

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside, Cliffe Woods  
On Thursday 9<sup>th</sup> January 2014

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell, (Vice Chair) (KK), Mrs Vivienne Walton (VW), Jim Corrigan (JC), Mrs Sue McDermid (SM), Colin Elliott (CE), Ian Petrie (IP), Derek Cory (DC), Jim Wenban (JW), Peter Clements (PC), Ray Letheren (RL), Mrs Joan Darwell (JD).

Parish Clerks: Mrs L Farrelly & Mrs A Jack

Absent - Cllr Robert Hunt (RH)

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
95.0		<b>APOLOGIES FOR ABSENCE</b> Lynne Bush (LB)- family, Gill Moore (GM) - family. Accepted CF reported that unfortunately ME had resigned from the Parish Council due to family commitments. CF thanked ME for her time on the Parish Council and was obliged to accept her resignation.	
96.0		<b>DECLARATIONS OF INTEREST</b> - None	
97.0		<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 05/12/13 were approved pending agreed amendments to Item 93.5. Proposed KK, Seconded VW - <b>ALL AGREED</b>	
98.0		<b>MATTERS ARISING FROM MINUTES OF MEETING ON 05/12/13</b>	
	Sep 54.8	<b>Bus Shelter £250 Provision</b> 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
	Nov 75.0	<b>Co-option of Parish Councillor for Cliffe Ward</b> Peter Clements was Co-opted into the Parish Council and Clerk PO organised for Mr Clements to sign the Declaration of Acceptance of Office and DPI paperwork. This has been added to the website.	
	Nov 78.6	<b>Village Club Lighting</b> -Reported under item 100.3.	
	78.7	<b>Christmas Tree Festival</b> The Clerk RFO produced a tree decoration using the Parish logo and passed it to the Church.	
	Dec 88.1	KK/JW . reported bonfires on the field in Station Rd, Cliffe. Clerk (PO) emailed the Environmental Health Dept at Medway Council and a response was circulated. It was agreed for KK to raise this concern at the next Rural Liaison meeting.	KK
	Dec	Dave Clark had requested white recycle sacks so that	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 09/01/14 - display

	88.2.1	he can recycle the many cans he collects from the recreation ground. LB collected these from Medway Council and passed to Dave Clark.	
	Dec 88.2.6	KK reported that the toilets at Cliffe were locked and the Clerk (PO) emailed Medway Council asking the reason for this. No reply received to date. LB suggested contacting Norse direct. Clerk (PO) sent an email to Norse and the response was circulated. The toilets have been vandalised and at present are still locked.	
	Dec 89.1	<b>Finance report</b> – Item reported under F&GP Item 100.1	
	Dec 89.4	<b>War Memorial update</b> The RFO has sent the completion report to the War Memorial Trust to claim the grant for the project. Awaiting a response.	Clerk (RFO)
	89.5	<b>Memorial Hall Car Park barrier</b> JW reported at the F&GP meeting that the barrier gate is now installed and so is the signage. It was proposed that a quote for works for the access gap between barrier and boundary be obtained before it is locked . Awaiting quote from Mr Rutherford. The barrier was closed from the 23 <sup>rd</sup> . 31 <sup>st</sup> December and has since remain closed. PC raised concern over the positioning of the gate at the Small Memorial Hall. It was agreed to keep the gate under review . Proposed CF, seconded RL . ALL AGREED.	JW
	Dec 89.6	<b>Cliffe Woods Pre School</b> Cliffe Woods Pre-School had approached CF about helping with some funding for their play-area to be repaired. The Pre-school had had a new play area installed but it didn't pass their Ofsted inspection and the contractor who installed it have let them down and not fulfilled their guarantee. CF spoke to KALC to see if the Parish Council had the powers to support the pre-school. KALC advise 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	<b>Cliffe Play Area</b> Paul Schomoeger had reported that there was some floor damage under the main slide and he also recommended a rubber stopper being placed on the gate to prevent banging. JW inspected the site and a photo of the flooring was sent to Heather Marsh. Rubber stopper required for gate . JW has advised that he can repair this. Clerk RFO will contact M&M Contractors for the safety flooring . reported under item 100.3.	JW
	Dec 89.8	<b>Cliffe Ball Court – Tree Quote</b> It was agreed that the tree is to be cut down but the stump is not removed and also for the quote to be extended to incorporate the trimming of the hedges to	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 09/01/14 - display

