



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe

On Thursday 2nd May 2013

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Colin Elliott (CE), Mrs Joan Darwell (JD), Mrs Gill Moore (GM), Mrs Vivienne Walton (VW), Mrs Lynne Bush (LB), Ray Letheren (RL), Jim Wenban (JW), Dave Green (DG), Mrs Sue McDermid (SM).

Parish Clerks: Mrs A Jack and Mrs L Farrelly

Absent: Jim Corrigan (JC)

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
1.0		APOLOGIES FOR ABSENCE – Margaret Emblin (ME) . family, Rob Hunt (RH) . work, Alan Taylor (AT) . holiday, Ian Petrie (IP) . work - ACCEPTED	
2.0		DECLARATIONS OF INTEREST CF (Medway Computer Assistance) - Payments KK (Cliffe Woods School) . Hall Hire, JW (CCTV) . Rural Liaison	
3.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 7 th March 2013 were approved. Proposed RL , Seconded VW . ALL AGREED	
4.0		ADJOURNMENT – None	
5.0		MATTERS ARISING FROM MINUTES OF MEETING ON 07/02/13	
	June 19.6	Village Signs – maintenance: The centres have now been replace and JW has offered repaint the lettering in the summer	JW
	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 reported that Mr Rutherford is unwell and will speak to him to see if he is able to carry out this job. If not JW will try to source an alternative company to complete job.	JW
	Jan 108.3	Small Memorial Car Park Update: Sandfords have been contacted several times re the installation of the gate. Each time Sandford has said they would install the following week but this is yet to have happened. JW has now spoken to an alternative contractor . Maxwells who have said they can install gate. The Clerk (RFO) will inform Sanfords that the gate will be collected by the new contractor and liaise with Maxwells and LB to arrange appropriate timing of installation around hall bookings.	RFO/LB
	Jan 108.4	War Memorial Grant Application: The RFO has completed the application form and submitted the application to the War Memorial Trust. They have responded requesting a more detail quote from Medway Memorials. The RFO has emailed relevant information and is now awaiting a response from War Memorial Trust.	Clerk (RFO)
	Jan 108.7	AOB (F&GP Committee meeting): CF reported that Cliffe Woods Primary school has reported back to the Parish regarding the lack of heating at the school at the last Parish meeting saying that they are unable to provide any more heat. The School has suggested moving the meeting to another room in the school grounds . CF is awaiting	CF

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		more information. The CWCA is looking to see if they can accommodate.	
Jan 111.2		Clarion and Website: CF reported that the Clarion was printed and delivered. VW offered to get a price from a new printer company to compare against City Press. The Website is continually updated	VW
Feb 117.0		Bus Shelter at Buttway Inspector David Matson, Sergeant Becky Philpot, Mrs Pat Leviston and Mr Pellet attended February Parish Council meeting to discuss the concerns raised. Main issues being congregation of large groups of youths which is resulting vandalism/ noise/drink and drugs. CF suggested some actions to move forward with this incident : For all persons to report any incidents to %01+A refurbishment of the bus stop via payback from the youths involving all concerned parties thus being the community/Councillors/police/Youths in order to create a visibility of positive change. CF also suggested the parish council clear some of the bushes by the youth shelter to create more light for them when weather permits.	ALL
Mar 131.2 .1		Cllr Kentell reported an abandoned vehicle in The Buttway Recreation Area and the Clerk reported this to Medway Council and the Police who contacted the owner. The vehicle has now been re-taxed and moved by the owner.	
Mar 131.2 .5		Enquiries were made by the Clerk regarding alternative storage facilities as the current ones are not very accessible. Local Loft at Mockbeggar Farm has a similar size storage available which could benefit from having racking installed. Cost is similar to Thames Storage with whom we have another 6 months remaining on our lease. Reported under finance and general purposes.	
Mar 131.2 .6		JW informed the Clerk that he is happy to look at the noticeboards and see if the existing ones can be refurbished and also if the map on the Cliffe Woods one can be moved to the back making extra room on the busy board. RL has replaced noticeboard at Cooling Street and will reposition the map on the Cliffe Woods board.	JW RL
Mar 131.3		Annual Parish Meeting 4/4/13 at Cliffe Woods APM took place with a presentation on the history of Cliffe and Cliffe Woods and a presentation on the airport debate, along with summaries from various businesses.	
132.6		Anti-climb paint for the Allotments Two allotment holders have requested some anti-climb paint for them to finish painting the fences to prevent vandalism. Anti-climb paint was purchased.	
6.0		REPORT: CLERK	
6.1		List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: <ul style="list-style-type: none"> - Planning application MC/13/0980 . Plot 1 Merryboys Stables, Merryboys Road, Cliffe Woods - Email from Cllr Hunt . Youth workers meeting has been re-scheduled for 29th May, 7-10pm, Cliffe Memorial Hall - Email from T Williams . reported allotment fence strut broken by side gate allowing unauthorised access but has been repaired by T Williams. Has suggested further welding bolts maybe necessary to prevent future problems. - 	DG/RL

