



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Cliffe Woods Primary School, View Road, Cliffe Woods  
On Thursday 6<sup>th</sup> June 2013

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Mrs Vivienne Walton (VW), Mrs Lynne Bush (LB), Ray Letheren (RL), Jim Wenban (JW), Dave Green (DG), Mrs Sue McDermid (SM), Ian Petrie (IP), Rob Hunt (RH), Jim Corrigan (JC).  
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
12.0		<b>APOLOGIES FOR ABSENCE</b> – Margaret Emblin (ME) . family, Colin Elliott (CE) . holiday, Alan Taylor (AT). Ill, Gill Moore (GM) work, Joan Darwell (JD) - work - <b>ACCEPTED</b>	
13.0		<b>DECLARATIONS OF INTEREST</b> KK – Governor of Cliffe Woods School (Concern with planning application . MC/13/0925)	
14.0		<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 2 <sup>nd</sup> May 2013 were approved. Proposed KK , Seconded RL . <b>ALL AGREED</b>	
15.0		<b>ADJOURNMENT –</b> Ray Styles, Battlesmere Road, Cliffe Woods raised a query regarding air quality issues in the area. CF informed Mr Styles that this is a Medway issue and suggested he write to his local MP. Jill Wright from St Helen's Church informed the Parish Council that the church is hosting a flower festival alongside Cliffe Fayre from the 12-14 <sup>th</sup> July 2013. Posters were circulated to councillors. Jill Wright asked for the support of the Parish council not only financially but from a community aspect by publicising it. Sponsorship for the flower festival will be referred to the next finance and general purposes meeting.	F&GP
16.0		<b>MATTERS ARISING FROM MINUTES OF MEETING ON 02/05/13</b>	
	June 19.6	<b>Village Signs – maintenance:</b> The centres have now been replaced and JW has offered to repaint the lettering in the summer	JW
	June 22.1	<b>Parish Car Park and The Buttway:</b> JW reported Mr Rutherford believes that the flooding in the car park is connected to the small drain and is making a mesh for the drain to catch the debris. JW reported that Mr Rutherford is unwell and will speak to him to see if he is able to carry out this job. If not JW will try to source an alternative company to complete the job.	JW
	Jan 108.3	<b>Small Memorial Car Park Update:</b> Maxwells have installed posts and the bases ready for the installation of the gate. Maxwell has spoken to Sandfords who have agreed to install the gate to the base. JW will liaise with the contractors and the RFO. The RFO will inform LB of new installation date. CF noted that pedestrian access was required and would be looked into.	JW/RFO /LB
	Jan 108.4	<b>War Memorial Grant Application:</b> The RFO has completed the application form and submitted the application to the War Memorial Trust. The RFO has emailed the War Memorial Trust asking for an update to see whether the parish council's application has been accepted . Still awaiting a response.	Clerk (RFO)

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Jan 111.2	<b>Clarion and Website:</b> CF reported that the Clarion was printed and delivered. Alternative prices sourced by VW but were still too high compared with existing printing company - City Press.	
Feb 117.0	<b>Bus Shelter at Buttway:</b> Inspector David Matson, Sergeant Becky Philpot, Mrs Pat Leviston and Mr Pellet attended February Parish Council meeting to discuss the concerns raised. Main issues being congregation of large groups of youths which is resulting vandalism/ noise/drink and drugs. CF has spoken with Medway detached worker . Lindsay Hartney about ideas for the youth for the summer as a payback from the youths to create a visibility of positive change.	
Mar 131.2 .6	<b>Noticeboards:</b> RL reported that he has repositioned the map onto the back of the Cliffe Woods Noticeboard and would see if a %Map on other side+sign could be added.	RL
May 6.1	Email from T Williams . reported allotment fence strut broken by side gate allowing unauthorised access but has been repaired by T Williams. Further welding bolts have been completed by RL.	
May 6.2.5	Cllr Kentell received a request for additional dog bins in Cooling Street and the PO has sent this to Medway Council twice. No response received as yet.	Clerk (PO)
May 7.3	<b>RLG/S106 Update</b> <b>RLG .</b> The RFO has emailed Alan Mitchell to tentatively ask how much rural liaison has been allocated to the Parish Council for 2013/14. The RFO is still awaiting a response. Alan Mitchell has agreed to the proposed spend for the remaining balance for 2012/13. The RFO has submitted invoices/RG application for the tables for Cliffe Woods Community association (£480.00) and invoices/RG application for the youths club (£715.59). A quote for the CCTV by the allotments has been received for approx. £1250. The Memorial Hall agrees to the CCTV in principal pending a full survey. The RFO has checked the insurance cover for the CCTV cameras and it would be no additional cost to the Parish council for the installation of CCTV. The RFO emailed Alan Mitchell regarding a claim against the rural liaison grant for the refurbishment of the Car Park at Cliffe Woods. Still awaiting a response, however the F&GP feel this should be referred till the end of the year when the need for the relining maybe more prominent. Clerk (PO) will advise the company who provided quote JD to obtain a more detailed request for donation from Cliffe In Bloom. This could be a current quote or invoice/receipt for the cost of say the plants with justification of spends from other charitable sources i.e. breakdown of money raised for Cliffe in Bloom. The Parish Council cannot be seen to be distributing out public money to anyone that asks. Proof is required to show that there is a need for the funds. KK proposed that £400.00 be donated on behalf of the Parish Council per year (pending evidence), seconded VW . <b>ALL AGREED</b> <b>S106 .</b> Balance - £3339.38. The RFO has obtained a quote for a spring rocker for Cliffe Play Park. This is costing around £1623.00+ VAT. RFO contacted Paul Schmoeger for a comparison quote. Awaiting a response. Other ideas that were suggested as a claim against the S106 fund is New Signage including No Dogs allowed signs at the Cliffe play park . The RFO contacted Heather Marsh who agreed to this suggestion and ask for quotes to be passed to her.	Clerk (PO)  JD  Clerk(RFO)

