

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 7th August 2014

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair)(KK), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Jim Wenban (JW), Peter Clements (PC), Ray Letheren (RL), Jim Corrigan (JC), Colin Elliot (CE)

Parish Clerks: Mrs L Farrelly & Mrs A Jack

The meeting opened at 7.50 pm.

NO	ITEM	ACTION BY
37.0	APOLOGIES FOR ABSENCE Derek Cory(DC) ill, Vivienne Walton(VW) – family, Gill Moore(GM) – family, Joan Darwell(JD) -family – accepted	
38.0	DECLARATIONS OF INTEREST - None	
39.0	APPROVAL OF MINUTES Minutes of Parish Council meeting held on 03/07/14. Proposed KK, Seconded RL - ALL AGREED	
40.0	Adjournment – A resident raised her concern regarding the indecent exposure she had witnessed at the youth shelter. CF explained that it was a public space and it was a police matter. Lyndsey Hartney, Medway Youth Worker and a large group of youths raised their concerns surrounding the youth shelter LB offered to work with the youth liaison committee and the youths to organise a meeting with the youths to see if the issues surrounding the youth shelter can be resolved. An email will be circulated to arrange a meeting. PSCO Craig Messenger was presence to listen to issues surrounding the youth shelter. He reported that he was walking the areas that were of a concern and had been talking to the youths. PSCO Messenger also reported that there had also been reports of nails being deposited on parishioner’s driveways which had resulted in many residents have to purchase new tyres. This was currently being investigated by the police.	
41.0	MATTERS ARISING FROM MINUTES OF MEETING ON 03/07/14	
Sep 54.8	Bus Shelter £250 Provision -CF reported that Lindsay Hartney has a group of youths that are willing to be part of the payback project to refurbish the bus stop on the Buttway. Lindsay Hartney advised that she would liaise with the youths to talk about forming a youth committee to complete this project.	Lindsay Hartney/CF
Dec 89.6	Cliffe Woods Pre School -Cliffe Woods Pre-School had approached CF about helping with some funding for their play-area to be repaired. KALC has advised	

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		that the council does have the power to support but only in the form of capital items not revenue. CF spoke to the Preschool who advise they have had the play area repaired.	
Jan 103.1		Parish Car Parks and The Buttway – Mr Rutherford has patched the potholes in Cliffe Woods car park. Clerk (RFO) asked Mr Rutherford to quote to repair this properly, in addition to the Small Hall car park. – These quotes have been agreed by the Parish Council.	
Mar 124.5		Repeal of S.150 of the LGA It was agreed by the F&GP committee that a review of the Standing Orders takes place. It was suggested that the financial standing orders include internet banking processes. Standing Orders have been circulated to all Councillors for review. These have been amended by CF and it was proposed for the Parish Council to adopt these standing order under item 43.7	
Jun 18.2.5		The storage container on the Rec used for lawnmower, strimmer etc. and also by the football teams for storing nets is now leaking from the roof badly meaning the lawnmower is sitting in water and so an urgent repair is required.- This is referred to the Recreation Ground and Play Areas Committee.	KK/JW/DC
Jul 31.3		RLG/S106 Update – reported under item 43.3	
Jul 31.4		Car Parks Update – reported under item 43.4	
Jul 31.5		CCTV Update – reported under item 43.5	
Jul 31.7		Memorial Bench for Marie Vyse The RFO has ordered the bench and advise Mr Rutherford that the council would like for him to quote installation of the bench. The Clerk RFO has also advised all parties concerned regarding bench delivery lead time. Awaiting quote from Mr Rutherford. Mr Rutherford is awaiting for a member of the CWCA to advise him of actual location of bench Clarion – Clerk PO contacted Richard Jones to arrange delivery. Clarion was delivered to all houses.	Clerk(RFO)/ SM/CF
Jul 32.1		Allotments - It was agreed to progress with the straightening of the fence. Clerk RFO advised Gravesend Fencing to proceed with quote. RL reported that three allotment tenants required a letter requesting they tend to their plot. Clerk PO sent letters accordingly.	
Jul 32.2		Recreation Ground and Play Areas – The issues surrounding the youth shelter were discussed in depth. The committee looked to see if the youth shelter could be modified to make it more visible/accessible but it isn't practical due to the design	

