

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 6th February 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), Peter Clements (PC), Ray Letheren (RL), Mrs Lynne Bush (LB).

Parish Clerks: Mrs L Farrelly & Mrs A Jack

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
106.0		APOLOGIES FOR ABSENCE Jim Wenban (JW)- work, Joan Darwell (JD) . work, Gill Moore (GM) . family, Robert Hunt (RH) - Work. accepted	
107.0		DECLARATIONS OF INTEREST - PC . Allotment rents, LB . Planning application MC/14/0150	
108.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 09/01/14 were approved Proposed KK, Seconded RL - ALL AGREED	
109.0		Adjournment Mrs xx, Perry Hill raised her concerns over planning application MC/13/3335 CF advised that all objections need to be made to Medway Council. Mr xx, 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 to advise Medway Council of these concerns.	Clerk(PO)
110.0		MATTERS ARISING FROM MINUTES OF MEETING ON 06/01/14	
	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 bonfires on the field in Station Rd, Cliffe. KK to raise this concern at the next Rural Liaison meeting.	KK
	Dec 89.4	War Memorial update -The completion report has been sent to the War Memorial Trust to claim the grant for the project. Awaiting a response.	Clerk (RFO)
	Dec 89.5	Memorial Hall Car Park barrier . reported under item 111.4	
	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	

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		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 - It was the recommendation of the allotment committee to purchase the gravel from Bretts for the potholes by the allotments. Bretts are awaiting better weather in order to put together a recommendation.	Clerk (PO)
	Dec 92.2	Clarion and Website Clarion is ready to be printed. The F&GP queried the invoice from Augustus against original quote. Clerk PO was awaiting a response from Augustus Print. Clerk PO to liaise with Richard Jones regarding delivery once date advised.	Clerk(PO)
	Jan 100.1	The RFO arranged for NSI transfer of £15k to current account.	
	Jan 100.3	RLG/S106 update and S106 . Reported under Item 112.3	
	Jan 100.4	Memorial Hall Car Park Barrier update . reported under item 112.5	
	Jan 100.5	CCTV Installation update . reported under item 112.6	
	Jan 101.1	Allotments 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) contacted Medway council regarding this and the Green spaces have since cleared the rubbish and the Parish can contact them again for future large item clearances. PC also mentioned that the main allotment gate was becoming an issue when opening and closing. JW said he will look at it.	JW
	Jan 101.3	Recreation Ground, Skate Park, Ball Court- The RFO contacted Mr Grimes regarding the Skate park maintenance and he has provided a quote Referred to the F&GP committee for the new financial year.	F&GP Committee
	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 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. JW will speak to Mr Rutherford 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.	JD JW CF/JW
	Jan 103.3	Footpaths and Common Land GM reported via the Clerk of several areas currently	

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		flooding due to the recent bad weather. The Clerk (PO) contacted Medway Council Highways. Reply from Highways circulated	
	Jan 103.4	Youth Liaison Committee VW produced the renewal forms for the Youth Kent membership which required a payment of £59.00 per youth club. This cheque was sent to Youth Kent . Chq No 2762	
	Jan 103.6	Cliffe Woods Community Association SM has become the CWCA representative for the Parish Council	
111.0		REPORT: CLERK	
	111.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:- <ul style="list-style-type: none"> - NS&I Investment Account Statement - Kent Police crime report for Cliffe Woods car park barrier crash - Planning application MC/14/0248 	
	111.2	Clerk(PO) reported on matters arising and dealt with since last: 111.2.1 Parishioner contacted Parish Council for help with dog fouling outside his house in Marsh Lane, Cliffe. The Clerk (PO) contacted Medway Council on his behalf and sent photos to highlight the issue. It is hoped they will respond positively and offer some assistance directly 111.2.2 The Caretaker at St Helen's School has requested a barrier gate key for the small hall car park so that their visitors can use it. It was AGREED not to issue a key. Clerk(PO) to advise school. 111.2.3 RBS contacted the Clerk(PO) and the allotments software was subsequently updated remotely on the laptop. There was no charge for this. 111.2.4 Dave Clark reported that the new barrier gate had become more difficult to lock due to the pole dropping further and that it has now been locked open to avoid accidents to those using it. A repair was made but the problems still remain. Reported under item 112.5. 111.2.5 Clerk (PO) visited the allotments and was advised by allotment holders that the fence where the noticeboard is located is leaning and has been getting worse. Gravesend Fencing was contacted and a quote has been received and passed to the F&GP committee. 111.2.6 Allotment sheds were broken into on the last 2 consecutive weekends. Clerk(PO) contacted all tenants and advised those affected contact Police.. Police attended and requested CCTV	Clerk(PO)

