one to the other and unfortunately this was a sad incident. RH further confirmed this after reviewing the postsThe Clerk(PO) has tried to contact Mr Gregory to obtain further details for the Accident Book but has been unable to do so on the mobile no. given. Incident logged with details available.	
Nov 83.3	GM reported a fire in North Road, Cliffe due to an old electrical box. The electrical company reported that this type of fire is fairly common - around one a month. GM requested that the Parish Council write to the electrical companies to ask them to monitor the junction boxes in the villages as they are fairly old and with heavy rain could be dangerous. GM advised that the EDF were the company to contact. The Clerk (PO) to contact EDF to raise the PC\$ concern.	Clerk (PO)
Nov 89.1	Parish Car Parks: It was reported that the pathway needs repairing by the Community Centre and car park at Cliffe Woods. JW to contact Sanford. It was suggested that the path could be moved and widened slightly as a	JW

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 01/12/11 ó display

		RLG funded project. It was also reported that the highway road sign is missing on the Buttway. RL has now refitted the sign.	
	Nov 89.4	Youth Liaison Committee: Need to meet this month to discuss planned and proposed works in Cliffe and start to form the Youth Committee/Council. . RH to arrange meeting	YLC RH/SM/CE/ CF
	Nov 90.3	War Memorial: JM reported a group within the village have been raising funds to have the War Memorial in Cliffe cleaned and re-carved. A local business has offered a donation. JM asked if the PC would be able to donate some money towards this project. Clerk (RFO) has sought clarification from Rural Liaison. A quote is needed to confirm claim against Rural Liaison is viable. Awaiting quote	JM/Clerk (RFO)
97.0		REPORT: CLERK	
	97.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received as follows: 97.1.1 Medway Council Planning . MC/11/2363 . Approval notice. 97.1.2 Lord Lieutenant of Kent& Civic Service . Invitation to Rochester Cathedral 6/3/12 11am. JD to attend. 97.1.3 Medway Council . RLG accounts request 97.1.4 D Foreman Guide Leader . Thank you card and grant request for continued support. To be raised at next F&GP meeting. 97.1.5 KCC Household waste survey questionnaire. 97.1.6 Sandford . Quote for Cliffe Play area . Net Ladder repair.	JD Clerk(RFO)
	97.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 97.2.1 Following Cllr. Sam Collins's resignation, Medway Council Electoral Services were advised of the vacancy and a notice posted on the boards. No election has been called so PC may now co-opt. The PC received three applications. 97.2.2 Greig Fish was contacted regarding the Xmas trees above the shops and he has sourced 2 trees for the beginning of December and will liaise with Peter at the Newsagents for installation. RH has checked the lights and completed a risk assessment. 2 circuit breakers and 2 timers to be purchased by Greig Fish and added to his invoice. 97.2.3 Dave Clark, Caretaker reported fires had been lit on the Rec and in the youth shelter and then again the following day on the Skate Park ramps. Clerk (RFO) took photos and emailed these round and the incident was reported to the local Police crime ref. 09-0355. DG also saw another fire being started the next day but those involved ran away when he approached. One of the allotment holder's benches was used to start the fire on the Rec and the allotment holder has also reported this to the Police. 97.2.4 The house behind Norwood Corner bus shelter and noticeboard has ivy growing up both the board and into the tiles of the shelter. Dave Clark, Caretaker has now removed this and informed the homeowner. 97.2.5 Medway Council Greenspaces were again asked if they could clear the footpath and cut the hedge at Parkside, Cliffe Woods and this has now been done. The Clerk also asked if this could be part of their regular maintenance schedule to which they have agreed.	

