

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside, Cliffe Woods
On Thursday 1st May 2014

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair)(KK), Mrs Vivienne Walton (VW), Jim Corrigan (JC), Mrs Sue McDermid (SM), Ian Petrie (IP), Peter Clements (PC), Mrs Lynne Bush (LB), Derek Cory (DC), Ray Letheren (RL), Gill Moore (GM), Joan Darwell (JD).

Parish Clerks: Mrs L Farrelly & Mrs A Jack

Absent: Cllr Robert Hunt (RH)

The meeting opened at 7.50 pm.

NO	ITEM	ACTION BY	
1.0	APOLOGIES FOR ABSENCE Jim Wenban(JW)- work, Colin Elliott (CE) - Work – accepted		
2.0	DECLARATIONS OF INTEREST - None		
3.0	APPROVAL OF MINUTES Minutes of Parish Council meeting held on 06/03/14 were approved with the addition of Item No. 128.2 report from Cliffe Woods Care and Concern Group. Proposed JC, Seconded KK - ALL AGREED		
4.0	Adjournment – Mrs V Walker, Mrs H Potter and Mrs S Fenney asked the Parish Council for support and advice on trying to restart Cliffe Carnival. Suggested they provide council with feasibility plan. LB offered to be a representative for this committee and will report back on their behalf.		
5.0	MATTERS ARISING FROM MINUTES OF MEETING ON 06/03/14		
	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
	Dec 88.1	KK/JW reported field bonfires in Station Rd, Cliffe. KK raised concern at Rural Liaison meeting see item 11.2.	
	Dec 89.6	Cliffe Woods Pre School -Cliffe Woods Pre-School had approached CF about helping with some funding for their play-area to be repaired. KALC has advised that the council does have the power to support but only in the form of capital items not revenue. CF will speak to the Preschool to see if they have made any progress with their play area.	CF
	Dec 89.7	Cliffe Play Area -Rubber stopper required for gate – JW has advised that he can repair this	JW
	90.1	Allotments – Delivery of gravel from Bretts took place to fill in the approach road potholes and Clerk(PO) sent a letter of thanks as this was done by them free of charge for the second year running.	

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 01/05/14

	Dec 92.2	Clarion and Website Clarion was delivered with around 300 copies left over. Clerk (RFO) collected spare copies and passed to the local shops/doctor's surgeries and distributed at APM.	
	Jan 103.1	Parish Car Parks and The Buttway – It was noted that the rails removed for the Summer Fair have not been replaced. JD advised Dave Simmons offered to replace and would chase up. It was reported by Dave Clark, Caretaker that the rails seemed to have now gone missing from St Helen's House. Mr Rutherford has patched the potholes in Cliffe Woods car park. Clerk (RFO) has asked Mr Rutherford to quote to repair this properly, in addition to the Small Hall car park. Clerk RFO has also asked Greenspaces for a recommendation of ground workers for a comparison quote for the car parks and for the path leading from the CWCA to the car park	JD Clerk(RFO) Clerk(RFO)
	Feb 109.00	A resident from Cooling Street raised his concerns of the poor state of RS84. There is lots of rubbish, dog fouling and it has become overgrown and the dogs that live on the border of the path are a nuisance and intimidating. Clerk(PO) advised Medway Council of these concerns. LB reported that it had been cleared.	
	Feb 111.2.7	The entrance barrier at Cliffe Woods Car park was badly damaged and has now been repaired. Medway Council advised their CCTV camera is still pointing at the EXIT barrier and not the IN barrier despite our many requests therefore the incident was not captured and the police cannot take this any further due to lack of evidence. The Clerk (PO), CF and KK visited Medway Council to view CCTV setup. Clerk(PO) reported that it was a very interesting experience. Inspection of the CCTV at Cliffe Woods car park showed a tree is required to be cut back as it is obscuring the view of the IN barrier. Medway Council will arrange this and for one camera to be left pointing at the IN barrier. Clerk(PO) will contact local PCSO regarding matters discussed. It was also requested that the temporary deployed camera be re-sited in Cliffe at the Small Memorial Hall car park, if possible due to the current amount of anti social behaviour there.	Clerk(PO)
	Feb 112.5	Memorial Hall Car Park Barrier update Reported under item 7.4	
	Feb 112.6	CCTV Installation update Reported under item 7.5	
	Mar 123.1	Clerk Paul Kingman – Request for renewal as Parish Council Representative for Parochial Charity. CF was nominated by LB, seconded VW – ALL Agreed. Clerk (PO) advised Charity.	
	Mar 123.2.3	Two residents complained about ruts in grass at Parkside and muddy area behind shops caused by Co-op delivery lorries. Clerk(PO) emailed Co-op HQ to advise them of complaint, awaiting response.	Clerk(PO)

