



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the Primary School, Cliffe Woods
On Thursday 2nd June 2011

PRESENT

Cllrs: Chris Fribbins (Chairman) (CF), Ken Kentell (KK), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Sam Collins (SC), Ray Letheren (RL), Alan Taylor (AT), Mrs Julie Moss (JM), Jim Wenban (JW), Dave Green (DG), Colin Elliot (CE), Ian Petrie (IP)
Parish Clerks: Mrs A Jack & Mrs L Farrelly

ABSENT

None.

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
15.0	APOLOGIES FOR ABSENCE Cllr. Steve Boosey (Family), Margaret Emblin (Personal), Lisa Mills (Work), Rob Hunt (Work) ACCEPTED	
16.0	DECLARATIONS OF INTEREST AT . Planning Applications Merryboys Stables & Jubilee, KK . Tenancy agreement - Cliffe Woods Primary School	
17.0	APPROVAL OF MINUTES Minutes of AGM Meeting held on the 12 th May 2011 were approved as presented Proposed CF, Seconded SC Minutes of Meeting held on 12 th May 2011 were approved as presented. Proposed CF, Seconded LB - ALL AGREED Election of Vice Chair Person Ken Kentell was Proposed by CF, Seconded AT . ALL AGREED	
18.0	ADJOURNMENT – Presentation from Joanne Smith, Cluster Study Officer at Medway Innovation Centre. The Shorne Cluster Study provides a vision of what stakeholders wish for the area to protect the environment.	
19.0	MATTERS ARISING FROM MINUTES OF MEETING ON 12/5/11	
Sep 11.1	Cliffe Church car park: GM Spoke to Dave Simmonds and he has two keys for the bollards. KK suggested that PC should have a key for access. JD has key and will get a copy made for PC.	Clerk (PO)
Oct 19.2.7	Clerk PO has ordered high vis vests so that the Clerks or any Cllrs would have one if needed. Still awaiting delivery.	Clerk (PO)
Dec 44.2.10	Kent Fire and Rescue Survey was sent out to all on the 29/11 and Cllr Moss would like to stress the importance of everyone taking the time to do this so that we don't lose our fire service at Cliffe. This information was included in the Winter Clarion. The PC arranged a public meeting with over 200 attendees.	
Mar 82.2.1	Medway Council were contacted regarding building work in an old yard on Salt Lane and the fly tipping at Cliffe in various locations. Alison Munck, Medway Council was informed that Blue Circle were the owners when Bud Baker operated from the yard Alison Munck reported that she is still trying to make contact with the owners.	

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Mar 83.12	Ball Park: Signs needed for the Ball Court to be made to inform youths of the terms . F&GP Committee recommended to PC that this cost be taken from the Youth Fund budget. CF is arranging for a sign for the Ball Court to show information regarding the lighting arrangements with the Village Club. - Ongoing	CF
Mar 84.3	AT reported that he had noticed that the pruning of the hedges/trees by the houses and Recreation Ground had not been carried out as yet. Clerk (PO) reported that the Caretaker had been unable to cut any more, as it was too high. LM has spoken to the resident, Mr Lucock who would like more cut. A tree surgeon quote of £200 has been received from KMN Landscaping. Clerk (PO) has obtained 2 further quotes for comparison. JW offered to contact the company providing the lower of the 3 quotes and report back.	JW
May 7.1.2	Clerk (PO) reported that a letter had been received from the youths of Cliffe requesting the return of Cliffe Carnival, along with the request for bins, matting and benches for the skate park. This will now be referred to the Youth Liaison Committee	SD/RH/CE
May 7.1.6	Mrs Suzy Douth contacted the PC raising her concerns over the lack of information on a website she was looking at and wanted a breakdown of PC expenditure due to the 16% increase in council contributions. A reply was sent informing her of the PC's actual website and passing on her queries to CF, who in turn replied to her question. PO contacted KCC regarding their website and asked for a link to PC's Website to be added	
May 8.4	Preparation for Annual Return and Audit: Finalisation of the year-end figures has taken place and the RFO has contacted Roxana Brammer regarding the internal audit. Internal audit paperwork is to be passed over on the 16 th May. Deadline for sending Annual return to Audit commission is the 20 th June . Reported under F&GP Committee	
May 8.5	RLG Update RLG outstanding for 10/11 is £2411.66. Planned spend is: car park repairs and lining (£1160.00) and new bins for Skate Park and Ball Court (£500.00 allocated for this). Other suggestions were bushes for the allotments and nylon netting for the Ball Court. RFO sent copy Invoices over to P Bown	
May 8.6	Project . Skate Park: Gravity has been out to inspect the Skate Park and plan to return mid-April to carry out repairs. JW will repair the hole caused by the vandalism once Gravity have been and the spring school holidays are over, if necessary. RFO has contacted Gravity but have had no response as yet. . Reported under F& GP Committee	
May 8.7	Project . Football Changing Rooms: Various emails have been sent with regard to the various quotations the RFO has obtained. The Football Foundation still seem to be moving the goal posts+when it comes to the criteria they are looking for and the cost implications are rising. RFO to seek new avenues for funding to push forward with the project. RFO and Paul Fenney are to also attend a FA facility workshop on Tuesday 10 th May . Reported under F& GP Committee	
May 8.11	M Johnson . Accident RFO made contact with Michael Johnson regarding his wages and accident. According to Michael he slipped on an empty packet of crisps whilst picking litter in the youth shelter. Referred to the Health and	

