

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Woods Primary School

Thursday 07 May 2009

PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), L Bush, T Copsey, J Corrigan (arrived 19:55, departed 22:00), J Darwell, D Cunningham (departed 21:30), M Emblin, R Hunt (see item 6.1 below), J Keates, G Moore, J Moss (see item 6.2 below), M Smith, J Wenban, L Wicks

Mr G Meeser (Parish Clerk)

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

NO	ITEM	ACTION BY
1.0	ELECTION OF PARISH COUNCIL CHAIR FOR 2009/10 Cllr K Kentell returned unopposed (Proposed by Cllr Fribbins, seconded by Cllr Wicks). Cllr Kentell read and signed Declaration of Acceptance of Office, and his signature duly witnessed by Clerk in his capacity as Proper Officer of the Parish Council	
2.0	APOLOGIES FOR ABSENCE Clerk read out letter of resignation received from Cllr Burns a few days previously. Resignation noted and accepted by Chairman. Normal procedures following occurrence of councillor vacancy to now be put into operation	Clerk
3.0	DECLARATIONS OF INTEREST Cllr Bush . item 15.1.11 below Cllrs Fribbins, Kentell and Smith . item 15.1.6 below	
4.0	APPROVAL OF MINUTES Minutes of meeting held on 05 March 2009 approved as presented, with following exception: Cllr Keates requested that paragraph 2 of item 3.0 (Cliffe Children's Committee) be amended to read as follows (amended section is <u>underlined</u>) <u>..... Medway Council's Detached Youth Worker (Lindsay Hartney) was present at original meeting with CCC (together with the Chair of St Helens' PTA), and Cllr Keates felt that Ms Hartney had now been unfairly excluded from consultations.....</u>	
5.0	ADJOURNMENT	
5.1	Planning Application for 14 Wharf Lane (see item 15.1.11 below) Mr Bud Baker of 7 Wharf Lane raised various objections to above planning application (size of property, problems with trees in situ, privacy issues)	
5.2	Grass Cutting on Children's Playground, Cliffe Mr Dave Clark (Parish Council caretaker) reported that Medway Council not performing this function. Check to be made whether task is on Medway's work schedule	Clerk
6.0	CO-OPTION OF NEW PARISH COUNCILLORS	
6.1	Cliffe Woods Ward Mr Robert Hunt co-opted to fill this vacancy. Proposed by Cllr Fribbins, seconded by Cllr Keates. Mr Hunt signed Declaration of Acceptance of	

		Office form, and his signature duly witnessed by Clerk in his capacity as Proper Officer of the Parish Council	
6.2	Cliffe Ward	<p>Mrs Julie Moss and Mr Ray Letheren both applied for co-option to fill this vacancy. Secret ballot held, and Mrs Moss received majority of votes. Mrs Moss duly co-opted -- proposed by Cllr Corrigan, seconded by Cllr Cunningham. Mrs Moss signed Declaration of Acceptance of Office form, and her signature duly witnessed by Clerk in his capacity as Proper Officer of the Parish Council.</p> <p>Mr Letheren advised that he will be eligible to apply for co-option to the fresh vacancy created by the resignation of Cllr Scott Burns (see item 2.0 above)</p>	
7.0		SELECTION OF PARISH COUNCIL VICE-CHAIR FOR 2009/10 Cllr C Fribbins was returned unopposed (Proposed by Cllr Corrigan, seconded by Cllr Bush).	
8.0		SELECTION OF PARISH COUNCIL COMMITTEES FOR 2009/10 Persons named below expressed their wishes to serve on committee(s) as indicated.	
8.1	Finance & General Purposes Committee	<p>Cllrs Corrigan, Cunningham, Keates, Moss, Smith, Wenban and Wicks</p> <p>FGPC Chair for 2009/10 to be elected at June committee meeting and announced at June meeting of Parish Council</p>	FGPC
8.2	Planning Committee	<p>Cllrs Bush, Darwell, Emblin, Fribbins, Moore, Wenban and Wicks</p> <p>Planning Chair for 2009/10 to be elected at June committee meeting and announced at June meeting of Parish Council</p>	Planning Committee
8.3	Footpaths and Commonland Committee	Cllrs Darwell and Moore	
8.4	Recreation Ground, Allotments and Play Area Committee		
	8.4.1. Allotments	Cllrs Copsey, Keates and Smith	
	8.4.2 Recreation Ground, Ballcourt and Caretaker	Cllrs Copsey, Keates and Smith	
	8.4.3 Children's Play Area	Cllrs Copsey, Cunningham, Wicks and Wenban	
8.5	Car Parks Committee	Cllrs Darwell, Fribbins and Moore	
9.0		SELECTION OF PARISH COUNCIL REPRESENTATIVES FOR 2009/10 Persons named below expressed their wishes to serve as representatives as indicated.	
9.1	Clarion and Website	Cllrs Cunningham and Fribbins	

