



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
Thursday 3rd December 2015

PRESENT

Cllrs. Mrs Sue McDermid (Chair)(SM), Mrs Lynne Bush (LB)(Vice Chair), Peter Clements (PC), Jerry Doyle (JDo), Mrs Sandra Fenney (SF), Derek Graves (DG) , Fred Harper (FH), Ray Letheren (RL), Ron Naughton-Dean (RND), Phillip Stanley (PS) Mrs Vivienne Walton (VW).

Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly

Absent – Cllr Mrs Faith Evers (FE).

The meeting opened at 7.30 pm.

| NO | ITEM | ACTION BY |
|-----------|--|------------------|
| 95.0 | APOLOGIES FOR ABSENCE Joan Darwell (JD) – family, Gill Moore (GM) – family, Ian Petrie (IP) – family, Jim Wenban (JW) - work ACCEPTED | |
| 96.0 | DECLARATIONS OF INTEREST LB – Planning – MC/15/4060 Wharf Farm House, Wharf Lane as a nearby resident. | |
| 97.0 | APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 5/11/15 Minutes were moved as a true record. Proposed PS, Seconded LB- ALL AGREED. | |
| 98.0 | Adjournment – PCSO Sean Brookes introduced himself to the Parish Council. He has been on the job for 8 years and has worked across most of the Medway towns and has now returned to Strood Rural. He is currently catching up on previous correspondence but will be patrolling the area very soon. Parishioners from Salt Lane raised their concerns about the speed of lorries travelling down the road. Cllr Doyle advised that a mobile speed team can be sent out by Medway Council. Clerk PO will follow up with Medway Councillors the promise to introduce a 20mph limit in Salt Lane. PCSO Sean Brookes was also advised of the poor parking outside both schools in Cliffe and Cliffe Woods. He intends to patrol these roads during school start/finish times. Gary Burke from Alzheimer’s’ Society was also present to explain that he intends to host sessions within the community to raise awareness for Dementia Friends and he asked the Parish Council if they can assist him in finding suitable locations/groups where he could possible carry out these groups. Residents of Salt Lane expressed concern about the 24 hour working of local industrial sites with noise and vibration through these activities and associated lorry movements.(to be discussed on Clerk’s Report 101.5) | Clerk (PO) |
| 99.0 | MATTERS ARISING FROM MINUTES OF MEETING ON 05/11/15 | |
| Mar 124.0 | Adjournment – Crime Awareness JDo suggested “CCTV in Operation” and “Neighbourhood Watch” signs be purchased, but these were still not approved. Clerk PO continues to seek approval from Medway Council for suitable sign wording. LB will discuss directly with Medway Integrated Transport officers. | Clerk (PO) LB |
| Aug 48.6 | Annual Play Park Inspection Reported under item F&GP 101.10 | |

Cliffe and Cliffe Woods Parish Council – Minutes of Meeting 3rd December 2015

| | | |
|----------|--|-----------------------|
| Sep 63.0 | Resident's Survey – Priority Issues/Actions Clerk PO sent a follow up letter to the shop keepers and still no response has been received. They would be given two further weeks to reply (19/1) Clerk PO to inform Medway Environmental Health Department. | Clerk (PO) |
| Sep 64.7 | Employment Contracts/Appraisals SM and LB intend to review the Caretaker's contract of employment. The Chair (SM) and Vice-Chair (LB) have carried out the Clerk RFO's appraisal. SM to follow-up actions arising. The Chair (SM) also advised that the Vice-Chair(LB) and herself will be carrying out a six month probationary review for the Clerk PO and will be seeking feedback of the Clerk's performance from all Cllrs. | SM/LB SM SM |
| Oct 75.0 | CLIFFE CARNIVAL Clerk PO reported that there had been no further update, but understand although there is a lot of community interest it has been difficult to identify others to help set-up and prepare an organising committee. | FE |
| 88.4 | Christmas Arrangements Reported under item 100.3 | |
| 88.5 | Asset Monitoring The roundabout handles have arrived and passed to JW and fitted 26/11. The swings have been removed for fixing. (reported under item 101.10). | |
| 89.1 | Finance report: Funds transferred. | |
| 89.3 | RLG - £1,557.74 Reported under item 101.3 | |
| 89.4 | Section 106 Availability Reported under item 101.4 | |
| 89.5 | Football Meeting - Update Clerk RFO advised the football clubs regarding the issues that they raised. | |
| 89.6 | Bank Account Update Reported under item 101.6. | |
| 89.8 | Risk Assessment of Assets The Clerk PO confirmed clarification on the Land Registry and downloaded the relevant files. | |
| 91.4 | Other Planning Issues MC/14/1782 Tresco, 29 Town Road, Cliffe Woods, ME3 8JH This is now registered by Medway's enforcement team to review and consider if further action is required. | |
| 100.0 | Member's Item Cycle Parking in Cliffe Woods Car Park (Cllr Walton/Clerk PO) VW noted that there is nowhere to park bicycles at Cliffe Woods Shops and made the suggestion of purchasing a bicycle rack. The Clerk RFO suggested this could be purchased via the Rural Liaison grant. The Clerk RFO will seek prices and refer to F&GP for further discussion. | Clerk (RFO) |
| 101.0 | REPORT: CLERK | |
| 101.1 | List of correspondence was emailed, delivered and circulated. | |
| 101.2 | Clerk (PO)reported on matters dealt with since last meeting: The dumped vehicles in the Buttway have been removed. The car left in Cliffe Woods car park is SORN and can be removed by the authorities as this is a public | Clerk |