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		Safety. This accident has now been reported in the accident book	
May 8.12		Insurance . the PC's insurance is due for renewal on the 1 st June. RFO has sourced a new quote which is £200 less than the company presently with. This quote also includes 16 months of cover. – RFO has arranged this transfer of cover.	
May 9.1		Allotment Invoices . PO has sent out all invoices to allotment holders with new tenancy agreements. Plot banding has been added to the allotment software. New tenants have been contacted and issued with keys. There are 6 currently on the allotment waiting list	
May 9.2		Children's Play Area . RFO contacted Village Club and spoke to Ian Fisk, who will bring it to the attention of the committee and will ensure signs are put up and looks forward to working more closely with PC RFO also reported that there is wear and tear damage on the scramble net of the Cliffe Play Area equipment. JW visited the site and has temporarily bounded the mesh with tape. Clerk contacted Paul Schmoeger regarding repair of the net and he suggested Allan Chapman from Blue Yonder for a quote. Awaiting Quote	Clerk (PO)
May 9.4		Graffiti at Skate Park update . Clerk (PO) to ask Medway Council for help with removal. Stuart Hodge from Medway Council has said he will action this at his end for the clearance	
20.0		REPORT: CLERK	
20.1		List of correspondence was emailed, delivered and circulated 20.1.2 Clerk (PO) reported on additional correspondence that has been received since the Cllr packs were sent out were: KFRS briefing for Public meeting. Minutes from Last KALC meeting and agenda for next to be held on the 15/6/11. Medway Council have sent an invitation to an open Rural Liaison Meeting for all Cllrs. Paul Fenney has also contacted the PC requesting the use of the recreation ground at Cliffe for a Charity Football fun day; Proposed by CF that this request is accepted. Seconded SC . ALL AGREED.	
20.2		Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 20.2.1 Dave Clark reported an incident on the Rec ground on 25/5 where a 4x4 vehicle has been driven through the bushes on the boundary by the barrier and driven around on the grass. The result is permanent damage to the hedge and a large hole there now which other vehicles can use to access the Rec. Dave Clark is also concerned about travellers accessing there and suggested poles (approx. 9) are put in from the barrier as a permanent fix. Report made to local Police ref: DY-3875-11 who will investigate. Refer to Recreation Committee. 20.2.2 APM Mins were circulated to all attendees and reminder advising that they could put their reports onto our website if they wished and would they like to advertise in our next Clarion. So far, Buckland Lake & Fishery have responded with their report and a ¼ page ad, Cliffe Woods Primary School have sent a report on their forthcoming summer fair and Cliffe Christian Mission have sent a report and photos. CF has uploaded these all onto the new Community Pages on the website. 20.2.3 Complaints of rubbish on the allotments have been temporarily addressed by asking Dave Clark if he can put the general rubbish	JW/AT

