



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Cliffe
On Thursday 12th May 2011

PRESENT

Cllrs: Chris Fribbins (Chairman) (CF), Ken Kentell (KK) Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Lisa Mills (LM), Mrs Margaret Emblin (ME), Ray Letheren (RL), Robert Hunt (RH), Alan Taylor (AT), Mrs Julie Moss (JM), Jim Wenban (JW), Steve Boosey (SB), Dave Green (DG) Colin Elliot (CE), Ian Petrie (IP),
Parish Clerks: Mrs A Jack & Mrs L Farrelly

ABSENT

None.

The meeting opened at 8.30 pm.

NO	ITEM	ACTION BY
1.0	APOLOGIES FOR ABSENCE Cllr. Sam Collins (Work), - ACCEPTED	
2.0	DECLARATIONS OF INTEREST AT . Planning Applications Merryboys Stables, LB . Planning Applications Wharf Lane, Clerk (RFO) . Princess Posies	
3.0	APPROVAL OF MINUTES Minutes of Meeting held on 3 rd March 2011 were approved as presented. Proposed RL, Seconded RH - ALL AGREED	
4.0	ADJOURNMENT – Gill Moore and Joan Darwell were present and passed on their thanks to KK for his time as Chairman	
5.0	MATTERS ARISING FROM MINUTES OF MEETING ON 3/3/11	
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. GM will ask Dave Simmonds if we can have a key or have one cut. Awaiting key	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. 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. CF proposed that Cllr Moss collate all the information we need to send a letter to Chairman of Fire Operations to raise the PC's concern. JM has spoken to Fire Brigade and is going to draft a letter together with Clerk (PO). The letter has now been drafted. Await public meeting outcome before sending to KFRS	Clerk (PO)
Dec 49.5	Previously SC shared her concern about the huge amount of congestion around Cliffe Primary School at pickup time, asking if there was any way the Cliffe Memorial Hall car park could be used to ease congestion. LB reported that Cliffe Memorial Hall will not be opening the car park for the school run due to concerns over insurance and maintenance. SC has been in contact with Sue Medus from Medway Council who has suggested a walking bus to ease congestion and this will be looked into. Additional lines have been painted and the CCTV car regularly passes through the village	

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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. Awaiting further response. Johnny Robinson replied regarding fly tipping and informed the PC that this was private land and he was unable to help any further. Awaiting a response from Alison Munck	Clerk (PO)
Mar 82.2.3	Peter Bower, Medway Council, was contacted regarding the parking issues in Merryboys Road when there is a football match. Peter Bower replied he would contact leagues to ask for more considerate parking but cannot increase car park size due to budget constraints.	
Mar 82.2.8	A resident in Cliffe made a complaint about the dog fouling on the pavements alongside the Evening Star having been wrongly advised by Medway Council that this was Parish Council owned land. An email was sent to Medway Council requesting clearance and whether another dog bin should be sited here. The pathway was cleaned and resident, Mrs Mew was informed and pleased with the outcome.	
Mar 83.4	RLG Update: RFO reported that there is £1368.70 left to spend on the RLG even with £1200 planned to spend on line painting for Cliffe Woods Car Park. Suggestions for the remaining amount were waste bins for both the Skate Park and Ball Court, grass matting for Skate Park and wet pour surfacing around the truck equipment at Cliffe Play Area .CF Proposed to get quotes, Seconded GM . Ongoing under Finance Committee	Clerk (RFO)
Mar 83.6.2	RFO has looked into quotes for surfacing around the Skate Park. The average cost for matting is around £500 but this isn't including labour. RFO is awaiting a contact from Paul Schmoeger to get a comparison quote. RFO is to arrange a six-month inspection with Gravity to highlight items raised on the RoSPA inspection. Pending the outcome of the Gravity b-annual inspection, JW plans to repair the pothole with a stronger resin. - Ongoing under Finance Committee	Clerk (RFO)
Mar 83.7	Project . Changing Rooms: RFO has now received 3 detailed quotes that should cover everything the Football Foundation require. RFO to draft an email with all quotes attached. Next stage is also to obtain quotes for the groundwork. RFO is to ask Rutherford as he showed an interest & JW for any other comparison contacts - Ongoing under Finance Committee	Clerk (RFO)
Mar 83.10	Election Costs: The costs are high and are still being investigated. CF suggested that this be raised at the next Rural Liaison and Medway KALC meetings. ME Reported that RL is looking into this and KALC are looking at it countywide	
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.	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 . Finance Committee to review. Clerk (PO) to obtain 2 further quotes for comparison.	AT/JW Clerk (PO)

