

# CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Small Memorial Hall, Cliffe

Thursday 11 June 2009

## PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), L Bush, J Darwell, M Emblin, J Keates, G Moore, J Moss, M Smith, J Wenban, L Wicks

Mr G Meeser (Parish Clerk)

## ABSENT

Councillor T Copsey

The meeting opened at 19:35 hours (7.35 pm).

NO		ITEM	ACTION BY
1.0		<b>APOLOGIES FOR ABSENCE</b> Cllrs J Corrigan (other commitments), D Cunningham (holiday) and R Hunt (work). Accepted	
2.0		<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest	
3.0		<b>APPROVAL OF MINUTES</b> Minutes of meeting held on 07 May 2009 approved as presented, with following exception: Section 12.4 (Caretaker's Annual Leave) . name of relief caretaker should read Michael <u>Johnson</u> , not Jackson	
4.0		<b>ADJOURNMENT</b>	
	4.1	<b>The Late Lena Kennedy</b> Meeting attended by Mrs Angela Smith, daughter of well known novelist the late Lena Kennedy. Mrs Kennedy wrote many of her novels in %shack+which still survives in Cliffe Woods . Mrs Smith looking to have some sort of heritage plaque erected at shack.  Request supported in principle by Parish Council. Action to be taken as follows:  <ul style="list-style-type: none"> <li>● Clerk to (1) research cost of plaque; (2) make enquiries re possible naming of new development near View Road as %Lena Kennedy Gardens+or something similar; and (3) Furnish Cllr Fribbins with details of the late Mrs Kennedy's %life and times+, as already provided by Mrs Smith</li> <li>● Cllr Fribbins to prepare feature for inclusion in next issue of <i>Clarion</i></li> <li>● Cllr Moore to exchange email addresses with Mrs Smith and liaise directly with her on matters commemorating Mrs Kennedy in the parish</li> </ul>	Clerk  Cllr Fribbins  Cllr Moore
5.0		<b>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</b>	
	5.1	<b>Parish Councillor Vacancy</b> Medway Council has confirmed that no election called for. Normal procedure seeking co-option applications now to be brought into effect	Clerk
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5.2	<p><b>Grass Cutting on Children's Playground, Cliffe</b> Enquiries had been made to Medway Council re responsibility for above. Medway Council (Mr Paul Schmoeger) seeks details of alleged deficiencies.</p> <p>Confirmed that job not being done satisfactorily . on an %ad hoc+basis only, and edges of playground not being covered. Mr Schmoeger to be advised</p>	Clerk
5.3	<p><b>CRB Check – Mr Dave Clark, Caretaker</b> (see May item 10.1): Advice was sought from KALC re whether it is legal requirement for Mr Clark to undergo fresh CRB check for this employment, or whether check made on Mr Clark for his involvement in the Scout movement, can be accepted. KALC advised that decision is up to Parish Council, after paying due regard to issues of %portability+as detailed on CRB website.</p> <p>Copy of current CRB documents to be obtained from Mr Clark, and provided they are in order, no further CRB check will be required. Proposed by Cllr Keates, seconded by Cllr Wicks</p>	Clerk
5.4	<p><b>Revision of Standing Orders</b> (see May item 10.2): Clerk advised that regretfully, due to pressure of work, he has been unable to progress this task any further at the present time</p>	Clerk
5.5	<p><b>Noticeboard outside St Helens CE Primary School</b> (see May item 10.4) Clerk gave account of his recent meeting with Headteacher, Mrs V Barr. Board will need to be removed soon beause new fencing due to be erected subject to grant of planning permission (see item 11.1.1 below).</p> <p>Mrs Barr had conducted %a straw poll+amongst parents to guage degree of effectiveness of board in its present location and result was indifferent. Criticisms made re: age of board and need for replacement with more modern and attractive structure; drab grey choice of paint colour scheme; and %messy+appearance of board with old staples, drawing pins, etc left in board after notices removed.</p> <p>Clerk advised that %staples and drawing pins+criticism justified and following meeting with Mrs Barr, he had recently spent approximately 20 minutes clearing and tidying each of six notice boards in Parish (total time spent, two hours). He advised that residue pins and staples are not from Parish Council notices but from the many community notices placed on boards over the months.</p> <p>Mrs Barr had stated that if Parish Council is prepared to replace board with a new one, she would be prepared to have it sited in the school in a position where it could be seen by the parents of younger children taking their children into the school. This proposal not generally supported by Parish Council due to limited %audience+that would be reached with a board in this location.</p> <p>Necessity of removing present board accepted. Clerk to:</p> <ul style="list-style-type: none"> <li>● Obtain prices for new board in suitable style</li> <li>● Enquire from Mrs Barr re possibility of affixing a new board to new fence</li> </ul>	Clerk

