

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at Small Memorial Hall, Cliffe
On Thursday 4th November 2010

PRESENT

Cllrs Chris Fribbins (Vice-Chairman) (CF), Jim Wenban (JW), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Margaret Emblin (ME), Mrs Gill Moore (GM), Mrs Sam Collins (SC),
Parish Clerks: Mrs A Jack & Mrs L Farrelly

ABSENT

Cllrs Les Wicks (LW)

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
26.0		APOLOGIES FOR ABSENCE Cllrs Ken Kentell (Holiday), Jim Corrigan (Work), Lisa Mills (Family), Julie Moss (Ill), Alan Taylor (Personal), Rob Hunt (Work), Mrs Joan Darwell (Family). Ray Letheren (Holiday)	
27.0		DECLARATIONS OF INTEREST Cllr Lynne Bush - Planning Application MC/09/2381 Clerk Alex Jack . Planning application submitted on own property.	
28.0		APPROVAL OF MINUTES Minutes of meeting held on 7th October were amended due to action initials being out of line changed and clarification of 17.0 - approved as presented. Proposed CF, Seconded SC - AGREED	
29.0		ADJOURNMENT – No residents present	
30.0		MATTERS ARISING FROM MINUTES OF MEETING ON 7/10/10	
	Jun 7.7	CF advised insurance claim is not yet settled for repair to car park exit barrier damage. CF has submitted quotes for the Exit barrier. Awaiting response from insurance company before claiming for Entry barrier. Clerk is corresponding with relevant bodies	Clerk (PO)
	Sep 8.3	Children's Play Area: Medway Council's Cliffe Woods play area was of some concern to JC. There is graffiti everywhere. The lights are not working. The boulders are being rolled into the shelter and the flooring has been ripped up. The No Dog fouling signs still have not been put up. Letter has been sent to Medway Council. Awaiting Response	Clerk (PO)
	Sep 11.1	Cliffe Church car park . The boulder by the bus stop has been re-set. Buttway bollard key to be sourced for future events. GM to speak Dave Simmonds to see if he is key holder. Awaiting a response	GM
	Sep 7.4.2	Salt Bins It was decided that 2 salt bins were to be ordered from the KCC catalogue, and to check that the salt can also be ordered from the catalogue. . Priced at £98.35 each 12 Bags of rock salt needed for each . They have been ordered by Clerk and the Clerk is arranging for D Clark to be on-site when bins are delivered	Clerk (PO)
	Oct 19.2.7	Risk assessment carried out for Clerk/PO, which is now on file. Will also be doing one for RFO and Caretaker	RH
	Oct 23.1	Parish Car Parks Parish Car Parks . It was reported that there is a crack by the drain at	

