



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 4th October 2012

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Ian Petrie (IP), Mrs Sue McDermid (SM), Mrs Margaret Emblin (ME), Mrs Vivienne Walton (VW), Dave Green (DG), Jim Corrigan (JC), Mrs Joan Darwell (JD), Ray Letheren (RL), Alan Taylor (AT), Mrs Gill Moore (GM), .
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
65.0		APOLOGIES FOR ABSENCE – Cllrs. Rob Hunt (RH) - work, Jim Wenban (JW) - work, Mrs Lynne Bush (LB) - illness, Colin Elliott (CE) . work - ACCEPTED	
66.0		DECLARATIONS OF INTEREST CF . Medway Computer Assistance Ltd (payments) KK - Planning application MC/12/2147, 48 Station Road, Cliffe ; AT . Planning . Merryboys. Mrs A Jack . Quotation for bollard repair.	
67.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 4 th September 2012 were approved. Proposed RL, Seconded KK . ALL AGREED	
68.0		ADJOURNMENT – PCSO Tony Bartholomew introduced himself to the Parish Council and announced that from the 8 th October that his role would be combined within both the Peninsula and Strood rural wards. PCSO explained that he has been cycling around the wards for the past five weeks and has cycled over 700 miles. PCSO Bartholomew informed the council that he prefers old policing methods and in a very short time he has managed to get to know many of the youths in both Cliffe and Cliffe Woods and has addressed some of the parking issues outside Cliffe Woods School. He also discovered a cannabis farm in Cliffe and managed to have it closed down in the same night. Concerns were raised as to what the arrangements were for holiday cover for the PCSOs and it was agreed that the Clerk(PO) would contact Richard Cherry, Acting Chief Inspector for further clarification.	Clerk(PO)
69.0		MATTERS ARISING FROM MINUTES OF MEETINGS ON 4/09/12	
	May 7.3	Allotment Noticeboard: JW has removed this from the allotments and will repair as soon as possible.	JW
	June 19.6	Village Signs . maintenance: It was reported by DG that both the millstones were looking rusty. JW and KK would inspect and report back.	JW/KK
	June 22.1	Parish Car Park and The Buttway: JW reported Mr Rutherford believes that the flooding in the car park is connected to the small drain and is making a mesh for the drain to catch the debris.	JW
	Jul 34.9	National Grid Community Investment/Changing Rooms update: CF reported that there has been no progress on the changing rooms as he only just received some additional funding ideas from the funding buddies+ CF plans to look at this correspondence in due	CF

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		course. CF has been informed that the Village Club has applied to the National Grid for funding for football changing rooms	
Jul 38.3		Chair's Report: CF reported on possible uses for the former CPC school since its recent relocation. KK raised concern for possible future financial implications if the Parish Council was to become involved. CF has contacted Medway Council and is awaiting a response.	CF
Aug 42.0		Declarations of Interest: CF reminded all Councillors that their Declaration of Pecuniary Interest forms need to be returned to the Clerk (PO) straight away, as this is a legal requirement. Clerk (PO) forwarded further copies to JD and GM. JD raised an objection to Councillor details being added to our own website as well as Medway Council's. CF/Clerk (PO) sought further clarification from Clive Powell at KALC who advised that Cllrs details are required to be on the website, although Cllrs can ask for information to be redacted for security risk.	Clerk (PO)/ JD/GM
Aug 50.2		Clarion and Website: CF also requested articles for the next Clarion, which is planned for mid-October. Clerk RFO has contacted businesses that have previously advertised to see if they wish to again. Awaiting articles and advertisements.	ALL Clerk (RFO)
Aug 58.2.1		Sutcliffe Play have advised that following their request to remove the sling shot seat in the Play Area, they have manufactured a steel bearing shield which will need to be fitted to the seat to prevent further problems. This has now been sent out and AMF Mobile has now fitted it.	
Aug 58.2.4		Mark Coleman from Arriva buses met with the Clerk (PO) at the Bus stop at Cliffe re the bollard repair and to find a solution. Clerk (PO) reported that Arriva have agreed to pay for the repair and asked for a quote to be sent to them. Two quotes were sent and the lower one agreed providing that they can have luminous paint on the bollard and a reflector to increase visibility for the drivers when reversing.. GM reported that this bollard is a WW2 Tank pimple and requested that the actual bollard not be painted. AT suggested a post be cemented in behind the bollard with a reflector at the top as an alternative solution. Clerk (PO) would consult her husband (R A Jack & Son) who has submitted the quote to see if he could come up with this alternative solution and contact Arriva again for their approval.	Clerk (PO)
Aug 58.2.6		The Woodland Trust have confirmed they will be sending 105 free trees w/c 5/11 to plant in the allotments as a screen from the Ball Court, RL will take delivery. Clerk (PO) contacted Peter Clements and he advised that he would be happy to help get some of the allotment holders together to plant the trees. The Clerk (PO) sent him some information received from the Woodland Trust re the tree planting and how to care for them afterwards.	
Aug 58.2.8		The entrance barrier in the car park at Cliffe Woods was again hit by a high vehicle and the signage damaged. JW will repair when he is able.	JW
Aug 59.3		Play Area Shade request: An email was sent to CF/ Parish Council requesting shade within the Play Area at Cliffe. This was referred to the Play Area committee . no solutions have been identified as yet.	
Aug 59.7		Maintenance . Painting at Cliffe Woods Youth Shelter and the Roof of the Container at Cliffe: Clerk (PO) met with the probation team and they painted the youth shelter at Cliffe Woods and also the container at Cliffe Recreation ground. Anti-climb paint was finished on the roof and Hammerite paint	

