



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at Cliffe Woods Primary School, Cliffe Woods
On Thursday 3rd March 2011

PRESENT

Cllrs, Chris Fribbins (Vice-Chairman) (CF) in the Chair, Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Lisa Mills (LM), Mrs Margaret Emblin (ME), Ray Letheren (RL), Mrs Gill Moore (GM), Robert Hunt (RH), Alan Taylor (AT), Mrs Joan Darwell (JD),
Parish Clerks: Mrs A Jack & Mrs L Farrelly

ABSENT

None.

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
77.0	APOLOGIES FOR ABSENCE Cllrs. Ken Kentell (Family), Sam Collins (Work), Jim Corrigan (Ill), Julie Moss (Work) Jim Wenban (Work) - ACCEPTED	
78.0	DECLARATIONS OF INTEREST AT . Merryboys Stables	
79.0	APPROVAL OF MINUTES Minutes of Meeting held on 3 rd February 2011 were approved as presented. Proposed AT, Seconded LB - ALL AGREED	
80.0	ADJOURNMENT – None	
81.0	MATTERS ARISING FROM MINUTES OF MEETING ON 3/2/11	
Sep 11.1	Cliffe Church car park: GM Spoke to Dave Simmonds and he has two keys for the bollards. KK suggested that PC should have a key for access. GM will ask Dave Simmonds if we can have a key or have one cut.	GM
Oct 19.2. 7	Clerk PO has ordered the correct safety clothing and equipment for caretaker. RH suggested the purchasing of a 10 pack of high vis vests so that the Clerks or any Cllrs would have one if needed. Proposed . AT Seconded LM . ALL AGREED	Clerk (PO)
Dec 44.2. 10	Kent Fire and Rescue Survey was sent out to all on the 29/11 and Cllr Moss would like to stress the importance of everyone taking the time to do this so that we don't lose our fire service at Cliffe. This information was included in the Winter Clarion. CF proposed that Cllr Moss collate all the information we need to send a letter to Chairman of Fire Operations to raise the PC's concern. JM has spoken to Fire Brigade and is going to draft a letter together with Clerk (PO).	JM/Clerk (PO)
Dec 44.2 .11	Dave Crouch, Medway Green Spaces has provided additional padlocks with keys and an extra padlock has now been fitted to the salt bin. The Caretaker will now fill up the bin and keys will be distributed to the shopkeepers.	Clerk (PO)
Dec 45.13	School Prize and Sponsorship . Year 6 Community Award for St Helen's CEP School: Email was sent to Head Mistress asking for more information from the School regarding the Award and what is to be involved. Awaiting a response.	Clerk (RFO)

	<p>82.2.6 Veolia requested Cllrs and skaters to be available during half term week for photos and a press release in the Medway Messenger. Cllrs Fribbins and Wenban attended and approx 6 or 7 skaters were there showing their skills. The press release without photos was also included in the Medway News. As a result of this Veolia agreed to release the last of the grant money. Ex Cllr Mrs Keates was emailed advising of this final process should she wish to attend following her previous input.</p> <p>82.2.7 Clerk also contacted Mrs Keates regarding the whereabouts of last year's APM Minutes but has not had a response to date. Invites will go out next week as per the list previously circulated</p> <p>82.2.8 A resident in Cliffe made a complaint about the dog mess on the pavements alongside the Evening Star having been wrongly advised by Medway Council that this was Parish Council owned land. An email was sent to Medway Council requesting clearance and whether another dog bin should be sited here. No response received as yet.</p> <p>82.2.9 Medway Council has asked for the PC's update for the next Year Book and if the PC would like to order. It was agreed to order one yearbook and one diary version for the Chairman.</p>	<p>Clerk (PO)</p> <p>(Clerk (PO))</p> <p>(Clerk (PO))</p>
83.0	REPORT: FINANCE & GENERAL PURPOSES	
83.1	Income and Expenditure report, nominal analysis and the bank reconciliation were presented to F&GP Committee. The Current/Reserve bank balance is at £26,258.21 (reconciled as at 28 th February 2011). The NS&I bank balance is at £5,268.38 (reconciled as at 28 th February 2011). £92.26 interest has been received. Receipts received this month included Veolia £18,525.00; HMRC (VAT reclaim) £9013.45; Rural Liaison Grant £439.60; Allotment rents £35.00 and insurance claim totalling £1821.00.	
83.2	<p>Approval of the following payments:</p> <p>Ant Graphics (Parish logo) £120.00- chq no 2441</p> <p>Supplies Team (Stationery) £16.20 - chq no 2442</p> <p>2nd Cliffe Rainbows (Donation) £200.00 - chq no 2443</p> <p>A Jack, Clerk (PO) . Salary and Exps £xxx . chq no 2444</p> <p>L Farrelly, Clerk (RFO) . Salary and Exps £xxx . chq no 2445</p> <p>D Clark, Caretaker . Salary and Exps £xxx . chq no 2446</p> <p>M Johnson, Caretaker (holiday cover) . Salary and Exps £xxx . chq no 2447</p> <p>Proposed CF Seconded AT - ALL AGREED</p> <p>CF Suggested to PC- Going forward from April that wages to be paid on salaried basis and to be paid by S/O straight into staff's bank accounts. Any overtime claims and expenses can be authorised and claimed separately and received by cheque. Proposed CF Seconded AT . ALL AGREED</p>	
83.3	Preparation for Annual Return and Audit: RFO had a meeting with internal auditor Roxana Brammer. The meeting was very useful for the RFO and they went through the requirements needed for the annual return and audit and Roxana also checked requirements against the new Alpha program to make sure all is covered.	
83.4	RLG Update: Still awaiting a response regarding the special grant from Mr P Bown. RFO reported that there is £1368.70 left to spend on the RLG even with	