	9.2	Rural Liaison Cllrs Emblin and Kentell	
	9.3	Kent Association of Local Councils (KALC) Cllrs Corrigan and Hunt	
	9.4	Police Liaison Cllrs Hunt, Kentell and Moss	
	9.5	Cliffe Parochial Charities Cllrs Fribbins, Kentell and Smith	
	9.6	Cliffe Memorial Hall Cllrs Copsey and Keates	
	9.7	Cliffe Woods Community Association (Liaison with Parish Council) Cllr Fribbins	
10.0		MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING	
	10.1	CRB Check – Mr Dave Clark, Caretaker (see March item 6.1): Variance of opinion re whether this required for Mr Clark. Guidance to be sought from KALC	Clerk
	10.2	Revision of Standing Orders (see March item 6.2): Clerk reported that in view of very heavy workload in April/early May see item 12.3 below), this revision still not finalised	Clerk
	10.3	Possible Reduction in Size of Cliffe Village Green (see March item 6.6) Medway Council was duly advised of Parish Council's position	
	10.4	Noticeboard outside St Helens School (see March item 6.9) Clerk has meeting with Headteacher scheduled for Thursday 14 May	Clerk
	10.5	Transport Issues (See March item 6.14) Cllr Fribbins attended a transport conference recently. Comparison has been made between situation in different areas of the country, but nothing specific to report at this stage	
	10.6	“No Dog Fouling” Notices For Recreation Ground (see March item 6.16) <i>Stuart Signs</i> (via Cllr Darwell) has fabricated three notices as per order. Cllr Darwell brought notices to meeting and they were displayed for information of Councillors. Cheque for <i>Stuart Signs</i> invoice (£192.00) prepared and signed at meeting and handed to Cllr Darwell for delivery . see item 13.1 below Clerk to arrange installation of signs on Recreation Ground	Clerk
	10.7	Litter - Roadway Connecting Church Street and Swingate Avenue (see March item 6.17) Medway Council has confirmed that this short stretch of roadway is Public Highway, and it has been added to cleansing schedules	
	10.8	Litter - General (See March item 6.22) Clerk reported to Mr Andy McGrath of Medway Council three litter problem areas in Cliffe as under, with results as indicated	
		10.8.1 Common Lane Problem acknowledged by Medway Council (other complaints received as well as Parish Council's). Road <i>is</i> on cleansing schedule (monthly cleansing), and matter will be dealt with. Clerk expressed	All (to note)