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		Cliffe Woods Car Park and uneven surface by the entrance to the Community Centre. This needs to be repaired. Clerk to ask W D Rutherford to look at Car Park . Awaiting Quote	Clerk (PO)
31.0		REPORT: CLERK	
	31.1	List of correspondence emailed, poster and delivered circulated. Darren Knight Trophy Event 28/8/11- ALL Agreed to the event subject to normal conditions (i.e. Public liability) KALC AGM . JC is attending. Support for another Cllr to Attend. SM would like to attend, was to check diary to see if able to attend. All agreed that mileage expenses and lunch at £8.50 each would be paid for 2 Councillors.	
	31.2	<p>Clerk reported on matters arising and dealt with since last meeting, main points to note.</p> <p>31.2.1 Children's play area C/Woods . Email sent to Paul Schmoeger 27/10 requesting update. He is on holiday until 1/11</p> <p>31.2.2 Salt bins and salt now ordered and arriving w/c 08/11. They will ring Dave to meet him in the car park</p> <p>31.2.3 Change of address letter to bank was not adequate. Bank sent an application form which needs signatories again.</p> <p>31.2.4 Email sent to Paul Schmoeger 27/10 requesting update on Boulders at Cliffe Park and more allotment keys</p> <p>31.2.5 Remembrance Day Wreath already ordered and received by David Wright before clerk could speak to him about adding PC Emblem to centre. Collected and given to CF; cost £19 (Chq raised). Asked D Wright to request emblem in centre for next year and gave him a copy of this</p> <p>31.2.6 RLG . Email sent to Peter Bown (Medway Council) for Rural Liaison Grant claim for computer software and Brother Printer. Peter Bown has replied and said money will be transferred in due course</p> <p>31.2.7 Skate Park Posters circulated on boards; shops and post on Rec. Toby emailed with progress and is very pleased. Gravity have advised they hope to finish by 12/11/10</p> <p>31.2.8 Budget Commitments -Football changing rooms: Email sent to Container Conversion Ltd. asking if they can provide more info for football foundation. They have replied with new design and covering all items concerned. Football foundation to be contacted to follow up on grant request. RFO is liaising with all concerned to get project moving</p> <p>31.2.9 Insurance . Allied's quote accepted by Allianz for exit barrier. Clerk/PO met with Graham Hoadley from Allied at site to quote for IN barrier. They have kept price low in the hope to do both at the same time. Sanford's quote was slightly less but didn't include a missing metal pole. Have asked Sanford to re-quote. Once received both will be sent off to Allianz for approval. Once agreed Works can begin. The Exit Barrier is to be raised to 2.2m or 7'6" which is the height previously agreed by PC. Currently the exit barrier is 6'6" CCTV cameras are now in place and any further incidents should be recorded for us.</p> <p>31.2.10 A complaint was received from Derek Graves who lives opposite car park. Vigorously objecting to the time it is taken to repair and the nuisance caused to him by lorries etc parking there. He believes the PC has been too slow.</p> <p>31.2.11 Review of Insurance policies and asset list. Asset list was reviewed at F&GP meeting. Clerk to request that D Clark is</p>	<p>Clerk (RFO)</p> <p>Clerk (RFO)</p>

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		<p>issued asset list in order for him to take picture of assets for records and check</p> <p>31.2.12 Donation was sent to Cliffe Woods Guides and a Thank You card received.</p> <p>31.2.13 RLG grant request for Shine audio equipment - Application ready to go. Fine tweaking from CF then Clerk/RFO to forward onto P Bown</p> <p>31.2.14 Soil on Skate Park base . D Clark is sweeping</p> <p>31.2.15 C W Car Park . Mr Rutherford has been asked to provide quote, there are two places needing repair.</p> <p>31.2.16 Rang Mr Coleman's friend . re Shed Clearance . left message. Shed still there as of last Friday 15/10</p> <p>31.2.17 Posters for free art workshop, neighbourhood policing team and Medway council local development framework all laminated and put onto notice boards</p> <p>31.2.18 Electoral services at Medway council were contacted and advised of our 2 new parish councillors.</p> <p>31.2.19 The area in front of the notice board at Cooling Common is very overgrown. Weeds are waist high making it difficult to access. D Clark has been asked to clear.</p> <p>31.2.20 Janet Griffith from Acre asked if the photo from the Cliffe Play area opening could be used on their website. No objections received to but CF advised that the COMMA grant had been given for the Cliffe Woods Play area</p> <p>31.2.21 Dave Clark advised that he would be unavailable during the day for the next two weeks w/c 25/10 but would still be able to litter pick</p> <p>31.2.22 Local Charity now at High Halstow (Littletons Equine Rescue trust) has asked for any donations and offered their free manure should we require it on our allotments</p> <p>31.2.23 Policing Kent 2011 Survey was received for KALC and has been completed by Cllr JC. Many Thanks</p>	<p>Clerk (RFO)</p> <p>CF/Clerk (RFO)</p>
	31.3	Meeting to be held at Cliffe Woods for Christmas Meeting 02/12/10. Refreshments to be provided - ALL Agreed	
32.0		REPORT: FINANCE & GENERAL PURPOSES	
	32.1	<p>Meeting took place with a review of reports produced from Alpha and cross checking that all budget figures are correct. Reports seem to be showing a clearer picture now for the year. New budget preparations will begin in December.</p> <p>It was brought to the committee's attention of a slight error in payment of two of the wage slips for both D Clark and M Johnson. The RFO also informed that income that has been received this month is £33.04 for allotment rents and £290.00 for football rent. The RLG claim for software and Brother Printer totalling £1861.70 should also be in the bank account shortly as email from P Bown to confirm this.</p>	
	32.2	VAT . A claim of £786.33 is due to be sent off and refunded back to Parish council	Clerk (RFO)
	32.3	Review of Asset Register . The asset register was reviewed and not a lot of the items have changed. RFO to speak to D Clark to see if he can take photos of the items for the asset register	Clerk (RFO)
	32.4	Rural Liaison Special Grant . Special application is ready to go; other than a slight tweak from CF. Once CF has checked . RFO to email across to P Bown	CF/Clerk (RFO)

