



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Cliffe Woods Primary School, View Road, Cliffe Woods

On Thursday 6th December 2012

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice-Chair) (KK), Ray Letheren (RL), Mrs Sue McDermid (SM), Colin Elliott (CE), Mrs Joan Darwell (JD), Mrs Gill Moore (GM), Ian Petrie (IP), Mrs Vivienne Walton (VW), Dave Green (DG), Alan Taylor (AT), Mrs Lynne Bush (LB) .
Parish Clerks: Mrs A Jack and Mrs L Farrelly

Absent: Cllr Jim Corrigan (JC)

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
90.0	APOLOGIES FOR ABSENCE – Cllrs. Rob Hunt (RH) . work Jim Wenban (JW) - work, Mrs Margaret Emblin (ME) . ACCEPTED	
91.0	DECLARATIONS OF INTEREST KK - Planning applications MC/12/2723 and MC/12/2826 ; AT . Planning . Merryboys.	
92.0	APPROVAL OF MINUTES Minutes of Parish Council meeting held on 1 st November 2012 were approved. Proposed AT, Seconded VW . ALL AGREED	
93.0	ADJOURNMENT . None	
94.0	MATTERS ARISING FROM MINUTES OF MEETING ON 1/11/12	
	May 7.3 Allotment Noticeboard: JW has removed this from the allotments and will repair as soon as possible.	JW
	June 19.6 Village Signs . maintenance: It was reported by DG that both the millstones were looking rusty. JW and KK have inspected. JW reported that the centres of the millstones need replacing and the wording on each of the millstone needs repainting. Clerk (RFO) to seek quotes for repair. KK suggested contacting Jasper Wright as he was involved with this millstone project.	Clerk(RFO)
	June 22.1 Parish Car Park and The Buttway: 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 job.	JW
	Jul 38.3 Chair's Report: CF reported on possible uses for the former CPC school since its recent relocation. KK raised concern for possible future financial implications if the Parish Council was to become involved. CF has contacted Medway Council and is awaiting a response.	CF
	Aug 42.0 Declarations of Interest: All Declaration of Pecuniary Interest forms have now been completed and returned to the Clerk (PO).	
	Aug 58.2.4 Mark Coleman from Arriva buses met with the Clerk (PO) at the Bus stop at Cliffe re the bollard repair. This is repair has now been completed.	

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Aug 58.2.8	The entrance barrier in the car park at Cliffe Woods was again hit by a high vehicle and the signage damaged. JW has inspected the signs and reported that new signs are required. It was proposed to purchase replacement signs . Proposed KK, seconded RL . ALL AGREED.	Clerk (PO)/JW
Aug 59.7	Maintenance . Painting at Cliffe Woods Youth Shelter and the Roof of the Container at Cliffe. Clerk (PO) reported that all the painting has now been completed.	
Nov 83.1	Noticeboards . DG reported that he has cleared all noticeboards of old staples, pins and posters.	
Nov 83.2.1	Dave Clark reported the security light at the small hall car park had been damaged and reported this to the local police as well as a damaged bus stop sign outside the play park. Clerk (PO) arranged for repair of light and this repair has been carried out. The bus stop sign has also been repaired.	
Nov 83.2.2	Youth Club Hall Keys . VW has had copies of hall keys made for fellow Cllrs and volunteers to make access easier. Receipts passed to Clerk (RFO) for reimbursement against youth club budget,	
Nov 83.2.5	Andrew Milton from Frindsbury Extra Parish Council rang to advise complaint was being raised via Roxana Brammer and KALC re lack of information and advertising for BBC Radio Kent airport debate on 30 th October at Cliffe Memorial Hall and also the haphazard nature of those receiving tickets with none allocated to local Parish councils. Terry Martin, KALC secretary also rang to confirm this. JD also re-iterated her opinions on the way the BBC ran this debate. CF suggested that Friends of North Kent Marshes are placed on the Agenda each month so that they can feedback information re Airport threat to the Parish Council.	Clerk(PO)/ JD/GM
Nov 84.8	Trees at the Memorial Hall: An email was received from Mary Hooper from the Cliffe Memorial Hall Committee asking for the issue of the trees on the recreation ground and the drainage issue of the toilet at the Hall are addressed. LB reported that the committee have contacted their insurance company and the drains are being repaired and this is covered by their insurance but the excess is in the region of £300 which the Hall committee intend to seek from the Parish Council. The Parish Council will await a formal letter from the Memorial Hall.	
Nov 85.3	Recreation Ground, Skate Park, Ball Court: ME raised her concerns again re Cliffe Woods Recreation ground. The Clerk (PO) has contacted Medway Council on a number of occasions regarding this matter to no avail. VW and LB contacted Cllr Tom Mason to see if the Parish could enlist his help and support. Clerk (PO) also sent photos to him. Cllr Tom Mason is contacting the portfolio holder at Green Spaces to see if he can get the work done. An estimate for the works to be carried out was received from Paul Schmoeger at Medway Council.	
95.0	REPORT: CLERK	
95.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: - Letter from National Grid . invite to public exhibition re development on the Grain LMG site 11 th Dec	