Cliffe and Cliffe Woods Parish Council – Minutes of Meeting 3rd December 2015

| | | | |
|-------|--------|---|-------------|
| | | car park. Clerk PO to follow up with Medway Council/DVLA. Jaspar Wright has asked the Clerk PO if it would be ok for a volunteer from the Church to touch up the yellow hatch lines on the Buttway. The Clerk PO had said this would be ok. | (PO) |
| | 101.3 | Christmas Arrangements It was agreed for the Clerk PO to organise a Christmas meal at the Six Bells. Agreed date is the 15 th December. Clerk PO will circulate an email to Cllrs that are attending to obtain menu options. Other councillors can still attend if they wish. | |
| | 101.4 | Meetings Attended - ACRK/Rural Kent AGM, CiLCA Preparation Clerk PO reported that he has completed the three preparation events this month and now needs to register for the CiLCA qualification. This will also allow the council to review current policies and procedure and update them as necessary. A portfolio of 'learning outcomes' has to be submitted within a year of registration, although the Clerk PO hopes to get a head start over Christmas. Clerk PO also attended the ACRK (Rural Kent) AGM in Burham. | |
| | 101.5 | Residents' concerns about Brett/Tarmac operations Cllr Letheren passed documentation from local residents relating to their concerns over the 24hr operation at these sites. Although the authority to operate is not in dispute, there are still issues of excessive noise. Clerk PO to refer the concerns to the Environmental enforcement at Medway Council. It was also noted that there was reference to the possibility of a new road to the south of Buckland Lake as Salt Lane is in a precarious position and could be severed by erosion on the cliff face of the pools on both sides of the road – no published plans identified yet. | Clerk (PO) |
| | 101.6 | HGV stuck in Reed Street An HGV managed to jam itself in Reed Street and had to be backed out by the Police. This involved many residents being woken in the early hours to move their cars. Another HGV also hit a telegraph pole again in Town Road. Residents' concerns have been forwarded to local Medway Councillors. | |
| 102.0 | | REPORT: FINANCE & GENERAL PURPOSES | |
| | 1021.1 | Finance report: Alpha was updated with the receipt and payments from last month and the RFO noted there were no concerns. The RFO produced a cash forecast to the end of December 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 December would be approximately £20,316.28. The RFO has circulated to all Cllrs, a request for budget considerations for 2016/17 and will be preparing the draft budget for review at January's F&GP meeting (5 th January 2016). | Clerk (RFO) |
| | 102.2 | Approval of following payments for December: Sutcliffe Play (handles) £50.16 Chq No. 2953 KALC (Cllr course) £20.00 Chq No. 2954 KCS (black sacks/stationery) £50.03 D/D L Farrelly (offset of pay rise against S/O - £9.94 and November expenses - £14.83) £24.77 Chq No. 2955 C Fribbins (November expenses) £224.97 Chq No. 2956 D Clark (9 additional hours £55.06 and November expenses- £37.50) - £92.56 Chq No. 2957 Dave Clark (November Wages)- £282.04 S/O Laura Farrelly (November Wages)- £504.94 S/O | |

