

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside Cliffe Woods  
On Thursday 3<sup>rd</sup> July 2014

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair)(KK), Mrs Vivienne Walton (VW), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Gill Moore (GM), Joan Darwell (JD), Jim Wenban (JW), Peter Clements (PC), Ray Letheren (RL)  
Parish Clerks: Mrs L Farrelly & Mrs A Jack

The meeting opened at 7.50 pm.

NO	ITEM	ACTION BY
25.0	<p><b>APOLOGIES FOR ABSENCE</b> Colin Elliot(CE) holiday, Derek Cory(DC) ill Jim Corrigan (JC) – family, Ian Petrie – work, Lynne Bush (LB)- work– <b>accepted</b> CF reported that Cllr Rob Hunt has resigned from the Parish council due to moving out of the area. CF has thanked him for his time on the Parish Council.</p>	
26.0	<p><b>DECLARATIONS OF INTEREST -</b> JW – MC/14/1764 - Planning CF – Medway Computer Assistance Ltd – Payments</p>	
27.0	<p><b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 05/06/14. Proposed KK, Seconded SM- <b>ALL AGREED</b></p>	
28.0	<p><b>Adjournment – None</b></p>	
29.0	<p><b>MATTERS ARISING FROM MINUTES OF MEETING ON 05/06/14</b></p>	
Sep 54.8	<p><b>Bus Shelter £250 Provision</b> -CF reported that Lindsay Hartney has a group of youths that are willing to be part of the payback project to refurbish the bus stop on the Buttway. CF awaiting Lindsay Hartney to advise dates.</p>	CF
Dec 89.6	<p><b>Cliffe Woods Pre School</b> -Cliffe Woods Pre-School had approached CF about helping with some funding for their play-area to be repaired. KALC has advised that the council does have the power to support but only in the form of capital items not revenue. CF will speak to the Preschool to see if they have made any progress with their play area.</p>	CF
Dec 89.7	<p><b>Cliffe Play Area</b> -Rubber stopper required for gate – JW has repaired this</p>	
Jan 103.1	<p><b>Parish Car Parks and The Buttway</b> – It was reported that the rails on the Buttway have now been replaced. Mr Rutherford has patched the potholes in Cliffe Woods car park. Clerk (RFO) has asked Mr Rutherford to quote to repair this properly, in addition to the Small Hall car park. –quotes received Clerk RFO has also contacted one of Greenspaces recommendation for ground work for a comparison quote for the car parks and for the path leading from</p>	Clerk(RFO)

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		the CWCA to the car park – still awaiting a response	
Feb 111.2.7		The Clerk (PO), CF and KK visited Medway Council to view CCTV setup. Inspection of the CCTV at Cliffe Woods car park showed a tree is required to be cut back as it is obscuring the view of the IN barrier. Medway Council will arrange this and for one camera to be left pointing at the IN barrier. It was requested that the temporary deployed camera be re-sited in Cliffe at the Small Memorial Hall car park, if possible due to the current amount of anti-social behaviour there. Clerk (PO) passed on these concerns to PSCO Talbot and Medway Council CCTV centre. Reply from Medway Council circulated.	
Mar 124.5		<b>Repeal of S.150 of the LGA</b> It was agreed by the F&GP committee that a review of the Standing Orders takes place. It was suggested that the financial standing orders include internet banking processes. Standing Orders have been circulated to all Councillors for review. Still pending.	ALL
Mar 128.2		<b>Cliffe Woods Care and Concern Group</b> SM reported that two members have resigned from the group and CF has mentioned this in the Clarion to see if there may be anyone who is interested.	
May 7.7		<b>Broken Play Equipment</b> It was reported by the caretaker that the black disc swing was damaged. The Clerk RFO has ordered replacement equipment through Sutcliffe and claimed against S106 grant. JW has installed equipment.	
May 10.2		<b>Clarion and Website</b> CF reported that he has installed new software for the Clarion. The next Clarion is due to go to press .	
Jun 18.1.6		Cllr Jim Wenban – Raised concern regarding lorries/grass verges along Town Road. Clerk (PO) emailed Medway Council and they advised that they can only install bollards where there is a safety risk and this isn't considered so. Clerk PO asked for them to contact Newlands farm which they said they would consider. They intend to send their parking vehicle round to observe.	
Jun 18.2		18.2.5 The storage container on the Rec used for lawnmower, strimmer etc. and also by the football teams for storing nets is now leaking from the roof badly meaning the lawnmower is sitting in water and so an urgent repair is required.- This is referred to the Recreation Ground and Play Areas Committee. 18.2.6 Clerk (PO) noted that Medway Council Customer First had not been confirming receipt of emails recently. LB advised their email changed around end of March to <a href="mailto:customer.contact@medway.gov.uk">customer.contact@medway.gov.uk</a> Clerk (PO) has re-send all emails as necessary.	KK/JW/DC