	<p>6.2 Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>6.2.1 Cllr Letheren has kindly replaced the notice board in Cooling Street and also litter picked at Parkside, Cliffe Woods where a resident has reported a large amount of litter in the hedge along Town Road, including venetian blinds. The same resident reported that the grass verges have been damaged by vehicles and this was reported by the PO to Medway Council for further action.</p> <p>6.2.2 The White lines along the B2000 were finally repainted by Medway Council and the cat eyes were jet blasted and any damaged are being replaced.</p> <p>6.2.3 Medway Council Greenspaces advised that the pathway repairs had now been completed by the doctor's surgery in Cliffe Woods</p> <p>6.2.4 The Primary school agreed to put the heating on a couple of hours before the APM as the school was closed for the holidays. However the hall still proved to be extremely cold despite the additional heaters.</p> <p>6.2.5 Cllr Kentell received a request for additional dog bins in Cooling Street and the PO has sent this to Medway Council twice. No response received as yet.</p> <p>6.2.6 A problem with a swing in the Cliffe Play area was reported and the caretaker, Dave Clark adjusted the bolt which had come loose and has now checked that all the swings are safe to use.</p> <p>6.2.7 Damage to the ball park fencing and drug related items were found by Dave Clark in the youth shelter. This was reported to the Police and they met with Dave to inspect the area but were not very reassuring that they could help stop further reoccurrences.</p> <p>6.2.8 Clerk PO will be on holiday w/c xx for a week and the Clerk RFO is to cover. Dave Clark will be on holiday from xx and Michael Johnson has been asked to cover.</p>	<p>Clerk (PO)</p> <p>Clerk(PO)</p>
7.0	REPORT: FINANCE & GENERAL PURPOSES	
	<p>7.1 The receipts and payments have been updated onto the Alpha program for the year end. The RFO presented the Alpha version of the Annual return that is being prepared for the internal auditor. The year-end balance as at 31st March 2013 for both the current account and savings accounts is £39,304.56. The Parish council is has received the precept of £43,675.00 along with an additional £480.00 from the rural liaison grant.</p>	
	<p>7.2 Approval of the following payments for April and May: April Payments: HMRC (PAYE Qtr 4) (Chq No.2668) £185.40 R Jones . delivery of Clarion(Chq No. 2669) £75.00 Alex Jack (Additions & Exps) (Chq No.2670) £xx Dave Clark (Additions & Exps) (Chq No. 2671) £xx Allotment Holder . anti climb paint (Chq No. 2672) £67.85 City Press . (Clarion printing)(Chq No. 2673) £472.50 Alex Jack (March Wages) (S/O) £xx Dave Clark (March Wages) (S/O) £xx Laura Farrelly (March Wages) (S/O) £xx May Payments: Medway Council . Yearbooks Chq No.2674- CANCELLED) £15.00 Lawn Mower Blades . D Clark (Chq No.2675) £51.00</p>	

