

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 6th March 2014

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Mrs Vivienne Walton (VW), Jim Corrigan (JC), Mrs Sue McDermid (SM), Ian Petrie (IP), Peter Clements (PC), Mrs Lynne Bush (LB), Jim Wenban (JW), Robert Hunt (RH).

Parish Clerks: Mrs L Farrelly & Mrs A Jack

The meeting opened at 7.30 pm.

| NO | ITEM | ACTION BY |
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| 118.0 | APOLOGIES FOR ABSENCE Ken Kentell(KW)- holiday, Derek Cory – family, Colin Elliot- work, Ray Letheren – ill, Gill Moore – work, Joan Darwell - work – accepted | |
| 119.0 | DECLARATIONS OF INTEREST - LB – Planning Application – Reed Street/Common Lane | |
| 120.0 | APPROVAL OF MINUTES Minutes of Parish Council meeting held on 06/02/14 were approved Proposed SM, Seconded RH - ALL AGREED | |
| 121.0 | Adjournment - None | |
| 122.0 | MATTERS ARISING FROM MINUTES OF MEETING ON 06/02/14 | |
| 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. Payment now received. | |
| 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 - It was the recommendation of the allotment committee to purchase the gravel from Bretts for the potholes by the allotments. Bretts are due to visit | |

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| | | site w/c 10/3. Clerk (PO) to liaise with PC and Bretts to see what they can provide and to arrange for delivery of. | Clerk (PO)/PC |
| | Dec 92.2 | Clarion and Website Clarion was delivered with around 300 copies left over. Clerk (RFO) to collect spare copies when pass payment for delivery services. It was suggested that these are put in the local shops/doctor's surgeries in both villages and to have some available at the APM. | Clerk(RFO) |
| | Jan 101.1 | Allotments PC mentioned that the main allotment gate was becoming an issue when opening and closing. RL has fixed this. | |
| | Jan 103.1 | Parish Car Parks and The Buttway – It was noted that the rails removed for the Summer Fair have not been replaced. It was suggested that Clerk PO write to Mr xx concerning this. VW noted that the potholes in Cliffe Woods car park have become more of an issue with the bad weather. Clerk (RFO) has asked Mr Rutherford to 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. | Clerk(PO) Clerk(RFO) CF/JW |
| | Feb 109.00 | 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 advised Medway Council of these concerns. Awaiting a reply | Clerk (PO) |
| | Feb 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) advised St Helen's school. | |
| | Feb 111.2.7 | The entrance barrier at Cliffe Woods Car park was badly damage. This has now been repaired. Medway council advised that the camera is still pointing at EXIT barrier and not IN barrier despite requests from Parish council. Therefore the incident was not captured and the police cannot take this any further due to lack of evidence. It was agreed that the Clerk (PO) visit Medway Council to view CCTV setup. Clerk PO to liaise with LB to arrange visit | Clerk (PO)/LB |
| | Feb 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. | |
| | Feb 112.1 | It was agreed to reduce the precept by the CTRS amount of £3,090 therefore making the requested precept of £41,877. Clerk RFO submitted the Billing | |

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| | | Authority Request Form with an email explaining that the precept has been adjusted according to this grant. | |
| | Feb 112.3 | RLG/S106 update Reported under item 124.3 | |
| | Feb 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 |
| | Feb 112.6 | CCTV Installation update Clerk (PO) informed Tony Head to proceed with quote for additional CCTV camera – No replied received as yet. | Clerk (PO) |
| | Feb 112.7 | Allotments 2014/15 Rents and Fencing quote Clerk (PO) arranged for allotment invoices to be sent out. | |
| | Feb 113.1 | Allotments Reported under item 125.1 | |
| | Feb 115.4 | Youth Liaison Committee VW reported that the pathway outside the Small Memorial Hall needed repairing as there have been two incidents when people have fallen over. This repair has now taken place. | |
| | Feb 115.5 | Cliffe Memorial Hall LB reported that the shelf in the boiler room had been erected in preparation for the relocation of the CCTV and LB has now provided a key for the Parish Council for access to boiler room. | |
| 123.0 | | REPORT: CLERK | |
| | 123.1 | List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:- - Clerk Paul Kingman – Request for renewal as Parish Council Representative for Parochial Charity. CF was nominated by LB, seconded VW – ALL Agreed. Clerk (PO) to confirm with Charity. | Clerk(PO) |
| | 123.2 | Clerk(PO) reported on matters arising and dealt with since last: 123.2.1 Several people had reported that the Parish emails were bouncing back and that the mail box was full. CF was able to rectify this. 123.2.2 The rubbish at Cliffe Woods recycling bins reported by KK has now been cleared 123.2.3 Two residents complained about the ruts in the grass at Parkside and the very muddy area behind the shops caused by the lorries delivering to the co-op. It was agreed to write to the Co-op to advise them of this complaint. | Clerk (PO) |