		documents. Suppliers Cartridge Concept has agreed they are faulty and will refund the cost of one of their toners against a Brother original.	
8.0		REPORT: FINANCE & GENERAL PURPOSES	
	8.1	<p>All the accounts have been updated to the end of the financial year. RFO completed the APM report that details income and expenditure for 2010/11. The Parish council reported at the APM that the PC had a carry forward balance of £32,254 for 2011/12, although much of this is allocated for specific projects/purposes. Since the APM the RFO had some difficulties with the Alpha program and it came to light that that it was not reporting correctly when producing the annual return figures. This has since been resolved and as a result it has changed the carry forward figure to £38,958. RFO has completed the PAYE year-end reports (P35) and submitted them online to HMRC. P60s have been produced for all employees.</p> <p>During March there was a large number of receipts received totalling £9782.50. The majority of this amount, £6000, was for a special rural liaison which is being passed on to St Helen's Church for their new media equipment. The rest was made up of outstanding grants, allotment rents and advertising fees from the Clarion.</p> <p>Going forward the budgets will be able to be monitored more closely this new financial year now that the new computer programme Alpha is in place.</p>	
	8.2	<p>Payments made since March Meeting (under standing order provision):</p> <p>Medway Council (Year Books) £18.00- chq no 2448 We are Clean Ltd (Hi-vis waistcoats) £44.99 - chq no 2449 Safety First (Safety Gloves) £166.80 - chq no 2451 Welco (Safety Wear) £145.92 . chq no 2452 W D Ruthford (Car Park repairs) £465.00 . chq no 2453 Southern Water (qtrly charges) £142.48 . D/D St Helen's grass gutting donation £1000.00 . chq no 2465 St Helen's (RLG for media equip) £6000.00 . chq no 2466 KALC (subscription renewal) £1248.00 . chq no 2454 Medway Council (return ward fund) £940.00 - chq no 2455 City Press (printing of Clarion) £ 440.00 . chq no 2456 Parish Online (subscription renewal) £72.00 . chq no 2464 Princess Posies (funeral tribute-Thelma Enticknap) £35.00 . chq no 2457 Richard Jones (delivery of Clarion) £75.00 . chq no 2459 HMRC (PAYE Qtr 4) £548.67 . chq no 2460 Clerks and Councils Direct (Year Book) £10.00 . chq no 2458 A Jack, Clerk (PO) . March Salary and Exps £xx . chq no 2461 L Farrelly, Clerk (RFO) . March Salary and Exps £xx . chq no 2463 D Clark, Caretaker . March Salary and Exps £xx . chq no 2462</p> <p>ALL AGREED</p>	
	8.3	<p>Approval of the following payments for May:</p> <p>Carton.co.uk (toner cartridge) £118.32 . chq no 2470 Thames London Ltd (line painting) £834.00 . chq no 2471 PAYE (outstanding 2010/11) £190.09 . chq 2472 D Clark (Car insurance for work) £192.00 K Kentell (Chairman's Allowance 10/11) £50.00 . chq 2475 A Jack . April Salary and Exps £xx . chq no 2467 L Farrelly. April Salary and Exps £xx . chq no 2469 D Clark . April Salary and Exps £xx . chq no 2468 M Johnson, Caretaker (holiday cover) . Salary and Exps £xx . chq no 2474</p>	