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 01/05/14

Mar 123.2.5	A request was received from the Six Bells pub, Cliffe to use grassed area at the Buttway on Easter Saturday for a charity football match from 1pm to 4pm – It was proposed to agree to this pending weather – Proposed CF, seconded LB – ALL AGREED. Clerk (PO) sent letter to the Six Bells, event was later cancelled.	
Mar 123.2.6	Cliffe Royals Seniors requested a Rec Barrier key in case of an emergency and Dave Clark has passed one to them. It appears only one of the two pitches is now in use on a Sunday and neither on a Saturday. Clerk (RFO) chased invoices and confirmed actual usage by Cliffe Royals.	
Mar 124.1	The RFO reviewed the nominal codes/cost centres and completed annual return/APM report.	
Mar 124.3	RLG/S106 update RLG The claim for the CCTV project to Medway Council has now been received. Recommendation for a Memorial for Marie Vyse from CWCA has been passed to F&GP committee. Paul Schmoeger has advised that a bench would be allowed on the green outside the Community Centre. S106 – Balance - £1302.40. Claim for flooring repair by M&M Contractors has been received from Medway. Still awaiting a quote from J H Fabrications for the modification of the fencing /maintenance to the Ball Park. The RFO has advised Heather Marsh to explain that the balance has been ear marked for spending on the ball court. Heather Marsh has agreed to this.	Clerk (RFO)
Mar 124.4	Quotes Received Further quotes received from Gravesend Fencing – reported under Allotments item 8.1	
Mar 124.5	Repeal of S.150 of the LGA It was agreed by the F&GP committee that a review of the Standing Orders takes place. It was suggested that the financial standing orders include internet banking processes. Standing Orders have been circulated to all Councillors for review. Still pending.	ALL
Mar 124.6	Small Memorial Hall Car park barrier – Reported under F&GP item 7.4	
Mar 125.1	Allotments. It was agreed that PC liaise with Gravesend Fencing to re-quote for fencing to include barbed wire and additional fencing in the areas currently unfenced – reported under allotments item 8.1. PC also requested that the side gate is locked or removed. Clerk RFO advised Dave Clark, Caretaker and padlock changed for caretaker use only.	
Mar 126.1	It was reported that development at Reed St/Common Lane has no planning permission for a garage that has been erected over a rising main drain – Clerk (PO) notified Planning Enforcement at Medway Council.	

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 01/05/14

	Mar 127.3	Footpaths and Common Land – CF reported on behalf of GM that the footpath on the Saxon Shoreway, south of Cliffe Fort, has washed away – a diversion has been published on the FONKM website. Clerk (PO) contacted Medway to make them aware of this. Medway advised they are aware but cannot reinstate due to costs so have closed the path. Medway hope to formulate a plan shortly.	
	Mar 127.5	Cliffe Memorial Hall Storage cupboards for the tables and chairs have been installed. Keys for these cupboards have been passed to the Parish Council. LB confirmed that keys can be cut for Cllrs who require them. Clerk (RFO) arranged for keys to be cut for CF and VW for the youth club.	
	Mar 128.2	Cliffe Woods Care and Concern Group SM reported that she asked the surgery if they could install a railing along the pathway leading up to the surgery. A site inspection was carried out after the Parish meeting and it was decided to refer this to Medway Council suggesting a railing be installed along the footpath for older village members. Clerk (PO) to advise Medway. SM further reported that two members have resigned from the group and thought maybe this could be mentioned in the next Clarion or on the website to see who else may be interested.	Clerk (PO) CF
6.0		REPORT: CLERK	
	6.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:- MC/14/1023 Robinsmead, Buttway Lane, Cliffe – Application for approval of reserved matters pursuant to condition 1 of outline permission MC/11/2003 for demolition of existing bungalow and erection of two dwellings with parking. – Plans to be circulated.	CF
	6.2	Clerk(PO) reported on matters arising and dealt with since last meeting: 6.2.1 The AGM was organised and went ahead on 3rd April. Many attended with a presentation by RSPB. Letter of thanks sent to all who took part. 6.2.2 Our CCTV was stolen on 17/3 and Dave Clark, Caretaker, found camera debris in the Youth Shelter. There was also a fire in the Youth Shelter on 14/4 and the wooden flooring damaged. Both incidents were reported to Police. DC reported large amounts of rubbish left in the Shelter and on the Rec and surrounding area over the Easter school holidays which resulted in extra work. It was agreed to ask if the PCSO could attend the next meeting. 6.2.3 PCSO Mandip Clare kindly delivered shed alarms to the Clerk(PO) following recent break-ins and these were handed to PC for distribution.	Clerk (PO)

