



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside Parade, Cliffe Woods
On Thursday 4th June 2015

PRESENT

Cllrs. Chris Fribbins (Chair)(CF), Mrs Lynne Bush (LB), Mrs Joan Darwell (JD), Jerry Doyle (JDo), Fred Harper (FH), Ray Letheren (RL), Mrs Sue McDermid (SM), Mrs Gill Moore (GM), Ian Petrie (IP), Phillip Stanley (PS), Mrs Vivienne Walton (VW) Jim Wenban (JW).
Parish Clerk: Mrs L Farrelly.

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
13.0		APOLOGIES FOR ABSENCE Peter Clements (PC) – holiday – accepted.	
14.0		DECLARATIONS OF INTEREST CF – reimbursement of payments for website upgrade (cost only) JW – reimbursement of payments for materials(costs only)	
15.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 14/05/15. Proposed JD, Seconded FH - ALL AGREED	
16.0		Adjournment	
	16.1	Mark Johnson, Medway Council presented a map of Cliffe Woods highlighting the areas of concern with regard to speeding and parking. Mark advised the more sites that can be highlighted as a concern, the more chance we have an enforcement officer being dispatched to the area. Areas of concern in Cliffe were raised, in particular Reed Street, Higham Road and Norwood Corner. Mark Johnson left the map for Councillors to note the key junctions and these will be passed through the Clerk on to Medway Council for an initial consultation in Sept/Oct. Adoption will not be until early 2016.	
	16.2	Tom Smith, CNJ Attractions, was also present for the adjournment to enquire as to hiring the recreation ground on the weekend of the 21-23/8 for the purpose of hosting a fun fair. He advised on facilities and times of operation. The Secretary of Cliffe Working Men's Club was also present to raise concerns over the state of Symonds Road, Cliffe. CF advised that the Parish Council or Medway Council have no powers due to this road being un-adopted.	
	16.3	A concern was also raised over the mis-use of the tennis courts at Cliffe. It was advised that dogs are being allowed within the courts and there are holes in the nets because of this. Clerk PO will pass this concern onto Medway Council on behalf of the Parish.	Clerk(PO)
17.0		MATTERS ARISING FROM MINUTES OF MEETING ON 14/05/15	
	Jan 106.1	Parish Car Parks and The Buttway Concern was raised re overnight parking within the Buttway from residents at Courtsole farm. Notices were placed onto the vehicles advising that the car park can be closed at any time and overnight parking is not allowed. A resident contacted the PC asking who was authorised to park and he was advised it was for visitors to the Church. A notice will be placed to say that the barrier could be closed at any time.	Clerk(PO)/ CF
	Feb	Quarterly Audit of Bank Reconciliation	

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115.5	Clerk (RFO) passed the bank statements and bank reconciliations to RL to review.	
Mar 124.0	Adjournment – Crime Awareness Cllr Tom Mason had offered £350 towards neighbourhood signs but due to the recent elections is no longer a Cllr. £150.00 has since been received. Signage ideas to be discussed.	CF/JD
Mar 127.8	Quote for Fencing/Youth Shelter The RFO met with BR Stacey Fencing in order for them to provide a quote to fix the allotment fencing and the flooring outside the youth shelter (due to vandalism). The quote is £45.00 to fix the fencing and £320.00 for the youth shelter area. It was requested that the RFO see if there is a treatment that could be painted on the sleepers to prevent further vandalism and an alternative quote for concrete flooring. Quote received and referred to next F&G for discussion.	Clerk (RFO)
Mar 127.9	Quote for Playground Equipment The Tyre swing was broken due to wear and tear at Cliffe Play Park and the caretaker removed it. JW has now repaired this for the cost of £127.00. The RFO has contacted Sutcliffe Play equipment to order the handle required for the other piece of apparatus and a spare.	Clerk (RFO)
May 6.1	Request to hire recreation ground Following a reference provided by Newington Parish Council, it was proposed to agree to the hire of the recreation ground for the purpose of a fun fair to CNJ Attractions on the 21-23/8 at the cost of £400 plus £500 damage waiver. Proposed LB, seconded RL –ALL AGREED. Clerk RFO to advise CNJ Attractions of decision.	Clerk (RFO)
May 7.4	Football Inventory of Equipment/Goal Posts and Cliffe Woods Colts The RFO has liaised with Cliffe Woods Colts who wish to use the field in conjunction with Black Lion FC. An invoice for £400 for the season has been raised for Cliffe Woods Colts.	
May 7.5	Request for use of Cliffe Recreation Ground There had been a request to use the recreation ground for the purpose of a football fundraiser on the 28 th June. Clerk RFO has reported that the Black Lion FC parent has since advised that this event has been cancelled.	
May 7.7	Quote for Old Mower Repair Reported under F&GP Payments item 21.2	
May 8.1	Allotments – PC reported that he had carried out an inspection of the allotments and noted that the following allotments required 30 days' notice to tend to plots – 2A, 3A, 7A, 8A, 10B, 16A, 16B and 29 B. – Letters were sent by Clerk PO. PC also raised the question as to whether there was anyway the PC could obtain a grant to complete the fencing. Quote from BR Stacey Fencing for the fencing required was circulated – referred to next F&GP meeting for further discussion.	Clerk (RFO)
May 12.0	Concerns over Post Office Letter was drafted by CF and an acknowledgment from the Post Office received.	