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		of the shelter. JW also reported that when installing the seat provided by Sutcliffe, it was noted that the brackets on the old swing were completely snapped and were badly made. It was agreed to email Sutcliffe to advise them of this. Clerk RFO advised Sutcliffe of this fault.	
42.0		REPORT: CLERK	
	42.1	<p>List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:-</p> <p>Two requests for use of the Buttway –</p> <ul style="list-style-type: none"> - Cliffe at Hoo Historical Society on either 6th or 13th September - Taylor-Marie Anderson for a fundraising event on the 20th Sept <p>Letter from Lindsay Hartney re Youth Shelter MAGIC summer fun day on Bank Holiday Monday 28/8 Fire Brigade strike 9-16/8 D Fitter – allotment plot 17b will be cleared M Smith – allotment plot 16a/16b will be cleared A Head, Aardvark Security – CCTV quote Gravesend Fencing – allotment fencing repair quote Jake Harris – Ball Court alterations quote A Riches – Medway Council – Changes to RLG Payments.</p>	
	42.2	<p>Clerk(PO) reported on matters arising and dealt with since last meeting:</p> <p>42.2.1 Clerk (PO) contacted Medway Council Election Services and advised of Rob Hunt’s resignation and duly posted vacancy notice on all boards. Jane Ringham has since advised no applications received and the Parish Council can now co-opt. Co-option notice is now on the boards along with new style meetings notice listing all meeting dates for the remainder of the year.</p> <p>42.2.2 The only outstanding allotment rent for this year was paid but the tenant complained that reminders were being sent by email although 2 letters had gone out to him.</p> <p>42.2.3 Gravesend Fencing collected a key to start work on the leaning fence repairs at the allotments. PC advised that they were not doing the side down to the Skate Park and on further investigation by the Clerk (PO) it was seen that a quote had not been received for this. The Clerk PO has since requested one and it has now been passed to F&GP Committee</p> <p>42.2.4 2 allotment tenants complained of anti-social behaviour towards them from youths at the Skate Park with items being thrown at them from over the fence and abusive language. Clerk(PO) advised Allotment Committee and the PCSO</p> <p>42.2.5 D Clark advised of an incident in the Youth Shelter whilst he was on holiday and witnessed</p>	

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		<p>by a lady in Cliffe. The Clerk (PO) reported this to the Police and the witness subsequently gave a statement to a PCSO. Following this Insp Leppard contacted us and advised contact details for our new PCSO and that someone would attend the next Parish Council meeting</p> <p>42.2.6 The Clerk (RFO) will be on holiday from xx for 2 weeks.</p>	
43.0		REPORT: FINANCE & GENERAL PURPOSES	
	43.1	<p>Finance report: The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO provided a bank reconciliation to the 30 July and the current/reserve bank balance is currently £14,507.44. The RFO believes there are adequate funds within the bank to cover the parish expenses for the next month</p>	
	43.2	<p>Approval of following payments for August: Augustus Press (printing of Clarion) £439.00 Chq No. 2811 R Jones (delivery of Clarion) £75.00 Chq No. 2812 Gravesend Fencing (allotment fence repair) £756.00 Chq No. 2813 Laura Farrelly (July Expenses)- £xx Chq No. 2814 Dave Clark (8 Additional hours & July Expenses)- £xx Chq No. 2815 M Johnson (holiday cover and expenses) £124.61 Chq No. 124.61 Alex Jack (July Wages)- £xx S/O Dave Clark (July Wages)- £xx S/O Laura Farrelly (July Wages)- £xx S/O Payments agreed – Proposed KK seconded RL – ALL AGREED</p>	
	43.3	<p>RLG/S106 Update RLG –Balance - £7,759.67 The RFO has submitted a claim for £150 for the donation of footballs to Cliffe Woods Colts. The RFO received correspondence from Angela Riches of Medway saying that the Parish Council will no longer have to submit claims for the rural liaison grant and that the allocated balance will be passed to the Parish Council at the same time as the precept each year going forward. Arrangements for this year's balance of £7,759.67 that is due to the Parish Council are being made. The Clerk RFO will continue to analyse how the rural liaison grant is spent. <u>Ball court fencing</u> – A more detail quote has been received from JH fabrication but still awaiting drawings. The RFO has also contacted Jackson Fencing for a comparison quote who informed the RFO that they no longer provide the same size fencing that was originally installed and that if we wanted to heighten the fencing it would mean a complete reinstallation which would be too much. The Clerk RFO will seek two alternative</p>	Clerk (RFO)

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		<p>suppliers for comparison. <u>CCTV modifications</u> – this was discussed under item 43.5. <u>Allotment fencing</u> – Part of the fencing repair has been completed by Gravesend fencing. However it was reported by Peter Clements that they were not repairing all that was needed. Therefore the Clerk PO asked for Gravesend Fencing to quote for the additional works and this is reported under item 43.6. S106 – Balance - £1719.70. The Clerk RFO has submitted a claim against the S106 grant for the Swing seat – Awaiting reimbursement. The project for the ball court fencing is ongoing</p>	Clerk (RFO)
	43.4	<p>Car Parks Update All quotes for work by Mr Rutherford were agreed at the July Parish Council meeting and the Clerk RFO has advised him that he can proceed with the works.</p>	
	43.5	<p>CCTV Update CF attended a meeting at the village club with Tony Head and Ian Fisk to discuss costs and terms and conditions regarding installing the CCTV into the Village Club. A quote of works has been received from Aardvark Security of £870.00 (this includes a fourth camera) –It was proposed to proceed with this quote – Proposed KK, seconded RL- ALL AGREED Clerk RFO/PO to advise Ian Fisk of the decision, also requesting written consent of the installation of the equipment within the Village Club and then to advise Tony Head to proceed with quote. SM also proposed to obtain a quote for removal of some of the trees that are surrounding the youth shelter – Proposed SM, seconded JC –ALL AGREED Clerk PO to contained Greenoak tree surgery to request a quote</p>	Clerk (PO) Clerk(PO)
	43.6	<p>Quotes received The Clerk (RFO) has received a quote for £420+VAT from Gravesend Fencing to fix the remaining part of the allotment fencing that is leaning. It was proposed to proceed with this quote subject to a drawing to confirm location of work and agreement from the allotment committee– Proposed JC ,seconded KK – ALL AGREED</p>	Clerk (PO)
	43.7	<p>Standing Orders CF has circulated the standing orders with some amendments. These standing orders were read through by the F&GP committee and it was proposed that they are adopted with the new amendments by Parish Council – Proposed KK, seconded SM – ALL AGREED CF also suggested purchasing a publication that provides invaluable advice for Councils from NALC. The cost is £49.99 plus P&P – Proposed CF, seconded KK – ALL AGREED.</p>	Clerk (PO)

