

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Small Memorial Hall

Thursday 01 October 2009

PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), D Cunningham, J Darwell, M Emblin, R Hunt, J Keates, G Moore, M Smith, L Wicks (arrived 20:05)

Mr G Meeser (Parish Clerk) and Mr A Parfett (Parish Clerk Designate)

ABSENT

Councillor A Taylor

The meeting opened at 19:35 hours (7.35 pm).

| NO | ITEM | ACTION BY |
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| 1.0 | APOLOGIES FOR ABSENCE Cllrs L Bush (holiday), J Corrigan (business meeting), J Moss (illness) and J Wenban (working). Accepted | |
| 2.0 | DECLARATIONS OF INTEREST None | |
| 3.0 | PARISH CLERK DESIGNATE (Mr Alan Parfett) Chairman welcomed Mr Parfett to his first meeting of the Parish Council, and Clerk gave outline of intended training regime. Mr Parfett expressed satisfaction with distance learning training+(i.e. via email) he has received from Clerk so far | |
| 4.0 | APPROVAL OF MINUTES Minutes of meeting held on 03 September 2009 and extraordinary meeting held on 10 September 2009, approved as presented | |
| 5.0 | ADJOURNMENT Mr Toby Elliott (age 15) and associates attended meeting and in conjunction with Cllr Keates, spoke about suggested skatepark at Cliffe. Suitable location was discussed, and top left hand side of Cliffe Rec (by allotments) suggested. Quotations have been received, and it is intended that funds be accessed through Youth Opportunities Scheme (YOP) . authority letter to Toby required, as he is too young to access such quotes without authorisation. Cost is in region of £30,000, but there is an upper limit on amount which may be accessed through YOP. Grant application has therefore been made to EoN for £5,070 and invitation also received from Veolia Trust to make application for a grant. Idea of skatepark supported in principle: proposed by Cllr Keates, seconded by Cllr Smith. Cllr Fribbins expressed appreciation to Cllr Keates for her input into this project | Clerk |
| 6.0 | MATTERS ARISING FROM MINUTES MEETING ON 03/09/09 | |
| 6.1 | The Late Lena Kennedy – Possible Naming of New Development in Cliffe Woods “Lena Kennedy Gardens” (See September item 5.2) No action taken to date because planning appeal has been lodged. To | Cllr Moore |

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| | be pursued when decision on appeal made. See also item 11.2 below | |
| 6.2 | Noticeboard outside St Helens CE Primary School (see September item 5.3) Board has been removed from school premises and is currently stored on Allotments land, pending decision on where to re-site it | |
| 6.3 | Village Halls Revenue Support Funding: Cliffe Memorial Hall [CMH] (See August item 6.9) Cheque for £2,500 has been drawn and signed (See item 9.2 below). To be sent to appropriate committee member of CMH. Cllr Keates requested that at the same time, enquiries be made re dates of CMH committee meetings | Clerk |
| 6.4 | Possible new litter bin adjacent to Ball Park (See September item 5.5) See item 9.5 below | |
| 6.5 | Upgrading of Footpaths RS84 and 84a (see September item 5.7) Nothing further received from Medway Council to date. Situation to be monitored | Clerk |
| 6.6 | Change of Signatories on Bank Accounts (see September 5.8) See item 9.8 below | |
| 6.7 | Ball Court – Raising of Nets (see September item 5.9) No action has been taken on this item | |
| 6.8 | Sit-on Lawnmower for Caretaker (See September item 5.10) See item 9.6 below | |
| 6.9 | Fence between Cliffe Recreation Ground and B2000 Church Street (See September item 5.12) No report given due to confusion with issue of fence between Cliffe Recreation Ground and B2000 Church Street) . see item 18.1 below. To be carried forward to November 2009 meeting | Cllr Keates |
| 6.10 | Request by Toby Elliott for Skate Park at Cliffe (see September item 5.13) See item 5.0 above | |
| 6.11 | The Late Lena Kennedy – Heritage Plaque (see September item 5.15) Firm producing plaques has been advised of requirements, but no response as yet. Situation to be monitored | Cllr Moore |
| 6.12 | Footpath RS87 (see September item 5.19) Clerk advised that notification received from Medway Council that one off litter pick+has been done, but he had not had time to do a physical check | |
| 6.13 | Parish Plans (See September item 6.2): Cllr Cunningham has spoken with Catherine Smith of Medway Council. First draft of Rural Action Plan has been delayed, but should be to hand shortly. Situation to be monitored | Cllr Cunningham |
| 6.14 | Medway Local Development Framework (See September item 6.3): Cllr Fribbins confirmed that he had responded to the relevant consultation document | |
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| 6.15 | Misuse of Land in Merryboys Road (See September item 6.4): Medway Council written to, but no response to date. Situation to be monitored | Clerk |
| 6.16 | Public Liability Insurance: Terms of Policy (See September item 7.2): See item 9.7 below | |
| 6.17 | Revision of Standing Orders (See September items 7.3.1, 7.3.2 and 7.3.3): Clerk advised that due to a pressured month owing to annual leave, no further progress made in producing final draft. To be completed when time permits, but in any event before job handed over to Clerk Designate on 20/12/09 | Clerk |
| 6.18 | Machinery for Transferring Playground Capital Funds to Medway Council (See September item 8.1) Clerk read out e-mail message from Heather Marsh of Medway Council, supporting idea of transfer of funds once project is under way. Ms Marsh will look into details of transfer machinery and advise . situation to be monitored | Clerk |
| 6.19 | Cliffe Woods Car Park Barrier (See September item 12.1) See item 13.1 below | |
| 6.20 | Attendance at NALC Conference: Cllr Fribbins (See September item 15.0): Cllr Fribbins confirmed that he had attended the NALC conference on 04-05 September 2009, and gave a brief account of proceedings | |
| 6.21 | Siting of Steel Container on Wentworth Drive (see September item 17.1): Clerk read out e-mail message from Mr Steve Bax, Assistant Engineer (Highways Maintenance) at Medway Council, explaining position and seeking to justify current siting. Cllr Wicks to take matter up with Mr Bax | Cllr Wicks |
| 7.0 | SPECIAL ITEMS AND REPORTS | |
| 7.1 | Purchase of Wreath for Remembrance Sunday 08/11/09 Payment of up to £30 (thirty pounds) approved for purchase of memorial wreath . proposed by Cllr Fribbins, seconded by Cllr Smith. Clerk to arrange | Clerk |
| 8.0 | REPORT: CLERK | |
| 8.1 | Correspondence | |
| | 8.1.1 No: 0910/01 From: Medway Council (Legal Section) Subject: Fouling of Land by Dogs (Medway Council Area) Order 2009 | |
| | 8.1.2 No: 0910/04 From: KALC Subject: Finance Information Day, Lenham, 17/10/09 Clerk to check with KALC when further such day is scheduled, with view to attendance by new Clerk once he is in post | Clerk |
| | 8.1.3 No: 0910/06 From: Cliffe Woods Football Club Subject: Request for suggestions re siting of football pitches | Clerk |