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		was used to the rear of the container, however, they did run out. Anti-Climb signs were purchased and passed to JW. JW confirmed that he has now attached these to the container. It was proposed to purchase another tin of Hammerite paint to complete the container painting. Proposed KK, seconded VW . ALL AGREED	Clerk(PO)
	Aug 60.1	Allotments: Lee Millgate was contacted and has now vacated his plot and it was offered to the next person on the waiting list. Lee Griffin was also sent a thank you letter for his well-tended plot.	
	Aug 62.3	Footpaths and Common Land: KK reported that a parishioner had informed him that the footpath that runs parallel to Symonds Road behind the houses has been blocked off. GM reported that this path is clear but access to Symonds Road has now been blocked off but this is allowed as it isn't classed as a public right of way.	
	Aug 62.4	Youth Liaison Committee: The RFO forwarded a copy of public liability insurance certificate to RH.	
	Aug 63.1	Medway Council Rural Liaison: KK has a list of where the Rural Liaison grants have been given to other parishes and this was circulated to all Councillors. KK also received a booklet entitled Guidance Notes for The Design of Replacement Dwellings and Extensions in the Countryside . this booklet is not yet available but Clerk (PO) will circulate when received.	Clerk(PO)
	Aug 63.3	Tidying up the Village: JD requested that Medway Council be chased about the tidying and cutting back of grass verges in the villages as large sections have been missed during the recent cut. Clerk (PO) contacted Johnny Robinson at Medway Council. JD also reported on various places within Cliffe that look very unkempt. Both Clerks identified and photographed all areas and contacted the relevant organisations. Both the Clerk (PO) and CF were unable to find the boundary details from the land registry as to the ownership of the wall next to the cottages on the Buttway, but KK believes this to have been re-built by the builders and so believes it is owned by the cottages and not the Parish Council.	
70.0		REPORT: CLERK	
	70.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: <u>Planning Applications:</u> MC/12/2195 . Buckland Lake Reserve, Buckland Rd, Cliffe ME3 7RT - Retrospective application for temporary permission for the siting of mobile accommodation for site security purposes. MC/12/2139 . 50 Station Rd, Cliffe ME3 7RX - Construction of block paved driveway and vehicular crossover to front - New plans for 13 New Road, Cliffe previously MC/12/1745 CF . planning responses for those applications required prior to the next meeting. D Fitter . Christmas Tree Festival at St Helen's Church . GM and JD confirmed that they can provide a tree for the Parish again. Clerk (PO) to contact Di Fitter Lynne Bush . Email advising BBC Radio Kent will be having an airport debate on 30/10 at Cliffe Memorial Hall to be broadcast on 2/11. JD advised that tickets can be ordered from the website radio.kent@bbc.co.uk and should be done so as soon as possible as there is limited availability. ACRK . annual summary 2011-2012 with Oast to Coast magazine	GM/JD Clerk(PO) ALL