	<p>view that road appears cleaner of late.</p> <p>Any future lapses to be reported to Clerk in order that co-ordinated complaint to Medway Council may be made</p>	
	<p>10.8.2 Green and Associated Footpaths in St Helens Estate This area the responsibility of Medway Council's <i>Greenspaces</i> team. Mr McGrath referred complaint to <i>Greenspaces</i> with request that contact be made with Parish Council. No such contact received . to be pursued</p>	Clerk
	<p>10.8.3 Footpath RS65 from Church Street to St Helens Estate (alongside Evening Star Public House) Mr McGrath advised that this path not Public Highway (although it is Public Right of Way) and cleansing therefore responsibility of landowner. Clerk subsequently discovered that he had provided wrong footpath number to Medway Council (RS64 instead of RS65). Fresh representations to be made</p>	Clerk
10.9	<p>Village Halls Revenue Support Funding (See March item 7.0) Cllr Fribbins reported that as far as he is aware, management committees of both village halls are happy with Parish Council's proposals. But no formal response to date . to be pursued</p>	Cllr Fribbins
10.10	<p>Signposting in Cliffe Village (See March item 10.0) Medway Council written to on 25th March, but no response received. To be pursued</p>	Clerk
10.11	<p>Cliffe Parochial Charities: Renewal of Trusteeship Term (See March item 11.1.2) Clerk to Trustees was duly advised that no problem with renewal of Mrs Dianne Foreman's three-year trusteeship term</p>	
10.12	<p>Proposed Upgraded Footpath Between Cliffe Woods and Cliffe (RS84/84a) (See March item 11.3) Medway Council was duly advised of Parish Council's preferences regarding materials and section priorities.</p> <p>Clerk reported that he had made further representations to Medway Council regarding section between Spadgers Cottage and Cooling Road. This section not included in Medway Council's original statement of intended improvements, but from his own personal observations Clerk felt that problem of potholes needs to be addressed.</p> <p>Clerk further reported that certain work (mainly infilling of potholes) appears to have commenced on section between railway bridge and Cooling Road (this includes section referred to in above paragraph)</p>	
10.13	<p>Caretaker (Mr Dave Clark) Contract of Employment (See March item 11.4) This has now been finalised, and duly signed by Mr Clark</p>	
10.14	<p>Minor "Wear and Tear" Repairs to Clerk's Computer (See March item 11.5) Clerk claimed these expenses with his March 2009 salary</p>	
10.15	<p>Possible new litter bin adjacent to Ball Park (See March item 13.2) Clerk had made representations to Medway Council, but had received a number of confusing, ambiguous and apparently contradictory responses. In response to his request for an explanation, telephone</p>	Clerk

		message received from Mr Rob Lucas (Operations Manager) with request to ring back. To be pursued	
10.16		Litter Bin outside Marks Stores, Church Street, Cliffe (See March item 20.1) Representations were made to Medway Council, and clearances have now been increased from thrice weekly to daily	
10.17		Directional Road Signs to Celebral Palsy Learning Services from Town Road, Cliffe Woods (See March item 20.2) Medway Council written to on 25 th March, but no response received. To be pursued	Clerk
10.18		Inadequate Heating at Cliffe Woods Primary School (See March item 20.3) Problem not expected to recur. School advised (two months ago) that their caretaker had only just found manual for heating timer+	
11.0		Youth Activities: Possible Joint Funding With Other Parish Councils Agreed that grant applications can henceforth be submitted in joint names of those Parish Councils covered by activities of Medway Council Youth Worker, namely Cliffe and Cliffe Woods, Isle of Grain and Hoo Cllr Smith thanked Cllr Keates for undertaking onerous and lengthy task of completing various grant application forms	
12.0		REPORT: CLERK	
	12.1	Correspondence	
		12.1.1. No: 0905/05 From: 1 st Cliffe Woods Guides Subject: Request for financial support Amount of £200.00 agreed . proposed by Cllr Wicks, seconded by Cllr Keates	Clerk
		12.1.2. No: 0905/10 From: Equality and Human Rights Commission Subject: Forthcoming Equality Bill: Public Sector Duties	
		12.1.3. No: 0905/11 From: St Helens Church Subject: Request for financial support for churchyard grasscutting Amount of £1,000.00 agreed . to be paid through Rural Liaison Fund (as in previous years). Proposed by Cllr Wicks, seconded by Cllr Corrigan	Clerk
		12.1.4. No: 0905/17 From: Open Spaces Society Subject: Request for donation Not approved. (Parish Council is already member of OSS, and pays membership subscriptions)	
		12.1.5. No: 0905/18 From: RSPB Subject: Invitation to Parish Council to nominate representative for Cliffe Pools External Stakeholder Group	Clerk