		<p>be reviewed. Clerks and Cllrs met with Tony Head for training on its operation and some footage relating to this time period was sourced and is being examined. It was realised this is a slow and time consuming process due to no broadband facilities, access needing to be gained to the hall in between hall hiring, download times and capacity and then Clerk time examining footage which is continuous and not motion detected. It was agreed that until the CCTV was set up in a better suited location further examination of the CCTV would not take place. It was also noted that the Police mobile unit will be in the Village Club car park at Cliffe for the next four alternate Sundays and at Parkside, Cliffe Woods for the next three alternate Thursdays. Clerk(PO) advised tenants so that allotments issues could be raised and liaised with the Crime Prevention Officer for shed alarms to be available. Notices have also gone up on all the Parish boards.</p> <p>111.2.7 The entrance barrier at Cliffe Woods car park was badly damaged by a hit and run vehicle on the night of Saturday 1st Feb. The Clerk (PO) reported this at the police station, who will request any CCTV footage from Medway Council. The Clerk has also emailed asking for this.</p> <p>111.2.8 Medway Council advised that no applications for the Parish Councillor vacancy had been received and we may now go ahead and co-opt. The co-option notices have been posted on the Parish boards. No applications have been received as yet.</p>	<p>Clerk(PO)</p>
112.0		REPORT: FINANCE & GENERAL PURPOSES	
	112.1	<p>Finance Report 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 January and the balance of the current account as at 30th January was £17,134.41. Jon Poulson from Medway Council had emailed the council tax band D equivalent, along with the budgeted Council grants for Rural Liaison and the CTRS (council tax reduction scheme grant). It was recommended by the F&GP committee that the parish council reduce the precept by the CTRS amount of £3,090 therefore making the requested precept of £41,877. CF recommended that the RFO explain in an email to Medway Council that the precept has been adjusted according to this grant . Proposed CF, Seconded LB . Majority Agreed, 1 Abstained. Clerk RFO to submit Billing Authority Request Form with email to explain.</p>	<p>Clerk (RFO)</p>

112.2	<p>Approval of the following payments for February: Cliffe Memorial Hall (hall grant) £2500.00 Chq No. 2763 Cliffe Woods Community Association (hall grant) £2500.00 Chq No. 2764 V Walton (youth club expenditure) £40.00 Chq No 2765 Augustus Press (Clarion printing) £509.00 Chq No.2766 Cancelled Aardvark Electronic Security (CCTV) £1260,00 Chq No. 2767 A Jack (January Expenses) - £xx Chq No 2768 D Clark (January Additions & Expenses - £xx Chq No 2769 L Farrelly (January Expenses) -£xx Chq No. 2770 A Jack (January Wages) £xx S/O D Clark (January Wages) £xx S/O L Farrelly (January Wages) £xx S/O Proposed , seconded . ALL AGREED</p>	
112.3	<p>RLG/S106 update Balance remaining for the year - £2994.69 The RFO has submitted a claim for the Small Memorial Hall Car Park barrier and can now submit the CCTV project as all invoices can now be collated. It was mentioned at the last meeting that the CWCA were looking into getting a Memorial for Marie Vyse to commemorate all the hard work she did in the village. VW had suggested using Rural Liaison for this cause. The PO has obtained some brochures with prices for benches. The RFO had contacted Mr Alden Vyse, Marie son to see if he would be happy for the Memorial to take place in honour of his mum. Mr Vyse said that he would be happy, but would like the memorial to be for both his Mum and Dad as his Mum had always said if there was ever a Memorial for her, she would like her husband to be on it too as he had also done his fair share for the village over the years. It was proposed to agree to this project and pass this information onto the CWCA and VW for them to make a recommendation for a suitable Memorial which the Parish Council could help fund through Rural Liaison . Proposed KK, seconded VW . ALL Agreed Clerk (RFO) to contact Greenspaces to ask if proposed plans would be accepted as the memorial would be placed upon their land, S106 . Balance - £1302.40. The Clerk RFO has received the VAT invoice for the flood lights and forwarded this onto Heather Marsh who has in turn reimbursed the Parish Council. The RFO has contacted M&M Contractors to quote for the repair of the Play park flooring. This is £250 +VAT. It was proposed to proceed with this quote . Proposed DC, seconded RL - ALL AGREED. Clerk (RFO) to contact M&M Contractors to advise for them to proceed with the repair. The PO has contacted the company who originally</p>	<p>Clerk(RFO)</p> <p>VW</p> <p>Clerk (RFO)</p> <p>Clerk (RFO)</p>