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		NSALG . information on member website access and new e-booklet. Medway Council . info on B2000 road resurfacing between Mortimers Ave and Tennyson Ave on evenings of 4-5/10 . road closed 9.30pm to 6.00am diversion via View and Merryboys Roads	
70.2		<p>Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>70.2.1 Dave Clark reported the pile of soil left by the Skate Park contractors in the left hand corner of the Rec was being moved by youths and their Dads in wheelbarrows all around the Rec causing him a lot of extra work in removing and was also being spread over the ramps making them dangerous. This was reported to Lindsay Hartney and the Police on the 101 no. as it was happening but the Clerk was advised that as this was third hand information they would require to know who had seen those involved, a description and they could not send a car for at least an hour as they were busy. The Clerk (PO) contacted Tom Filmer and he has agreed to move the soil and lose it over his field behind. In the meantime an email was sent to the allotment holders advising them to take any they needed for their plots before it was finally moved. GM reported later that she had later spoken to some of the youths and they were unaware that this was a problem and were trying to re-create a BMX jump course similar to that at the Olympics.</p> <p>70.2.2 The Clerk (PO) went with Alan Woolley from the Probation Payback team to inspect the alleyway behind 10 Higham Road and other houses where one of the residents has asked for assistance. They hope to return at a later date to clear and GM has also volunteered to help if required.</p> <p>70.2.3 The Clerk (PO) contacted Dave Crouch at Medway Council Greenspaces and he has kindly provided some padlocks and keys which can be used for the allotments and the new gate to the Small Hall car park.</p> <p>70.2.4 An allotment holder reported to DG seeing the youth shelter being further vandalised by youths over the age of 18. He was unable to provide any names. This was relayed to Lindsay Hartney and the local Police.</p> <p>70.2.5 Perry Holmes has requested a training morning on the new Cllr. Code of Conduct with the Clerks to be hosted by Roxana Brammer, date to be advised sometime in November.</p> <p>70.2.6 The Clerk (RFO) took her laptop to PC World to be repaired and has now received it back following a repair to the hard drive.</p> <p>70.2.7 The Clerk (PO) will be on holiday for a week and the Clerk (RFO) will cover email and telephone calls etc.</p>	
70.3		<p>Remembrance Wreath David Wright from Martins News has ordered the Parishs wreath and is £19.25. To be agreed for payment under Item 71.2</p>	Clerk(PO)
71.0		REPORT: FINANCE & GENERAL PURPOSES	
71.1		<p>The receipts and payments have been updated onto the Alpha program and at present, figures are in line with budget. The RFO has carried out an estimated bank reconciliation to the end of October due to the bank statements not being received for September. This includes the payments carried forward from September and planned spend for October, the predicted balance would be in the region £9000.00 in the current account.</p>	