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| | | Club to be advised to contact Cliffe Parochial Charities | |
| 8.2 | | Cliffe Woods Cleansing Issues: Problems Reported by Caretaker | |
| | | 8.2.1 Storage of collected rubbish: No suitable container for storing rubbish collected from Cliffe Woods Car Park (Caretaker has to take it away with him) Matter to be looked into by Car Park Committee | Car Park Committee (Cllrs Fribbins, Darwell and Moore) |
| | | 8.2.1 Problems arising from split+cleansing responsibilities: Responsibility for cleansing of area around Cliffe Woods shops is subject to three-way split between Parish Council, Medway Council Cleansing Services and Medway Council Greenspaces. Parish Council is responsible for car park only, but difficulty arises when car park has been cleansed and surrounding areas have not. Previous representations have been made to Medway Council re inadequate cleansing of areas for which they are responsible, but problem persists. Caretaker should be encouraged to continue to take a pride in general cleanliness of area and to register concern when Medway Council areas inadequately cleansed. Consideration to be given to purchase of inexpensive camera to enable Caretaker to take pictures of offending areas to present to Medway Council as evidence. To be discussed at next FGPC meeting Medway Council to be advised that path to Doctor's Surgery has become slippery and dangerous due to fallen fruit from fruit trees | Clerk (for FGPC) Clerk Clerk |
| 9.0 | | REPORT: FINANCE & GENERAL PURPOSES (Cllr Cunningham) | |
| 9.1 | | Monthly Update on Parish Council Financial Situation 2009/10 figures as at 30/09/09 (bank statements reconciled up to 31/08/09): Opening balance £73,276, Precept £28,000, Income £1,127, Grants received £10,800, VAT refunds received £237, Revenue expenditure £16,907, Capital expenditure NIL, Grants paid £8,625, VAT paid and awaiting refund £910, Balance on hand £86,998 | |
| 9.2 | | Cheque Payments The following cheque payments were approved: #2171 G Meeser -- Salary and expenses, Sept 2009 #2172 D Clark -- Wages and expenses, Sept 2009 #2173 M Johnson -- Wages and expenses, Sept 2009 #2174 A Parfett . Salary, Sept 2009 #2175 HMR&C -- PAYE deductions, Sept 2009 #2176 £ 13.00 St Helens PCC . Hire of room #2177 £2,500.00 Cliffe Memorial Hall . financial support | |
| 9.3 | | Allotment Rents: Payment Update Due £741, paid to date £630 (85%). Final reminders to be sent to defaulters (3) | Clerk |
| 9.4 | | Subscription to Map and Aerial Photograph System Cllr Fribbins has been dealing with this item directly with <i>Spatial Technology</i> in Guildford, who market <i>Parish Online</i> . Despite information in current literature and on website, system will only be generally available at end of 2009. However, earlier version will be | Cllrs Fribbins and Cunningham (in due course) |