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| | | <p>123.2.4 One new allotment plot was offered and accepted. There are now 6 people on the waiting list, all existing tenants.</p> <p>123.2.5 A request was received from the Six Bells pub, Cliffe to use the 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) to notify the Six Bells of the decision</p> <p>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) to chase invoice and to confirm actual usage by Cliffe Royals and continued use of goal posts. It was suggested that the pitches could be advertised in order to bring in some additional revenue and perhaps to purchase some goal posts for hirer use.</p> | <p>Clerk (PO)</p> <p>Clerk (RFO)</p> |
| 124.0 | | REPORT: FINANCE & GENERAL PURPOSES | |
| | 124.1 | <p>Finance Report The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. Receipts received this month were as follows: £200.00 - War Memorial Trust - grant £1179.14 – Medway Council – RLG £556.77 – HMRC – VAT reclaim £400.00 – Came and Company – insurance claim The RFO had not received the bank statements for February so had produced an estimated bank reconciliation to the end of March and the estimated balance of the current account as at 31st March would be around £8,370.00. The RFO will review the nominal codes/cost centres in preparation for the financial year end/APM report.</p> | Clerk (RFO) |
| | 124.2 | <p>Approval of the following payments for March: Allied Fabrication (car park barrier repair) £780.00 Chq No. 2771 Marc Hooper(Shelf for CCTV) £40.00 Chq No. 2772 M&M Contractors (Cliffe Play Park Flooring repair) £300.00 Chq No 2773 Richard Jones (Clarion delivery) £75.00 Chq No.2774 Actions with communities in Rural Kent (subscription for PC and two halls £85.00 Chq No. 2775 Augustus Press (Clarion printing) £457.00 Chq No. 2776 A Jack (February Expenses) - £xx Chq No 2777 D Clark (February Additions & Expenses - £xx Chq No 2778 1st Cliffe Woods Girl Guides (donation) £300.00 Chq No. 2779</p> | |

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| | | A Jack (February Wages) £xx S/O D Clark (February Wages) £xx S/O L Farrelly (February Wages) £xx S/O Proposed SM, seconded VW– ALL AGREED | |
| 124.3 | RLG/S106 update RLG –Balance - £2779.67 The claim for the Small Memorial Hall Car Park barrier has now been received. The RFO has submitted a claim for the CCTV project to Medway council and is awaiting reimbursement. Awaiting a recommendation for a Memorial for Marie Vyse from CWCA.VW is looking into the costing of the benches. Clerk (RFO) is still waiting to hear Paul Schmoeger to see if a bench would be allowed on the green outside the Community Centre. S106 – Balance - £1302.40. M&M Contractors have carried out the repair of the Play park flooring. The RFO will pass on an invoice to Heather Marsh to claim against S106. Still awaiting a quote from J H Fabrications for the modification of the fencing /maintenance to the Ball Park. The RFO will contact Heather Marsh to explain that the balance has been ear marked for spending on the ball court. | Clerk (RFO) VW Clerk (RFO) Clerk(RFO) JW/(Clerk(RFO)) Clerk (RFO) | |
| 124.4 | Quotes Received Gravesend Fencing (who originally installed the allotment fencing) has submitted a quote to repair the leaning fences at the allotments at a cost of £630 +vat. It is proposed to proceed with this quote pending further liaising between Allotment Committee and Gravesend Fencing (see item 125.1) – Proposed SM, seconded JC- ALL AGREED The RFO will see if it possible to claim against Rural Liaison | Allotments Committee Clerk (RFO) | |
| 124.5 | Repeal of S.150 of the LGA It was agreed by the F&GP committee that a review of the All Standing Orders take place. It was suggested that the Financial standing orders include internet banking processes. All Standing Orders are to be circulated to all Councillors for review. The RFO to email standing orders to all councillors and approach the bank to see what internet banking services they can offer. | Clerk (RFO) | |
| 124.6 | Small Memorial Hall Car park barrier No works have been carried out as yet to car park barrier due to poor weather conditions | JW/Clerk(RFO) | |
| 124.7 | Allotment Security Still awaiting a quote from Aardvark Security for an additional CCTV camera to be installed. Allotment holders are requesting the installation of barb wire – reported under item 125.1 | | |
| 124.8 | Insurance claim for Cliffe Woods Car Park Barrier This has all been completed thanks to a quick turn around by the Clerk PO, Allied Fabrications and the | | |

