

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Woods Primary School

Thursday 02 July 2009

PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), L Bush, J Corrigan, D Cunningham, J Darwell, R Hunt, J Keates, G Moore, J Moss, J Wenban

Mr G Meeser (Parish Clerk)

The meeting opened at 19:35 hours (7.35 pm).

NO		ITEM	ACTION BY
1.0		ABSENCES	
	1.1.	Apologies for Absence Cllrs T Copsey (resigned . see item 1.2 below), M Emblin (business), M Smith (work) and L Wicks (Attending Medway Council meeting). Accepted	
	1.2.	Resignation Clerk read out letter of resignation received from Cllr T Copsey earlier in day. Resignation noted and accepted with regret. Suitable letter to be sent to Cllr Copsey, and normal procedures re filling of councillor vacancy to be invoked with effect from 12/07/09	Clerk
2.0		DECLARATIONS OF INTEREST None	
3.0		APPROVAL OF MINUTES Minutes of meeting held on 11 June 2009 approved as presented	
4.0		ADJOURNMENT No items	
5.0		MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING	
	5.1	The Late Lena Kennedy (see June item 4.1)	
		5.1.1. Tourism and Heritage Manager at Medway Council has provided details of firm in Cranbrook providing heritage plaques . firm to be contacted and quote obtained	Clerk
		5.1.2. Name of Developer of View Road development to be obtained and enquiries made re naming of road	Clerk
		5.1.3 Cllr Moore has supplied Cllr Fribbins with item for next <i>Clarion</i>	
		5.1.4 There will be a Lena Lena Kennedy table+at Cliffe Village Fayre on 18/07/09, and exhibition at Hoo Library on 01/08/09	
	5.2	Parish Councillor Vacancy (see June item 5.1) Notices have been placed on all six noticeboards and in two doctors surgeries and two newsagents. Expiry date 12/07/09. No expressions of interest to date	
	5.3	Grass Cutting on Children's Playground, Cliffe (see June item 5.2) Mr Paul Schmoeger of Medway Council has been informed of details of unsatisfactory work being performed. He will take up with	Cllr(s) with Playground responsibility

		contractor. Situation needs to be monitored	
5.4		CRB Check – Mr Dave Clark, Caretaker (see June item 5.3): Mr Clark has been requested to supply copy of current CRB document relating to CRB check he has undergone re his involvement with Scout movement. Mr Clark to be reminded	Clerk
5.5		Revision of Standing Orders (see June item 5.4): Clerk has still not had opportunity to undertake this task. He expressed hope that sufficient time will be found during July 2009	Clerk
5.6		Noticeboard outside St Helens CE Primary School (see June item 5.5)	
		5.6.1 Clerk advised that no action had been taken because he had received mixed messages re this item (from June Council on one hand, and subsequently from Chairman on other). Now confirmed that Head Teacher to be asked whether she would be prepared to have suitable noticeboard affixed to new fence. If reply in provisional affirmative, cost of new board to be researched	Clerk
		5.6.2 Mr Dave Clark to be asked whether Scouts would like board to be relocated outside Scout Hut in Thatchers Lane when it is removed from school	Clerk
		5.6.3. Cllr Wenban to remove board from school premises in due course	Cllr Wenban
5.7		Litter problems on Green and Associated Footpaths in St Helens Estate and on Footpath RS65 (See June items 5.7 and 5.8)	
		5.7.1 <i>Common Lane</i> : Is on contract to be cleansed every four weeks. Last cleansing was on 09/07/09 . Medway Council inspected and advised satisfactory	
		5.7.2 <i>Footpath RS64</i> : Is not Public Highway and therefore not included in cleansing contract. However due to short length (211m) and frequent use, Medway Council has added it to contract for four-weekly cleansing cycle. Additional measures being taken by Medway Council: i. Litter bin to be located alongside <i>Evening Star</i> pub; ii. Suitability of location at St Helens Estate of path for another litter bin to be assessed; and iii. Graffiti along wooden fence being dealt with. Medway Council to be thanked for their efforts re this and other items in section 5.7	Clerk
		5.7.3 <i>Green Space in “St Helens Estate”</i> : Is not Council land, but Medway Council has asked contractor to carry out one off litter pick in area. Hopefully, provision of additional litter bin (see 5.7.2 above) will minimise problem	
		5.7.4 <i>Concrete path alongside Martins Newsagents</i> (linking Church Street and Swingate Avenue): Medway Council looking into cleansing standard of this footpath to establish whether cleansing satisfactory and of correct frequency	
		5.7.5 In process of inspections for above items 5.7.1 to 5.7.4, various items of graffiti noticed by Medway Council . efforts being made to address problem	
5.8		Village Halls Revenue Support Funding	
		5.8.1 Cllr Fribbins advised that Cliffe Woods Community Association [CWCA] has accepted terms and conditions for funding. He proposed	Clerk