71.2	<p>Approval of the following payments for October: Southern Water (water rates) £202.72 (D/D) Audit Commission(audit fee) £480.00 (Chq No. 2612) HMRC (PAYE Qtr. 2) £255.23 (Chq No. 2613) D Wright (Remembrance wreath) £19.25 (Chq No. 2614) Ray-Dor Signs (gate sign) £29.40(Chq No.2615) Medway Computer Assistance Ltd (toners) £115.48 (Chq No.2616) Michael Johnson (holiday cover) £xx (Chq No.2617) Laura Farrelly (additions and exps for September) £xx(Chq No. 2618) Alex Jack (additions and exps for September) £xx(Chq No.2619) Dave Clark (additions and exps for September) £xx (Chq. No. 2620) Alex Jack (September wages) £xx s/o Laura Farrelly (September wages) £xx s/o Dave Clark (September wages) £xx s/o Proposed CF, Seconded KK . ALL AGREED</p>		
71.3	<p>Small Memorial Car Park Gate and Signage The RFO reported that Sandfords have tried to install the gate but discovered a water pipe is blocking the location; therefore installation has been stopped until they hear from the Parish Council. JW suggested contacting Sandfords to see if they can dig carefully and install either side of the water pipe. The RFO will contact Sandfords accordingly.</p>		Clerk (RFO)
71.4	<p>Insurance Proposal and Additional Quotes for Fencing and Gates The RFO reported that the insurance company have responded with a quote for £94.22 for the cover of all the fencing around the allotments and Play area, along with the gates and also the gates on the Small Memorial Hall. It was proposed that the Parish go ahead with this quote. Proposed KK, seconded DG. Cllr Alan Taylor has sent a proposal for the Parish Council to consider additional insurance cover for Councillors/staff in situations where they may be at risk of stalking, harassment or anti-social behaviour when such behaviour is connected to membership/employment by the Parish Council. Clerk RFO to contact insurance company with the proposal to see how both Councillors and Employees are covered in these situations. JC also requested that Medway Council be contacted to see where they cover the Parish Council from a legal position.</p>		Clerk (RFO) Clerk (RFO)
71.5	<p>Rural Liaison update: There is a balance of £3,133.60 available to spend on items with the Parish. Ideas would be welcomed. The RFO plans to speak to Sandfords to follow up quote for repair for Cliffe Memorial Hall gate</p>		Clerk (RFO)
71.6	<p>Footpath at the Doctor's Surgery: The RFO had a site visit with Dave Crouch from Greenspaces and showed him both the concerns with the path and the overgrown shrub area that the Parish Council would like tidied. Dave Crouch has put in a request for patch repairs on the path and for the shrub area to be tidied with Greenspaces.</p>		
71.7	<p>War Memorial Grant Application The RFO reported that she has contacted a conservation officer at Medway Council, along with Rev. Edward Wright for help with the application. Application still in progress</p>		Clerk (RFO)
71.8	<p>Skate Park Maintenance: JW reported that he hasn't be unable to carry out the repair to the</p>		

		skate park and it was suggested that the Clerk RFO contact Mr Grimes to see if he would be able to do the repair so that he can then complete the maintenance work. The Clerk RFO will contact Mr Grimes to see if he would be able to complete repair to skate park.	Clerk (RFO)
	71.9	Pension and Payroll KK had asked the Clerk RFO to look into how the pension scheme that is being introduced will affect the payroll. The Clerk RFO had contacted Clive Powell at KALC who had emailed some correspondence regarding this matter and the Clerk had forwarded it onto to KK. JC informed the committee that it isn't a matter of urgency as it is being introduced over a five year period and that any information he is able to obtain he will forward onto the Parish Council. JC noted that the minimum wage had increased, and therefore the Caretaker's hourly rate should maybe increase to bring in line. It was proposed that the caretaker's hourly rate be increased to £6.50ph . proposed KK , seconded IP . ALL AGREED	Clerk (RFO) Clerk (RFO)
	71.10	AOB – Clarion Advertising The RFO reported that she will be contacting the advertiser to see if they wish to place an advert in the Clarion for October. CF also reported that there is a new village magazine called Village Voices and it maybe something that the Parish may wish to consider for the future for publication of Parish news rather than the Clarion.	Clerk(RFO)
	71.11	Date of next Finance & General Purposes Committee Meeting: 31 st October 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
72.0		REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
	72.1	Allotments: DG reported that there was a broken tap whereby a tenant could not turn the tap off. DG was able to fix this tap and purchased a new tap top to replace the broken one. An email was sent to all allotment holders reminding them to only use tap keys for turning taps on and off and not grips or anything else which is damaging them. The other five taps were inspected and it was found one other currently requires replacing. DG also reported that a request for anti- climb paint to be painting on just the very tips of the metal fencing and the top of the two gates surrounding the ball court and the gate at the rear of farmer's field to prevent youths from holding the top of the fencing to climb over. The allotment holders are willing to buy the anti-climb paint and paint themselves It was proposed to go ahead with this quote and for the Clerk (PO) to purchase 4 anti-climb signs . Proposed DG, seconded KK . ALL AGREED.	DG/RL Clerk (PO)
	72.2	Children's Play Area: No report	
	72.3	Recreation Ground, Skate Park, Ball Court: No report	
73.0		REPORT: PLANNING	
	73.1	Planning applications: CF presented the following planning applications with proposed comments: MC/12/2125 – 1 Park Lane Cottages, Cooling Road, Cliffe . Construction of a detached timber carriage house garage. Moved: No Objection MC/12/2104 – 121 View Road, Cliffe Woods- Conversion of utility/store into a habitable room with bow window to front. Moved: No Objection	