		Cllr Wenban to visit site of old board with view to assessing technical practicalities of removing it	Cllr Wenban
5.6		<p><b>“No Dog Fouling” Notices For Recreation Ground [Rec]</b> (see May item 10.6)  Notices were installed by J Maxwell &amp; Son following site meeting with Clerk, but within hours were removed and the post of one of them vandalised, by young people using Rec. Two notices with their posts subsequently recovered undamaged . Maxwells paid prompt return visit and re-installed, using more secure methods.</p> <p>Pole from vandalised sign discarded, and sign securely affixed by Cllr Wenban to gate at right top end of Rec. Cllr Wenban had also spoken to certain young people at Rec explaining why it is in their interests to help ensure that Rec is keep free of dog fouling.</p> <p>Clerk thanked Cllr Wenban for his efforts and reported that the three reinstated signs currently still in situ.</p>	
5.7		<p><b>Litter problems on Green and Associated Footpaths in St Helens Estate</b> (See May item 10.8.2)  Despite undertaking from Mr Andy McGrath of Medway Council that officer from <i>Greenspaces</i> would be contacting Clerk to discuss problem, no-one had done so. Matter was pursued, and response now awaited</p>	Clerk
5.8		<p><b>Litter problems on footpath RS65 from Church Street to St Helens Estate (alongside Evening Star Public House)</b> (See May item 10.8.3)  Fresh representations made to Mr Andy McGrath of Medway Council following wrong information currently supplied. Response now awaited</p>	Clerk
5.9		<p><b>Village Halls Revenue Support Funding</b> (See May item 10.9)  Cllr Fribbins advised that progress has been slow in obtaining acceptance of funding terms and conditions from Cliffe Memorial Hall Management Committee (Possibly due to Treasurer having left recently). To be pursued</p>	Cllr Fribbins
5.10		<p><b>Signposting in Cliffe Village</b> (See May item 10.10)  After some discussion, it was decided that this matter should be taken no further at the present time</p>	
5.11		<p><b>Possible new litter bin adjacent to Ball Park</b> (See May item 10.15)  No progress made in obtaining definitive reply from Medway Council. Clerk making ongoing attempts to contact Mr Rob Lucas of Medway Council to discuss</p>	Clerk
5.12		<p><b>Directional Road Signs to Cerebral Palsy Learning Services from Town Road, Cliffe Woods</b> (See May item 10.17)  Medway Council has advised that this matter will be discussed by School Travel Plan Officers. Response now awaited</p>	Clerk
5.13		<p><b>Cliffe Woods Guides: Financial Support</b> (see May item 12.1.1.)  Cheque drawn . see item 9.3 below</p>	
5.14		<p><b>St Helens Church: Financial Support for Grasscutting</b> (See May item 12.1.3)  Cheque drawn . see item 9.3 below</p>	