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		<ul style="list-style-type: none"> - Letter from NALC . LTN80 MembersqConduct & DPIç with DPI request form. - Planning applications MC/12/2819; MC/12/2432 and MC/12/2878 to be reported under planning - Email from Alan Mitchell . RLG guidance and application form - Telephone call from Medway Council in response to Cllr Ken Kentellç query at the Rural Liaison meeting to advise charge for future grass cutting for the recreation ground and the Memorial Hall would be met by them up to and beyond the current 2014 contract. They will send an email to confirm. 	
95.2	<p>Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>95.2.1 Letter received regarding insurance claim against Cliffe Woods Community Centre Hall. Clerk (PO) contacted them and advised that the Parish Council is not responsible for the hall and that they should contact the hall direct. Clerk (PO) also contacted the Parish insurers to check if any other follow up procedure should be made and they advised a letter confirming this be sent to the solicitors in question. This was sent and no further response received.</p> <p>95.2.2 Mary Hooper from the Memorial Hall Committee advised that the youth club had left sweets on the ceiling and were accessing the stage area unsupervised, and could they ensure this doesn't happen in the future. Clerk (PO) advised her that the Parish Council would ensure this is addressed and CF also replied that they were aware of the stage access and would ensure the door was locked at future meetings.</p> <p>95.2.3 The Clerk (PO) will send a card to Freda Frost for her 90th Birthday on the xx on behalf of the Parish council</p> <p>95.2.4 Dave Clerk (caretaker) requires more rubbish bags before Christmas and has asked for thicker ones used previously and supplied by KCS. The Clerk (PO) has ordered them to be delivered to him direct.</p> <p>95.2.5 The Clerk (RFO) has obtained quotes from a couple of the local pubs for a Christmas meal for any of the Parish Council members and their partners who are interested. This would be at their own expense. The agreed date is the 19th December. Cllrs interested are to email the Clerk (RFO) so that she can book accordingly.</p>	<p>Clerk (PO)</p> <p>ALL/ Clerk(RFO)</p>	
95.3	<p>Meeting Dates for 2013: CF has asked for the Cliffe Woods Community Hall to be considered on alternate weeks but this will involve changing meeting day from Thursday to Wednesday. Cllr Bush and Kentell advised that they would be unable to attend meetings on Wednesday. Therefore the meetings and locations will stay the same.</p>		
95.4	<p>Councillor Code of Conduct Meeting: Both Clerks met with Monitoring Officer Perry Holmes for training session. Notes from this meeting were circulated and main points noted to all councillors. Further clarification has been sought by both the Clerk (PO) and CF on certain points and they are awaiting a response.</p>	<p>CF/Clerk (PO)</p>	
96.0	<p>REPORT: FINANCE & GENERAL PURPOSES</p>		
96.1	<p>The receipts and payments have been updated onto the Alpha program and at present, figures are in line with budget.</p>		