	Cllr Darwell volunteered to be representative, and Cllr Moore a substitute. RSPB to be advised	
	12.1.6. No: 0905/19 From: KALC Subject: New edition of <i>Local Council Administration</i> – invitation for expression of interest in purchasing Expression of interest to be made. Proposed by Cllr Wicks, seconded by Cllr Kentell	Clerk
	12.1.7. No: 0905/23 From: CWCA Management Committee Subject: Damage to Community Centre by children from Cliffe Woods Parish Youth Club	
	12.1.8. No: 0905/24 From: KALC Subject: Councillor's Information Day, Lenham, 20/06/09 Cllrs Bush, Hunt and Moss to attend . booking to be made	Clerk
12.2	Date of June Meeting Reminder that date of June meeting being put back one week due to European elections. New date is Thursday 11 June (Cliffe Small Memorial Hall, 7.30pm)	All (to note)
12.3	Audit Commission: Revised Accounting Dates – Difficulties Arising Clerk gave account of severe workload difficulties in April/early May resulting from Audit Commission's decision to bring forward deadline for annual accounts approval/submission by one month. April/early May already an exceptionally busy period for Clerk with Annual Parish Meeting in April replacing normal Parish Council meeting, and this new Audit Commission requirement has exacerbated an already problematical situation. Clerk expressed view that schedule of meetings in March/April/May needs to be looked at afresh, as is the current practice of suspending FGPC meeting in April together with Parish Council meeting suspension. Matter to be placed on agenda for discussion later in 2009.	Clerk (in due course)
12.4	Mr Dave Clark, Caretaker: Annual Leave Mr Clark taking leave from Saturday 23/05/09 to Saturday 30/05/09. He has advised that Mr Michael Johnson of Church Close, Cliffe, willing to cover duty in his absence. Mr Johnson to be contacted and necessary arrangements made	Clerk
12.5	Possible Bicycle Ramps on Cliffe Recreation Ground Clerk and Cllr Keates reported that Lindsay Hartney, Medway Council's Detached Youth Worker, had requested Parish Council to give support in principle to idea of installation of bicycle ramps on the Recreation Ground or other suitable location. Ms Hartney to be advised that principle of ramps supported, subject to location being suitable. Proposed by Cllr Wicks, seconded by Cllr Smith	Clerk
12.6	Repainting of Cliffe Youth Shelter Clerk and Cllr Keates reported that Lindsay Hartney, Medway Council's Detached Youth Worker,	Clerk

		approval for local youth to repaint Cliffe Youth Shelter. Ms Hartney to be advised that current colour to be used, with anti-vandal paint if possible. No Parish Council funds earmarked or approved for this project	
13.0		REPORT: FINANCE & GENERAL PURPOSES (Cllr Wicks, except for item 13.3 below)	
	13.1	<p>Payments by Cheque The following cheque payments were approved: # 2116 - £ 134.58 G Meeser . Garden equipment repairs (paid to Cooks Garden Machinery Ltd with personal cheque)</p> <p>#2117 - £ 126.50 G Meeser . Renewal of IT domain subscription (paid to AQL with personal cheque)</p> <p># 2118 G Meeser . Salary and expenses for March 2009</p> <p>#2119 D Clark . Wages and expenses for March 2009</p> <p>#2120 - £ 25.10 D Clark . Refund of monies paid for equipment repair and fuel</p> <p>#2121 HM Revenue & Customs - Tax/NI deducted, March 2009</p> <p>#2122 - £ 129.00 CW Parish Youth Club. Refund for hire of CWCA hall</p> <p>#2123 - £ 25.00 J Wenban . Refund of casual expenditure for playground equipment sundries</p> <p>#2124 - £ 120.00 D Bassett . Internal Audit fee 2009/10</p> <p>#2125 - £13.00 St Helens PCC -Donation for hire of room in St Helens House</p> <p>#2126 HM Revenue & Customs -- Employer's NI due for 2008/09 (in respect of G Meeser)</p> <p>#2127 . £192.00 Stuart Signs --Provision of %No Dog Fouling+notices for Recreation Ground</p>	
	13.2	<p>Internal Auditor's Report on Parish Council Accounts 2008/09 Report from Mr David Bassett, Internal Auditor, read out. Confirmed that all documentation and accounts have been checked and found to be in order. Only item requiring attention is for recently acquired allotments fencing to be added to Assets Register . Clerk confirmed that this has now been done.</p> <p>Positive comments made by Internal Auditor on standard of Parish Council's financial record keeping</p>	
	13.3	<p>Approval of Annual Accounts 2008/09 Clerk distributed sheets showing Receipts and Payments account and mandatory Audit Commission documents, and took members briefly</p>	