		<p>6.2.4 A report was made to the Clerk that the allotment gates had been left unlocked on a Saturday night and an email was sent out reminding tenants to make sure it is locked. The following weekend a report was made that the gate padlock was missing as it had not been locked back onto the gate. DC replaced and has also changed the padlock on the side gate to a different one that only he can access.</p> <p>6.2.5 2 tenants have quit the allotments and both plots have been offered to the waiting list and taken. 4 new people have applied for a plot and there are currently 8 people on the waiting list. This year's allotment rent invoices went out beginning of March and monies are being paid direct to Clerk (RFO) this year.</p> <p>6.2.6 Abandoned vehicle reported by DC at The Buttway. Reported to Police ref. 25/0423 and Clerk emailed PCSO for assistance with removal. Owner advised it has now gone.</p> <p>6.2.7 Clerk (PO) will be on holiday for 2 weeks. Clerk (RFO) will be covering both roles.</p>	
7.0		REPORT: FINANCE & GENERAL PURPOSES	
	7.1	<p>Finance Report</p> <p>The Annual return has been completed and was passed to Roxana Brammer for internal audit. This audit has now been completed. Roxanna noted on her audit report that she didn't received the Minute book so had to use the Minutes from the Parish website. Due to this she was unable to check that the Minutes had been numbered, agreed and signed by the presiding Chairman. Roxana was also unable to check the salary payments as these are redacted from the published Minutes on the website. Roxanna also noted that a couple of the paying in slips did not detail what was being paid into the bank account. Apart from these points, all the books were well kept and correct procedures followed.</p> <p>A review of the Annual return by the F&GP committee concluded that the precept had dropped from last year due to the CTRS grant having to be accounted for separately to the Precept.</p> <p>It was proposed that the Annual return's accounting statements and governance statement be agreed formally – Proposed KK, seconded LB – ALL AGREED Clerk (RFO) to send to Little John LLP for audit.</p> <p>A summary of the receipts and payments for the year was signed by the Chairman of the Finance and General Purposes Committee.</p> <p>The RFO had obtained printed bank statements from the bank in order to finalise the accounts and the bank balance for the current account as a 31st March 2014 was £9,533.52.</p> <p>RFO produced an estimated bank reconciliation to the end of May to account for the payments agreed in April</p>	Clerk (RFO)