	that funding for first two quarters of 2009/10 be provided to CWCA forthwith. Seconded by Cllr Keates	
	5.8.2 No contact has been received from Cliffe Memorial Hall [CMH] re acceptance or otherwise of terms and conditions for funding. Cllr Keates to pursue	Cllr Keates
5.9	Possible new litter bin adjacent to Ball Park (See June item 5.11) Clerk has still had no success in contacting Mr Rob Lucas of Medway Council. To be pursued	Clerk
5.10	Directional Road Signs to Celebral Palsy Learning Services from Town Road, Cliffe Woods (See June item 5.10) No follow-up to their original reply received from Medway Council . to be pursued	Clerk
5.11	RSPB Cliffe Pools External Stakeholder Group Cllr Darwell confirmed that she had attended recent meeting of this group at which various matters were discussed, in particular various items/issues relating to parking	
5.11	Councillors' Information Day 20/06/09 (See June item 5.17) Cllrs Bush, Hunt and Moss duly attended	
5.12	Re-fencing of Children's Playground (where it abuts onto B2000 Church Street) (See June item 5.25) This item was for urgent attention of Cllr Wicks but no progress report received and Cllr Wicks absent from this meeting. Concern at delay expressed in view of urgent Health and Safety issues involved. Cllr Keates proposed that she speak direct to Mr Paul Schmoeger of Medway Council re %elf closing gates+requirement, and (subject to Mr Schmoeger's response) go ahead with obtaining quotes for fencing. Seconded by Cllr Corrigan	Cllr Keates
5.13	Allotments – Rental Records See June item 5.27) Updated rental records supplied to Clerk by Cllr Keates during June 2009. Rental demands for 2009/10 now to be prepared and despatched	Clerk
5.14	Clerk's Resignation (See June item 6.0) Steering Group for appointment of new Clerk has been formed, and first meeting has taken place. Cllr Fribbins has prepared and circulated a provisional %ecruitment timetable+	
5.15	Hanging Baskets in Cliffe (see June item 7.1) Letter of thanks to Hanson was duly sent	
5.16	Possible Reform of Committee Structure (see June item 7.3) See item 8.6 below	
5.17	“Playbuilder” Project for Cliffe (see June item 8.1.1) This item was for attention of Cllr Wicks but no progress report received and Cllr Wicks absent from this meeting. Cllr Keates to discuss direct with Ms Heather Marsh (Medway Council's Greenspace Development Officer)	Cllr Keates
5.18	Outdoor Church Services on Buttway (see June item 8.1.2) Rev Edward Wright was duly informed that permission granted for services on the dates he applied for	
5.19	Upgrading of Footpaths RS84 and 84a (see June item 8.1.5) Medway Council has advised that project re-discussed at Scheme Client meeting on 03/07/09 and was passed to Capital Projects Team	Clerk