		The RFO has produced an estimated bank reconciliation to the end of December due to the bank statements not being received for November. This includes the payments carried forward from November and planned spend for December, the predicted balance would be in the region £13,079.00 in the current account. The RFO went onto to present a rough draft of the budget. Not a lot has changes in costs. The RFO has contacted Medway council regarding the council tax band D equivalent. The RFO intends to go through the budget thoroughly and with CF and KK in preparation for January's Parish meeting.	
96.2		Approval of the following payments for December: Roxana Brammer (internal audit) £35.00(Chq No. 2633) Greig Fish(Christmas trees) £180.00 (Chq No. 2634) Michael Grimes(skate park maintenance) £928.00 (Chq No. 2635) V Walton (keys for youth club) £31.50 (Chq No. 2636) M Johnson (holiday caretaker cover) £186.40 (Chq No. 2637) Laura Farrelly (additions and exps for November) £xx(Chq No. 2638) Alex Jack (additions and exps for November) £xx(Chq No.2639) Dave Clark (additions and exps for November) £xx (Chq. No. 2640) Alex Jack (November wages) £xx s/o Laura Farrelly (November wages) £xx s/o Dave Clark (November) xx s/o Proposed LB, Seconded DG . ALL AGREED	
96.3		Small Memorial Car Park: The RFO has contacted Sandfords several times re the installation of the gate. Each time Sandford has said they would install the following week but this is yet to have happened. JW has also contacted them and they reported the same to him. JW has said he will chase this up.	JW
96.4		Rural Liaison update: The RFO has filled out the new claim forms to reclaim for the costs paid out for both village halls. This is to be emailed to Alan Mitchell. The RFO also sent a copy invoice for the spare scramble net to Heather Marsh for a claim against the Parish's S106 funds. Heather Marsh said in order to reimburse the Parish she needed an invoice. The RFO sent an invoice but there was an error on this invoice which was overlooked by both the RFO (due to a PC crash) and Heather Marsh. As a result, the Parish Council received a payment of £2865.00 rather than the claim of £607.20. The RFO will email Heather Marsh to inform her of this error and see whether she would like the Parish to send the additional funds back.	Clerk (RFO)
96.5		War Memorial Grant Application: The RFO has received one detailed quote and is still awaiting the second. The RFO has also been informed that there is already £250.00 raised for this project so this information can also be added to the application. The RFO will be able to complete the application form now that most of the information has been obtained.	Clerk (RFO)
96.6		Skate Park Maintenance: Mr Grimes has been out to the skate park and carried out the required maintenance. When asked if he could carry out the repair that was required he informed the RFO that he felt that the suggested method wasn't suitable as it would not have any longevity. The RFO asked him to provide a quote which he did. Thus being £450.00. It was proposed to go ahead with this quote of works . Proposes CF, seconded SM . ALL AGREED.	

96.7	<p>Cliffe Football Changing Rooms: CF reported that he seems to have drawn a blank with the funding buddies but has since discovered a new funding company called Funding Doctors. CF has spoken to them with the intention of them drafting the application for the grant with the correct wording. The Funding Doctors would like to carry out an initial feasibility by talking to all people involved in the project. CF is to arrange a conference call with those involved.</p>	CF
96.8	<p>Allotment Trees: According to the allotment holders the trees that have been sent are not suitable. Upon discussion the F&GP committee felt that the hazel/hawthorn and blackthorn could be used on the allotments as hedging and therefore felt these could be referred to the allotment committee. GM and JD suggested the right hand side of the recreation ground. RL is tending to the trees until planting can be organised</p>	RL/DG
96.9	<p>Christmas Trees at Parkside shops: The Clerk PO has received a quote from Grieg Fish for installing two Christmas trees above the shops at Cliffe Woods for £180.00. It was proposed to go ahead with quote . Proposed CF, seconded RL . ALL AGREED. The RFO asked Cliffe Fire Brigade if they would like help with their tree. Upon talking to one of the firemen it was said that they actually have a tree planted outside the fire station so therefore a tree is not needed.</p>	Clerk (PO)
96.10	<p>Date of next Finance & General Purposes Committee Meeting: 8th January 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
97.0	<p>REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS</p>	
97.1	<p>Allotments: DG reported that vandalism had occurred during the fireworks night period. Youths had jumped into the allotments and smashed up all the pumpkins one allotment holder had been growing all year. Understandably the allotment holder affected was very upset over this incident. DG also reported that since the anti-vandal paint had been painted onto the tips of the fence, it had prevented the youths from gaining access.</p>	
97.2	<p>Children's Play Area: No report</p>	
97.3	<p>Recreation Ground, Skate Park, Ball Court: No report.</p>	
98.0	<p>REPORT: PLANNING</p>	
98.1	<p>Planning applications: CF presented the following planning applications with proposed comments: MC/12/2565 – 22 Wentworth Drive, Cliffe Woods . Construction of a first floor rear extension incorporating Juliet balcony Moved: No objection MC/12/2125 – 1 Park Lane Cottages, Cooling Street, Cliffe- Construction of a detached timber carriage house garage (revised plans) . Moved: No objection MC/12/2723 – Courtdale Lodge, Cooling Road, Cliffe . Construction of a part two storey part single storey front and side extension (demolition of existing canopy, car port and garage).Comments to be forwarded prior to next meeting. MC/12/2826 – 50 Station Road, Cliffe . Construction of block paved</p>	CF/ Clerk(PO)