5.15	<b>RSPB: Nomination of Representative for Cliffe Pools External Stakeholder Group</b> (See May item 12.1.5) RSPB were advised that Cllr Darwell (substitute Cllr Moore) nominated	
5.16	<b>Local Council Administration (publication)</b> (See May item 12.1.6) Expression of interest was duly made to KALC	
5.17	<b>Councillors' Information Day 20/06/09</b> (See May item 12.1.8) Cheque drawn . see item 9.3 below. The three nominees have not yet received any information . check to be made with KALC	Clerk
5.18	<b>Leave Relief for Mr Dave Clark, Caretaker</b> (see May item 12.4) Was duly performed by Mr Michael Johnson	
5.19	<b>Possible Bicycle Ramps on Cliffe Recreation Ground</b> (see May item 12.5) Ms Lindsay Hartney (Detached Youth Worker) was duly advised of position	
5.20	<b>Repainting of Cliffe Youth Shelter</b> (See May item 12.6) Ms Lindsay Hartney (Detached Youth Worker) was duly advised of position	
5.21	<b>Approval of Annual Accounts 2008/09</b> (See May item 13.3) Accounts were despatched to Audit Commission ahead of 31/05/09 deadline	
5.22	<b>Mr Dave Clark, Caretaker: 6-Monthly Wage Review</b> (see May item 13.5) Mr Clark now being paid at new agreed wage rate	
5.23	<b>Mr Dave Clark, Caretaker: Private Motor Insurance</b> (see May item 13.6) Mr Clark's private vehicle now covered for business use. Excess premium paid by Clerk with personal cheque and reclaimed from Parish Council . see item 9.3 below	
5.24	<b>Purchase of Equipment for Caretaker</b> (see May item 13.7) See item 9.6 below	
5.25	<b>Re-fencing of Children's Playground (where it abuts onto B2000 Church Street)</b> (See May item 13.8) This item still regarded as priority because of Health and Safety issues. However, Cllr Keates advised that no quotations yet obtained because uncertainty about whether requirement for self-closing gates would clash with intended make-over of playground by Medway Council's playbuilder project.  Cllr Wicks to speak to Medway Council Greenspaces urgently, and notify result direct to Cllr Keates	Cllr Wicks (urgent)
5.26	<b>Possible Establishment of Parish Council Projects Committee</b> (See May item 13.9) See item 7.3 below	
5.27	<b>Allotments – Rental Records</b> See May item 14.1) Clerk requested that Cllr Keates provide up to date list of allotment rental records as soon as possible, in order that 2009/10 rental demands can be prepared and despatched	Cllr Keates
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5.28	<p><b>Ball Court Area: Problems with Bad Language and Obstructive Parking</b> (See May item 14.3)  Matter was referred to PCSO Sue Fill, who advised there is little or nothing police can do on either issue</p>	
6.0	<p><b>CLERK'S RESIGNATION</b>  Clerk has tendered his resignation, last day of work to be 20 December 2009. Accepted with regret by Parish Council . proposed by Cllr Fribbins, seconded by Cllr Smith.</p> <p>Clerk advised that after he leaves he will be willing to give ongoing help and advice as necessary to new Clerk . the latter need only email or telephone him.</p> <p>Clerk also expressed willingness to give %physical help+to new Clerk where required (within reason and subject to suitable notice) provided that Parish Council reimburses him (i.e. the current Clerk) for his time, at a rate not less than his current hourly salary rate.</p> <p>Sub-committee now formed to steer and oversee recruitment process for new Clerk. Members of sub-committee are Cllrs Kentell, Fribbins, Cunningham, Keates and Moss. First meeting of sub-committee to be called as quickly as possible.</p> <p>Clerk advised that he is willing to serve on this committee in an advisory capacity, if so required. As first step, Clerk requested to provide Cllrs Kentell/Fribbins with list of suggested items to be covered in recruitment process</p>	<p>Cllr Kentell</p> <p>Cllr Fribbins</p> <p>Cllr Cunningham</p> <p>Cllr Keates</p> <p>Cllr Moss</p> <p>Clerk</p>
7.0	<p><b>SPECIAL REPORTS</b></p>	
7.1	<p><b>Hanging Baskets in Cliffe</b>  Cllr Bush advised that her employer, Hanson Quarry Products Europe Ltd, had donated £200 to support the cost of hanging baskets in Cliffe Village (cheque passed to Clerk).</p> <p>Clerk to send letter of thanks to Hanson and Cllr Fribbins to include item in next issue of <i>Clarion</i></p>	<p>Clerk</p> <p>Cllr Fribbins</p>
7.2	<p><b>Lower Thames Crossing</b>  Cllr Fribbins reported on content of DfT report and Medway Council's cabinet papers regarding possible establishment of a Lower Thames Crossing (road). Two of the possible routing options (numbered D1 and D2 in the plans) would pass through Cliffe and Cliffe Woods Parish. However, options D1 and D2 are not being considered by DfT as serious options at the present time . Cllr Wicks also confirmed that these have no support from Medway Council.</p> <p>Cllr Fribbins to email Mr Brian McCutcheon of Medway Council with detailed objections of Parish Council to D1 and D2 options.</p>	
7.3	<p><b>Possible Reform of Committee Structure</b>  No decision taken, and matter referred back to FGPC for further discussion (despite having originally been referred to Council by FGPC). To be placed on FGPC agenda</p>	<p>Clerk</p>