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| | | insurance company. Unfortunately there was no CCTV evidence to see who had caused the damage to the barrier. | |
| | 124.9 | ACRK Subscription Renewal It was proposed by the F&GP committee to proceed with this subscription for the Parish council and both communities halls at a discounted cost of £85.00 – Agreed under payments. | |
| | 124.10 | Grant Request from Cliffe Woods Rainbows and Guides A grant request for support from the Rainbows and Guides has been received. The Parish have supported this group in the past and the F&GP committee believe they should continue to do so and therefore recommend this grant be granted – Proposed SM, seconded JC - ALL AGREED . Cheques raised under payments agreed | |
| | 124.11 | Staff Remaining Holiday Allowance The Clerk PO has kindly requested that she be able to carry over her holiday allowance of 13 hours. The Caretaker has 23.6 hours remaining. However he has arranged cover with Michael Johnson and intends to take this outstanding allowance from the 17 th March – 30 th March. This will leave an negative balance of -0.4 to carry forward. The RFO has no holiday allowance to carry over. It was proposed to allow Clerk (PO) to carry 13hours holiday allowance into the following year. Proposed SM, seconded JC – ALL AGREED | |
| | 124.12. | Date of next Finance & General Purposes Committee Meeting: 1 st April 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen). | F&GP Committee |
| 125.0 | | REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS | |
| | 125.1 | Allotments PC reported that he had visited various council allotments and noted that all have barbed wire and therefore would like to recommend the installation of barbed wire at the allotments to try to deter further vandalism. Confirmation of use has also been obtained from our insurers and local Police. It was agreed that PC liaise with Gravesend Fencing to re-quote for the fencing to include barbed wire and additional fencing in the areas currently unfenced. PC also requested that the side gate is locked or removed. It was suggested that PC speak to Dave Clark, Caretaker to see who uses it. | PC PC/Caretaker |
| | 125.2 | Children's Play Areas – No report | |
| | 125.3 | Recreation Ground, Skate Park, Ball Court- No report. | |
| 126.0 | | REPORT: PLANNING | |

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| 126.1 | | <p>Planning applications: CF presented following applications with proposed comments: MC/143/0236 Plum Cottage, Ham River Hill, Cliffe Woods Buddy's View, Perry Hill, Cliffe ME3 7TX – construction of a single storey extension Response: No objection, sent prior MC/14/0246- Courtsole Barn, Courtsole Farm, Pond Hill, Cliffe, ME3 7QS – amended design including means of access relating to unit 1. Response: No objection, sent prior MC/14/0319 Courtsole Barn, Courtsole Fare, Pond Hill, Cliffe, ME3 7QS – Listed Building Application for amended design Response: No Objection –sent prior. MC/14/0327 Timber Barn, West Street, Cliffe ME3 7TG – Conversion and change of use of barn Response: No objection in principle for residential use. MC/14/0427 West Court Farm, Salt Lane, Cliffe ME3 – Application for prior notification under schedule 2 Part 6 and 7 of the Town and country Planning, as amended for construction of an open sided timber frame agricultural building. Response: No Comment Proposed CF, Seconded LB – ALL AGREED It was reported that the development at Reed Street/Common Lane has no planning permission for a garage that has been erected over a rising main drain – Clerk (PO) to notify Planning enforcement</p> | Clerk (PO) |
| | 126.2 | <p>Date of next Planning Committee Meeting: 27th March 2014, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p> | Planning Committee |
| 127.0 | | <p>Report: OTHER COMMITTEES</p> | |
| | 127.1 | <p>Parish Car Parks and The Buttway – No report</p> | |
| | 127.2 | <p>Clarion and Website CF reported that the website has been updated.</p> | |
| | 127.3 | <p>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) to contact Medway to make them aware of this</p> | Clerk (PO) |
| | 127.4 | <p>Youth Liaison Committee VW reported that the clubs are going well. RH reported that the club is now listed with Youth Kent as one youth club with two locations and the club is currently working on a code of conduct.</p> | |
| | 127.5 | <p>Cliffe Memorial Hall LB reported that the hall has works being carried out on the stage. Storage cupboards for the tables have been installed. Keys for these cupboards have been passed to the Parish Council. LB has confirmed that keys can be cut for Cllrs who require them. Clerk (RFO) to arrange for keys to be cut for CF and VW for the youth</p> | Clerk (RFO) |