	<p>97.2.6 The allotment software has now been fully updated with all the allotment holders details and payments for the year. JM & LM requested an allotment holders meeting be organised for 24th November and all tenants were contacted by email or letter and invited to the meeting together with the local PCSO.</p> <p>97.2.7 The HGV who was parking in the layby at the Primary School has returned and the registration no. has been given to Medway Council Highways Dept. and the local Police for investigation.</p> <p>97.2.8 A Cliffe resident has complained about the dog fouling in Cliffe on the footpaths and at the APCM ground. A letter has been sent to Medway Council asking for some clean up action.</p> <p>97.2.9 The Kent Police have sent a Court summons to the owner of the vehicle which damaged the barrier sign at the Car Park in Cliffe Woods after he failed to provide them with the details of the driver. The Clerk has also completed a compensation form to be included in the file for the magistrates when his case is heard for the £150 sign replacement costs.</p> <p>97.2.10 The Clerk (RFO) will be on holiday from the 19th December for two weeks.</p>	
98.0	REPORT: FINANCE & GENERAL PURPOSES	
98.1	Appointment of Chair - Sam Collins has had to hand in her resignation to the Parish council due to work commitments. As a result, a new Finance and General Purposes chairperson was required. Ken Kentell kindly offered to take on the role.	
98.2	<p>Receipts and payments have been updated to the Alpha program. At present costs are in line with the budget. The bank accounts have been reconciled to the end October. Total receipts received in November are as follows: RLG - £470.40; Allotment rent - £7.50; VAT reclaim - £296.75.</p> <p>The RFO has drafted the budget for 2012/13 and the Finance Committee spent some time going through each budget head individually to ensure costs are covered. The budget is to be finalised at the January meeting.</p>	
98.3	<p>Approval of the following payments for November:</p> <p>Supplies Team (Ink cartridge) £25.10 (Chq. No. 2530)</p> <p>Keleigh Simmons (allotment refund) £6.00 (Chq No. 2531)</p> <p>Ray-Dor Signs (Ball park sign) £94.20 (Chq. No. 2532)</p> <p>Alex Jack (additions and exps for November) £xx (Chq. No. 2533)</p> <p>Laura Farrelly (additions and exps for November) £xx (Chq. No. 2534)</p> <p>Dave Clark (additions and exps for November) £xx (Chq. No. 2535)</p> <p>Alex Jack (November wages) £xx s/o</p> <p>Laura Farrelly (November wages) £xx s/o</p> <p>Dave Clark (November wages) £xx s/o</p> <p>Proposed CF, Seconded RH . ALL AGREED</p>	
98.4	<p>RLG Update: The RFO sent a copy invoice for the posts on the Recreation Ground to Alan Mitchell as a claim against Rural Liaison. The Ball Park sign is completed and a copy of the invoice can now be forwarded on.</p> <p>Alan Mitchell has asked for a breakdown on planned spends for the outstanding amount of Rural Liaison grant. Suggested items for the remaining funds were the footpath at the Community Centre; a donation to the war memorial (quote still to be confirmed); a donation to the emergency responder team (to be discussed at PC meeting).</p>	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 01/12/11 ó display

		The path by the doctors surgery, Cliffe Woods was only part completed with Peter Hicks ward fund. The RFO will email Peter Hicks to ask if he has any ward fund to complete the remaining path.	Clerk(RFO)
98.5		Cliffe Play Area . S106 Funds - The RFO met with Heather Marsh who is happy to pass over the S106 fund for the PC to carry out the works, but would like to see a statement of spends with quotes to see how the money is to be spent. The RFO is waiting on a couple of quotes from different suppliers and will then forward this across. RFO to contact Brett Landscaping to see if they can provide a lower quote for wet pour compared with the few received to date. KK suggested an additional piece of equipment for the Cliffe Woods Play Park. The RFO will email Paul Schmoeger to ask if it is possible to donate an additional piece of equipment (with ground work included) into the Small children's play area.	Clerk(RFO)
98.6		Projects . Football Changing Rooms: The RFO met with Paul Fenney (Football manager), Mary Hooper (Memorial Hall), Lyn Bush (Cllr & Memorial Hall) and John Liddard (architect) to discuss the drawings and the next steps. It was decided to look further into different grant providers and different ways of saving energy. Next meeting is planned for the 13 th December, Small Hall kitchen 7.30pm.	CF/Clerk (RFO)
98.7		Lawnmower service: The Caretaker has provided the model of the lawnmower to the RFO. The RFO has contacted Medway Mowers who have quoted around £100 for a service and this would be accepted under the Honda warranty. The RFO is still awaiting a quote from Honda.	Clerk (RFO)
98.8		Clerk RFO reported that RH had contacted her regarding support for the emergency responder team on the Hoo peninsula as stated in adjournment . see item 95.4. RH left the room at PC meeting as he has a pecuniary interest whilst this item was discussed. It was proposed that a donation of £800 be given to the team subject to clarification for claim against RLG. Proposed AT, seconded LB . ALL AGREED. It was noted that future funds if required would be considered as they arise, but generally grants are given for specific items rather than running costs..	Clerk(RFO)
98.9		JW will seek a quote from Rutherford for the maintenance on the drains on the Buttway.	JW
98.10		Date of next Finance & General Purposes Committee Meeting: 10 th January 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen)	
99.0		REPORT: ALLOTMENTS, RECREATION GROUND & CARETAKER, CHILDREN'S PLAY AREAS	
99.1		Allotments: JM reported that the allotment meeting was very well attended along with the PSCO. There was a high number of vandalism incidents reported. The PSCO and allotment committee said that every incident must be reported to the police. Any future vandalism can be reported on the non-emergency crime number . 101. Allotment holders asked for various deterrents to stop the vandalism. After some discussion at the PC meeting - prickly bushes seemed to be the way forward. JM reported that the allotment gate is becoming very difficult to open and close. CF suggested that JW have a look at it and if need be seek a quote from Allied Fabrications. JM also reported that the trespassing sign has deteriorated and needs replacing. JM to draft wording and forward to Clerk (PO).	JW/Clerk (PO) JM