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May 7.5	<b>Storage/ Advertising:</b> The PO has received an email stating they are prepared to offer storage space at a reduced rate for advertising within the Clarion. This cost is £520 plus a ¼ page advertisement in the Clarion for the year. It was agreed that the Clerk PO find out how much it would cost for Local Loft to provide the racking and if this storage price that has been quoted would not change after a year.	Clerk(PO)
May 8.1	<b>Allotments:</b> DG reported that a group of allotment holders helped fill the road leading to the allotments with building stones kindly donated by Bretts. Clerk PO sent a letter to Bretts to formerly thank them for their donation and notice of quits to the relevant tenants.	
May 9.1	<b>Parish Car Park and The Buttway:</b> KK reported that prices are required for the marking of both the Buttway and Cliffe Woods Car Park. Clerk PO contacted the company that carried out this job previously. JW moved the sign at the Buttway to a more convenient place.	
May 9.4	<b>Youth Liaison Committee:</b> VW reported that many new items have been purchased for the youth clubs. VW would like to get a shed to store all of the new equipment. VW sourced a quote for the shed which would be held at Cliffe Woods Community Association Club and this is reported under Finance and general purposes. Adult helpers are still needed for both clubs	ALL
17.0	<b>REPORT: CLERK</b>	
17.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: <ul style="list-style-type: none"> <li>- Planning Application MC/13/0925 . Bradbury House, View Road, Cliffe Woods . Change of use. The School have raised a concern against this application due to it being within the same grounds</li> </ul>	
17.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: <p>17.2.1 Dave Clark, caretaker reported to the Clerk PO that due to 2 parties around the recreation ground, the litter left afterwards was worse than when the carnival was held there. It took 3 hours to clear in the rain and had it not been done Medway Council would not have been able to cut the grass the following day.</p> <p>17.2.2 Medway Council are now cutting the grass in front of the play area and along where the Cliffe Millstone is situated which they weren't doing before. For some reason they are not cutting from the play area up to the telephone exchange. JD reported that when a local parishioner was tidying the verge by the telephone exchange, they were told not to touch by Medway Council and to leave alone for green infrastructure.</p> <p>17.2.3 The three posts at the entrance to the recreation ground have become loose and one has now been removed from the ground and access can be gained by vehicles. JW has inspected this and intends to speak to Maxwells to get repaired.</p> <p>17.2.4 Clerk PO asked Dave Clark if he could trim around the Cliffe Woods Millstone as it has become overgrown again. CF has since trimmed the said area at the millstone.</p> <p>17.2.5 PCSO Mandip Clare contacted the Parish Council requesting permission for the police unit to be parked at the Buttway. This was agreed and Clerk PO will advised PCSO Mandip Clare</p>	JW          Clerk (PO)