8.0		<b>REPORT: CLERK</b>	
	8.1	<b>Correspondence</b>	
		8.1.1. No: 0906/02 From: Heather Marsh (Medway Council's Greenspace Development Officer) Subject: %Playbuilder+project for Cliffe  Cllr Wicks to speak to Ms Marsh and advise her of Parish Council's position	Cllr Wicks
		8.1.2. No: 0906/04 From: Rev Edward Wright, Rector of Cliffe Subject: Permission to hold outdoor church services on Buttway on Sundays 05/07/09 and 02/08/09  Agreed. Rev Wright to be informed	Clerk
		8.1.3. No: 0906/06 From: Kent Air Ambulance Trust Subject: Textile bank initiative  No room for any further banks on Cliffe Woods Car Park, so cannot be considered	
		8.1.4. No: 0906/07 From: Mrs Angela Smith, View Road, Cliffe Woods Subject: Request for placement of %heritage plaque+in respect of her late mother Lena Kennedy (novelist)  See item 4.1 above	
		8.1.5. No: 0906/08 From: Mr David Wright, RF Wright & Son, Perry Hill Farm Subject: Upgrading of footpaths RS84 and 84a Clerk read out exchange of correspondence between himself and Mr Wright and himself and Team Leader (Highways Management) at Medway Council.  Update on this project to be requested from Medway Council.	Clerk
		8.1.6. No: 0906/11 From: Monster Play Systems Subject: Offer of annual inspection service  No action to be taken . current service provided by Wicksteed Leisure is satisfactory	
		8.1.7. No: 0906/13 From: Mr Cameron Ross, <i>Cliffe in Bloom</i> Subject: Request for donation towards cost of hanging baskets in Cliffe  Mr Ross to be asked for details of current contributions, and matter to be discussed at next FGPC meeting	Clerk
	8.2	<b>Payment for Distribution of Rural Housing Survey</b> Medway Council has now agreed to pay sum of £200 for the above (originally agreed amount was £50)	