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	£1200 planned to spend on Line painting for Cliffe Woods Car Park. Suggestions for the remaining amount were waste bins for both the Skate Park and Ball Court, grass matting for Skate Park and wet pour surfacing around the truck equipment at Cliffe Park .CF Proposed to get quotes, Seconded GM . ALL AGREED	Clerk (RFO)
83.5	Clarion Advertising Cost: Letters were sent out to all businesses that showed an interest in advertising. Replies are due by the 11 th March for submission of adverts. RFO has received first advertisement from a Locksmith. RFO to forward on letters to LM for the Evening Star, KMN Tiling and Landscaping and Cliffe Memorial Hall.	Clerk (RFO)
83.6	Project . Skate Park: 83.6.1 The majority of the grant money has been received and banked. The 5% that was being withheld by Veolia until publicity was carried out is also on its way now due to press releases being in local newspapers. 83.6.2 RFO has looked into quotes for surfacing around the Skate Park. The average cost for matting is around £500 but this isn't including labour. RFO is awaiting a contact from Paul Schmoeger to get a comparison quote. JW plans to repair the pothole with a stronger resin. RFO is to arrange a six-month inspection with Gravity to highlight items raised on the RoSPA inspection.	Clerk (RFO)
83.7	Project . Changing Rooms: RFO has now received 3 detailed quotes that should cover everything the Football Foundation require. RFO to draft an email with all quotes attached. Next stage is also to obtain quotes for the groundwork. RFO is to ask Rutherford as he showed an interest & JW for any other comparison contacts.	Clerk (RFO)
83.8	Car Park Update . Once the car park has been repaired lining quote to be confirmed by Clerk PO.	Clerk (PO)
83.9	Insurance Update . Barrier: The claim for the Exit barrier is now completed. The insurance cheques have now all been received.	
83.10	Election Costs: The costs are high and are still being investigated. CF suggested that this be raised at the next Rural Liaison and Medway KALC meetings.	ME/RH
83.11	Grant Request . Rainbows: An letter has been received from Dianne Foreman (Guides and Rainbows Leader) requesting a donation of £200 to help keep the Rainbow unit open at Cliffe Woods. F&GP Committee proposed that the PC provide this donation. Proposed CF Seconded SM . ALL AGREED	Clerk (RFO)
83.12	Ball Court: RFO has received agreement back from the Village Club. Have been putting on lights for youths and will invoice accordingly. Signs needed for the Ball Court to be made to inform youths of the terms . F&GP Committee recommended to PC that this cost be taken from the Youth Fund budget. Clerk (PO) to arrange for a sign for the Ball Court to show information regarding the lighting. Proposed CF Seconded LB . ALL AGREED	Clerk (PO)
83.13	Clerk RFO . 6 Month Review: This was carried out with RFO and KK and CF. RFO is very happy in her role. CF raised the concern over the amount of hours being worked by both Clerks and the amount budgeted	

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		for this. This may need to be reviewed at the end of the year. It was Proposed by CF that the RFO contract would remain at 9 hours with a pay rise from £9.50 to £11.55 per hour, Seconded LM . ALL AGREED.	
	83.14	Date of Next Finance & General Purposes Committee Meeting: 5 th April 2011, 7.30 pm . Small Memorial Hall, Cliffe	
84.0		REPORT: RECREATION GROUND AND ALLOTMENTS	
	84.1	Allotments: LM reported that she would like the Clerk (PO) to arrange for the Caretaker to measure out the plots. The plan is to raise the price of the larger allotments slightly so the rents charged reflect their size and is fair for all tenants. LM also asked the Clerk (PO) to arrange an allotment meeting for 31st March, 7.30 pm, Small Memorial Hall, Cliffe	Clerk (PO)
	84.2	Children's Play Area . No report	
	84.3	Recreation Ground, Ball Court & Caretaker: AT reported that he had noticed that the pruning of the hedges by the houses and recreation ground had not been carried out as yet. Clerk (PO) to follow up with the Caretaker.	Clerk (PO)
	84.4	Skate Park Update - Reported under Finance.	
85.0		REPORT: PLANNING	
	85.1	The following planning applications were presented with comments for approval: MC/10/3855 – Land at the Junction of Cooling Road, Cliffe - Application to allow two field shelters, which can be moved within a specified area. Recommended: no objection MC/11/0568-Rye Street Farm, Rye Street, Cliffe – Application for a construction of a conservatory to the rear. Recommended no objection MC/11/0232 Plot 2, Merryboys Stables, Merryboys Road, Cliffe Woods – Application for a conversion of a small outbuilding to a 1 bed roomed dwelling. Suggestion: On the basis of the supplied drawing there was concern about the ability of the existing building to incorporate a two-storey dwelling. The additional pitched roof and new roof to the rear represent new construction and not conversion of the existing building. MC/11/0254 Former Victoria Inn, Church Street, Cliffe . The application does not go as far as correcting the works done and enforcement action issued, but attempts a compromise which corrects some but not all of the concerns. Recommended: Disappointment of the Parish Council to be passed onto Medway Council as it is not keeping the distinctive features as part of the historic 'High Street'. Proposed CF Seconded RL - ALL AGREED	
	85.2	Consultation of Planning Applications to Parish councils . waiting a meeting date.	
	85.3	Hoo Peninsula Planning Meeting 7/2/2011 . meeting at Hundred of Hoo School attended by several councillors. Items relating to Medway Council's Local Development Framework discussed. Report of meeting awaited.	
	85.4	Date of next Planning Committee Meeting: 31 st March 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe	
86.0		Report – Other Committees	
	86.1	Parish Car Parks . Reported under Finance	