		<p>driveway and vehicular crossover to front. Moved: No objection</p> <p>Notice of Appeal against Refusal for MC/12/0818 – Plot 1 Merryboys Stables, Merryboys Road, Cliffe Woods – Construction of shed to side of dwelling Moved: No further action</p> <p>MC/12/2819- 15 View Road, Cliffe Woods –Construction of a single storey front/side extension Moved: No objection.</p> <p>MC/12/2432 . Plot 2, Merryboys Road, Cliffe Woods . Revised Plans. Moved: Object . Concern is raised about yet another variation of a scheme that was approved after a planning appeal.</p> <p>MC/12/2878 – 77 View Road, Cliffe Woods ME3 8UD - Construction of a first floor rear extension together with insertion of a window to side flank wall and roof lights to existing rear projection. Comments to be circulated and sent prior to 27/12 once plans are online.</p> <p>MC/12/2684 Land at Thameside Terminal, Salt Lane, Cliffe Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2011 - request for a screening opinion in respect of a proposal for a mixed commercial use of B1 and B8 and as a haulage yard with the existing office structure to be used for such purposes and existing workshop to either be used as a workshop (B1 only) or for storage or distribution. Technical, no consultation - Decision already made. Environmental Impact Assessment IS required.</p> <p>Proposed CF, seconded LB . . ALL AGREED</p>	
	98.3	<p>Date of next Planning Committee Meeting: 3rd January 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	Planning Committee
99.0		Report – Other Committees	
	99.1	<p>Parish Car Park and The Buttway: No report</p>	
	99.2	<p>Clarion and Website: CF reported the Website is continually updated.</p>	
	99.3	<p>Footpaths and Common Land: GM reported that Farthing Wall RS57 needs clearing. GM also reported that the World War II walks at the Autumn Fair were a great success.</p>	GM
	99.4	<p>Youth Liaison Committee: CF reported that there was a youth liaison meeting with Lindsey Hartney and one youth. The Youth Parish Council is a long way off from forming. VW reported that there are some more items that the youths have requested. CF suggested that she draft a formal request for the additional items for it to be considered by the finance and general purposes committee.</p>	VW
100.0		REPORT: OTHER BODIES	
	100.1	<p>Kingsnorth Power Station: SM reported that the station is closing in two phases . 1st phase being the end of December and the 2nd phase being the end of March. The plan for the site is that it will be demolished but for the time being will be fenced off with security. Some of the building will stay i.e. the jetty and the foundations.</p>	
	100.2	<p>KALC AGM: SM reported that there was a presentation from Kent Police stating that there is an increase in police present in the surrounding areas. CF challenged this and said that a lot of</p>	

		<p>parishes would disagree. A dismissive response was met from the police.</p> <p>SM also reported that the director of Highways Maintenance reported on the day to day management of the highways in Kent. An increase in vandalism occurring in various parishes was also discussed.</p> <p>A resolution at the meeting was agreed to increase the subscription scale by 1% for the forthcoming year.</p>	
100.3	Police Liaison:	<p>KK reported that no police or Medway representatives attended this meeting. It was discussed that a letter should be drafted to the police commissioner to say that this is not acceptable</p>	
100.4	Rural Liaison Meeting:	<p>KK reported that the he raised his concerns regarding the grass cutting on the recreation grounds and memorial hall and Medway council have agreed to continue this contract beyond 2014.</p> <p>KK reported that there was a presentation on the new Community Infrastructure Levy that will replace section 106; parish councils will get 5% from developers. Medway council is working on a charge that developers will have to pay per square metre.</p> <p>The new rural liaison claim form and guidance was circulated.</p> <p>Lindsey Hartney reported on the youth issues in the area.</p> <p>KK also reported that Inspector David Matson apologised for the lack of police presence at the police liaison meeting and assured KK that there would definitely be a representative at the next meeting.</p> <p>Next meeting is 19th March 2013 at Gun Wharf and the police commissioner is going to be invited.</p>	
100.5	Care and Concern Group:	<p>SM reported that £90 was raised at the Macmillan coffee mornings. There are also three new members that have joined the group.</p> <p>A new practise manager Alison Airey has joined the Cliffe Woods surgery who reported that she interested to hear of any problems that may be occurring.</p> <p>The main concern raised was the difficulty in trying to get an appointment to see a Doctor, particularly when a doctor asks to see a patient again and asks the patient to rebook for say a couple of weeks and this is not possible. As a result, it has been suggested that the doctor should be able to book the follow on appointments to ensure they can see their patient.</p>	
101.0	Other items to be handed to Clerk for next meeting:	None.	

The meeting closed at 22.00.

NEXT MEETING: 10th January 2013 – 7.30pm, Small Memorial Hall, Church Street Cliffe
 09/12/12/lmf