9.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES (Cllr Smith)</b>
9.1	<p><b>New FGPC Chair and Vice-Chair for 2009/10</b> Chair is Cllr Cunningham, Vice-Chair is Cllr Smith.</p> <p>Cllr Smith to be made signatory to bank accounts in place of Cllr Wicks</p>	Clerk
9.2	<p><b>Monthly Update on Parish Council Financial Situation</b> Cllr Smith provided details of balanced finances as at 31/05/09 under following headings: Balance b/f at start of financial year; Income to date (including precept); Revenue expenditure to date; Capital expenditure to date; Miscellaneous expenditure to date (grant monies spent, VAT awaiting refund); Balance on hand at 31/05/09</p> <p>Further info, if required, obtainable from Clerk</p>	
9.3	<p><b>Payments by Cheque</b> The following cheque payments were approved: # 2129 G Meeser . Salary and expenses for April 2009</p> <p>#2130 D Clark . Wages and expenses for April 2009</p> <p># 2131 M Johnson . Wages and expenses for April 2009</p> <p>#2132 HM Revenue &amp; Customs - PAYE deducted, April 2009</p> <p>#2133 - £ 20.00 Kent County Playing Fields Association . Annual subscription</p> <p>#2134 - £ 81.65 Wicksteed Leisure Ltd . Annual playground inspection</p> <p>#2135 - £ 15.00 Medway Council . Supply of yearbooks</p> <p>#2136 - £207.00 KALC . Councillor training (Information Day 20/06/09)</p> <p>#2137 - £75.96 G Meeser . Refund of amount paid with personal cheque to upgrade Mr D Clark's motor insurance to include business use</p> <p>#2138 . £20.00 1<sup>st</sup> Cliffe Woods Guides . Financial support</p> <p>#2139 . £1,000.00 St Helens PCC . Financial support for grasscutting</p> <p>#2140 . cheque cancelled</p> <p>#2141 . £3,824.33 Gravesend Fencing Ltd . supply/erection of fencing between Allotments and play area</p>	

	<p>#2142 . £34.98 D Clark . Refund of amount paid with personal credit card for purchase of gardening equipment for Recreation Ground maintenance</p> <p>#2143 . £225.00 City Press Rochester . Printing of <i>Clarion</i></p> <p>#2144 . £20,000.00 Cliffe and Cliffe Woods Parish Council . Deposit to NS&amp;I Investment a/c</p> <p>#2145 . £184.00 J A Maxwell &amp; Son . Installation of no dog fouling+notices on Recreation Ground</p>	
9.4	<p><b>(Belated Notification) Cheques Drawn During April 2009</b> Following cheques were drawn during April 2009 (when there was no Parish Council meeting):</p> <p>#2104 . G Meeser - Salary and expenses for March 2009 #2105 . £35.00. Black Cat PC Services . Repairs to Clerk's computer #2106 . £345.00 W D Rutherford . . Drain repair in Buttway Car Park #2107 . £270.00 A A Baker . . Tree work at allotments site #2108 . £195.00 A A Baker . . Supply and fitting of Christmas trees at Cliffe Woods #2109 . £60.00 CW Primary School -- . Room hire, Spring term #2110 . £1208.00 KALC -- . Annual subscription #2111 -- D Clark - Wages and expenses for March 2009 #2112 -- R Durham - Wages and expenses for March 2009 #2113 -- HMR&amp;C. PAYE deductions for March 2009 #2114 -- £100.00 . R Jones. Delivery of Clarion #2115 -- £43.30 . Newsgripper Ltd. Purchase of gavel and sounding block for Chairman</p>	
9.5	<p><b>Extra Cheque Drawn After May 2009 Meeting</b> #2128 . £1341.40 .Allianz Insurance - Insurance renewal.</p>	
9.6	<p><b>Possible Purchase of Sit-On Lawnmower for Caretaker</b> Caretaker obtained quotes from Internet, and Clerk visited Cooks Gardening Equipment and received offer for enhanced model. Price in region of £1,500 including VAT. However, Cllr Wenban spoke to a qualified contact, who advised that neither Internet nor Cooks mower is suitable for purpose for which Parish Council requires it.</p> <p>To be placed on agenda for re-discussion at next FGPC meeting</p>	Clerk
9.7	<p><b>Extra Financial Resource Needed To Bring Cliffe Recreation Ground Up To Standard</b> Caretaker currently working some 50% more than his contracted hours due to backlog of clearance work (undergrowth, rubbish etc) caused by long period of neglect. If this continues, salaries/wages budget likely to show signs of strain in near future.</p> <p>Amount of £1,000 (originally allocated for churchyard grasscutting, but which can now be sourced from Rural Liaison Fund) to be transferred to salaries/wages budget to help with these extra costs. Proposed by Cllr Smith, seconded by Cllr Keates.</p>	Clerk