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	<p>32.5 Approval of the following payments: KCS Supplies (Stationery) £50.40 Supplies Team (Black Toner for printer) £60.24 D Wright (Remembrance Wreath) £19.00 A Jack, Clerk/PO . Salary & exps £xxx L Farrelly, Clerk/RFO . Salary & exps £xxx D Clark, Caretaker . Salary & exps £xxx Proposed CF Seconded SC ALL AGREED</p>	
<p>32.6</p>	<p>Project/Budget Commitments</p> <p>32.4.1 Changing rooms . Meeting took place between CF, RFO and Paul Fenney. RFO is going to correspond with relevant parties to keep project moving. A new design has been sent back from Container conversion. This is now going to be forward into relevant parties for feedback</p> <p>32.4.2 Skate Park . Construction is to take place this week. CF is still awaiting information from Gravity re Opening Event dates and costs. Once this is received it needs to be agreed by council.</p> <p>32.4.3 Allotments . The notice board has been reported as leaking and therefore payment to KCS has been held off. The fencing quote is still to go ahead for budget for the future. The allotment holders have requested a skip. RFO is looking to prices for parish meeting in order for it to be agreed at council.</p> <p>32.4.4 Precept 2011/12 . Items for consideration. One item for consideration is lighting for the ball court, RFO to approach the village club to find out how much it would cost to light the ball court in the evenings. This is a cost that was originally paid by Medway Council but their funds have stopped. RFO and CF planned to meet late December to finalise budget</p>	<p>Clerk (RFO)</p> <p>CF</p> <p>CF/Clerk (RFO)</p>
<p>32.7</p>	<p>20.7.1 Insurance . This is ongoing and the Clerk is in correspondence with two companies over quotes to both barriers fixed at the same time.</p> <p>Review of Insurance policies . this will take place once the photos have been taken and updated against the asset register .</p>	<p>Clerk (PO)</p>
<p>32.8</p>	<p>32.8.1 Christmas Tree & Lights at Cliffe Woods Shops . Bud Baker was contacted by Clerk to find out arrangements. Bud Baker left a message to say that He was able to do this for the PC and invoice like he did the year before. Agreed by council to go along with this arrangement Proposed CF Seconded SC AGREED 2 against. Concern was raised over cost of trees and maybe enquiring over cost and other suppliers for next year.</p> <p>32.8.2 Christmas Tree Festival at St Helen's Church . Diane Fitter is asking if the Parish Council would provide a decorated/informative tree on behalf of the Parish council. ALL AGREED to this from petty cash level,</p> <p>32.8.3 Pensions . PC intend to wait for more details from Government's announcement.</p>	<p>Clerks</p>
<p>32.9</p>	<p>Medway Council – Local Development Framework – refer to Planning – Consultation meeting dates circulated . including Cliffe Woods Community Centre Friday 19th November, 11am-2pm</p>	
<p>32.10</p>	<p>Date of Next Finance & General Purposes Committee Meeting: 30th November 2010, 8 pm . Small Memorial Hall, Cliffe (kitchen)</p>	
<p>33.0</p>	<p>REPORT: RECREATION GROUND AND ALLOTMENTS</p>	
<p>33.1</p>	<p>Allotment Report:</p>	