18.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>
18.1	<p><b>CHAIR and Finance Report</b>          JW nominated KK as Chair. It was a Unanimous Decision. KK agreed to be Chair of the Finance and &amp;General Purposes committee. The annual return and supporting documents were passed to the internal auditor and have since been return with no comments and all signed off by Roxana Brammer. The Annual return (circulated to all councillors at Parish council meeting) is now ready to be signed by Chair and sent to Audit commission. It was agreed to approve the accounting and annual governance statements and submit the Annual return to the audit commission . Proposed KK, seconded RL . <b>ALL AGREED.</b></p> <p>The year-end has been completed on Alpha and the receipts and payments have been updated onto the Alpha program for the new financial year to date. RFO recommended that a transfer of £30k be transferred to the NS&amp;I account as the current account at present is in possession of the Parish precept of £43,675.00. . Proposed KK, seconded LB - <b>ALL AGREED</b></p>	<p>Clerk (RFO)</p> <p>Clerk (RFO)</p>
18.2	<p><b>Approval of the following payments for June:</b>          Ray Letheren (allotments tap) £6.00 (Chq No 2689 . cancelled)          Rob Hunt ( accident book for youth club) £11.42 (Chq No. 2690)          St Helen's Church (grass cutting donation) £1000.00 (Chq No. 2691)          National Allotments Society (subscription) £66.00 (Chq No. 2692)          R B Consultants (internal audit) £37.50 (Chq No. 2695)          Alex Jack ( May expenses) £xx (Chq No. 2694)          Dave Clark (Additional Wages . 18hrs and May Expenses) £xx (Chq No. 2693)          NS &amp; I (transfer of funds to investment account) £30,000.00 (Chq No. 2696)          Passmores ( Youth club Shed deposit) £232.65 (Chq No.2697)          Passmores (Youth Club Shed balance) £697.95 (Chq No. 2698)          Proposed KK , Seconded VW . <b>ALL AGREED</b></p>	
18.3	<p><b>RLG/S106 Update</b>          Reported under item 16 - May 7.3          CF proposed that a projector is purchased as it is required for planning. This is to be claim against rural liaison . Proposed CF, seconded RL . <b>ALL AGREED</b></p>	CF
18.4	<p><b>Memorial Hall issues – Car Park Barrier / Litter picking</b>          The Clerk RFO made several phone calls to Mr Maxwell regarding installation of gate. Works has started and JW reported that the remaining part of the job will be finished by Sanfords. . reported further under item 16 . Jan 108.3          As a result of a couple of functions at the Memorial hall, it was discovered that Dave Clark does littering picking for the memorial hall twice a week due to an ex councillor telling him to do so. The RFO sourced Dave's contract and it does not state that this is in his duties. JC stated that he shouldn't be carrying out this for the Memorial has he would not be covered by our insurance as well as the cost to the parish council for his time to carry out this task each week. LB said that she was not aware of any work being carried out by Dave Clark as the Memorial Hall has a care taker that carried out this task. Clerk PO to inform Dave Clark that he is no longer required to carry out the litter picking around the Memorial Hall and to update caretaker contracts and duties for CF</p>	Clerk (PO)

	18.5	<b>Storage/ Advertising</b> This was reported under Item 16 . May 7.5	
	18.6	<b>Cliffe Woods Car park</b> It was reported that the police managed to get their vehicle start under the barrier at Cliffe Woods Car Park. Fortunately CF was at the car park at the time and was able to open the barrier to prevent damage to the barrier and further damage to their vehicle. On inspection Clerk PO noticed that the Out Barrier post need fixing. JW will inspect the barriers	JW
	18.7	<b>Youth Club Shed quote</b> VW obtained a quote for shed to be erected at CWCA to store all of the youth clubs equipment. The quote was £930.60 which included base and erecting. It was proposed that this been agreed by the Parish council and the whole amount could be claimed against Rural Liaison or split between rural liaison and the youth projects budget. . Proposed KK, seconded SM . <b>ALL AGREED</b> Clerk PO to send order form with Cheque to ensure agreed discount. Two cheques to be raised . One for deposit and the second cheque to be passed to Passmore once Shed has been installed.	Clerk (PO) VW
	18.8	<b>AOB</b> KK noted that the Six Bells pub had sent out a leaflet advertising a car rally and wondered if the Buttway recreation area was being used for this. No one was aware of it being used for this event. CF reported that he visited the Emmanuel Church Hall with the Clerk PO to see if it would be a suitable venue to hold the Cliffe Woods Parish Meeting. It would not cost anything to hire and Thursdays are available and the size is adequate for the meetings. It was proposed that the Parish Council consider changing to the Emmanuel Church Hall for the Cliffe Woods Meetings . Proposed CF, seconded DG - <b>ALL AGREED</b> . Clerk PO to advise accordingly all parties concerned.	Clerk (PO)
	18.9	<b>Date of next Finance &amp; General Purposes Committee Meeting:</b> 2 <sup>nd</sup> July 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
19.0		<b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; CHILDREN'S PLAY AREAS</b>	
	19.1	<b>Allotments</b> DG reported that the water taps have all been replaced by RL and new keys purchased. DG also reported that two allotment holders who were given notices . one has since been worked on and the other allotment holder has given up their plot. 3 new allotment plots have been issued to new tenants and there is one new person on the waiting list. There are no reports of vandalism or break ins. Plot 22A is a cause for concern as they worked on their plot and then hurt their back and have tended to it since . Thirty days notice to tend to be sent to this allotment holder. RL suggested that a key holding deposit to be implemented to all new allotment holders and any existing tenant who may lose their key. The reason for this suggestion is that tenant who give up their plot are more likely to return their allotment keys if a holding deposit is being held. Proposed £10 for 2x Keys . Proposed RL, seconded VW . <b>ALL AGREED</b> Clerk PO to amend tenancy agreement to include this cost and post on notice boards. Deposits will be banked and Clerk (PO) will add payments to RBS Allotments software programme if possible.	Clerk (PO)
	19.2	<b>Children's Play Area</b> :No report	