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	Jun19.3	<b>RLG/S106 Update</b> – reported under item 31.3	
	Jun 19.6	<b>CCTV Update</b> – reported under item 31.5	
	Jun 19.7	<b>M Vyse – CWCA suggestions for Bench</b> – reported under item 31.7	
	Jun 19.8	<b>Football Pitch Hire</b> Gavin Gillies, Landlord of the Six Bells in Cliffe has contacted the Parish Council as he would like to hire the football pitch for the next season. It is proposed that the pitch be hired at £145 per pitch with the conditions that invoices are issued at the beginning of the season. Clerk (RFO) advised Six Bells Football team	
	Jun 19.10	<b>Cliffe Woods Colt FC donation request</b> Cliffe Woods Colts have written to the Parish council request assistance with the cost of purchasing match and training footballs for the club. A donation of £150 was sent to Cliffe Woods Colts	
	Jun 19.11	<b>Cliffe In Bloom Donation request</b> – reported under item 31.6	
	Jun 19.12	<b>Allotment Fencing</b> – reported under Allotments item 32.1	
	Jun 22.2	<b>Clarion and Website</b> The Clarion is now completed and has been sent to press	
30.0		<b>REPORT: CLERK</b>	
	30.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:- Cliffe Woods Colts FC – thank you for grant for footballs T Empett – cheque for Clarion advertising Headteacher, Wainscott Primary – any keys found as lost during messy Church day at Cliffe. M Johnson – request to quit allotment plots W Armour advising P Claremont is to quit his allotment plot. L Farrelly – receipt of returned allotment keys from P Claremont. Medway Council new planning application - MC/14/1764 - 32 Englefield Cres., Cliffe Woods ME3 8HB – conversion of garage into habitable room. Comments due 23/7.	
	30.2	Clerk(PO) reported on matters arising and dealt with since last meeting: 30.2.1 Cllr Rob Hunt has resigned due to his moving out of the area. The Clerk (PO) will advise Medway Council and advertise the vacancy. 30.2.2 There were further shed break ins shortly after the last meeting and these were reported by the individual shed owners. The Clerk (PO) advised PCSO Stephen Talbot and asked if he could	

- patrol. Police forensics took finger prints from equipment found as circulated last meeting. KK advised new Inspector Leppard. Clerk (PO) has asked PCSO if he can forward to her all our police reports as she only had 1 for our area.
- 30.2.3 Clerk (PO) has written to the contact at Medway Council re using the deployed CCTV camera at small hall car park site and is awaiting a reply. Jathinder Narwan at the CCTV control centre has advised they have noted PCSO Talbot's contact details for our area and will trim the tree partly blocking their cameras but that we can do it if we want it cut quicker.
- 30.2.4 A complaint was received re the British Heart Foundation recycling van driving across the verges and pedestrian area at Parkside, Cliffe Woods yet again to empty their bin and this was referred to Medway Council who have written to them. Clerk (PO) has asked for Greenspaces to repair the missing wooden posts here which allow access to vehicles and were due to be replaced last year.
- 30.2.5 Pat Leviston rang and asked a) for the yellow hazard lines to be repainted at the Buttway as parked cars are getting blocked in and b) for the footpath from Allen's Hill to the marshes to be cleared. DC has bought the paint for the lines and will also repaint the ones at Cliffe Woods car park in front of the salt bin. GM has advised that the RSPCA will clear the footpath but in the meantime another gentlemen (Roy) has offered to clear what he can.
- 30.2.6 Bookings secretary from the Memorial Hall advised a car had hit our new barrier gate at the small hall car park and they were concerned that there was glass on the floor prior to their Pre School hirers arriving the following morning. CF advised identity of driver and that he had reversed into it. DC found no damage to the barrier gate and cleared the glass.
- 30.2.7 Memorial Hall queried why their grass cutting had not been done and the Clerk (PO) contacted Medway Council on their behalf to chase this up.
- 30.2.8 Clerk (PO) reported that her laptop is working very slowly now and is not due to internet connection which has always been bad in Cliffe Woods. CF has suggested updating equipment next year but will look to see if performance can be improved meanwhile.
- 30.2.9 CF and VW advised that there were broken water hydrant covers on the grassed area in front of the shops at Parkside Parade, Cliffe Woods, possibly caused by Medway Council who had just mown the grass and were a potential trip hazard. Clerk (PO) advised Medway Council who replied the hydrants were now marked in