	to prepare works specification. Clerk has been invited to attend site with a PROW officer and representative of Capital Projects Team at date in future (to be decided by Medway Council). Clerk has accepted, and he suggested that Cllr Moore might also like to attend . Cllr Moore agreed subject to her availability. Clerk to advise Cllr Moore as soon as date of meeting is known	Cllr Moore (for info)
5.20	Donation Towards Cost of Hanging Baskets in Cliffe (see June item 8.1.7) See item 8.3 below	
5.21	Change of Signatories on Bank Accounts (see June item 9.1) In view of his heavy and compressed workload in June, Clerk did not have opportunity to deal with this item, which is time-consuming because of necessity of physical visit to bank. He expressed hope that sufficient time will be found during July 2009	Clerk
5.22	Possible Purchase of Sit-On Lawnmower for Caretaker (see June item 9.6) See item 8.5 below	
5.23	Extra Wage Resource Needed To Bring Cliffe Recreation Ground Up To Standard (see June item 9.7) Agreed amount of £1,000 has been transferred from Revenue Reserve to Salaries & Wages budgethead	
5.24	Ball Court – Raising of Nets (see June item 10.2.1) No action yet taken on this item . to be carried over to July	Cllr Keates
5.25	“Parkfield” Track (Up Edge of Recreation Ground) (see June item 10.4.1) No action yet taken on this item . to be carried over to July	Clerk
5.26	Letter of Thanks to Mr Michael Johnson, Relief Caretaker (see June item 10.4.2) Letter was duly enclosed with Mr Johnson's wages cheque	
5.27	Future Venues of Planning Committee Meetings (see June item 11.3) Cliffe Woods Primary School has been advised that until further notice, school venue not required	
5.28	Wicksteed Playground Inspection Report (see June item 17.2) See item 6.0 below	
6.0	Playground Safety Inspection – Wicksteed Leisure Cllrs Kentell and Wenban have examined report and various items requiring attention will be dealt with %a-house+ (No further action required from Wicksteed)	Cllr Wenban Cllr Kentell
7.0	REPORT: CLERK	
	7.1. Correspondence	
	7.1.1. From: Kent Downs AONB Unit Subject: Invitation to Countryside Day, Godmersham, 31/07/09 Passed to Cllr Moore	
	7.1.2. From: SE England Regional Assembly Subject: Partial review of Regional Spatial Strategy for the SE: Provision for gypsies, travellers and travelling showpeople Passed to Cllr Fribbins	