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	43.8	AOB KK asked if there had been any response from the question that was asked in the Clarion about whether anyone would be interested in an adult gym. CF advised only two people had shown an interest. It was suggested that the Clerk RFO ask Frindsbury Extra PC if their adult gym equipment gets used as it was intended.	Clerk (RFO)
	43.9	Date of next Finance & General Purposes Committee Meeting: 2nd September 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
44.0		REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS	
	44.1	Allotments - It was reported that a new allotment plan had been created to help make it easier to ascertain where each tenant's allotment is. PC and RL plan to amend how the allocation of allotments are distributed and will liaise with the Clerk PO accordingly.	Allotments committee/ Clerk(PO)
	44.2	Recreation Ground and Play Areas – No report	
45.0		REPORT: PLANNING	
	45.1	Planning applications: CF presented following applications with comments: MC/14/1416- Heathcliff , Well Penn Road, Cliffe – Change of use from agricultural land to private non-commercial horse grazing land Response: No objection with conditions, sent prior MC/14/1896 Thameside Terminal Former Conco Site, Salt Lane, Cliffe ME3 7SX– Rentention of plots 1, Part 2 and 8 for haulage and/or platform hire use with associated parking Response: Object due to issues surrounding the size of the lorries and issues along the B2000 Proposed CF, seconded LB – 4 in favour, 5 abstained MC/14/2117 2 Reedham Crescent, Cliffe Woods ME3 8HT Construction of a two storey extension Response: No objection MC/11/2516 Lodge Hill, Chattenden Updated Invertebrate survey. Response: No further action required. MC/14/2164 19 Brewer Road, Cliffe Woods ME3 8HS Construction of a single storey side/rear extension with pitched roof. Response: No objection.	
	45.2	Date of next Planning Committee Meeting: 28th August 2014, 8pm at Cllr Fribbin's residence, Cliffe	Planning Committee
46.0		Report: OTHER COMMITTEES	
	46.1	Parish Car Parks and The Buttway – KK reported that the lines on the Buttway are still to be painted by the caretaker.	DC
	46.2	Clarion and Website – CF reported that the Clarion	

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		was printed and delivered to all Parishioners.	
	46.3	Footpaths and Common Land – It was reported that furniture had been dumped on Perry Hill, Cliffe Woods. Also the footpath between Quickrells road and Chesterton Road at Cliffe is overgrown. Clerk PO will advise Medway Council of both of these situations.	Clerk (PO)
	46.4	Youth Liaison Committee SM reported that the youth clubs are currently on their summer break and will start up again on the 1 st September. Cliffe Woods youth club hopes to run on the first and third Monday in the month. LB advised that due to a new hirer, the small memorial hall will only be available on Tuesdays and Fridays. CF intends to liaise with the youths/helpers to source a suitable day for the Cliffe Youth club.	CF
	46.5	Cliffe Memorial Hall – LB reported that the Memorial Hall is currently applying for further funding from Biffa for decorating the hall. LB also reported that there is a new booking secretary call Mary Bourne.	
	46.6	Cliffe Woods Community Association SM reported that the CWCA has recently had a fire safety inspection and the issues that were raised are currently being addressed. The CWCA plans to hold an unveiling ceremony for the memorial bench for Marie Vyse on the 4 th October at 10.30am. The club will be open for refreshments. SM also reported that the summer fair was a great success.	
47.0		REPORT: OTHER BODIES	
	47.1	Friends of North Kent Marshes The Village Fayre is taking place on the 9 th August at St Helen's Church and Buttway.	
	47.2	Rural Liaison KK reported that he would like to step down as the rural liaison representative and asked if any councillors would like to represent this outside body	ALL
	47.3	Police Liaison KK reported that he would like to step down as the police liaison representative as he feels the meetings are not a construction use of time and the police do not report on the matters that affect the parishes. It was agreed that the Clerk write to the Police Liaison committee explaining that the parish council is withdrawing their representative due to these reasons.	Clerk (PO)
48.0		Other items to be handed to Clerk for next meeting:	

Meeting closed at 9.30pm

8/08/14/lmf

NEXT MEETING 04/09/14 7.30pm, Emmanuel Church Hall, Parkside, Cliffe Woods