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	<p>Proposed CF Seconded AT - ALL AGREED CF raised the issue of the additional public holiday for the royal wedding and proposed that employees were given an extra day's holiday. It was also agreed that a donation of £200 would be made to the Summer Fayre for prizes Proposed CF, Seconded LB . ALL AGREED</p>	
8.4	<p>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 16th May. Deadline for sending annual return to Audit Commission is the 20th June</p>	Clerk (RFO)
8.5	<p>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 to send over copy invoices to P Bown</p>	Clerk (RFO)
8.6	<p>Project . Skate Park: Gravity have 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 to contact Gravity to see if they have carried out their repairs.</p>	Clerk (RFO)
8.7	<p>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 10th May</p>	Clerk (RFO)
88	<p>Cliffe Memorial Hall Cliffe Memorial Hall is seeking funding of around £30,000k for new windows and has approached the Parish Council for help. CF suggested a more detailed quote would be needed and additional funding sources, as CF didn't think that the special RLG would be able to provide the whole amount. They are also advised to contact Roger Brown, Chairman of CWCA who was able to get a significant grant for replacing the heating with a very efficient new one in the Community Centre</p>	
8.9	<p>Grant Request from Medway Council . Dog Bins for RS84/84A CF raised concern over responsibilities of the dog bins if purchased and it is really Medway Council responsibility. Clerk (PO) replied that Medway Council are happy to empty the bins as long as they are positioned at the end of the pathways for access. Purchase of bins can be claimed through Rural Liaison</p>	Clerk (PO)
8.10	<p>Allotment Review: The suggested Rents are as follows: Up to 1500 sq ft £18.00 Up to 2000 sq ft £20.00 Up to 2500 Sq ft £22.00 Up to 3000 Sq ft £24.00 3000 + £26.00 Proposed LM, Seconded JM . ALL AGREED</p>	

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	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 Safety Committee. KK had also been to see him following the accident.	RH/SB
	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. Subject to final checks on the cover, proposed to move to new insurance company . CF Seconded RL . ALL AGREED – RFO to arrange this transfer of cover	Clerk (RFO)
	8.13	RFO reported that the bank hadn't set up the salary standing orders. A new letter was raised for signatures and RFO will take to the bank personally	Clerk (RFO)
	8.14	Date of Next Finance & General Purposes Committee Meeting: 31 st May 2011, 7.30 pm . Small Memorial Hall, Cliffe	
9.0		REPORT: RECREATION GROUND AND ALLOTMENTS	
	9.1	Allotments: New allotment rents agreed as per Finance Committee. There now seven vacant plots available. Clerk to arrange invoices with new rents to be sent and new plots offered to those on the waiting list.	Clerk (PO)
	9.2	Children's Play Area . SB commented on glasses being bought into the Play Area from the Village Club. RFO to contact Club to see if they could arrange for a sign to say NO glasses beyond the gate and/or plastic only ones to be brought outside. RFO reported that there is wear and tear damage on the scramble net of the Cliffe Play Area equipment. JW plans to take a look at the damage	Clerk (RFO) JW
	9.3	Recreation Ground, Ball Court & Caretaker: No report. AT plans to walk around the Recreation Ground to identify any problems.	AT
	9.4	Skate Park update . Graffiti . Reported under 7.2.1 Clerk (PO) to ask Medway Council for help with removal. All other matters are referred under Finance Committee	Clerk (PO)
10.0		REPORT: PLANNING	
	10.1	The following planning applications were submitted to Medway Council since March meeting (under standing order provisions): MC/11/0585 –Plot 3, Merryboys Stables, Cliffe Woods . Application to change of use from B1 to residential. Recommended: The actual barn does not seem to provide enough space for a residential property and would be the reason that the B1 usage was not viable . Continue to be concerned about developments on this site. MC/11/0729 – 36 Graveney Close, Cliffe Woods . Application for conversion into a habitable room. Recommended: The existing garage has already been partially converted to other uses would be concerned that sufficient spaces are available. Car parking on the narrow bendy road can be a problem. MC/11/0564 –Courtsole Farm, Pond Hill, Cliffe . Application for new planning permission to replace an extant (MC/2005/2127) in order to extend the time limit. Recommended: No Objection MC/11/0637 – 31 View Road, Cliffe Woods . Application for a conservatory to the side. Recommended: No objection MC/11/0516 – 1&3 Cardens Road, Cliffe Woods . Application for the construction of single storey front extension to No.1 with pitched roof extending across existing flat roof to No.3. Single storey rear extensions	