		the left of the entrance of the Small Hall Memorial Pathway which will ensure that the CCTV camera is not blocked. Clerk (PO) contacted the contractor and the job has been carried completed	
	Dec 89.9	<b>Consultation on Post Office at Cliffe Woods</b> CF reported that the CO-OP have put a proposal together that suggests removing the existing post office and incorporating most of the post office services within the existing tills at the CO-OP. The Clerk (PO) collated all comments and completed the online survey.	
	90.1	<b>Allotments</b> It was the recommendation of the allotment committee to purchase the gravel from Bretts for the potholes by the allotments. The Clerk (PO) met with Bretts who advised that they are happy to help and intend to put a recommendation together once the weather has improved. Await recommendation.	Clerk (PO)
	Dec 92.2	<b>Clarion and Website</b> CF reported that the website has been updated. Clarion is due to be printed in January/February. Clerk PO to liaise with Richard Jones regarding delivery once date advised.	CF/Clerk(PO)
	Dec 92.3	<b>Footpaths and Common Land –</b> VW reported that the path at Doctors in Cliffe Woods is covered in rotten fruit. Clerk PO contacted Medway Council and VW reported this has now been swept several times.	
	Dec 93.6	KK reported that the Heron trail from Englefield Crescent to Bunters Hill is all muddied and recommended that Medway Council try to improve this route. Clerk (PO) wrote to Medway Council and their response was that it is impossible to tackle the paths through the woods and recommend cyclists use an alternative route during the wet weather.	
99.0		<b>REPORT: CLERK</b>	
	99.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:- - Medway Council Business Support . RLF statement of balance and reminder to advise on intended schemes before financial year end. - Medway Council Planning . MC/13/3159 . 80 View Road, Cliffe Woods; MC/13/3335 . Buddys View, Perry Hill, Cliffe; MC/13/3227 . Plot 2, Merryboys Stables, Merryboys Road, Cliffe Woods	
	99.2	Clerk(PO) reported on matters arising and dealt with since last: 99.2.1 Following the resignation of Margaret Emblin, notification has been sent to Medway Council and notices put on the boards and website. 99.2.2 DC discovered a burnt out motorbike on the Skate Park and this was reported to the Police	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 09/01/14 - display

		<p>on 11/12. DC has removed bike to the allotments. Clerk (PO) advised by DC on 8/1 that the bike had still not been removed so the police were contacted and they will arrange collection with DC.</p> <p>99.2.3 A request for fireworks on the Rec has been received for a wedding reception being held at the Memorial Hall on Burns Night. This is to be approved as long as copy of insurance provided and a steward to advise members of the public at the time.</p> <p>99.2.4 Parish Councillors enjoyed a Xmas meal at the Kings Arms in Upnor and hope to arrange another for next Xmas.</p> <p>99.2.5 DC reported that the small hall car park barrier gate pole has sunk and become loose making it difficult to lock the gate which is also very heavy. Reported under item 100.4.</p>	
100.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	100.1	<p><b>Finance Report</b> The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO had produced a bank reconciliation for the end of December and the balance of the current account as at 30<sup>th</sup> December was £4046.88. The RFO recommends a transfer of £15k from the NSI Account and believes this will cover the remaining expenditure for the remainder of the financial year. Proposed KK, seconded VW . All AGREED. Clerk (RFO) to arrange transfer of funds. The F&amp;GP committee ran through the draft budget for 2014/15 and the precept was discussed at some length. It was proposed to increase the precept by 3% in line with inflation. This would mean a precept of £44,967 Proposed KK, seconded SM . TO BE AGREED IN PRINCIPLE AT PARISH COUNCIL (pending council tax band D equivalent).</p>	Clerk (RFO)
	100.2	<p><b>Approval of the following payments for January:</b> Greenoak Tree Surgery (tree removal) £250.00 Chq No. 2754 NPM Electrical (CCTV sockets) £88.30 Chq No. 2755 HMRC (PAYE Qtr 3) £228.20 Chq No 2756 M Johnson (Caretaker cover) £59.50 Chq No.2757 A Jack (December Expenses) - £xx Chq No 2758 D Clark (December Additions &amp; Expenses - £xx Chq No 2759 L Farrelly (December Expenses) -£xx Chq No. 2760 A Jack (December Wages) £xx S/O D Clark (December Wages) £xx S/O L Farrelly (December Wages) £xx S/O Proposed KK, seconded SM . ALL AGREED</p>	
	100.3	<p><b>RLG/S106 update</b> <b>RLG</b> - Balance remaining for the year - £3604.66</p>	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 09/01/14 - display