		postponed till gate is installed . ALL AGREED	
	7.5	Storage/ Advertising The PO has been communicating with a local company called Local Loft who may be able to provide storage space at a reduced rate for advertising in the Clarion. It is still to be discussed with partners at Local Loft and therefore a decision will be referred till next month.	Clerk(PO)
	7.6	War Memorial Trust Update Reported under item Jan 108.4	
	7.7	Hanging Basket donation request for Summer Fayre GM has requested a donation from the Parish Council for prizes for the Cliffe Village for the prettiest garden/hanging baskets. It was proposed a donation as the same as last year for £200.00 . Proposed JW, seconded LB. ALL AGREED	
	7.8	Date of next Finance & General Purposes Committee Meeting: 4 th June 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
8.0		REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
	8.1	Allotments DG reported that a group of allotment holders helped fill the road leading to the allotments with building stones kindly donated by Bretts. An allotment holder also repaired part of the fencing surrounding the allotments that had been vandalised. DG proposed that tenants of plots 2a and 23b be served a notice to quit as their plots have not been worked and the rent has not been received. Proposed RL, seconded KK . ALL AGREED . Clerk PO will send letters to Bretts to formally thank them for their donation and notice of quit to the relevant tenants.	Clerk(PO)
	8.2	Children's Play Area :No report	
	8.3	Recreation Ground, Skate Park, Ball Court :No report	
9.0		REPORT: PLANNING	
	8.1	Planning applications: CF presented the following planning applications with proposed comments sent prior were: MC/13/0812 – 77 View Road, Cliffe Woods – Construction of a first floor rear extension . Response sent prior: No Objection MC/12/0866 – Heathcliff Cottage, Well Penn Road, Cliffe – Construction of side and rear first floor extensions . Response sent prior: Concern raised over the design of the proposal due to an overhang on the first floor and out of keeping with the front and rear elevations. MC/13/0949 – Pippins, Mortimers Avenue, Cliffe Woods – Construction of a single storey rear extension . Moved : No Objection MC/13/0787 – 24 Brewer Road, Cliffe Woods – Application for lawful development certificate for the insertion of dormer window to rear MC/13/0512 – 2 Higham Road, Cliffe – Construction of a 2 storey side extension together with a single storey extension. Moved: Concern re parking provision MC/13/0604 – Courtsole Farm, Pondhill, Cliffe – Residential development comprising 14 units and associated parking. Moved: Concerns re position of development adjacent to St Helen's church limiting views across and from marshes MC/13/0458 – Land adjacent to 5 View Road, Cliffe Woods –	

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		<p>Construction of a 4 bedroomed detached dwelling with detached garage. Moved: Concerns re overdevelopment of the site, out of keeping with neighbouring properties and closeness to road junction for access.</p> <p>MC/13/0683 – 32 Town Road, Cliffe Woods – Construction of a first floor rear extension with a dormer window together with insertion of window. Moved: No objection</p> <p>MC/13/0980 – Plot 1 Merryboys Stables, Merryboys Road, Cliffe Woods – Construction of a central heating boiler shelter to side. Moved: Raise concern to size in relation to its use . excessive in size for its proposed use.</p> <p>Proposed CF, seconded RL . ALL AGREED</p>	
	8.2	<p>Date of next Planning Committee Meeting: 30th May 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	Planning Committee
9.0		Report – Other Committees	
	9.1	<p>Parish Car Park and The Buttway: KK reported that prices are required for the marking of both the Buttway and Cliffe Woods Car Park. Clerk PO to contact the company that carried out this job previously. JW will move the sign at the Buttway to a more convenient place. No report</p>	Clerk(PO) JW
	9.2	Clarion and Website: CF reported the Website is continually updated.	
	9.3	<p>Footpaths and Common Land: GM reported that the North Kent Walking festival is taking place between 25 May . 6 June One of the organised walks taking place on the 29th May 11am-2pm that starts at S</p>	
	9.4	<p>Youth Liaison Committee: VW reported that many new items have been purchased for the youth clubs. VW would like to get a shed to store all of the new equipment. VW will seek a quote for the shed which would be held at Cliffe Woods Community Association Club. Adult helpers are still needed for both clubs</p>	VW
10.0		REPORT: OTHER BODIES	
	10.1	<p>Rural Liaison Meeting KK reported that was reports on the Villager . where it goes and how much it costs; a report on the Nightingales and the proposed housing development surrounding them and police activity in the surrounding areas. KK asked about planning charges from the council</p>	
	10.2	<p>Police Liaison KK reported that there was a general discussion. Complaints from neighbourhood watch groups re motorbikes in their area.</p>	
	10.3	<p>Friends of North Kent Marshes: GM reported on various reports from various bodies . RSPB and London of Transport committee. JD requested people sign the self-sign petition to help lobby against the airport</p>	
11.0		<p>Other items to be handed to Clerk for next meeting: Report from Care and concern group.</p>	SM

The meeting closed at 21.45.

NEXT MEETING: 6th June 2013 at Cliffe Woods Primary School

03/05/13/lmf