

Cliffe and Cliffe Woods Parish Council

Minutes of Meeting held at Cliffe Small Hall

Thursday 3rd June 2010

Present

Councillors K Kentell, (Chair) C Fribbins (Vice Chair), Ms J Moss, Ms L Mills, R Hunt, Ms L Bush, Ms G Moore, J Corrigan, Ms S McDermid

Parish Clerks: Mrs A Jack and Mrs L Prior

Absent

Councillors Ms M Smith, Ms M Emblin, L Wicks, J Wenban, Ms J Darwell, A Taylor, Ms G Moore

The meeting opened at 7.30pm

No		Item	Action By
1		Apologies for Absence Cllr Mel Smith (work, also see correspondence), Cllr M Emblin, Cllr J Wenban (work), Cllr Joan Darwell,(family), Cllr Gill Moore (family), Cllr A Taylor. – Accepted	
2		Declaration of Interest None declared	
3		Approval of Annual Meeting of the Parish Council Minutes held on 13th May 2010.	
4.		Approval of Minutes of meeting held on 13th May 2010.	
		Clarification of item 9.3 should read cheque payment £20.00 for gift voucher. 8.10 Caretakers holiday entitlement needs to be verified and contract reviewed.	
5		Adjournment Comments by Mr Keates regarding Mr Colemans allotment plots being overgrown and himself and Mrs Keates have helped him to look after them and would like to take the plots. There have been complaints from other allotment holders that Mr Colemans friends have been on site.	
6.	6.1	Matters arising from minutes of meeting on 13th May 2010	
	Mar 5.6	Youth Issues and Youth Council carried forward when time permits.	
	Mar 5.7 May 8.12	Car park issues and yellow disabled lines carried forward in absence of LW. drawings to be reviewed when received. Request for additional disabled parking spaces in Cliffe & Cliffe Woods car parks. Cllr Wicks to see if any assistance from Medway Council. Carried forward in absence of Cllr Wicks	LW, AT,F&G P Car Parks Cmtee
	Mar	Signatory list reviewed. Both clerks to be added as	LP

	5.11	signatories. Proposed and agreed.	
	Mar 8.8	Purchase of package to aid accounting-to be carried over	
	Mar 9.4	Changing room further discussions required with Mr P Fenney (Fooball) re. Design and cost. Planning application needs to be submitted before grants can be applied for. CF to arrange meeting with PF.-carried forward	CF and New Clerk
	May 9.3	HMRC request for historic information on former clerk (GM) in 2008	LP
	May 12.2	Rubbish that had been dumped in Reed Street Car Park has now been cleared	
	May 13	Two CCTV cameras have been recommended. LW to look into when cameras being reinstated	LW
		Cllr Lisa Mills thanked for providing minutes for 13 th May 2010	
6.	6.1	Correspondence-	
		List of email and posted correspondence circulated. KALC Points to note: Pg 2 Progressive Council Pg 3 Standing Orders F&GP agreed to review when time permits.	All
	6.2	Cliffe Rec-barrier keys still need to be verified	CF/AJ
	6.3	SLCC membership has now been transferred from Alan Parfett to Alex Jack. New membership raised for Lorraine Prior, cost raised and agreed at F&GP meeting 1 st June 2010	
	6.4	SLCC Branch meeting at Lydd-not attended	
		Items not already on the Agenda elsewhere: Resignation letter from Cllr Mel Smith dated 3 rd June 2010.Letter read to all by AJ. Propose to defer Cllr Mel Smith resignation until further discussions and clarification sought by Chair -agreed unanimous Cllr Janet Keates confirmed resignation. AJ to start process for advertising the vacancy in Cliffe Village Ward and will notify Medway Council.	KK/AJ
7.	7.1	Responsible Finance Officer Update: F&GP Minutes from 1 st June 2010 circulated and reviewed.	
	7.2.1	2009/2010 End of Year Accounts had been completed by CF-Roxana Brammer proposed for internal audit due to unavailability of Mr. Dave Bassett, resolved. CF had contacted the Audit Office regarding the preparation of the Annual Return and they had agreed an extension to 28 th June 2010.	LP
	7.2.2	Annual Return 2009/2010 Accounting Statement, Annual Governance Statement Sections 1 & 2 completed by CF and submitted to the council - resolved to accept.	
	7.3	Payments; 7.3.1 Alex Jack, Lorraine Prior, Dave Clark -salary & expenses and HMRC payments for all £xxx	

		7.3.5 Insurance Renewal - £1,494.52 7.3.6 SLCC 2 day course - £376.00 7.3.7 Local Council Review Subscription - £204.00 7.3.8 City Press Rochester - £404.00 7.3.9 Leander Architectural - £235.88 SLCC subscription for LP - £103.00 All resolved	
	7.5	Insurance: 7.5.1 Renewal with current insurers AVIVA resolved 7.5.2 D Clark to audit assets over coming months to assist with review of cover. Deadline September F&GP Meeting.	
	7.6	Allotments: 7.6.1 Rules to be distributed to Councillors. Cllr Julie Moss & Cllr Lisa Mills now on allotment committee. Waiting list to be updated and everyone contacted. Mr Coleman to be invited to an informal meeting to discuss his appeal letter against termination. Clerk to send letter to Mr Coleman.	AJ
	7.7	Car Park Barrier was discussed at F&GP Meeting on 1 st June 2010. It was recommended that option 2 (repair of barrier and increase of height to the minimum of the in barrier) be taken, barrier to be repaired through insurance. Initial quote for works was £2,499, extra cost to Parish Council is £910 (depending on insurance payment). Resolved. CF to follow up insurance claim.	CF
	7.8	7.8.1 SLCC Membership to be transferred from previous clerk to AJ. New subscription agreed for LP.	LP
	7.9	F&GP proposed a donation to Cliffe Fire Brigade for repairs to the flagpole at the Fire Station of £275 (half the estimated cost) - resolved.	
	7.10	CRB checks proposed for all employees-resolved.	
	7.11	Suggested purchase of Parish Council Toolkit resolved.	
8	8.3	Recreation Ground update: Proposal of usage on Saturday and Sunday. Resolved.	
9	9.1	Planning: 9.1.1 MC/10/0992 12 Parkside, Cliffe Woods ME3 8JP Resolved 9.1.2 MC/10/1491 4 Victoria Mews, Cliffe, ME3 7QD Resolved 9.1.3 MC/10/1875 Plot 1, Merryboys, Merryboys Road, Cliffe Woods, ME3 7TP Resolved 9.1.4 MC/10/1648 Mockbeggar Farm, Town Road, Cliffe Woods ME3 8EU Resolved	
	9.2	Merryboys Development Resolved	
12		New contact number for clerk is 01634 566166. Planning committee on website needs to be changed and LB added	CF
15		Police Liaison Meeting now called Engagement Meetings. Laura Emerson PC 12243 01634 792346/ 01634 891055/ 07870 252970. It has been reported that persons are climbing on the roof of the bowls club.	

		<p>Car parking problem outside Cliffe & Cliffe Woods School. People are still not reporting minor crimes or instances to the police.</p> <p>The new police team of one sergeant and 4 constables is not for general cover but are mainly to deal with problems in and around Kingsnorth.</p> <p>The name for the inspector for the area is Rob Dell.</p> <p>Quad bikes need to be reported if nuisance</p> <p>CCTV in car park has been agreed for two cameras but no timescale for installation.</p>	
16		Letter from Rev Edward Wright dated 01/06/10 regarding the BBQ on the Buttway.	
MEETING CLOSED 9.30pm			