	19.3	<b>Recreation Ground, Skate Park, Ball Court</b> :No report	
20.0		<b>REPORT: PLANNING</b>	
	20.1	<p><b>Planning applications:</b> CF presented the following planning applications with proposed comments: <b>MC/13/1126 – 24 North Road, Cliffe</b> – Construction of a single storey rear extension . Response sent prior: No Objection <b>MC/13/0876 – Orchard Bungalow, Station Road, Cliffe</b> – Demolition of structurally unsound bungalow, grubbing out of demolished out buildings, building foundations and construction of two four bedroom houses. . Response sent prior: Objection due to application being outside the village envelope. <b>MC/13/1266 – 23 Reedham Crescent, Cliffe Woods</b>– Construction of a detached 3-4 bedroomed house . Moved: Object on the grounds of car parking issues. Proposed CF, seconded KK . <b>ALL AGREED</b> <b>Following are for information only:</b> <b>MC/13/0823 – 23 Reedham Crescent, Cliffe Woods</b> – Appeal against refusal for application for approval of reserved matters being access, appearance, landscaping, layout and scale pursuant to outline permission MC/12/0823 for demolition of existing garage and construction of 3 bedroom detached house with parking Comments : <b>MC/13/1095 – Merryboys Stables, Merryboys, Cliffe Woods</b> – Application for a lawful development certificate (proposed) for siting of a movable horse shelter.</p>	
	20.2	<p><b>Date of next Planning Committee Meeting:</b> 27<sup>th</sup> June 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	Planning Committee
21.0		<b>Report – Other Committees</b>	
	21.1	<b>Parish Car Park and The Buttway:</b> No report	
	21.2	<b>Clarion and Website:</b> CF reported the Website is continually updated. CF has an upgrade of website request to refer to F&GP	CF/F&GP
	21.3	<b>Footpaths and Common Land:</b> CF reported a walk festival took place whereby cream teas were served at St Helen's house.	
	21.4	<b>Youth Liaison Committee:</b> RH reported that 22 people attended the open session hosted by Young Kent and wanted to say thank you for the use of the hall. The Youth club have taken receipt of new goods. Storage is now available at both halls. VW reported that she is looking into courses for ideas to activities to carry out at the youth club. Also the Youth Club will be closed in August.	
22.0		<b>REPORT: OTHER BODIES</b>	
	22.1	<b>Care and Concern Group:</b> SM requested this report be referred to the next meeting as she is still awaiting information on the new appointment system.	SM/ Clerk (PO)
	22.2	<b>Brett's Liaison:</b> CF reported that attendance was low at the meeting. Meetings intend to meet every 6 months. Brett reported that due to the economic climate they are not meeting their lorry quota.	
	22.3	<b>GIFT-T:</b> CF reported that this group are looking at the benefit of land particular green land including gardens. This information will be used by Medway Council and Parish Councils for planning purposes. GIFT-	

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		T plan circulated around to Councillors.	
	22.4	<b>Friends of North Kent Marshes:</b> CF reported that GM and JD are in the process of posting 200 signs up around the peninsula in preparation of the Davis Commission coming to visit.	
23.0		<b>Other items to be handed to Clerk for next meeting:</b> Buckland Fishery invited the Parish Council to visit their site - they are hosting a free taster day on 28 <sup>th</sup> July. They also requested that their event for a special group for over 50¢ that is running throughout the summer on the last Tuesday of the summer months be place on Parish website. KALC / Medway area committee meeting	CF  SM/RH

The meeting closed at 9.15pm

**NEXT MEETING: 4<sup>th</sup> July 2013 at Small Memorial Hall, Cliffe**

12/06/13/lmf