| | | | |
|--------|--|--|-------------------------------|
| | | Proposed FH seconded RL - ALL AGREED | |
| 102.3 | | RLG - £1,557.74 The Clerk PO has purchased a Wi-Fi dongle to enable internet access at Parish meetings. Ideas for the remaining RLG needed. | |
| 102.4 | | Section 106 Availability – Changing Room Project The Clerk PO will follow up the progress of the change of S106 payment from youth play equipment to changing rooms with Medway Council. The Clerk RFO has been looking into alternative grant providers and has also retrieved the previous quotes/drawings from the archives for the changing rooms and intends to re-contact the companies to obtain new quotes. The Clerk RFO also intends to meet with George Wells regarding the rugby academy. George Wells is currently on holiday. | Clerk (PO) Clerk (RFO) |
| 102.5 | | Graffiti/Youth Club Project It was reported that there had been recent graffiti on the storage container and the skate park. Clerk PO reported the vandalism to the parish residents via social media and suggested cancelling the December Cliffe Youth Club. This was met with a mixed response on the social media site. The Clerk PO did this to try to stir up a reaction and encourage more adult help. One parent had suggested a graffiti workshop to encourage the youths to attend the Youth Club. As a result of this social media post the Clerk RFO has set up a Cliffe Youth Club Page and created a new poster to try and encourage the youths in particular Year 6 Children to attend. The Clerk RFO will also be attending Cliffe Youth Club to help. | Clerk (RFO) |
| 102.6 | | Bank Account Update Clerk RFO has completed the Internet banking application and once all signatories have signed will submit to the bank. | Clerk (RFO) |
| 102.7 | | Future Audit Arrangements The Local Audit and Accountability Act 2014 require that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. Due to the Parish Council's turnover being over £25k, the Parish Council automatically falls into the Sector Led Body and will have an auditor appointed as in previous years. No action proposed so the parish will default to the sector-led body. | |
| 102.8 | | Clerk RFO Holiday The Clerk RFO will be on holiday from 21 st December to 3 rd January. | |
| 102.9 | | Risk Assessment of Assets The Clerk PO advised that the assets need to be assessed for risk for insurance purposes. The Clerk PO has provided a proforma template obtained from his CILCA training course and this will be worked through by the Clerks and a formal document produced where necessary. | Clerks |
| 102.10 | | Recreation Ground – Maintenance Action Plan 26/11 JW and the Clerk PO followed up the Recreation Ground/Play Area/Ball Court/Skateboard Park inspection report and other issues that have been reported since. The small hall car park barrier hinge has been adjusted to allow it to lock closed without being lifted, however the lock-open post now needs to be moved. The two swing seats have been removed to remove bottom chain links with excessive wear (one had broken). Other equipment will be repaired on a rota as time allows. The replacement roundabout handles fitted (and glued) in place. Some spare parts are required and instructions about how the entrance gate works is required, Clerk RFO to follow-up. An annotated report has been circulated to | JW Clerk (RFO) |