		<p>MC/12/2147 – 48 Station Road, Cliffe . Construction of a blocked paved driveway and vehicular crossover. Moved: No objection</p> <p>MC/12/1341 – Coronation Bungalow, Cooling Street, Cliffe . Construction of detached garage/workshop to rear. Moved: No objection but would like to see conditions imposed to ensure that it is use is ancillary to the main dwelling and further development of the building required further planning consent.</p> <p>MC/12/2195- Buckland Lake Reserve, Buckland Road, Cliffe – Retrospective application for temporary permission for the siting of mobile accommodation for site security. Moved: No Objection</p> <p>MC/12/2139 – 50 Station Road, Cliffe – Construction of block paved driveway and vehicular crossover. Moved: No Objection</p> <p>MC/12/2349 – 13 New Road, Cliffe . Alteration of plans for previous application . Moved: No Objection.</p> <p>Proposed CF, seconded DG . ALL AGREED</p>	
	73.2	<p>Transport Select Committee GM reported that deadline for submitting a response to this committee is 19th October. CF reported that he will submit a response</p>	CF
	73.3	<p>Date of next Planning Committee Meeting: 25th October 2012, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	Planning Committee
74.0		Report – Other Committees	
	74.1	<p>Parish Car Park and The Buttway: JD asked Parish Council for permission for the Buttway recreational area to be closed off for the village fair being held on 27th October . Proposed GM, seconded KK . ALL AGREED</p>	
	75.2	<p>Clarion and Website: CF reported the Website is continually updated. CF plans to contact the Clarion committee to arrange a meeting for the next issue of the Clarion</p>	CF
	75.3	Footpaths and Common Land: No report	
	75.4	<p>Youth Liaison Committee: CF reported that both youth clubs continue to meet and are growing in size. VW confirmed that she has now purchased all the items required for the youth clubs. Receipts to be presented at the next F&GP meeting.</p>	VW
76.0		REPORT: OTHER BODIES	
	76.1	<p>Police Liaison : KK reported that Tabs McGowan updated that crime is lower; it seems that less people are reporting incidences since the introduction of the new 101 number. Next Police Liaison meeting is 20th November at Hundred of Hoo School.</p>	
	76.2	<p>KALC: SM reported that a lot of the meeting was spent on discussing police matters. It was also noted that Kent/Medway will be having its own police commissioner. Another issue raised was the amount of vandalism on play parks throughout areas. The public open space area at Liberty park has been transferred to Frindsbury Extra which will result in extra facilities for this area but extra responsibilities for this Parish Council.</p>	
	76.3	<p>The Parks Medical Practise Care and Concern group: SM reported that the latest meeting of the Care and Concern Group of</p>	

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	<p>The Parks Medical Practice was on Monday 17 September. The new partner in the practice, Dr Harbinder Sangha, has settled in. Dr Hawarden has taken over as the lead in the practice diabetic clinic. Flu vaccinations are available on request for the over 65s and those with certain medical conditions. No reminder letters are being sent out this year.</p> <p>A coffee morning for Macmillan Cancer Care was held in the surgery on Friday 28 September.</p> <p>The next meeting is scheduled for Monday 26 November.</p> <p>SM also attended the Medway Commissioning Group meeting which was held on 4 October at the Corn Exchange, Rochester.</p> <p>From April 2013, Medway Clinical Commissioning Group will become the commissioner of most health services in Medway, in place of Medway Primary Care Trust. Dr Peter Green from The Parks Medical Practice is the Accountable Officer for this group. Future plans and priority areas were discussed.</p> <p>If any councillors would like further information please ask SM.</p>	
77.0	Other items to be handed to Clerk for next meeting . None.	

The meeting closed at 21.35pm.

NEXT MEETING: 1st November 2012 – 7.30pm, Cliffe Woods Primary School, View Road, Cliffe Woods

12/10/12/lmf