	<p>in black sacks by the Pre School rubbish on Fridays and to take larger items along to Cllr Mills skip. The Allotment Newsletter 3 also asked allotment holders to remove their own rubbish and not leave it at the top of the allotments. Clerk PO to put a notice on the board inform allotment holders about the removal of their own rubbish. Cllr Moss has offered the services of her son in law to clear regularly for a fee should this be required.</p> <p>20.2.4 A van hit the barrier again at the entrance to Cliffe Woods car park and a witness has advised PC of the registration number. The sign was damaged but found by the Clerk on the grass verge. JW has re-fixed the damaged sign temporarily so that the height information is still visible. The Clerk went in to Gillingham Police Station to fill out the necessary forms so that this could be further investigated. Police know the owner and are now confirming the driver before advising us who the culprit is.</p> <p>20.2.5 New Miss Muffet play equipment has been installed at Cliffe Woods Play Area courtesy of Medway Council via Allan Chapman at Blue Yonder but are unsure as to why other equipment has been removed as this was supposed to be additional not replacement. Clerk (PO) to contact Medway Council to find out why the equipment has been removed</p> <p>20.2.6 Dave Crouch from Medway Council has advised that repair work will now commence on the footpath from Town Rd to Parkside Parade, Cliffe Woods</p>	Clerk (PO)
20.3	KALC Councillors Conference at Lenham on 23/7. Cllrs. Petrie, McDermid & Green have asked to attend.	
21.0	REPORT: FINANCE & GENERAL PURPOSES	
21.1	The Alpha program has been copied for year 2010/11 for reference and the new budget figures transferred over for the new financial year. April and May receipts and payments have been updated onto Alpha and at present figures are in line with budget. The budget can be closer monitored with the new Alpha system. A total of 187.10 has been received and banked for Allotment rents for 2011/12. More allotment rents have been received and will be deposited into the bank.	
21.2	Approval of the following payments for June: Kent County Playing Fields Assoc (Subscription) £20.00 chq no 2477 RB Consulting (internal audit) £35.00 chq no 2478 A Jack (additions & exps) £ XXX.XX chq no 2479 L Farrelly (additions & exps) £XXX.XX chq no 2480 D Clark (additions & exps) £XXX.XX chq no 2481 A Jack (May Salary) £XXX.XX S/O L Farrelly (May Salary) £XXX.XX S/O D Clark (May Salary) £XXX.XX S/O Proposed CF Seconded RL. ALL AGREED	
21.3	RLG Update RLG outstanding for 2010/11 is £1408.70. Planned spend is: New bins for skate park and ballpark (£500 allocated for this). Two dog bins for RS84/a (£500 allocated for this). PO has contacted Medway council to source their Dog bin providers for costs. JW offered to install the dog bins. Other suggestions for spend were bushes for the allotments and the sign for the Ballpark lights. RFO has sent all outstanding copy invoices to P Bown to date	

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21.4	<p>21.4.1 Projects . Skate park RFO has contacted Gravity to see if they have been to carry out repairs. As yet they haven't replied to email. CE reported that there is hairline cracks appearing across the whole surface, RFO to contact Gravity again.</p> <p>21.4.2 Projects -Football Changing Rooms RFO reported that Paul Fenney attended a FA Facility Workshop on Tuesday 10th May. The FA suggested that it would be easier to obtain grant if the changing rooms was attached to Memorial Hall. This changes the whole project scope once again. CF to speak to John Liddard before RFO approaches to ask for designs can be drawn. These drawings need to happen quickly has the Hall is trying to seek funding for new windows.</p>	<p>Clerk (RFO)</p> <p>CF</p>
21.5	<p>OAP Outside Gym LM raised the questions as to whether it would be possible for an Outside gym could be installed for the adults . either in Cliffe or Cliffe Woods. RFO is to looking into getting some brochures.</p>	<p>Clerk (RFO)</p>
21.6	<p>Mr Lucock . Tree over hanging JW has visited Mr Lucock and said there is one tree that is over hanging and could be chopped by a tree surgeon. JW suggested that this is a one off job otherwise it will cost the PC too much money. Proposed to go with the lower Tender from the three quotes by CF, Seconded JW . ALL AGREED See earlier report.</p>	
21.7	<p>Letting Agreement with Cliffe Woods Primary School RFO signed the agreement and has sent off to Cliffe Woods Primary School. RFO to forward on a copy of the Public Liability certificate when received from new insurance company</p>	<p>Clerk (RFO)</p>
21.8	<p>It was reported that the Caretaker was seen mower the grass without his PPA and high vis. PO to speak to Dave to ensure he is wearing the correct clothing for safety.</p>	<p>Clerk (PO)</p>
21.9	<p>Date of Next Finance & General Purposes Committee Meeting: 5th July 2011, 7.30 pm . Small Memorial Hall, Cliffe</p>	
22.00	<p>Approval of Annual Return and Accounts 2010/2011</p>	
22.1	<p>The Annual return has been finalised and the Internal audit has taken place with a clear internal audit report with regard to the financial figures. Roxana did pick up on a minor detail regarding the Minutes. This is something that the Clerks had corrected part way through the year. Accounts and Annual Governance Statement all agreed Approval of Annual Return and Accounts . Proposed CF Seconded AT . ALL AGREED</p>	
23.0	<p>REPORT: RECREATION GROUND AND ALLOTMENTS</p>	
23.1	<p>Allotments: It was reported that Mr Bud Baker wishing to end his tenancy and would like his money back. Proposed JM Seconded AT . ALL AGREED. LB noted that the Allotments newsletter was very good and interesting and suggested it be added to the website . CF to create an Allotment page.</p>	<p>CF</p>
23.2	<p>Children's Play Area . See Item May 9.2 above</p>	
23.3	<p>Recreation Ground, Ball Court & Caretaker . See Item 20.2.1 above.</p>	
24.0	<p>REPORT: PLANNING</p>	
24.1	<p>Planning applications: CF presented the following planning applications</p>	