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| | available in next few weeks, at no cost to Parish Council. When full system available, subscription approved at current rate of £60pa. Proposed by Cllr Fribbins, seconded by Cllr Wicks. | |
| 9.5 | Supply and Installation of New Litter Bin Adjacent to Ball Park Cllr Keates has arranged with Heather Marsh of Medway Council for bin to be provided at no additional cost, as part of projected playground improvements | |
| 9.6 | Purchase of Flail Mower for Caretaker Cllr Keates has expressed concern that surface of projected new play area may not be suitable for this type of mower. She made enquiries from Heather Marsh of Medway Council . currently awaiting response. Situation to be monitored, and report made to FGPC meeting on 03/11/09 | Cllr Keates |
| 9.7 | Public Liability Insurance: Terms of Policy Parish Council's insurance policy does not provide Public Liability Insurance [PLI] cover for events held on Parish Council land, but not directly organised by Parish Council. Future implications for Village Fayre and other events. Other insurance companies to be researched over period of time in near future with view to obtaining PLI cover for this type of event St Helens PCC to be advised that proof of PLI cover will be required in future for any church events held on Parish Council land | Clerk Designate Clerk |
| 9.8 | Bank Accounts: Change of Signatories Cllr Smith has experienced difficulties with Natwest Bank re having her name added to signatories list, due to confusion over identity documents produced. Matter has now been resolved with bank by Cllr Smith. Cllr Smith handed relevant documents to Clerk in sealed envelope . Clerk to produce envelope to bank when he attends on related business in near future | Clerk |
| 9.9 | Starting Pay Rate for Parish Clerk Designate: Minor Adjustment Pay rate of £ previously agreed for Mr Parfett needs to be adjusted so as to give an annual salary divisible by 12 (to provide figure for monthly salary). Now agreed that Mr Parfett to be paid at rate of £ per hour from his date of appointment. Proposed by Cllr Cunningham, seconded by Cllr Keates | Clerk (for salary records) |
| 9.10 | Next FGPC Meeting Tuesday 03 November 2009, Cliffe Woods Primary School (Staff Room) 8pm | FGPC and Clerk Designate (to note) |
| 10.0 | REPORT: ALLOTMENTS, BALL COURT, CHILDREN'S PLAY AREA, RECREATION GROUND/CARETAKER | |
| 10.1 | Allotments No report, but see item 9.3 above | |
| 10.2 | Ball Court No report, but see item 9.5 above | |
| 10.3 | Children's Play Area Work on proposed playground improvements (per Medway Council) needs to be completed by 31/03/10. Amount of £35,000 has been | |

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| | <p>allocated by Parish Council, plus £5,000 grant received from Comma, plus various monies from Cliffe Childrens Committee. Works have gone out to tender, designs have been approved, and indicative drawings produced. Preferred supplier subject to Medway Council Cabinet approval . due in next fortnight. Contractors may be on site before Christmas. Holding of %open day+will be considered whilst work is being done</p> <p>See also item 6.18 above</p> | |
| 10.4 | <p>Recreation Ground/Caretaker Regarding proposed changing rooms on Recreation Ground, Cllr Wicks reported that meeting with Cliffe Royals Football Club is scheduled for Monday 05/10/09. Business plan required, and it may be possible to access funds through Football Foundation. Representatives of Cliffe Royals FC expect to attend Parish Council meeting on 05/11/09</p> <p>Regarding Caretaker, see items 8.2 and 9.6 above</p> | |
| 11.0 | REPORT: PLANNING (Cllr Fribbins) | |
| 11.1 | <p>Planning Applications Proposed recommendations on following planning applications were approved:</p> | |
| | <p>11.1.1. MC2009/1219 12 Reedham Crescent, Cliffe Woods Retrospective application for construction of outbuilding at rear <u>Recommendation:</u> Objection on grounds of size and position of outbuilding, and loss of amenity to local neighbours</p> | |
| | <p>11.1.2 MC2009/1263 Morning Cross Bungalow, Well Penn Road, Cliffe Variation of condition 3 under planning permission MC2008/1272 <u>Recommendation:</u> Objection to removal of Condition 3 . view taken that applicant should be requested to submit planning application so that it can be assessed, especially as this is an area where new development would not normally be permitted</p> | |
| | <p>11.1.3. MC2009/1375 Land Rear of Merryboys House, Merryboys Road, Cliffe Woods Extension to form granny annexe <u>Recommendation:</u> Objection on grounds of size (above that required by an annexe) and further development outside village boundary</p> | |
| | <p>11.1.4. MC2009/1438 The Parks Medical Practice, 21 Parkside, Cliffe Woods Construction of single storey rear extension and temporary siting of existing portable building <u>Recommendation:</u> No objection</p> | |
| 11.2 | <p>Application MC2009/0105 . New development at 23, 25 and rear of 20 View Road, Cliffe Woods</p> <p>Concern previously registered re this application (although suggestion made that if it goes ahead, development be called Lena Kennedy Gardens). Appeal has now been lodged by applicant on grounds of non-determination of application within eight weeks.</p> | |