	<p>through figures. Members read and agreed with answers by Internal Auditor to questions by Audit Commission regarding Internal Control Objectives. Clerk read out Audit Commission questions regarding Annual Governance Statement, and members agreed that a positive response can be provided to all questions.</p> <p>Financial accounts approved for submission to Audit Commission. Proposed by Cllr Fribbins, seconded by Cllr Wicks.</p>	Clerk
13.4	<p>Closing Balances at Year-End 2008/09: Surplus Funds Balances on hand at year-end totalled £6,672 more than estimated in budget. These surplus funds have been transferred to Revenue Reserve</p>	
13.5	<p>Mr Dave Clark, Caretaker: 6-Monthly Wage Review Mr Clark's wage rate to be increased to £6.00 per hour from £5.90, with effect from 01/04/09</p>	Clerk
13.6	<p>Mr Dave Clark, Caretaker: Private Motor Insurance Mr Clark's private motor insurance policy to be upgraded to cover business usage, and Parish Council to bear additional cost of £75.96 in current year and approximately £30.00 in subsequent years. Proposed by Cllr Wicks, seconded by Cllr Darwell</p>	Clerk
13.7	<p>Purchase of Equipment for Caretaker Quotes to be obtained for purchase of sit-on+mower. (Caretaker has advised that he has been offered £200 for current hand mower+</p>	Clerk and Cllr Keates (for Caretaker)
13.8	<p>Temporary Suspension of Item in Financial Standing Orders Fencing of Cliffe Children's Playground where it abuts onto B2000 Church Street has become urgent because of Health & Safety concerns. Financial Standing Orders (currently being revised by Clerk . see item 10.2 above) provides that all jobs over £2,000 to be subjected to tender process.</p> <p>This requirement to be waived in case of this fence job+but three quotes to be obtained . proposed by Cllr Wicks, seconded by Cllr Keates</p>	Cllr Keates
13.9	<p>Possible Establishment of Parish Council Projects Committee Cllrs Smith and Wicks expressed concern at lack of nominated persons to drive capital projects forward, and supported in principle idea of appointing a Projects Committee, as informally mooted at FGPC 05/05/09. Item to be placed on agenda and discussed in June 2009</p>	Clerk
14.0	<p>REPORT: ALLOTMENTS AND RECREATION AREAS</p>	
14.1	<p>Allotments – Increased Rental Allotment rents to be increased from £15.00 to £17.50 with effect from 01/04/09. Proposed by Cllr Keates, seconded by Cllr Wicks.</p> <p>Cllr Keates to provide Clerk with detailed list of plot holders and amounts due, in order that invoices for 2009/10 can be prepared and despatched</p>	Cllr Keates
14.2	<p>Allotments – General Cllr Keates reported that O² Grant received for polytunnel and heritage trees</p>	
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14.3	<p>New Recreation Area (Ball Court) Cllr Keates advised that dead shrubs have been removed . this does not constitute violation of originally granted conditions because shrubs were placed on wrong side of fence initially</p> <p>New fruit trees to be located on right side of Ball Court.</p> <p>Cllr Smith advised that bad language from some youths is deterring younger children from using this area, and there is also an illegal parking problem. Police Community Support Officer to be asked to keep watch on situation</p>	Clerk
14.4	<p>Children's Play Area, Cliffe No report</p>	
14.5	<p>Recreation Ground, Cliffe No report, but see item 10.6 above</p>	
15.0	<p>REPORT: PLANNING</p>	
15.1	<p>Planning Applications: Cllr Fribbins presented following planning applications with proposed comments, which were approved</p>	
	<p>15.1.1. MC2009/0326 63 View Road, Cliffe Woods Construction of front and side extension No objection</p>	
	<p>15.1.2. MC2008/0340 13 Tennyson Avenue, Cliffe Woods Construction of rear extension (demolition of existing) No objection</p>	
	<p>15.1.3. MC2009/0398 Morning Cross Bungalow, Well Penn Road, Cliffe Variation of Condition 3 under previous planning permission Preference for a full planning application to include details, rather than a removing condition</p>	
	<p>15.1.4. MC2009/0409 Timber Barn, West Street, Cliffe Conversion and change of use from barn to dwelling house No objection</p>	
	<p>15.1.5. MC2009/0340 17 View Road, Cliffe Woods Construction of porch and dormer window with Juliet balcony No objection</p>	
	<p>15.1.6. MC2009/0444 Land adjacent to Station Bungalow, Cliffe Woods Change of use from agricultural land to land for keeping of horses No objection</p>	
	<p>15.1.7. MC2009/0462 Bretts, Salt Lane, Cliffe Change of use of grazing land to provide additional storage No objection</p>	
	<p>15.1.8. MC2009/0463 Bretts, Salt Lane, Cliffe Discharge of silt from sand and gravel processing plant to chalk lake</p>	