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		installed the allotment fencing to ask them for a quote to extend the height of the Ball Court fence on the allotment side. Unfortunately they are unable to carry out this modification. JW said that he is awaiting a quote from J H Fabrications .	JW
112.4	Football Team Invoice for Sports Field The RFO reported that she had issued Cliffe Royals Football Club with an annual invoice for 13/14. It was agreed by the F&GP committee to ensure the next invoice is raised in August before the new season starts.		
112.5	Memorial Hall Car Park Barrier update JW reported that J H Fabrication had been out and placed more concrete around the Small Memorial hall gate but it is still moving. JW believes this is due to the present weather conditions. JW will arrange for J H Fabrication to return to dig further down and install more concrete. JW also said the pathway installation will not be completed until the gate is repaired.	JW JW	
112.6	CCTV Installation update KK reported that there was a site visit to view the CCTV. This was also to show the Clerks how it operated. It was noted that the current location of the CCTV hard drive is not in a practical position for viewing. Therefore it is the recommendation of the F&GP committee to re-site the CCTV to the boiler room. The quote to carry out this work is £150. . It was proposed to proceed with this quote . Proposed CF, seconded SM - ALL AGREED. LB confirmed that a shelf had been erected in the boiler room in preparation for the relocation of the CCTV. Clerk (PO) to inform Tony Head to proceed with quote.		Clerk (PO)
112.7	Allotments 2014/15 Rents and Fencing quote It was proposed to raise all rent bands by £1 and review the band prices next year - Proposed JC, seconded LB . Majority Agreed. Clerk (PO) to arrange for allotment invoices to be sent out beginning of March The fencing quote for the allotment fencing is to be referred to the next F&GP meeting for consideration		Clerk (PO) F&GP Committee
112.8.	Date of next Finance & General Purposes Committee Meeting: 4 th March 2014, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).		F&GP Committee
113.0	REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS		
113.1	Allotments PC proposed for a quote for an additional camera on the allotments. It was agreed by all for Clerk(PO) to speak to Aardvark security for a recommendation. PC also raised a query over the use of barbed wire on the allotments. Clerk PO confirmed that both the police and the Parish Council insurers do not recommend it. PC said that Medway council allotments use barbed wire on their allotments. Clerk (PO) to ask Medway if they		Clerk(PO) Clerk (PO)