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| | | Concerns to be reiterated in writing to Planning Inspectorate (in triplicate or online) See also item 6.1 above | Clerk |
| | 11.3 | Next Planning Committee Meeting Thursday 29 October 2009, 8pm (venue to be confirmed . possibly at home of Cllr Keates) | Cllr Keates Planning Committee (to note) |
| 12.0 | | REPORT: FOOTPATHS AND COMMONLAND No report | |
| 13.0 | | REPORT: CAR PARKS | |
| | 13.1 | Cliffe Woods Car Park : Clerk read out emailed quotation from Sandford Lifting Ltd for repairs to current car park barrier, or alternatively for replacement of barrier with suitable gates. Repairs quoted at £1,800 plus VAT, and gates provision at £3,130. Previous suggestion had been made to Medway Council that they bear proportion of cost of repair, as barrier is a facility related to recycling banks on car park. No reply was received to suggestion . to be pursued, and matter discussed at next FGPC meeting In meantime, no action to be taken on quotes . Sandford to be advised | Clerk Clerk |
| | 13.2 | Cliffe (Buttway) Car Park: One of the bollards in front of noticeboards has been damaged -- repair to be arranged | Clerk |
| 14.0 | | REPORT: CLARION AND WEBSITE Cllr Fribbins reported that he is considering changing current web software so as to give more than one person access for making changes/additions to website. When prices received, info to be passed to FGPC for discussion | Cllr Fribbins (in due course) |
| 15.0 | | REPORT: RURAL LIAISON No report | |
| 16.0 | | REPORT: KALC/NALC Cllr Hunt gave account of recent attendance at KALC Medway Area Committee meeting. Items of interest included, <i>inter alia</i> : <ul style="list-style-type: none"> ● Lodge Hill development . antiicipated traffic problems (especially on A228 roundabout) during development stage. Feedback/suggestions from Parishes required ● Medway Council now needs 21 days' notice of events to be held by Parish Councils. Possibly some misunderstanding relating to ownership of land on which events held . Cllr Wicks to investigate | Cllr Wicks |
| 17.0 | | REPORT: OTHER BODIES Cllr Hunt gave account of recent attendance at Police Liaison Committee meeting. Items of interest included, <i>inter alia</i> : | |

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| | | <ul style="list-style-type: none"> ● Police have appealed for antisocial behaviour to always be reported for statistical purposes . policing levels determined on basis of these statistics ● More Speedwatch teams are being set up, with more police officers/PCSOs being trained to man them ● A new police inspector for the area (Inspector Simon Alland) is in post ● National Task Force will shortly be coming into our area (the whole of the Peninsula, not just Cliffe and Cliffe Woods) | |
| 18.0 | | ANY OTHER BUSINESS | |
| 18.1. | Fence between Cliffe Woods Recreation Ground and B2000 Town Road: <i>(NB: Report on this item was erroneously made under item 6.9 above due to confusion with issue of fence between <u>Cliffe</u> Recreation Ground and B2000 Church Street)</i> Fence has now been repaired by Medway Council, following promised intervention by Cllr Wicks | | |
| 18.2 | Dog bins on Cliffe Woods Recreation Ground: Two bins recently burnt out, but only one replaced. Replacement for second one to be requested | | Clerk |
| 18.3 | Prizes for %Best Hanging Basket+and %Prettiest Garden+prizes at Cliffe Village Fayre: Cllr Moore requested reimbursement of these monies, paid from her own pocket. Cllr Moore to advise Clerk of amount involved, and matter to be discussed at next FGPC meeting | | Cllr Moore Clerk (for FGPC) |
| 18.4 | Police are holding information meeting at St Helens Primary School Tuesday 06/10/09 at 6pm, re recent %body in suitcase+incident | | |

The meeting closed at 22:00 hours (10.00 pm)

gm 03/10/09