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 01/05/14

		<p>and those due to be agreed at this meeting and the estimated balance of the current account as at 31st May would be around £49,454.45 due to the receipt of the Parish precept and CTRS grant. The RFO therefore recommended a transfer of £30k to the NSI Account – Proposed KK, seconded LB – ALL AGREED Clerk (RFO) to arrange.</p> <p>RFO advised the F&GP committee that the year-end has been completed for the Inland Revenue and all Real time reports have been submitted and P60's produced for staff.</p>	Clerk (RFO)
7.2	<p>Approval of following payments for April and May: Southern Water (water bill – Allotments)- £28.97 D/D KALC – (Allotment Law Course) - £72.00 Chq No.2780 KALC (Subscription) - £1368.00 Chq No. 2781 LCR (Subscription – 16 members)- £216.00 Chq No. 2782 Medway Council (Year book) £12.50 Chq No.2783 HMRC (PAYE Quarter 4)- £245.00 Chq No.2784 Laura Farrelly (March Expenses)- £xx Chq No.2785 Alex Jack (March Expenses)- £xx Chq No. 2786 Dave Clark (Additional hours & March Expenses)- £xx Chq No. 2787 Michael Johnson (Holiday Cover)- £xx Chq No.2788 Alex Jack (March Wages)- £xx S/O Dave Clark (March Wages)- £xx S/O Laura Farrelly (March Wages)- £xx S/O W D Rutherford (Drains at Buttway)- £140.00 Chq No. 2789 KCPFA (Subscription)- £20.00 Chq No.2790 Roxanna Brammer (internal audit)- £35.00 Chq No. 2791 Alex Jack (April Expenses)- £xx Chq No.2792 Dave Clark (21 Additional hours & April Expenses)- £xx Chq No. 2793 Alex Jack (April Wages)£xx S/O Dave Clark (April Wages) £xx S/O Laura Farrelly (April Wages) £xx S/O Payments agreed – Proposed KK seconded LB – ALL AGREED</p>		
7.3	<p>RLG/S106 Update RLG –Balance - £7759.67 All submitted claims have been received to date. KK has requested the RFO ask Medway Council if there is an additional budget for large rural liaison projects. S106 – Balance - £2090.40. The RFO has submitted the invoice for the Safety flooring repair and explained to Heather Marsh the planned spend for the balance of the S106 grant. Heather Marsh has confirmed that the reimbursement for the flooring is being processed and she also acknowledged and accepted the idea of the refurbishment of the ball court as to be used against the remaining balance.</p>		Clerk (RFO)
7.4	<p>Small Memorial Hall Car Park Barrier It was reported that JH Fabrications have been out to repair the barrier but again this has not worked. The RFO has contacted JH Fabrications to advise them of this and they said they would visit site again to rectify. Still awaiting site visit. The RFO continues to chase JH Fabrications.</p>		Clerk (RFO)

	7.5	<p>CCTV/Allotment Break In Two of the three cameras were torn down by vandals and one remains so two need to be replaced. Tony Head, Aardvark Security will investigate a 'spiked collar' for the pole and some anti-climb paint can be applied. There is also a heavily trimmed tree/bush next to the pole that could be used to gain access up the pole and should be removed. It was proposed to get tree removed by the camera - Proposed CF, seconded SM – ALL AGREED. Clerk PO to liaise with Tree surgeon. CF reported that due to lack of broadband this is also making remote access and viewing of CCTV more difficult. It was agreed in principle to pursue with installation of broadband at Memorial Hall – Proposed CF, seconded RL – ALL AGREED CF to follow up.. A discussion took place surrounding the vandalism and whether to remove the youth shelter. It was proposed to follow through with the sequence of events originally agreed at previous meetings. Thus being finalising the gate and CCTV installation and then assessing whether the anti-social behaviour has decreased and if so then discuss whether the youth shelter should be removed. Proposed CF, seconded RL – ALL AGREED.</p>	<p>CF</p> <p>Clerk (PO)</p> <p>CF</p>
	7.6	<p>Fencing Quotes Additional quotes have been received for barbed wire from Gravesend Fencing and SW Yorke & Sons. Refer to Allotments item 8.1</p>	
	7.7	<p>Broken Play Equipment It was reported by the caretaker that the black disc swing was damaged. The RFO took photos of the equipment and emailed them to Sutcliffe and Heather Marsh. Sutcliffe have confirmed that it looks like vandalism and the cost to replace is £370.70 (exc VAT). Heather Marsh has confirmed that this cost could be claimed against S106 grant. It was agreed to proceed with this repair through Heather Marsh/S106.</p>	<p>Clerk (RFO)</p>
	7.8	<p>Date of next Finance & General Purposes Committee Meeting: 3rd June 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	<p>F&GP Committee</p>
8.0		<p>REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS</p>	
	8.1	<p>Allotments PC reported on his attendance at the KALC Allotment Course which he found to be most informative particularly regarding allotment law. PC has obtained quotes with various options to improve boundary security; razor wire being the best recommendation. PC noted that for repairs to go ahead a 2 metre gap is required between boundary and plot and that allotment holders seemed to be exceeding their plot sizes. Email to be sent to allotment holders requesting this. Proposed PC, seconded JC – ALL AGREED.</p>	<p>PC/Clerks</p>

