

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

DRAFT Minutes of Meeting held at Small Memorial Hall, Cliffe  
 on Thursday 5 August 2010

### PRESENT

Cllrs Ken Kentell (Chairman) (KK), Chris Fribbins (Vice-Chairman) (CF), Mrs Gill Moore (GM), Jim Corrigan (JG), Mrs Sue McDermid (SM), Alan Taylor (AT), Robert Hunt (RH), Mrs Lynne Bush (LB), Mrs Lisa Mills (LM), Jim Wenban (JW).

Parish Clerk: Mrs A Jack

### ABSENT

Cllrs Mrs Joan Darwell (JD), Mrs Margaret Emblin (ME), Mrs Julie Moss (JM), Les Wicks (LW).

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
1.0	<b>APOLOGIES FOR ABSENCE</b> Cllrs Mrs Joan Darwell (family), Mrs Margaret Emblin (family), Mrs Julie Moss (holiday) . <b>ACCEPTED.</b>	
2.0	<b>DECLARATIONS OF INTEREST</b> Cllr Alan Taylor (development issues in Merryboys Rd, as a resident) and Cllr Chris Fribbins (business associated with Medway Computer Assistance Ltd, own company).	
3.0	<b>APPROVAL OF MINUTES</b> Minutes of meeting held 1 July 2010 approved as presented. Proposed KK, Seconded CF - <b>AGREED</b>	
3.1	Clerk (Responsible Finance Officer) CF reported recommendation to appoint Mrs Laura Farrelly from Monday 9 August 2010, 8 hours p/w at £xxx p/h (hours and rate to be reviewed after the initial 6 months probation period). Proposed CF, Seconded LB - <b>AGREED</b>	
4.0	<b>ADJOURNMENT</b> No report.	
5.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 1/7/10</b>	
July 5.1 Jun 6.4	Clerk advised vacancy declared with no nominations received. Notice for co-option now being advertised with one application received.	
Mar 5.7	LW has not responded re yellow paint request to Medway Council for Cliffe Woods car park disabled bays. KK advised he believed blue paint is now used.	LW
Mar 9.4	CF reported that he had met with Paul Fenney re proposed changing rooms on the Rec. Spec has been sent to 3 tenderers for container conversions. Planning application needed first. Grant applied for to Football Foundation. All ongoing.	CF
May 9.3	CF advised resolved.	
May 13	KK met with Cllr Hicks (Medway Council) and reported that the CCTV cameras for Cliffe Woods car park will be installed once the beam has been established. 2 cameras will be linked to Cliffe Woods primary school and Medway Council camera room, 1 aimed at the shops and old church and the other at the car park.	

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 5/8/10

Jun 7.2.1	CF to respond formally to R Brammer's feedback on internal audit. External audit now signed off and advertised on notice boards and web site as required.	CF
Jun 7.7	CF advised claim settled for repair to car park outqbarrier damage for £1589 and will be raised to height of inqbarrier. inqbarrier now also damaged on 31/7/10 and subsequently reported to Police. JW to contact installer to see if there is a quick fix, all broken parts on site.	CF/JW
Jun 7.8	SLCC Membership for L Prior will transfer to AJ at November renewal. New membership now required for Laura Farrelly at a cost of £103, AJ to contact SLCC. Proposed CF, Seconded LM . <b>AGREED</b>	Clerk
Jul 6.2.8	GM advised query dealt with.	
Jul 7.1	CF advised no other councillors found, still have 2 vacancies.	
Jul 7.2	CF advised will not need to transfer money into deposit account as will be needed shortly.	
Jul 7.4	LM advised review carried out and LM and JM had meeting with allotment holders. See Report at 8.1.	
Jul 7.5	CF previously reported on above.	
Jul 7.6	Clerk reported all forms now with Nat West bank in Strood following delay due to second form needed. Once all Councillors ID required is shown at bank then bank will process. Change of address accepted for all documents to go to Clerk (PO). NS&I also accepted new signatories and change of address to Clerk. Proposal to add Laura Farrelly to bank and NS&I accounts as a signatory. Clerk to request forms. Proposed CF, Seconded RH . <b>AGREED</b>	Clerk
Jul 7.9	All actioned.	
Jul 7.11	Actioned.	
Jul 8.4	LB reported on recent meetings held between Councillors and the Cliffe youths. 3 quotes were received and the Gravity one preferred. CF reported on possible use of mobile lighting instead of permanent as a safer and less expensive option which could also be used on the Rec and in the Play Area as required. Proposed to proceed with Gravity quote for £49,950 + VAT (VAT to be reclaimed) + £2,000 pa maintenance. Proposed CF, Seconded LM . <b>AGREED</b> LB reported that a Project Manager was needed and Bretts had been approached but declined. CF advised similar project underway at Rainham and Heather Marsh (Medway Council) may know who they are using or know who could help us. Cllr Kentell to contact Heather Marsh accordingly.	Clerk  KK
Jul 9.3	Actioned.	
Jul 13.1	LM advised not necessary to add to Agenda as previously discussed that residents had objected in the past to a pond at Pond Hill.	
6.0	<b>REPORT: CLERK</b>	