		7.1.3. From: Medway Council (Housing & Corporate Services) Subject: Proposed Dog Control Order Agreed with no comments . Medway Council to be advised	Clerk
		7.1.4. From: A named resident of Cliffe Woods (name with-held from these minutes for reasons of confidentiality) Subject: Antisocial behaviour . Parkside Parade Clerk read out recent exchange of e-correspondence between himself and complainants and the following was agreed: i. Relevant Medway Police Inspector and Safer Communities Officer at Medway to be informed of content of complaint (Complainants have provided consent) ii. Council agrees with Clerk's expressed view to complainants that their suggestions re re-locating %o ball games sign+on car park and switching car park lights off early, are not feasible iii. Clerk to write to shopkeepers in Parkside Parade asking for their co-operation in trying to control amount of litter being deposited (This was originally complainants' suggestion)	Clerk
	7.2	Demise of Cliffe Woods Parish Youth Club Youth Club has %olded+, following resignation of Chair and lack of sufficient persons to run the organisation	
	7.3	Landing of Helicopter on Cliffe Recreation Ground <i>Sky Charter</i> helicopter scheduled to land on Recreation Ground at around 16:20 hours on Saturday 04/07/09, as previously agreed (see January 2009 minutes, item 4.17)	
8.0		REPORT: FINANCE & GENERAL PURPOSES (Cllr Cunningham)	
	8.1	General Financial Matters	
		8.1.1 Monthly Report on Financial Situation No regular report this month because of exceptionally early dates of both FGPC and %ain+meeting . no bank statements yet received, all due cheques were not yet drawn at time of FGPC meeting	
		8.1.2 Annual Accounts 2009/10 Financial statements have been returned and certified by Audit Commission, with no observations or comments	
		8.1.3 %xcess Funds+as at 31.03.09 Closing balances at year end were approx £7,100 more than anticipated. To be allocated as follows: Salary for new Clerk Oct 09 . Mar 10 £3,500, Transfer to Donations budgethead (original amount insufficient) - £600, Leave in Revenue Reserve £3,000	
	8.2	Salary: New Parish Clerk During probationary period (presumably Oct 09 to Mar 10) - £7 per hour. No adverse budgetary implications (see 8.1.3 above) On completion of probationary period . between £10 and £12 per hour, depending on experience. 2010/2011 precept will need to be increased by between £3,700 and £5,200 to meet these increased costs	
	8.3	Contribution to Cost of Hanging Baskets in Cliffe	
		8.3.1 Contribution of £200 to be made and claimed from Rural Liaison Fund.	Clerk
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	8.3.2	<i>Cliffe in Bloom</i> to be asked to provide rough breakdown of their (already advised) total expenditure figure	Clerk
	8.4	Financial Support to Cliffe Woods Football Club Request declined. Cllr Keates provided details to Clerk of another possible source for Club to tap into. Club to be advised	Clerk
	8.5	Purchase of Sit-on Lawnmower for Caretaker Cllr Wenban had advised FGPC that options previously mooted are not practical because models discussed are for large gardens, and are not suitable for recreation grounds. Heavier model cannot be considered because of financial constraints. St Helens Church to be approached re possibility of hiring their heavy-duty sit-on mower on periodic basis	Clerk
	8.6	Reform of Committee Structure After much discussion at FGPC, decision taken that committee structure to be left as it is, with no specific committee being given responsibility for driving forward projects. However, importance reiterated of named responsibility for specific projects to ensure that action is taken, and projects progress beyond the discussion and financial allocation stages. Chairman highlighted the three current projects as follows:	
	8.6.1	Play Area General. see item 5.17 above	
	8.6.2	Playground Fencing. see item 5.12 above	
	8.6.3	Changing Rooms disguised container+ To be taken forward jointly by Cllrs Wicks and Fribbins	Cllr Wicks Cllr Fribbins
	8.7	Cheque Payments The following cheque payments were approved: #2146 G Meeser. Salary and expenses for June 2009 #2147 D Clark. Wages and expenses for June 2009 #2148 HMR & C. PAYE deductions for June 2009 #2149 £327.75. Audit Commission. Audit fee 2008/09 #2150 £ 59.00. KALC. Purchase of 8 th edition of <i>Local Council Administration</i> #2151 £349.06. EA & H Sandford. Repairs to Rec Ground gate	
9.0		REPORT: ALLOTMENTS, BALL COURT, CHILDREN'S PLAY AREAS, RECREATION GROUND/CARETAKER (Cllr Keates)	
	9.1	Allotments	
	9.1.1.	General Report Cllrs Moore and Darwell volunteered to join Allotments committee to replace Cllr Copsey (see item 1.2 above). Allotments committee now comprises Cllrs Darwell, Keates, Moore and Smith	Clerk (for records)
	9.2.2.	Standpipes J A Maxwell & Son has provided estimate to fix standpipes to allotments £245 for first one, plus £155 each for any additional fitted at same time (plus VAT). To be accepted	Clerk
	9.2	Ball Court No report	
	9.3.	Children's Play Area No report, but see item 5.17 above	