Cliffe and Cliffe Woods Parish Council – Minutes of Meeting 3rd December 2015

| | | | |
|-------|--------|--|------------|
| | | members. | |
| | 102.11 | Clerk PO appointed as Clerk to Allhallows Parish Council The Clerk PO has been appointed as the Clerk of Allhallows Parish Council for 3 months. | |
| | 102.12 | Date of next Finance & General Purposes Committee Meeting: 5th January 2016, 7.30 pm – Small Memorial Hall, Cliffe (kitchen). | |
| 103.0 | | REPORT: ALLOTMENTS | |
| | 103.1 | Allotments – Clerk RFO reported that all vacant allotments have been allocated to people on the waiting to list. | |
| 104.0 | | REPORT: PLANNING | |
| | 104.1 | Planning applications: Clerk PO reported on the following representations that were sent prior to meeting: MC/15/3806 LAND ADJACENT TO 18 CARDENS ROAD, CLIFFE WOODS, ME3 8TU Construction of a 3-bedroomed detached dwelling with associated parking (demolition of existing garage) – There was concern about the building line, retention of adequate parking and regretting the enclosure of the Public Footpath. | |
| | 104.2 | The following applications have been received since the planning committee met. MC/15/4021 3 SEDLEY CLOSE, CLIFFE WOODS, ME3 8HE Construction of a detached garage to side. Response required by 4/12/15 – No Objection Proposed LB, seconded RL – ALL AGREED. Clerk PO to forward representations to Medway Council. | Clerk (PO) |
| | 104.3 | Other Planning Issues Local Development Framework – (reported under Neighbourhood Plan 106.2). MC/15/4060 Application for lawful development certificate (proposed) for the construction of a single storey side extension – There has been an application for a Lawful Development Certificate. There is no consultation on this procedure and planning officers agree or reject the application. If rejected a planning application would be expected, if allowed no planning application is required. Fred Harper has been suggested as Planning Committee Chair – All Agreed | |
| | 104.4 | Date of next Planning Committee Meeting: 7th January 2016, 7.30pm – Small Memorial Hall, Cliffe (kitchen). | |
| 105.0 | | Report: OTHER COMMITTEES | |
| | 105.1 | Footpaths and Common Land No report. | |
| | 105.2 | Youth Liaison Committee VW reported that numbers are increasing at Cliffe Woods Youth club. VW also thanked PS for all his great help at the youth clubs. The next youth club at Cliffe Woods is on the 14 th December where Christmas nibbles will be provided. An update for Cliffe Youth club was reported under item 102.5 and the next youth club meeting is 10 th December. | |
| | 105.3 | Cliffe Memorial Hall – LB reported that Memorial Hall had a very successful quiz night and raised around £600. LB also reported that the three Ward Cllrs visited the hall and looked around the facilities and provided the committee with some fundraising tips. The roof repair is finally completed. | |

Cliffe and Cliffe Woods Parish Council – Minutes of Meeting 3rd December 2015

| | | | |
|-------|---|--|--|
| 105.4 | Cliffe Woods Community Association | VW reported that the CWCA continue to host their monthly quizzes that are very popular. Four cabaret shows have been booked for 2016 – dates will follow. VW also reported that tickets for the Cliffe Woods Children’s party are selling very slowly. From the 1 st December 2015, the new Cliffe Woods Community Association (Charity Incorporated Organisation) has taken over the Community Centre building, assets and liabilities. The old charity will now wind-down and close. | |
| 106.0 | REPORT: OTHER BODIES | | |
| 106.1 | KALC (AGM) | <p>FH and SM attended the 68th AGM meeting, along with 100 Cllrs from around Kent. FH reported:</p> <p>SECAM (South East Ambulance) presented on the services they provide in the area. They have two main response teams – emergency/other response. The SECAM would like to encourage Parishes to purchase Defibrillators and encourage CPR training.</p> <p>Dr Jonathan Owen CEO of NALC gave a presentation on the activities of the National Association and there lobbying and involvement with the government. An example was that local councils still have to pay business rates for public toilets and NALC are campaigning to stop this.</p> <p>AGM resolutions were passed:</p> <p>An increase of subscription fees by 5% per Notional Band D properties (used for calculating the council tax to raise the precept amount). KALC have only increased fees by 1.5% over the past five years – was passed with a significant number voting against or abstaining.</p> <p>There was also a discussion for a campaign to resolve operation stack and the high number of lorries parking illegally on the M2 and a call for action.</p> | |
| 106.2 | Neighbourhood Plan | Clerk PO reported that Medway Council have agreed an Issues and Options document for public consultation. It includes sites submitted for development. All sites in our Parish have been rejected at this stage. There is still a massive shortfall in housing provision and with the LDF not being completed until 2017-18 the area is still open to developer proposals. Clerk PO also reported that the Chairman Nigel Moore has been very busy with work commitments. A meeting of the NHP is now likely after Christmas. | |
| 106.3 | Friends of North Kent Marshes | SM reported that the Clerk PO and she had attended a meeting in Hoo on Historical England. It was very interesting and it looked at all the different uses of the land within different Parishes. JD/GM also attended on behalf of FoNKM. | |
| 107.0 | Other items to be handed to Clerk for next meeting: None | | |

Meeting closed at 10.15pm

12/12/15/lmf/cf

NEXT MEETING: 14/01/16 7.30pm, Emmanuel Church Hall, Parkside Parade, Cliffe Woods