	<p>e) DWP inquiry re G Meeser's earnings responded.</p> <p>7.1.3 2010/11:</p> <p>a) L Prior (ex Clerk/RFO) P45 issued.</p> <p>b) Propose 2010/2011 payroll to use IRIS payroll system with payslips and online filing.</p> <p>c) Expenditure, budget and bank reconciliation . reported accounts in order but some overspends can be met from lower spending on other items and revenue reserves</p> <p>Budget commitments were listed as follows:</p> <p>d) Pavilion/Changing Rooms budget £13,500, unspent and in Reserve.</p> <p>e) Skateboard Park budget £50,000 + £2,000 pa maintenance, contract to be awarded to Gravity for £49,950 + VAT and yearly maintenance. Clerk to send letter.</p> <p>f) Allotments . polytunnel and trees budget £500, £150 spent on trees, rest unspent. £500 from E-ON preferred to be now spent on noticeboard or fencing, allotment committee to review if acceptable to E-ON.</p> <p>g) St Helen's Church grass cutting budget £1,000 spent, to include funding in future budgets.</p> <p>h) Cliffe Woods car park barrier raising height budget £910, unspent and in Reserves.</p> <p>i) L Wicks (Cliffe Woods Ward fund) budget £1,950, spent £2,366.45, overspend + VAT to be reclaimed.</p> <p>j) Cliffe Woods Play Area budget £5,000, unspent, £5,000 from COMMA unclaimed by Medway Council so available for additional play equipment at Cliffe Woods Rec Ground (discuss with Paul Schmoeger (Medway Council) on his return from leave.</p> <p>k) Youth activities (Cliffe Youth Club balance/CW Youth Club balance still be received) suggest roll up to £1,000, unspent. Fund to be included in future budgets.</p> <p>l) Amounts to be obtained for further activities in Cliffe Woods, salt bins (supplied and stocked for use by all) and waste storage/composting facility for allotment holders.</p> <p>Proposed CF, seconded KK . <b>ALL AGREED.</b></p>	<p>Clerk</p> <p>LM/JM</p> <p>CF</p>
<p>7.2</p>	<p>Approval of the following payments:</p> <p>D Clark, Caretaker . salary and expenses (including correction of hourly rate) £xxx</p> <p>M Johnson, Caretaker . salary and expenses £xxx (including change of hourly rate to same as D Clark of £xxx ph.</p> <p>A Jack, Clerk/PO . salary and expenses including tax refund £xxx</p> <p>HMRC tax and NI owed 2009/2010 - £84.20</p> <p>HMRC tax and NI owed 2010/2011 - £226.58</p> <p>HMRC late filing penalty - £200</p> <p>Medway Computer Assistance Ltd. (Fasthosts Web site) - £70.96</p> <p>Audit Commission (annual audit) - £470</p> <p>Ray-Dor signs (new noticeboard signs) - £85.18</p> <p>Cliffe Memorial Hall (payment 1 of 2) - £2,500</p> <p>Cliffe Woods Community Assoc (payment 1 of 2) - £2,500</p> <p>Wicksteed Leisure (Cliffe Woods Play Area) - £2,366.45</p> <p>Thames Self Storage (Medway City Estate container) - £432</p> <p>Supplies Team (ink cartridges) - £116.43</p> <p>SLCC Membership (Laura Farrelly Clerk/RFO) - £103</p> <p>Proposed CF, Seconded KK - <b>AGREED.</b></p>	