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		blue paint for repair, presumably by Southern Water, and was not their responsibility. Clerk(PO) contacted Southern Water and they advised repairs would be brought forward to today given the trip hazard	
31.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	31.1	<b>Finance report:</b> The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO provided a bank reconciliation to the 30 June and the current/reserve bank balance is currently £17,836.68. The RFO believes there are adequate funds within the bank to cover the parish expenses for the next couple of months.	
	31.2	<b>Approval of following payments for July:</b> Medway Computer Assistance Ltd (Fasthost renewal) £82.79 Chq No. 2803 Sutcliffe Play (replacement swing) £444.84 Chq No. 2804 Local Loft (storage) £520.00 Chq No. 2805 12Payroll (payroll software) £79.20 Chq No. 2806 HM Revenue (PAYE Qtr 1) £281.20 Chq No. 2807 Cliffe In Bloom (donation) £400.00 Chq No. 2808 Alex Jack (June Expenses)- £xx Chq No. 2809 Dave Clark (25 Additional hours & June Expenses)- £xx Chq No. 2810 Alex Jack (June Wages)- £xx S/O Dave Clark (June Wages)- £xx S/O Laura Farrelly (June Wages)- £xx S/O Payments agreed – Proposed KK seconded SM – <b>ALL AGREED</b>	
	31.3	<b>RLG/S106 Update</b> <b>RLG –Balance - £7,759.67</b> <u>Ball court fencing</u> – this project would also be funded by both Rural liaison and S106 grant. The RFO contacted JH Fabrications to ask for a more detail quote is drawings. The RFO has also contacted Jackson Fencing to see if they could provide a quote as a comparison. KK suggested claimed the recent donation of footballs for Cliffe Woods Colts. Clerk RFO will submit a claim. <b>S106 – Balance - £1719.70.</b> Heather Marsh has agreed for the swing repair to be claim against the S106 grant. This has now arrived and been installed. The Clerk RFO has submitted a claim against the S106 grant.	Clerk (RFO)
	31.4	<b>Car Parks Update</b> It was reported that Mr Rutherford has provided quotes for the resurfacing works for both car parks. The quotes were £470 for Cliffe Woods Car Park and £380 for Cliffe Memorial Hall car park. Mr Rutherford has also provided a quote for the pathway by the Barrier at the Memorial Hall which is £685.00. –It was proposed to agree these quotes of work – Proposed KK, seconded VW - <b>ALL AGREED.</b> Clerk (RFO) to advised Mr Rutherford to proceed with quotes	Clerk (RFO)
	31.5	<b>CCTV Update</b> The RFO and CF attended a committee meeting at the village club to discuss whether CCTV could be installed on their roof.	

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		<p>The response was very positive from the Village club saying that they would be happy to have the CCTV installed and to work with the Parish Council to prevent the anti-social behaviour that is occurring.</p> <p>The Clerk RFO will liaise with Tony from Aardvark Security and the Village club to arrange a site meeting to discuss costs and terms &amp; conditions.</p>	Clerk (RFO)
	31.6	<p><b>Cliffe In Bloom Donation request</b></p> <p>The Clerk (RFO) had received a copy of an invoice from Cliffe In Bloom for the cost of flowers for this year and presented it to the F&amp;GP committee.</p> <p>It was noted that the flowers arrange the village look lovely.</p> <p>It was proposed that a donation of £400 be made to Cliffe in Bloom – Proposed KK, seconded VW – <b>ALL AGREED</b></p>	
	31.7	<p><b>AOB</b></p> <p><b>Memorial Bench for Marie Vyse</b> – SM confirmed that the CWCA committee have agreed to the suggested bench from the F&amp;GP Committee. SM passed Bench company details to the RFO so that it can be order. The RFO will liaise with Ian Downes to see if he can take delivery of the bench. JW will speak to Mr Rutherford about installing the bench.</p> <p><b>Clarion</b> – CF reported that the Clarion is ready to go to the printers and that only 2250 copies will need to be ordered this time at a cost of £439. This is agreed in the budget. Clerk PO to contact Richard Jones to arrange delivery. It was proposed to pay R Jones £75.00 for delivery – Proposed KK, seconded SM - <b>ALL AGREED</b></p>	<p>Clerk (RFO) JW</p> <p>Clerk (PO)</p>
	31.8	<p><b>Date of next Finance &amp; General Purposes Committee Meeting:</b> 5<sup>th</sup> August 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
32.0		<b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; PLAY AREAS</b>	
	32.1	<p><b>Allotments -</b></p> <p>It was agreed to progress with the straightening of the fence. Clerk RFO to contact Gravesend Fencing.</p> <p>RL reported that three allotment tenants require a letter requesting they tend to their plot. Clerk PO to send accordingly.</p>	<p>Clerk (RFO)</p> <p>Clerk (PO)</p>
	32.2	<p><b>Recreation Ground and Play Areas –</b></p> <p>The issues surrounding the youth shelter were discussed in depth. The committee will look to see if the youth shelter can be modified so that it isn't as hidden from view.</p> <p>JW also reported that when installing the seat provided by Sutcliffe, it was noted that the brackets on the old swing were completely snapped and were badly made. It was agreed to email Sutcliffe to advise them of this. Clerk RFO will advise Sutcliffe of this fault.</p>	Clerk (RFO)
33.0		<b>REPORT: PLANNING</b>	