10.0		<b>REPORT: ALLOTMENTS, BALL COURT, CHILDREN'S PLAY AREA, RECREATION GROUND/CARETAKER</b>	
	10.1	<b>Allotments</b> No report	
	10.2	<b>Ball Court</b>	
		10.2.1 Nets Raising of nets to be explored, as means of preventing balls coming over into allotments. Quotes to be obtained	Cllr Keates
		10.2.2. General Report Bolts have been coming out of fence, and have been repaired by Cllr Keates' husband (Mr Andy Keates)	
	10.3	<b>Children's Play Area, Cliffe</b> No report	
	10.4	<b>Recreation Ground, Cliffe</b> No report, but see items 5.4 and 9.7 above	
		<b>10.4.1 "Parkfield" Track (Up Edge of Recreation Ground)</b> Possibility of installing gates at end of track to prevent littering and access by vehicles, to be investigated. But matter to be held in abeyance until decision made on location for possible installation of bike ramps.  In meantime, Clerk to research status of path, and Cllr Wenban to obtain quote for gate installation	Clerk Cllr Wenban
		<b>10.4.2. Letter of Thanks to Relief Caretaker</b> Cllr Keates requested that letter of thanks be sent to Mr Michael Johnson for his conscientious work during Mr Dave Clark's absence. To be enclosed with Mr Johnson's wages cheque	Clerk
11.0		<b>REPORT: PLANNING</b>	
	11.1	<b>Planning Applications:</b> Cllr Fribbins presented following planning applications with proposed comments, which were approved	
		11.1.1. MC2009/0638 St Helens CE Primary School, Church Street, Cliffe Construction of boundary fencing and access gates No objection	
		11.1.2. MC2009/0661 RSPB Cliffe Pools, Salt Lane, Cliffe Request for screening opinion as to requirement for Environmental Impact Assessment to accompany planning application for installation of two sluices  No comment (A technical issue for Medway Council)	
		11.1.3. MC2009/0701 Land adjacent Woodview House, Perry Hill, Cliffe Woods Change of use from agricultural to grazing land, together with erection of stables, fence and gate  No objection	

	11.1.4. MC2009/0712 Courtsole Farm, Pond Hill, Cliffe Residential development comprising 13 units and associated car parking (amendment to application already granted permission)  Relevant drawings only received 11/06/09 . more time needed to consider application. To be discussed at Planning Committee meeting on 25/06/09	Planning Committee
11.2	<b>Thameside Terminal: Planning Enquiry</b> This enquiry rumoured to be deferred further to November/December 2009. Operations will continue without any possible enforcement action until then, at least	
11.3	<b>Date of next Planning Committee meeting</b> Thursday 25/06/09, 5 Englefield Crescent, Cliffe Woods, 8pm  Planning meetings will now be held on <u>last Thursday</u> of each month <u>at above venue</u> , until further notice  Clerk to advise School that school venue no longer required for monthly Planning Meetings, until further notice	Planning Committee (to note)  Clerk
12.0	<b>REPORT: FOOTPATHS AND COMMONLAND</b> No report	
13.0	<b>REPORT: CAR PARKS (CLIFFE WOODS AND BUTTWAY)</b> No report	
14.0	<b>REPORT: RURAL LIAISON</b> No report	
15.0	<b>REPORT: KALC</b> No report	
16.0	<b>REPORT: OTHER BODIES</b> Due: Police Liaison meeting 23/06/09; EoN Charity meeting 01/07/09; Bretts Liaison meeting 01/07/09	
17.0	<b>ANY OTHER BUSINESS</b>	
17.1	<b>TE2100 ("Thames Estuary 2100") Stand at Cliffe Village Fayre 18/07/09</b> Environment Agency will be present at this venue. Cllrs Darwell and Moore asked that as many members of Parish Council as possible try to attend, and to spread the word+	All (to note)
17.2	<b>Wicksteed Playground Inspection Report</b> Report not yet received . to be pursued	Clerk

The meeting closed at 22:20 hours (10.20 pm)

gm 13/06/09