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 5/8/10

	7.3	RBS software packages for accounts, allotments and planning plus IRIS payroll were thought to be eligible for funding from Rural Liaison Grant. Proposal to apply for first year funding and to include new printer for Clerk/PO £1,900. Proposed CF, Seconded LM . <b>AGREED.</b>	CF
	7.4	KCS cheque no. 2252 cancelled for £38.60 as paid by direct debit.	
	7.5	KK expressed his thanks on behalf of the Parish Council for the work that Cllr Fribbins has done in order to address the historic and current issues with the finances and put them back into a steady state prior to handover to the new Clerk/RFO.	
	7.5	<b>Date of Next Finance &amp; General Purposes Committee Meeting:</b> 31 August 2010, 7.30 pm . Small Memorial Hall, Cliffe (kitchen) booked	
8.0		<b>REPORT: RECREATION GROUND AND ALLOTMENTS</b>	
	8.1	<b>Allotment Report:</b> LM reported that a meeting had been held with LM, JM and the allotment holders and that the Rules and Tenancy Agreement had been updated and circulated to all Councillors. Allotment holders did not want the polytunnel or a community plot with trees and were uncertain if they would like a container for storage. They would like a notice board. There was no fencing at the rear of the gardens along the farmer's field. Allotment Committee to review change of use of funding from E-ON to notice boards/fencing. DC was currently clearing vacant plots prior to Allotment Committee offering to the waiting list. LM to contact DC re clearing/skip as previously reported. Mr & Mrs Keates had been offered a plot but had yet to respond to the letter. Invoices for the year 2010/11 would go out via the Clerk to current plot holders with new rules, tenancy agreement, Newsletter (as circulated) following this meeting. Proposal to clear trees from Mr Coleman's plots so they could be offered to others on the waiting list . Proposed LM, Seconded LB . <b>AGREED</b>	LM/JM DC  LM Clerk  LM/JM
	8.2	<b>Children's Play Area:</b> No report. See also Item 6.2.1.	
	8.3	<b>Recreation Ground, Ball Court &amp; Caretaker:</b> No report. JW to join AT on this Committee. CF to update website with Committee changes.	CF
	8.4	<b>Skate Park:</b> Reported under Item 5.0.	
9.0		<b>REPORT: PLANNING</b>	
	9.1	<b>Planning applications:</b> CF presented the following planning applications with proposed comments: MC/10/2578 . 22 Brookmead Rd, Cliffe Woods . no objection. MC/10/2423 . 11 Ashwood Close, Cliffe Woods . no objection. MC/10/2472 & MC/10/2489 . 199 Church St, Cliffe . no objections. MC/10/2316 0 Land at rear of Merryboys, Plot 1, Merryboys Rd, Cliffe Woods . objection. MC/10/2629 . 81 View Rd, Cliffe Woods . no objection. MC/10/2105 . Bryn Menai, Symond Rd, Cliffe . objection. Consultation by Infrastructure Planning Commission re proposed gas fired power station at Tilbury, Essex Land at Merryboys Rd, Cliffe Woods concerns regarding site next to Mr Gill's developments . previously an orchard site, rubbish has been dumped, hedgerow removed and wardrobe doors erected on the site boundary. Clerk to bring to the attention of Medway Council's Planning and Environmental departments.	Clerk

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 5/8/10

		Proposed CF, Seconded LM . <b>AGREED.</b>	
	9.2	<b>Date of next Planning Committee Meeting:</b> 26 August 2010, 8 pm . Small Memorial Hall, Cliffe (kitchen) - booked	
10.0		<b>REPORT: Clarion and Website:</b> CF reported the Parish Council website had been updated and photos added. Any comments and additions were welcomed.	
11.0		<b>REPORT: OTHER BODIES</b>	
	11.1	Chairman's Report 11.1.1 KK reported he had met with Cllr Hicks (Medway Council) re the footpath from Town Road to Parkside, Cliffe Woods. The path has become even more impassable due to uneven and cracked surface, raised manhole cover etc. plus it floods by the doctors surgery. D Crouch, Medway Green Spaces is due to inspect next week for health and safety concerns and will report back to the Clerk. Advised limited funds for repair. 11.1.2 Overgrown hedge has now been dealt with.	KK/Clerk
	11.2	Bretts/Cliffe & Cliffe Woods Liaison Committee Report: CF gave report of meeting attended on 21/7/10. Also see Item 6.2.2.	
	11.3	Police Liaison Committee meeting report: RH attended the recent meeting and highlighted the following points . 11.3.1 Cliffe bowls club . boys found climbing on roof and parents contacted. 11.3.2 Cars parked outside both primary schools . Police will try and be in these locations at start and end of day to deal with problems. LM suggested unmarked cars would be better. 11.3.3 Police would like more people to report issues to them so that they can deal better. 11.3.4 Bike riders and quad bikes have caused some problems again and residents are advised to note time of day and reg and inform Police. 11.3.5 Neighbourhood Police contacts are PC Laura Emmison, PCSO Sue Fill and PCSO Mandip Clare. 11.3.6 Another speedwatch on the B2000 has been done resulting in 25 vehicles above the speed limit. Further speedwatches can be done by 2 or more volunteers who can contact the Police and they will provide the equipment and advise the 3 designated areas. Yellow jackets to be worn if on the road. 11.3.7 AT advised he wishes to stand down from this Committee due to a conflict of interest. 11.3.8 Next meeting is 21/9/10, 7 pm at Hoo. LM can attend if needed.	CF
	12.0/ 13.0	<b>Parking at Cliffe (Fire Station access):</b> LM advised parking at junction of Church St and Swingate Ave, Cliffe is causing an obstruction to the fire engines when turning. Clerk to advise Medway Council.	Clerk

The meeting closed at 9.25 pm.

6/8/10/ahj

**NEXT MEETING:**

**2 SEPTEMBER 2010 – 7.30 PM – CLIFFE WOODS PRIMARY SCHOOL**