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 01/12/11 ó display

		<p>JM and LM have inspected the allotments and they propose to serve a termination notice to quit to Mr Shiers and a letter to Mrs Collins to ensure the plot is kept to the required standard according to the terms of contract. Proposed JM, seconded AT . ALL AGREED. Clerk (PO) to inform allotment holders concerned.</p> <p>JM also proposed that Plot 3a be offered at a discounted rate for the rest of the year due to it being a difficult plot to work as it used to have a pond. Proposed JM, seconded RL . ALL AGREED.</p>	Clerk(PO)
	99.2	Children's Play Area . No report	
	99.3	<p>Recreation Ground, Skate Park, Ball Court and Caretaker . Gravity have been out to complete some maintenance work.</p> <p>ME reported that youths are taking the wooden posts out of the ground at Cliffe Woods recreation ground. Clerk (PO) to inform Medway Council.</p>	Clerk(PO)
100.0		REPORT: PLANNING	
	100.1	<p>Planning applications: CF presented the following planning applications with proposed comments:</p> <p>MC/11/2761 – 12 Reedham Crescent, Cliffe Woods, ME3 8H . Construction of a porch extension to front . Moved: No Objection to the application</p> <p>MC/11/1594 – 23 Cooling Road, Cliffe ME3 7RY . Application for approval of reserved matters pursuant to outline consent MC/10/4642. Moved: The Parish Council would wish to re-iterate their concerns raised at the outline stage regarding the lack of pedestrian footway to the front of the development. This is on a narrow section of road. The Parish Council would object to application until the issue is resolved.</p> <p>MC/11/2550 – 11 Englefield Crescent, Cliffe Woods, ME3 8HB . Re-siting of boundary fence and inclusion of land for use as garden area.. Moved: Subject to sufficient sight lines for traffic - No objection</p> <p>MC/11/2802 – 15 View Road, Cliffe Woods, ME3 8JQ . Construction of a single storey side/rear extension. . Moved: No objection</p> <p>MC/11/2691 – RSPB, Cliffe Pools, Salt Lane, Cliffe . Variation of condition 4 of planning consent ME/10/0925. Moved: No Objection</p> <p>Proposed CF, Seconded LM . ALL AGREED</p>	
	100.2	<p>Lodge Hill Outline Planning Application MC/11/2516: The Parish Council remain concerned regarding: The highway infrastructure implications of this development. The need to provide the infrastructure and supporting community facilities in advance of development. The need to phase development to match the provision of employment. The need to clearly identify and demonstrate the effectiveness of environmental protection.</p>	
	100.3	<p>Future Airport Strategy: Following Government's Autumn Statement consultations planned for March 2012 on ALL OPTIONS excluding Heathrow Third Runway. People can show their concern on the RSPB Website</p>	
	100.4	<p>Lower Thames Crossing: The Government's Autumn Statement indicated support for Lower Thames Crossing and further investigation into three options in advance of consultation in 2013.</p>	
	88.6	Date of next Planning Committee Meeting: No meeting in January due to Christmas holidays . unless deemed necessary	
101.0		Report – Other Committees	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 01/12/11 ó display

	101.1	Parish Car Parks: No report.	
	101.2	Clarion and Website: CF continues to update website.	
	101.3	Footpaths and Common Land: RL reported that RS71 has had the pathway re-instated.	
	101.4	Youth Liaison Committee: No report.	
102.0		REPORT: OTHER BODIES	
	102.1	Police Liaison: RH reported that there is a new number for reporting non urgent crimes/on-going case . 101. There is a new tagging system coming into operation within the area. The police are cracking down on scrap lorries as they seemed to be picking up pets too. Ask for number plates to be reported. Anti-social behaviour . there needs to be at least 50+ reports on the same incident in order for a difference to be made. Community speed watch is now based in Ashford. Date of next meeting is 31/01/12.	
	102.2	KALC AGM : CF reported that there was presentations from the police; Ann Millington from KFRS and John Burrs from KCC Highways and Transportation. It was noted that KCC doesn't really communicate with Medway Council regarding the highways . this is a concern for planning. There was a motion to increase KALC subscriptions . Clerk (RFO) to contact KALC to determine actual costs.	Clerk(RFO)
	102.3	Cliffe and Cliffe Woods Surgeries: SM reported back from her meetings with the practice managers of both surgeries. SM explained her concerns to the practice managers to do with appointments and prescriptions and various other issues. The practice managers reported that there is protocol in place for any issues with the practices. It was reported that Cliffe Surgery has its own website and Cliffe Woods are actively looking to setting up a website. Both surgeries are open to taking on new patients. They would take on more doctors to balance patient /doctor ratio if need be.	
	102.4	Cliffe Woods Community Association: A meeting took place to discuss the Queen's Jubilee in 2012. It was noted that although the CWCA would like to stage an event on this occasion in Cliffe Woods, it was felt for many reasons; it would not be viable to host an event at the same time as Cliffe. A shuttle bus service was suggested, maybe sponsored by the PC to run between the two villages. Roger Brown also wanted to convey without the PC's grant provided to the CWCA the hall would be in serious trouble and it is an essential contribution to the future well- being of the hall.	
103.0		Other Items to be handed to Clerk for next meeting : None	

The meeting closed at 10.00pm.

NEXT MEETING:

12th January 2012 – 7.30 PM – CLIFFE WOODS PRIMARY SCHOOL, CLIFFE WOODS