		<p>The RFO has submitted a claim for the Small Memorial Hall Car Park barrier. JW reported that the CCTV installation should be taking place next week. There is a balance of £3604.66 remaining and ideas are needed to earmark spend before the end of the financial year. VW suggested a wooden bench for outside the Community centre with a memorial plaque for Marie Vyse as well as a handrail for the entrance to the Doctor's surgery. CF advised quotes would need to be received for any proposals for consideration at the next F&amp;GP committee.</p> <p><b>S106</b> . Balance - £1512.41.</p> <p>The Clerk RFO has purchased the flood lights for the ball park and passed these onto the Village club for installation. The RFO is awaiting a VAT invoice for the lights and once received can claim the cost of this project against the S106 grant.</p> <p>KK reported that the matting within the play park has been damaged again so the RFO is going to contact M&amp;M Contractors to see if they can visit site to quote for repair.</p> <p>The RFO is also going to source who originally installed the ball court fencing to arrange for them to provide a quote for extending the height of the fence on the allotment side. This idea is to try to prevent balls from entering the allotments. JW has said he can obtain a comparable quote for this idea too.</p>	<p>VW All</p> <p>Clerk (RFO)</p> <p>Clerk(RFO)</p> <p>Clerk(RFO)/JW</p>
	100.4	<p><b>Memorial Hall Car Park Barrier update</b></p> <p>The gate was closed over the Christmas period and has been a success with stopping the anti-social behaviour that was occurring within the car park. JW reported that he has noticed a wobble on the gate and is going to contact J H Fabrication to arrange for him to repair this. JW has also contacted Mr Rutherford who is going to provide a quote for the modification of the ground around the gate to allow access for wheelchairs and pushchairs when gate is closed and for the pot holes within the car park. It was proposed to get 4 additional gate keys cut for the Memorial Hall and Councillors. Proposed KK, seconded RL . ALL AGREED .The Clerk RFO will arrange for these keys to be cut and distributed,</p>	<p>JW</p> <p>JW</p> <p>Clerk (RFO)</p>
	100.5	<p><b>CCTV Installation update</b></p> <p>JW reported that a double socket has been installed in the Memorial Hall in preparation for the CCTV installation along with the trees being trimmed. JW reported that the installation date is planned for w/c 13/1 weather permitting.</p>	<p>JW</p>
	100.6	<p><b>Date of next Finance &amp; General Purposes Committee Meeting:</b> 4<sup>th</sup> February 2014, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).</p>	<p>F&amp;GP Committee</p>
101.0		<p><b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; CHILDREN'S PLAY AREAS</b></p>	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 09/01/14 - display