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18.0	<p>CRIME AWARENESS UPDATE JDo reported that he had attended a PACT meeting. It was reported that there has been a spate of burglaries within the Medway area targeting homes to obtain vehicles. The police are also working on a campaign against drink/drugs and driving and have asked for people to be aware of a large white van with “MH” marked on the side as this is circulating the peninsula distributing drugs. JDo raised his concerns over motorcyclists driving in the woods and was provided with a contact number which was passed to PS.</p>	
19.0	<p>CLIFFE AND CLIFFE WOODS RESIDENT SURVEY Prior to the meeting CF had circulated a copy of a resident survey that was distributed quite a few years ago but it touched on some of the subjects that JDo felt should be asked of residents now. It was agreed that the new survey should include the neighbourhood plan and crime issues. It was proposed to pass comments to CF for a new survey to be placed in the next Clarion, with distribution aimed for end of June. Any additional articles for the Clarion would also be welcomed.</p>	ALL
20.0	<p>REPORT: CLERK</p>	
	<p>20.1 List of correspondence was emailed, delivered and circulated. Additional correspondence received since circulation: - Telephone call from a parishioner requesting Church telephone number due to daughter’s grave being demolished by grass cutting. - Kent Police Conference - National Rural Crime Survey - A Rutherford – invoice for disabled footpath - Cllr Moore – Defend Nature request - Kent community message – theft of motor vehicle in Wainscott Rd - June Fields in Trust update - BR Stacey Fencing – quote for allotment fencing - Sue Harrington – Transforming the Thames - SECAMB events – 22/7 and 23/9 - Kent Film Office – location recommendation for possible filming</p>	
	<p>20.2 Clerk (RFO) reported on matters dealt with since last meeting: 20.2.1 The Clerk (RFO) is now in possession of the Parish printer, laptop and files. The RFO contacted RBS, who have remotely installed the allotment software on her laptop and the Clerk RFO has updated the allotment rents onto the system. Due to a factory reset on the PO laptop, the RFO has since reinstalled Microsoft Office and Norton. 20.2.2 Dave Clarke, Caretaker reported that he had strimmed around the millstones and the parish notice board along Cooling Road. The RFO also advised Dave of the staff changes. 20.2.3 The Clerk (RFO) met with BR Stacey Fencing to obtain a quote for the allotment fencing on the side that has none. On inspection with BR Stacey Fencing, it was decided to quote from the back fence to the telegraph pole as this was the section that seemed the most exposed. This quote has been passed to F&GP committee. 20.2.4 The Clerk RFO has received a request from a local parishioner to be placed on the allotment waiting list – there are now currently 9 on the waiting list (3 are allotment holders awaiting specific plots).</p>	
	<p>20.3 Asset Monitoring Paul Schmoeger put the RFO in touch with Maria Cook who carries out all the inspections of the play areas for Medway. The RFO has since spoken to Maria who advises that the Parish Council should be undertaking an annual</p>	