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 01/05/14

	8.2	Recreation Ground and Play Areas – Broken play equipment reported under F&GP item 7.7	
9.0		REPORT: PLANNING	
	9.1	Planning applications: CF presented following applications with comments: MC/14/0667 Rye Street Farm, Rye Street, Cliffe ME3 7UD – construction of two open fronted cattle sheds Response: No objection, sent prior MC/14/2516- Lodge Hill, Chattenden – Outlining planning application Response: Objection, sent prior MC/14/00860 59 Town Road, Cliffe Woods, ME3 8JX – Construction of a single storey front extension to existing garage Response: No Objection –sent prior.	
	9.2	Date of next Planning Committee Meeting: 29 th May 2014, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
10.0		Report: OTHER COMMITTEES	
	10.1	Parish Car Parks and The Buttway – CF reported the surface of the small memorial hall car park has a number of potholes, but action on these had been postponed until the new barrier is fixed and can be closed. It is possible that the parish may get a better price for the work if it is done in tandem with the Cliffe Woods Car Park (hot tarmac has to be ordered in batches and the same equipment used for cutting out and finishing).	CF
	10.2	Clarion and Website CF reported that he has installed new software for the Clarion. The plan is to issue the next Clarion early June. Clerk (RFO) to send out letters to advertisers advising of next Clarion date .	CF Clerk (RFO)
	10.3	Footpaths and Common Land – No report	
	10.4	Youth Liaison Committee VW reported no youth club held this month due to bank holiday. VW also reported that Cliffe Woods Club is doing well but Cliffe is struggling with numbers.	
	10.5	Cliffe Memorial Hall LB reported air conditioning has been installed and next is to redecorate meaning the hall will close w/c 26/5. It was noted that Parish Council wish to congratulate the efforts of the Memorial Hall Committee.	
	10.6	Cliffe Woods Community Association SM reported that a five year tenancy agreement has been made. Hall rates are to be increased and will be reviewed annually. Maintenance is ongoing. CWCA have agreed to a bench and a tree as a memorial to Marie Vyse. The accounts are healthy with £9k allocated to the special projects fund. An ongoing programme of social events. AGM is 7 June at 7.30pm.	SM
	10.7	KALC – No Report	

Cliffe and Cliffe Woods Parish Council
 Minutes of Meeting 01/05/14

11.0		REPORT: OTHER BODIES	
	11.1	Friends of North Kent Marshes – GM reported that FONKM continue to attend various meetings to lobby against the threat of the airport. The latest conference will be Runways UK and tickets cost £100 per head. It was proposed to pay up to £200 towards the tickets to enable FONKM to attend – Proposed JC, seconded SM – ALL AGREED. Item passed to F&GP committee for payment	Clerk (RFO)
	11.2	Rural Liaison KK reported that the police said they would not carry out regular patrols within the parish as there is not enough crime in the area. A few Cllrs confirmed that the police had been sighted in Cliffe during the past month. KK also reported about the bonfires on Station Road, Cliffe. It was noted that the farmers are allowed to burn bean waste but were going to seek further legal advice.	
	11.3	Cliffe Patient Liaison Meeting LB reported that the meeting was very well attended. The first annual report for the group was presented as well as the results of the patient questionnaire. LB reported that the patient questionnaire was noted as too weak and needed to be far more direct with more responses rather than the Yes/No type questions. It was noted that there needs to be a better way for patients to raise issues, complaints or just make comments. LB also reported that the telephone system is going to be updated, the reception area to become more user-friendly and the dispensing pharmacy is to be moved to the waiting room. It was also proposed to have a touch screen to book in for an appointment. There is already an online appointment booking system and an online repeat prescription system.	
12.0		Other items to be handed to Clerk for next meeting: - None.	

Meeting closed at 10.30pm

13/03/14/lmf

NEXT MEETING 05/06/14 7.30pm, Small Memorial Hall, Church Street, Cliffe