		do allow barbed wire on their allotments.	
	113.2	Children's Play Areas . No report	
	113.3	Recreation Ground, Skate Park, Ball Court- No report.	
114.0		REPORT: PLANNING	
	114.1	<p>Planning applications: CF presented following applications with proposed comments: MC/13//3335 Buddy's View, Perry Hill, Cliffe ME3 7TX . change of use of land to provide extension to existing caravan site for siting of 2 static caravans Response: Objection, sent prior MC/13.3227- Plot 2, Merryboys Stables, Merryboys Road, Cliffe Woods ME3 7TP . relocation and rebuilding of barn for use as holiday let. Response: No Objection, sent prior MC/13/3193 Morning Cross Bungalow, Well Penn Cliffe ME3 7SD – Application for minor material amendment to planning permission MC/2008/1272 for alterations to conservatory roof and installation of new door to southern elevation Response: No Objection – sent prior. MC/14/0095 HeathCliffe Cottage, Well Penn Road, Cliffe ME3 7SD . Construction of a first floor side extension Response: No Objection MC/14/0087 Tresco, 29 Town Road, Cliffe Woods ME3 8JH – Demolition of existing detached dwelling and erection of new replacement detached dwelling with new vehicular access to the highway. Response: Objection as it is out of keeping with street scene. MC/14/0090 Cliffe Pools, Redham Meade, Cliffe – Variation condition 1 on planning permission TH/6/71/517 to allow for the deposition of other suitable restoration material within the pools Response: Support on basis material was delivered in the same way. Concern if it raises water levels MC/14/0088 Cliffe Pools, Redham Meade, Cliffe – Variation condition 1 on planning permission TH/6/66/94 to allow for the deposition of other suitable restoration material within the pools. Response: Support on basis material was delivered in the same way. Concern if it raises water levels. MC/14/0150 4 Wharf Farm, Wharf Lane, Cliffe ME3 7UE –Construction of a single storey extension to west elevation Response: No Objection MC/14/0069 1 Lee Green Cottages, Town Road, Cliffe Woods ME3 8EU . Construction of a single storey side and rear extension along with a detached garage and workshop. Response: No Comment MC/14/0248 Courtsole Farm, Pond Hill, Cliffe, ME3 7QS – construction of a detached garage and store together with drive and turning area. Response: No Objection Proposed CF, Seconded RL . ALL AGREED</p>	Clerk(PO)

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	114.2	Date of next Planning Committee Meeting: 27 th February 2014, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
115.0		Report: OTHER COMMITTEES	
	115.1	Parish Car Parks and The Buttway – No report	
	115.2	Clarion and Website CF reported that the website has been updated.	
	115.3	Footpaths and Common Land – No report	
	115.4	Youth Liaison Committee VW reported that unfortunately they had to give a 2 month ban to a child at the Cliffe Woods Club. VW also reported that the pathway outside the Small Memorial Hall needs repairing as there have been two incidents when people have fallen over. LB said that it is in hand.	LB
	115.5	Cliffe Memorial Hall LB reported that the shelf in the boiler room had been erected and a key was also being arranged for the Parish Council. LB also reported that the hall has a lot of hirers and new events. The Hall has also been successful in their funding application and they will be receiving two thirds of the grant they applied for.	LB
	115.6	Cliffe Woods Community Association SM reported that the hall bookings were quiet in January but is starting to pick up. The Abba Night is to take place on the 22 nd February and there is another cabaret night planned for May. SM also reported that the Community Association now has their new licence to serve and CCTV has been installed. The AGM is provisionally booked for the 12 th May	
116.0		REPORT: OTHER BODIES	
	116.1	Friends of North Kent Marshes . No report	
	116.2	Patient Liaison for Cliffe Surgery LB reported that Cliffe Surgery are issuing patient experience questionnaires and want to include the youths, so may approach the youth clubs. LB said that there are lots of prescription issues with Cliffe Woods Pharmacy. Cliffe Surgery has now got an internet facility for patients to log on and book their own appointments. They are also running a triage with a doctor to free up more appointments	
117.0		Other items to be handed to Clerk for next meeting: Rural Liaison AGM . 18 th March KK will not be attending the next meeting due to being on holiday. The next meeting celebrates CF's 30 th year as a Parish Councillor.	

Meeting closed at 9.45pm

13/02/14/lmf

NEXT MEETING: 06/03/14, 7.30pm, Emmanuel Church Hall, Parkside, Cliffe Woods