	9.4 Recreation Ground/Caretaker No report	
10.0	REPORT: PLANNING (Cllr Fribbins)	
	10.1 Planning Applications: Proposed comments on following planning applications were approved:	
	<p>10.1.1 MC2009/0712 - Courtsole Farm, Pond Hill, Cliffe Residential development comprising 13 units and associated car parking</p> <p>No objection, but:</p> <ul style="list-style-type: none"> ● Section 106 agreement from the previous approval should be retained on this application ● It is surprising that this is indicated as benefiting <i>Cliffe Woods</i> recreation area when the nearest to the development is the Parish Council's <i>Cliffe</i> play area. ● Flint walls to match the existing should be used where practical, plus materials that would "age" the development as quickly as possible. ● Measures to improve "carbon efficiency" of this development should be considered 	
	<p>10.1.2 MC2009/0811 - 28 Englefield Crescent, Cliffe Woods Construction of single storey front extension with bay window, conversion of garage into habitable room, and construction of single storey rear extension (demolition of conservatory)</p> <p>No objection, but provision should be made to ensure sufficient car parking is retained on site</p>	
	<p>10.1.3 MC2009/0858 -18 Wentworth Drive, Cliffe Woods Conversion of garage into habitable room</p> <p>No objection, but provision should be made to ensure sufficient car parking is retained on site</p>	
	<p>10.1.4 MC2009/0756 - Cardens Farm, Perry Hill, Cliffe Construction of single storey front extension with bay window, conversion of garage into habitable room, and construction of single storey rear extension (demolition of conservatory)</p> <p>Objection on grounds that this development is, in effect, a self-contained separate dwelling rather than an annexe, in a location where such development would not normally be allowed</p>	
	10.2 Bretts, Salt Lane, Cliffe Application for infill of Chalk Lake is to be withdrawn, redrafted and resubmitted in September 2009 following discussions with owner of Buckland Lake (ref: Bretts/Parish Council liaison meeting 01/07/09)	
	10.3 Thameside Terminal, Salt Lane Planning enquiry rumoured to be deferred further to November/December 2009 or January 2010. Operations will therefore	

		continue in meantime without any possible enforcement action	
	10.4	Next Planning Committee Meeting Thursday 30 June, 5 Englefield Crescent, Cliffe Woods, 8pm. Cllr Fribbins advised that only 50% of Planning Committee attended last meeting . all concerned are urged to attend these meetings whenever possible	Planning Committee (to note)
11.0		Report: Footpaths & Commonland Footpath RS80 (near the RSPB car park) has been temporarily closed	
12.0		Report: Car Parks (Cliffe Woods and Buttway) No report	
13.0		Report: Rural Liaison No report	
14.0		Report: KALC Suitable card to be sent to Mr Crispin Davies, acting Local Councils Adviser, when he leaves KALC in near future	Clerk
15.0		Report: Other Bodies	
	15.1	Police Liaison: At a recent meeting of Police Liaison Committee, possible reorganisation and standardisation of PCSO cover was discussed	
16.0		Any Other Business	
	16.1	Comma Aggregate Fund: Cllr Keates advised that joint grant application (with two other parishes) for play equipment has been submitted, and chances of success are good	
	16.2	<i>Thames Estuary 2100</i> (Environment Agency) will have presence at Cliffe Village Fayre on 18/07/09. All are advised to make representations	All (to note)
	16.3	Art Exhibition at St Helens Church: Scheduled for Friday 17/07/09 to Sunday 19/07/09	
	16.4	%Brettiest Hanging Basket+and %Brettiest Front Garden+competition: Parish Council will once again fund prize money	
	16.5	Caretaker to be asked to ensure Buttway in suitable condition for Village Fayre on 19/07/09	Cllr Keates
	16.6	Parish Plans 1: %Open Day+to be held at Ditton (near Maidstone) on 11/07/09 (Action for Communities in Rural Kent)	
	16.7	Parish Plans 2: Cllr Cunningham to speak to Catherine Smith of Medway Council re potential ways of outsourcing research functions	Cllr Cunningham
	16.8	Cliffe Woods Youth Shelter: Anti-graffiti paint is proving ineffective	
	16.9	Fence between Cliffe Woods Recreation Ground and B2000 Town Road: Cllr Kentell reported item to Medway Council who advised no funds available for repair. Details of contact to be notified to Clerk . matter to be taken up with Medway Council	Cllr Kentell Clerk

The meeting closed at 22:05 hours (10.05 pm)

gm 05/07/09