and part conversion of garage to No.1. Recommended: No Objection
MC/11/0881 – 44 Town Road, Cliffe Woods . Application for the construction of a two storey extension to the front. Recommended: No objection
MC/11/0895 – Plot 1, Merryboys Stables, Cliffe Woods . Application for the construction of shelter over swimming pool. Recommended: The PC expresses similar concerns to those raised regarding the original application. This proposal is for another separate residential building outside the village envelope where such developments would not normally be allowed.
MC/11/0835 – 14 Wharf Lane, Cliffe . Application for the construction of front porch, two storey side extension incorporating two storey bay to front, pitched roof over existing front bay, two storey extension and construction to the rear with alterations of main roof from half hipped to hipped. Recommended: PC noted that this is a significant extension but adequate space. No Objection
MC/11/0386 – The Farm House, Wharf Lane, Cliffe . Application for the erection of a single storey conservatory to rear. Recommended: Concern of the size of the proposed Conservatory. Also concern regarding a possible impact on the RAMSAR designated land to the north. The Farm House has extended across the village boundary into open countryside and extended residential usage.
MC/11/0601 –10 Turner Street, Cliffe . Application for a two storey rear extension together with part demolition of existing detached garage to rear and reconstruction of the frontage. Recommended: The PC would require adequate car parking and access to car parking to be provided
MC/11/0865 – 15 Mallingdene Close, Cliffe Woods . Application for a two storey side extension. Recommended: No objection
MC/11/0829 – 1 Hilton Road, Cliffe Woods . Application for a single storey rear extension. Recommended: No objection
MC/11/1035 – The Farm House, Wharf Lane, Cliffe . Application for a quadruple garage. Recommended: PC raises concern of size of development, appears excessive in relation to the property. Also concern that land shown as residential on these plans appear to extend outside of the village envelope and into RAMSAR designated land.
MC/11/1123 –17 Battlesmere Road, Cliffe Woods . Application for the construction of a single storey extension. Recommended: No objection but would want to be assured that loss of garage space has been subject to planning control due to road being narrow.
MC/11/1199 – 13 Woodside Green, Cliffe Woods . Application for the construction of a two storey extension. Recommended: The PC is concerned regarding development to the side of this property as it extends forward of the building line and could cause highway visibility issues.

The following Items had been received since the Planning Committee:

MC/11/1199 - 7 Ham River Hill, Cliffe Woods - Construction of a single storey extension to front/side and rear. Recommended No Objection
ALL AGREED

MC/11/1328 - Newlands Farm, Station Road, Cliffe - Overhead lines to allow for two single poles and two new terminal H Poles. Recommended No Objection **ALL AGREED**

MC/11/1377 – The Chimes, Higham Road, Cliffe . Application for a single storey extension. Recommended: No Objection. **ALL AGREED**

MC/11/1373 – 81 View Road, Cliffe Woods . Construction of two storey side/rear extension (re-submission of MC/10/2629) . **Agreed to defer to Planning Committee.**

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10.2	Confidential Item: Update on planning complaint against the parish council. The Chairman advised the PC that in view of the confidential nature of the business being transacted, it was advisable in the public interest that the press and public be excluded . (Standing Order 30). Closed Session for discussion.	
10.3	Consultation of Planning Application . KK reported that everything would be online. PC to project plans onto wall and they want a response to applications within 3 weeks, it was thought some of the proposals may not be feasible.	
10.4	Date of next Planning Committee Meeting: 26th May 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe	
11.0	Report – Other Committees	
11.1	Parish Car Parks . No report	
11.2	Clarion and Website: CF reported that the Website continues to be updated and plans for an APM page to now be included to provide information about local groups and charities within the parish. Clarion went out before APM meeting	
11.3	Footpaths and Common Land: No report.	
12.0	REPORT: OTHER BODIES	
12.1	Chairman’s Report: No report	
12.2	KALC 12.2.1 RH reported that KALC raised the concerns over cost of elections and this is still being investigated. Increase in the amount of graffiti was also raised . possibly due to PCSO’s disappearing . KALC are also investigating this 12.2.2 12 th Nov is the next KALC AGM . Motions to be passed to Clerk	
12.3	Bretts Liaison Bretts has slowed down due to economic climate. Minutes from meeting to be published	
12.4	Police Liaison Meeting 29/3/11 KK/LM reported that a lot of staff changes have taken place. Police are aware of burglaries in Cliffe Woods. Would encourage shed alarms for allotments. Contact numbers were given to report regular drink/drivers. Next meeting 24 th May 7pm . Cllr Mills can attend.	LM
13.0	Subsidised bus fares to Cliffe Skate Park AT asked if this was possible for the youths of Cliffe Woods. KK reported that there is a scheme in the pipeline with Medway Council.	CF
91.0	Other Items to be handed to Clerk for next meeting - None	

The meeting closed at 10.10pm.

17/05/11/lmf

NEXT MEETING:

2nd June 2011 – 7.30 PM – CLIFFE WOODS PRIMARY SCHOOL, CLIFFE WOODS