		Request addition of conditions to protect surrounding land, and especially lakes, from any environmental impact of this development, particularly if such impact is on an area of Local Landscape Importance	
		15.1.9. MC2009/0497 16 Millcroft Road, Cliffe Construction of rear extension No objection	
		15.1.10. MC2009/0486 Sandybanks, Perry Hill, Cliffe Woods Increase in roof height to facilitate additional roof accommodation No objection	
		15.1.11. MC2009/0515 14 Wharf Lane, Cliffe Construction of porch, bay window, pitched roof, extensions, conservatory, alteration of main roof, demolition of garage, shed and coal bunker (1) Appropriate measures need to be taken to ensure that sycamore and birch trees on site are protected and retained; and (2) Unmade/unadopted nature of Wharf Lane needs to be taken into account	
	15.2	Change in regular date of Planning Committee Meeting To be changed with immediate effect to last Thursday of each month (currently last Wednesday of each month). Cliffe Woods Primary School to be advised	Planning Committee (to note) Clerk
	15.3	Date of next Planning Committee meeting Thursday 28/05/09, Cliffe Woods Primary School (Staff Room), 8pm	Planning Committee (to note)
16.0		REPORT: FOOTPATHS AND COMMONLAND No report	
17.0		REPORT: CLIFFE WOODS CAR PARK No report	
18.0		REPORT: RURAL LIAISON No report	
19.0		REPORT: KALC No report	
20.0		REPORT: OTHER BODIES	
	20.1	Cllr Kentell attended recent meetings of Kingsnorth Power Station (%Carbon Capture Plan+) and the Police Liaison Committee	
	20.2	Cllrs Darwell and Moore had recent meeting with Bernard Jenkins, MP for North Essex, to discuss Estuary Airport proposal	
21.0		ANY OTHER BUSINESS	
	21.1	Cllr Fribbins appealed to as many councillors as possible to attend B2000 liaison meetings with Bretts	All (to note)

The meeting closed at 22:35 hours (10.35 pm)

gm 09/05/09