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		inspection each year and there should be monthly recorded routine checks being carried out by the Councillors/Clerks. Maria Cook, Craigdene quoted £160 +VAT for annual inspection of the play area, ball court and skate park. It was proposed to proceed with this quote – Proposed VW, seconded JW – ALL AGREED. Clerk RFO to advise Maria Cook to proceed with quote.	Clerk (RFO)
21.0		REPORT: FINANCE & GENERAL PURPOSES	
	21.1	Annual return and Finance report : The internal audit has been carried out. No concerns were raised on the annual return. Roxanna Brammer noted that the AGM should be called the Annual Parish Council Meeting. CF explained that this can confuse people as the Parish have the APM for the public so that is why this meeting is referred to as the AGM at the start of the financial year. It was proposed to agree to sign off the Annual Return – Proposed JW seconded SM - ALL AGREED . Clerk RFO to send Annual Return to Little John LLP. Alpha was updated with the receipt and payments from last month and the RFO noted there were no concerns. The RFO had produced a cash forecast to the end of June to account for the pending payments due to be agreed at this meeting and the forecasted balance of the current account as at end of June would be around £25,847.76.	Clerk (RFO)
	21.2	Approval of following payments for June: Mower Medic (strimmer and lawn mower repair) £160.87 Chq No. 2892 Jim Wenban (tyre swing repair) £127.00 Chq No. 2894 RB Consultants (internal audit) £40.00 Chq No 2895 Mr Rutherford (disabled footpath) £945.00 Chq No. 2896 C Fribbins (website software upgrade) £36.62 Chq No. 2897 National Allotments Society (subscription) £66.00 Chq No. 2898 L Farrelly (off set of pay rise against S/O and May expenses) £xxx Chq No.2899 D Clark (19 additional hours and May expenses) - £xxx Chq No. 2900 Alex Jack (May Wages – pro-rata)- £xxxx Chq No. 2901 Dave Clark (May Wages)- £xxx S/O Laura Farrelly (May Wages)- £xxx S/O Payments agreed – Proposed VW, seconded RL– ALL AGREED	
	21.3	RLG - £4,539.99 The RFO has offset the payment for the football equipment against the RLG. The RFO has also sourced quotes for different types of white lining machines and these ranged from £118 - £600. It was agreed by the F&GP committee that the £600 machine is the type that is required and therefore the Clerk RFO is going to see if this type of machine can be sourced at a cheaper price.	Clerk (RFO)
	21.4	Website Upgrade CF advised that a new upgrade for the website is available. This was agreed under payments item 21.2	
	21.5	Request for use of Cliffe Recreation Ground - CNJ Attractions There has been a request to use the recreation ground for the purpose of a funfair from Carlos Christian, CNJ Attractions. A reference from Newington Parish Council had been received which gave a nice review of Smiths Fairs. Decision was reported under item 7.5	
	21.6	Gift for long service recognition The PO had sought advice from KALC regarding a long service recognition gift for ex Cllr Kentell. KALC advised that long service can be recognised by the Parish Council. The Clerk PO intends to obtain a quote for a bespoke plaque/trophy with the Parish Crest.	Clerk (PO)