	101.1	<p><b>Allotments</b> RL and PC reported that the rubbish on the allotments generated by the caretaker is becoming an issue as it never seems to be removed. Clerk(PO) circulated photos sent by a concerned allotment holder. Previous enquiries asking Medway Council to remove have been unsuccessful as this is private land owned by the Parish Council. It was proposed to enquire into whether a waste carriers licence could be obtained allowing for removal to the local Council run tip. . Proposed RL, seconded KK . ALL AGREED. Clerk (PO) to contact Medway regarding this. JD will also ask Cliffe Mini Skip to see if they can help. PC also mentioned that the main allotment gate was becoming an issue when opening and closing. JW said he will look at it.</p>	<p>Clerk(PO)  JD  JW</p>
	101.2	<b>Children's Play Areas</b> . No report	
	101.3	<b>Recreation Ground, Skate Park, Ball Court-</b> Maintenance visit for skate park to be arranged in the new financial year.	Clerk (RFO)
102.0		<b>REPORT: PLANNING</b>	
	102.1	<p><b>Planning applications:</b> CF presented following applications with proposed comments: <b>MC/13/3214 Larkspurs, Ladyclose Avenue, Cliffe Woods, ME3 8JL</b> - Construction of a single storey side and rear extension <b>Response: No Objection</b> – sent prior <b>MC/13.3159 80 View Road, Cliffe Woods ME3 8UG</b> . Construction of a two storey front/side extension <b>Response: No Objection</b> <b>MC/13//3335 Buddys View, Perry Hill, Cliffe ME3 7TX</b> . change of use of land to provide extension to existing caravan site for siting of 2 static caravans <b>Response: Plans to be circulated to planning committee for comments by 27/1.</b> <b>MC/13.3227- Plot 2, Merryboys Stables, Merryboys Road, Cliffe Woods ME3 7TP</b> . relocation and rebuilding of barn for use as holiday let. <b>Response: Plans to be circulated to planning committee for comments by 29/1.</b> Proposed CF, Seconded RL . <b>ALL AGREED</b></p>	<p>CF          CF</p>
	102.2	<b>Date of next Planning Committee Meeting:</b> 30 <sup>th</sup> January 2014, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
103.0		<b>Report: OTHER COMMITTEES</b>	
	103.1	<p><b>Parish Car Parks and The Buttway –</b> KK reported that the drain is clearing nicely on the Buttway. It was also noted that the rails removed for the Summer Fair have not been replaced. JD will speak to R Filmer. VW noted that the potholes in Cliffe Woods car park have become more of an issue with the bad weather.</p>	JD

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 09/01/14 - display

		JW will speak to Mr Rutheford to see if he can provide a quote for this in addition to the Small Hall car park. JW further mentioned the ongoing issue with the path leading from the CWCA and CF proposed that an alternative path be considered avoiding the damaged area. <b>ALL AGREED.</b>	JW  CF/JW
	103.2	<b>Clarion and Website</b> CF reported that the website has been updated.	
	103.3	<b>Footpaths and Common Land</b> GM reported via the Clerk of several areas currently flooding due to the recent bad weather. Clerk to contact Medway Council Highways.	Clerk (PO)
	103.4	<b>Youth Liaison Committee</b> VW reported that the club has a new volunteer helper at Cliffe. VW also produced the renewal forms for the Youth Kent membership which required a payment of £59.00 per youth club. Proposed to agree for cheques to be issued so that it could be sent off . Proposed VW, seconded RL . ALL AGREED. Chq Nos 2762/2763 for £59.00 for each club. VW also had the receipt and payments from the youth clubs as well as some expenses which were passed to the Clerk (RFO) for the F&GP Committee next meeting.	Clerk(RFO)  F&GP Committee
	103.5	<b>Cliffe Memorial Hall</b> LB reported via the Clerk that the hall continues to host the farmers market each month (Third Sunday of the month). There is also a quiz night on the 31 <sup>st</sup> January. The hall committee would like extra help if anyone would like to join the committee.	All
	103.6	<b>Cliffe Woods Community Association</b> SM reported that there is a quiz on the 31 <sup>st</sup> January and the boot fairs continue to be held on the first <sup>t</sup> Sunday of the month. The CA is also hosting an ABBA night on the 22 <sup>nd</sup> February - £12.50 a ticket. Since ME resignation it was proposed that SM to become the CWCA representative for the Parish Council . Proposed CF, seconded VW . ALL AGREED	SM
104.0		<b>REPORT: OTHER BODIES</b>	
	104.1	<b>Friends of North Kent Marshes .</b> JD reported that Runway UK are hosting a meeting about the airports . At present FONKM are still trying to get a ticket but do usually get one at the last minute. This meeting is set to be interesting as Fosters is carrying out a presentation. CF reported that he had circulated an aviation blog to networking sites.	
105.0		<b>Other items to be handed to Clerk for next meeting:</b> None	

Meeting closed at 9.35pm

16/01/14/lmf

**NEXT MEETING: 06/02/14, 7.30pm, Small Memorial Hall, Church Street, Cliffe**