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		JM and LM were not at Parish Council Meeting, However CF and SC reported that Allotments meeting took place and the main request that came from the meeting was that the allotment holders would like a skip to remove some of the accumulating rubbish. Rubbish seems to be accumulating on one particular allotment. Allotment holders were reminded that they are responsible for their own rubbish. The other item brought to the PC attention was the size of the plots in relation to the rent. The measurement of plots is to be reviewed for next year's rent. Further discussion to take place with regard to the skip and what size is required. RFO obtained a quote for a small skip at £100 plus vat from Medway skips but concern was raised as to whether this was big enough.	JM/LM
	33.2	Children's Play Area – No report	
	33.3	Recreation Ground, Ball Court & Caretaker: There has been some vandalism to the Ball Court. It has been reported to the police and part of the fence has been removed for safety. On inspection the fence can be fixed with a bit of welding. Clerk RFO suggested her husband as he is a welder and lives nearby so could be fixed quickly and inexpensively. Proposed for AMF Mobile Maintenance to fix it by CF Seconded JW . ALL AGREED	Clerk (RFO)
	21.3	Skate Park: Reported under Item 32.6.	
34.0		REPORT: PLANNING	
	34.1	Planning applications: CF presented the following planning applications with proposed comments: MC/10/33586 . Cliffe Pools, Redham Mead, Cliffe . No Objection MC/10/3681 . Clifton, Station Road, Cliffe . No Objection. MC/09/2381 . 14 Wharf Lane, Cliffe . No Objection (Noted declaration of LB and she left the room while item was discussed). MC/10/2804 . 104 Church Street, Cliffe- No Objection. Proposed CF, Seconded SC . AGREED. Late Submission MC/10/3948 . MC/10/3184 17 Graveney Close, Cliffe Woods . Resubmission of Application. PC found no objection last time. Therefore no objection again Proposed CF Seconded JW . AGREED (noted AJ (Clerk/PO) left room whilst this was discussed due to it being her property and the parish council's address)	
	34.2	34.2.1 Merryboys Plots . It has been reported that some development has already started although the planning application has been refused, appealed against and appeal dismissed. Medway Council do not appear to want to issue a Stop notice because the development is minor and it is likely that planning enforcement might take place later. It was suggested that the Parish Council (CF) contact Medway Council Planning Department over the matter. 34.2.2 Parking down Merryboys Road . The parking down Merryboys Road when the football is on has been brought to the PC's attention, it was suggested that a letter is written to the football clubs asking them if they can park elsewhere. Proposed ME Seconded LB	CF Clerk (PO)
	34.3	34.3.1 Medway Towns Local Development Framework . A series of dates have been published for the consultation stages of this document. It again rejects development in a number of areas,	