21.7	<p>Playground inspections/Quote for replacement part for play equipment A quote was received from Sutcliffe for the replacement handle of approx. £30. It was agreed under the standing orders to proceed with this quote and order the replacement part. Clerk RFO advised Sutcliffe and the order was placed. The play park inspections were reported under item 20.3 - Asset monitoring.</p>	
21.8	<p>Employment Concerns In light of the recent correspondence surrounding the Clerk PO role and the concerns raised by the RFO, it was the agreement of the Parish council that the F&GP committee be a point of contact for staff in the future if they have any employment concerns. <i>The Clerk RFO left the room for a confidential discussion that took place regarding the Clerk PO role/vacancy. CF also left the room after offering to step down as Chair and become Clerk PO.</i> It was a unanimous decision that the Parish Council accept CF's offer to resign as Chairman and Cllr and step into the role of Clerk PO. This is on the understanding that CF would have to carry out this role as a volunteer for one year following official resignation due to being a councillor. It was also agreed to defer the decision of Chair and Vice-Chair to the July meeting.</p>	
21.9	<p>Cliffe In Bloom It was agreed in principle to provide the grant and the Parish Council will await an official letter.</p>	
21.10	<p>Disabled Signs The Clerk RFO had obtained a quote for car park disabled signs. This is to be referred to the F&GP committee for further discussion.</p>	Clerk (RFO)
21.11	<p>Date of next Finance & General Purposes Committee Meeting: 23rdth June 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
22.0	<p>REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS</p>	
22.1	<p>Allotments – No report.</p>	
23.0	<p>REPORT: PLANNING</p>	
23.1	<p>Planning applications: CF reported on the following applications: MC/15/1413 – 11 Rookery Crescent, Cliffe ME3 7RH -Construction of a single storey detached annex to the rear of the property. Sent prior – no objections. MC/15/1650 - 1 Merry Boys Cottages, Cooling Common, Cliffe ME3 7TJ - Construction of a conservatory to rear. Sent prior – no objections. MC/15/1604 - 25 Reedham Crescent, Cliffe Woods, Rochester, ME3 8HT - Construction of part single storey and part two storey rear extension and dormer roof extension to front over garage (demolition of existing conservatory).Conversion of integral garage to habitable room and extension to existing drive. Sent prior – concerns raised re parking. All responses sent prior.</p>	
23.2	<p>Date of next Planning Committee Meeting: 25th June 2015, 7.30pm – Small Memorial Hall, Cliffe (kitchen)</p>	Planning Committee
24.0	<p>Report: OTHER COMMITTEES</p>	
24.1	<p>Footpaths and Common Land GM reported that there is fly-tipping on RS80 and advised Medway Council. Adam Taylor advised that the debris is on private land and the enforcement team are working to resolve the situation. GM also reported that she had cut back the brambles at Farthing Way.</p>	

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24.2	<p>Youth Liaison Committee VW reported that Youth Kent have now carried out DBS checks on all volunteers. A BBQ is to be held for Cliffe Woods Youth Club to mark the close for the summer. CF reported that he was going to pass a leaflet to St Helen's School to encourage youths to attend. If no response is received from the leaflet Cliffe Youth Club will be cancelled until the new academic year.</p>	
24.3	<p>Cliffe Memorial Hall – LB reported that sadly the farmer's market has had to be cancelled due to lack of support.</p>	
24.4	<p>Cliffe Woods Community Association VW reported that the water leak that was discovered in the garden of the community centre has now been repaired. The water company has been sending the water bills to an incorrect address and it has come to light that the CWCA now owe them a lot of money. This water bill is being challenged. The charity status is nearing completion. Both charities will have to run side by side until advise of final step.</p>	
24.5	<p>KALC SM reported that Geoff Moore has been re-elected as Chairman. There is currently no Vice –Chair or KALC representative, this has been deferred to the next meeting. Terry Martin and John Rivers from KALC gave a presentation on the updated KALC polices and advised these are available on the KALC website. The AGM is to be held on 21/11 in Ditton SM also reported that KALC are organising an Awards Scheme to encourage Parishes to nominate people who have made outstanding contributions to their community. It is to be an incentive for people to attend their APM. There was also an explanation of the importance of defibrillators within a Parish and that special deals to encourage the purchase of such a lifesaving piece of equipment are available.</p>	
25.0	<p>REPORT: OTHER BODIES</p>	
25.1	<p>Friends of North Kent Marshes – GM reported that the Cliffe at Hoo Historical Society walk was well attended with over 35 people from as far away as Deal and Bedfordshire. FONKM are helping RSPB with their Defend Nature Campaign. 191,000 people have commented so far to protect our most precious wildlife sites such as Cliffe Pools. GM circulated the RSPB link. FONKM are attending the For the Love Of climate lobby in Parliament and meeting our new MP on 17th June with the message #FortheLoveOfTheHooPeninsula. JD reported that FONKM are seeking volunteers for the Cliffe Fayre on the 18/7. FONKM are also trying to locate Cliffe Metal Detectors if anyone has a contact. The Fayre has been advertised on social media, event websites, in Village Voices and Parish Magazine</p>	ALL
25.2	<p>Neighbourhood Plan – CF reported that a steering group meeting is due to take place. CF hopes to have a public presentation at the village fairs.</p>	
26.0	<p>Other items to be handed to Clerk for next meeting: Care and Concern meeting – Patients Participation Group (CW) 15/6</p>	SM

Meeting closed at 10.40 pm

09/06/15/lmf

NEXT MEETING: 2/7/15 7.30pm, Small Memorial Hall, Church Street, Cliffe