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	33.1	<p><b>Planning applications:</b> CF presented following applications with comments: <b>MC/14/1416- Heathcliff , Well Penn Road, Cliffe –</b> Change of use from agricultural land to private non commercial horse grazing land <b>Response:</b> No objection with conditions, sent prior <b>MC/14/1630 Alpha Lake and Chalk Lake, North Sea Terminal, Salt Lane, Cliffe ME3 7SX–</b> Proposed ecological and landscape enhancement of Alpha Lake and Chalk Lake. <b>Response:</b> Raised concerns <b>MC/14/1782 Tesco, 29 Town Road, Cliffe Woods ME3 8JH</b> Demolition of existing detached bungalow and erection of new detached bungalow with vehicular access to highway <b>Response:</b> Will circulate before submit response.</p>	
	33.2	<b>Date of next Planning Committee Meeting:</b> 31 <sup>st</sup> July 2014, 8pm at Cllr Fribben's residence, Cliffe	Planning Committee
34.0		<b>Report: OTHER COMMITTEES</b>	
	34.1	<b>Parish Car Parks and The Buttway –</b> No report	
	34.2	<b>Clarion and Website –</b> No report	
	34.3	<b>Footpaths and Common Land –</b> GM reported that RS244 has had fly tipping and RS 74 is very overgrown. GM has reported both footpaths to Medway.	
	34.4	<b>Youth Liaison Committee</b> VW reported that Cliffe Woods Club is still very popular and she has recently purchase some French dollies to teach the youths how to do some French knitting. VW also reported that Rob Hunt will continue to attend the youth club – work permitting. CF reported that some youths did attend the Cliffe youth club and he hopes for it to continue with the support of some parents.	
	34.5	<b>Cliffe Memorial Hall –</b> No report	
	34.6	<b>Cliffe Woods Community Association</b> SM reported that the AGM took place on the 6 <sup>th</sup> June and various reports were presented. The bench for Marie Vyse was discussed and passed back to F&GP committee. Once the bench has been installed a memorial service will take place. The CWCA summer fair is on the 19 <sup>th</sup> July 12- 4pm	
35.0		<b>REPORT: OTHER BODIES</b>	
	35.1	<b>Friends of North Kent Marshes –</b> JD reported on a Runways UK conference they attended. They are currently awaiting the transcript from Clive Lawrence's statement that was presented. FONKM will also be attending the Thames Estuary Partnership conference. JD also reported that the Village Fayre is taking place on the 2 <sup>nd</sup> August. Still seeking Volunteers for stalls. All funds raised are going to St Helen's Church.	

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35.2	<b>Rural Liaison</b>	<p>KK reported that the police were present at the meeting and KK asked them whether there would be an increase in police presence due to the large amount of anti-social and criminal activity that has been occurring around the youth shelter and allotments. Inspector Leppard said that there would not be an increase in police presence as they only had one report received and that they are currently recruiting at the moment. KK also reported that there was a presentation from Visit Kent who is actively promoting Kent as tourist attraction across Europe and America. KK also that the Rural Liaison responded to the query over bonfires and this response was circulated.</p>	
35.3	<b>Cliffe Woods Care and Concern</b>	<p>SM was unable to attend the meeting as the date was changed at the last minute. There is a carer's afternoon being held on the 9<sup>th</sup> July at 2pm.</p>	
35.4	<b>KALC</b>	<p>SM reported that Terry Martin, KALC Officer/County secretary gave a presentation. As results of a survey from KALC memberships, KALC are looking into enhance members benefits, improvements to their website and advice to be available quicker. There will also be a ten year strategic plan and KALC are also looking into the auto enrolment of Pensions. SM also reported that KALC are offering training programmes to councillors – these course can be found on their website. KALC AGM is on 22<sup>nd</sup> November 2014</p>	
36.0		<p><b>Other items to be handed to Clerk for next meeting:</b> None.</p>	

Meeting closed at 9.30pm

14/06/14/lmf

**NEXT MEETING 07/08/14 7.30pm, Small Memorial Hall, Church Street, Cliffe**