	<p>with proposed comments: MC/11/1373 –81 View Road, Cliffe Woods . Application for a two-storey side/rear extension. Recommended: No Objection. MC/11/4374 – Tresco, 29 Town Road, Cliffe Woods . Application for construction of a 4 bedroom. Recommended: The PC raise concern regarding the proposed elevation, and ask for neighbours concerns to be considered. Appears to be out of keeping with the street scene. MC/11/1473 –Plot 2, Merryboys Stables, Merryboys Road, Cliffe Woods . Application for construction of pitched roof over flat roof projections and modify to holiday let. . Recommended: Raise concern about the proposed application regarding the building modifications and the ability to enforce a Holiday Let and would want to see it clearly spelt out in any approval conditions. Also concerned about the poor quality of existing elevation drawings submitted and the accessibility statement concentrating on Cliffe which is 2km away when this is property is just 400m from Cliffe Woods Village boundary. MC/11/1374 – Land to rear of Coronation & Jubilee Bungalows Cooling Street, Cliffe Woods . Application for the construction of a single storey 3 bedroom dwelling with garage and workshop. Recommended: Raise concern regarding this proposal which is a new property in the countryside where special policies apply as it is not re-use of an existing property.</p>	
24.2	<p>Confidential Item: Update on planning complaint against the parish council. The Chairman advised the PC that there is nothing further to report at present.</p>	
24.3	<p>Date of next Planning Committee Meeting: 30th June 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe</p>	
25.0	<p>Report – Other Committees</p>	
25.1	<p>Parish Car Parks . It was reported that there is a lot of inconsiderate parking occurring at Cliffe Woods Car Park. A lot of people are parking in the disabled bays without badges. Suggested an article in the Clarion.</p>	
25.2	<p>Clarion and Website: CF reported that the Website continues to be updated and the special clarion was produced and circulated.</p>	
25.3	<p>Footpaths and Common Land: RL asked if it is possible for him to carry out any repairs that he notices. RL to check with Adam Taylor at Medway Council.</p>	RL
25.4	<p>Youth Liaison Committee: No report</p>	
26.0	<p>REPORT: OTHER BODIES</p>	
26.1	<p>Police Liaison . LM to report next month. KK to attend next meeting</p>	LM
26.2	<p>KALC . No report</p>	
26.3	<p>Rural Liaison . No report</p>	
26.4	<p>Medway Link - SM attended a meeting on the possible changes to the NHS services that are likely to happen once the Health Bill comes into affect</p>	
27.0	<p>Public Meeting at Cliffe . Notes have been updated onto the website regarding the public concern over Cliffe Fire Station. Clerk (PO) to send Notes to all attendees together with an email to KFRS suggesting urgent talks take place with all concerned.</p>	Clerk (PO)

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28.0		AT requested that a more substantial fence to be installed at Cliffe Woods Recreation as the Play equipment is so close to the boundary. Clerk PO to contact Medway Council	Clerk (PO)
29.0		LB raised her concern over the grass verges and the need for them to be cut on the approach to Cliffe and also enquired if the flowers in the baskets would be happening this year. Joan Darwell offered to contact Cameron regarding this matter.	
30.0		EON Charity - KK to have an update meeting	
31.00		Cliffe Parochial Charity . Meeting taking place on Friday 3 rd June 2011	
91.0		Other Items to be handed to Clerk for next meeting - None	

The meeting closed at 10.20pm.

14/06/11/lmf

NEXT MEETING:

7th July 2011 – 7.30 PM – SMALL MEMORIAL HALL, CLIFFE