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		<p>including Cliffe on the basis that development should take place at Lodge Hill, Chattenden. There is a special meeting for councillors and parish councillors at Hoo School regarding rural context.</p> <p>34.3.2 Lodge Hill Consultation . Further meetings planned around the peninsula, with a day time meeting for councillors and parish councillors at Lodge Hill (being held in conjunction with meetings for Medway & LDF)</p> <p>34.3.3 Planning Notifications and online access to documents . Medway Council (Dave Harris, Planning Manager) has been contacted regarding the lack of information on their web site when some applications are published on the weekly list and lack of conditions when we are notified of planning approvals and refusals. Some planning consultation letters have also been addressed to Gavin Messer rather than the current clerk.</p>	
	34.4	<p>Date of next Planning Committee Meeting: 25th November (last Thursday of each month) 8 pm . Small Memorial Hall, Cliffe (kitchen)</p>	
35.0		Report – Other Committees	
	35.1	<p>Parish Car Parks . Messy parking is causing problems within the Cliffe Woods Car Park when there are large events in the Community Centre. Potholes are to be repaired. Awaiting a quote for Rutherford. Had been quoted around £700 for the marking out of the car park. The outlining would also be suitable for a claim against the RLG; therefore it was proposed to get quotes for marking the whole car park out and repair of the potholes. Proposed CF Seconded ME . ALL AGREED</p> <p>It was also reported that there is an increase in the parking on the Buttway and on the grassed area. It was also noted that a number of mini-motorbikes with no number plates and riders with no helmets were riding around the village.</p>	Clerk (PO)
	35.2	<p>Clarion and Website: CF reported that he needs information for Clarion this month. CF is also still updating the website. CF had had an advertising request for the Clarion. Proposed to offer advertising in the Clarion. Proposed JW Seconded SM . ALL Agreed.</p> <p>If advertising is to go ahead, need to look into the VAT aspect . RFO to carry out this task</p>	ALL Clerk (RFO)
	35.3	<p>Footpaths and Common Land . RS80 footpath behind Church Close and North Road . This byway has been obstructed to all users except pedestrians by concrete blocks. This was done by Robert Filmer to stop illegal activities including hare-coursing where people were accessing the marsh via the byway and then driving along the footpath RS57 (Farthing Wall). GM has spoken to Adam Taylor (Medway Council & PROW) who has in turn spoken to Robert Filmer, who will widen the access for bicycles and will remove the obstruction completely in 3 weeks by which time hopefully the illegal activities will have ceased. GM will be monitoring this.</p> <p>Additional road works are about to commence on Monday 8th Nov on upgrading the footpath connecting Chancery Road to Cooling Road and there will be emergency temporary closures to RS84 and RS84A (Well Penn).</p>	
36.0		REPORT: OTHER BODIES	

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36.1	KALC . General report from Cllr Corrigan . No report	
36.2	<p>Police Liaison . A police liaison meeting took place on 12th October 2010. The main points noted from the meeting from RH were: Inspector Richard Cherry is now the person in charge of our area. Speed Watch is to cover most areas. The Area PCSOs will be keeping an eye on the cars around the schools at am and pm times. They are also aware of the increase in the number of quad bikes in the area; and they intend to keep an eye on the skate park area. The next police liaison meeting is the 14th December at 7pm. RH is unable to attend. Therefore other cllrs are required to attend.</p>	
37.0	<p>Airport at Cliffe/Hoo Peninsula – BBC South East TV contacted CF (who then contacted GM & JD) after there was national press coverage over a story of renewed plans for an airport at Cliffe. The government confirmed that there are no plans for airport at Cliffe. CF updated website accordingly. We will need to keep an eye on plans but agreed that at the moment there were no plans to fight</p> <p>Lower Thames Crossing - Although plans to build the access roads in our parish area had been discounted, there are renewed for a £1bn crossing of the Thames from Shorne Marsh to Essex. It was planned to link up the northern section to the M11 (Stanstead Airport) and possibly the southern through to the M23 (Gatwick Airport). This could be funded by increased tolls at the Dartford Crossing. This bridge would need to be high to allow river traffic underneath and the approach roads and bridge would be clearly visible from our parish. It was felt that this was the more immediate threat to our area and we will also need to keep an eye on those plans and consider what our response would be</p>	
38.0	Other Items to be handed to Clerk	
38.1	<p>Letter handed to Clerk from Cllr R Letheren . Firstly apologies as he is on holiday but RL also wanted it noted that there is a streetlight on the railway bridge on Station Road, Cliffe that stays on 24/7. RL also pointed out that footpaths RS71, RS58 and RS58A have disappeared. Also on path RS58A RL noted that the kerbs and could do with a good clean. Letter to be sent to Medway Council on the above matters.</p>	Clerk (PO)

The meeting closed at 9.10pm.

13/11/10/lmf

NEXT MEETING:

2ND December 2010 – 7.30 PM – CLIFFE WOODS PRIMARY SCHOOL