

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside Parade, Cliffe Woods
On Thursday 4th September 2014

PRESENT

Cllrs. Ken Kentell (Chair)(KK), Mrs Sue McDermid (SM), Jim Wenban (JW), Peter Clements (PC), Ray Letheren (RL), Jim Corrigan (JC), Colin Elliot (CE), Ian Petrie(IP) Derek Cory (DC).
Parish Clerks: Mrs L Farrelly & Mrs A Jack

Absent

Cllr Joan Darwell (JD), Gill Moore (GM)

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
49.0		APOLOGIES FOR ABSENCE Vivienne Walton(VW) – family, Chris Fribbins (CF) – planning meeting (arrived at 20.50pm) – accepted.	
50.0		DECLARATIONS OF INTEREST - LB – Planning application MC/14/1626	
51.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 07/08/14. Proposed RL, Seconded SM - ALL AGREED	
52.0		Adjournment – Lynne Bush read out a statement concerning her submission of planning application MC/14/1626. This statement will be circulated with the minutes. A resident from Wharf Lane expressed his concern regarding the road should this planning application go ahead.	
53.0		MATTERS ARISING FROM MINUTES OF MEETING ON 07/08/14	
	Sep 54.8	<i>Cllr Lynne Bush joined the meeting at 7.50pm</i> 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. – reported under item 58.4	
	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 31.7	Memorial Bench for Marie Vyse – reported under item 55.3.	
	Aug 43.3	RLG/S106 Update – reported under item 55.4	
	Aug 43.5	CCTV Update –reported under item 55.5	
	Aug	Quotes received- The Clerk (RFO) has received a	

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	43.6	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. Clerk PO has requested the drawing from Gravesend Fencing. Still awaiting a response	Clerk (PO)
	Aug 43.7	Standing Orders -A publication that provides invaluable advice for Councils from NALC was ordered by the Clerk (PO). Further to NALC's amendment to their standing orders in line with the recent changes in reporting of meeting proceedings, the clerk (PO) has drafted and circulated an amendment to item 31.0 to incorporate these. It was proposed to accept the amended standing orders – Proposed IP seconded JC – ALL AGREED	
	Aug 43.8	Outside adult gym -The Clerk RFO asked Frindsbury Extra PC if their adult gym equipment gets used as it was intended. The clerk from Frindsbury Extra responded and this email was circulated.	
	Aug 44.1	Allotments -PC and RL amended how the allocation of allotments are distributed and have liaised with the Clerk PO accordingly. This was passed to F&GP committee for discussion and is reported under item 55.7.	
	Aug 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
	Aug 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 advised Medway Council of both of these situations. The footpath work has been carried out. No response from Medway regarding the fly tipping	
	Aug 46.4	Youth Liaison Committee – reported under item 58.4	
	Aug 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
	Aug 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 The Clerk (PO) wrote to the Police Liaison committee explaining that the parish council is withdrawing their representative due to these reasons.	
54.0		REPORT: CLERK	

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	54.1	<p>List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:-</p> <ul style="list-style-type: none"> - Came & Company – Parish Council insurance renewal from 1/10/14 - Medway Council Planning - notice of special re Lodge Hill - Medway Council Planning – D Harris reply to CF query on consultees MC/14/1878 - Item to note - Neil Howlett advised due to insufficient crime reports at the recreation ground/allotment site in Cliffe, the Parish council could not have the temporary deployed CCTV camera. It was agreed for a letter to be written requesting what is considered the required number of crime reports and list all the crime reference numbers the Parish has to date 	Clerk (PO)
	54.2	<p>Clerk(PO) reported on matters arising and dealt with since last meeting:</p> <p>54.2.1 DC reported 2 fires at the Youth Shelter with large items of rubbish left behind (sofa, bike frame, exercise bike, burnt quilt). Clerk (PO) reported to Police and Lindsay Hartney. PCSO attended and spoke to some youths. Rubbish temporarily stored in allotments and some has now been removed. DC has asked Medway Council operative to remove the rest. Complaint received from an allotment holder regarding the rubbish storage and CF responded.</p> <p>54.2.2 A resident complained at the condition of the 2 benches on the grassed area at Parkside Parade, Cliffe Woods provided by Medway Council. The Clerk(PO) forwarded this to Medway Council Greenspaces who have advised they will replace them.</p> <p>54.2.3 Councillor Training - The Clerk PO has liaised with KALC about hosting a councillor training session. Clive Powell has offered a training package at a reduced rate of £36 per head with a minimum of 10 people required. The Clerk PO has liaised with other local parishes and a few have shown an interest. It was proposed to proceed with hosting this training and to encourage those councillors who do wish to stand for re-election next May to attend. Dates/Venue to be arranged – Proposed JC, seconded SM – ALL AGREED</p> <p>54.2.3 Clerk(PO) reported damage to the barrier signage (noticed on 23/8) at the car park in Cliffe Woods to the Police 101 no., ref. 27-0411. Medway Council CCTV will check their cameras but can only go back 48 hrs from given date due to operator time involved. JW has confirmed that he has another set of the</p>	<p>ALL</p> <p>JW</p>

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		<p>signs and will replace as soon as he can</p> <p>54.2.4 2015 Meeting dates – The Clerk (PO) recommended amended the January meeting date to the 15/1 and the APM to the 9/4 due to public holidays – Proposed SM, seconded RL – ALL AGREED</p> <p>54.2.5 Clerk(PO) yearly appraisal carried out by CF and KK and she will now attend the F&GP monthly meetings wherever possible. Clerk(RFO) appraisal to be organised shortly.</p> <p>54.2.6 The Clerk (PO) will be on holiday from xx for two weeks.</p>	CF/KK/Clerk(RFO)
55.0		REPORT: FINANCE & GENERAL PURPOSES	
	55.1	<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 an estimated bank reconciliation to the 30 August (due to not receiving the latest bank statements) and therefore estimates the current/reserve bank balance to be around £19,292.11. The RFO believes there are adequate funds within the bank to cover the parish expenses for the next month.</p>	
	55.2	<p>Approval of following payments for August: Cliffe Memorial Hall (hall support grant) £2500.00 Chq No. 2817 Cliffe Woods Memorial Hall (hall support grant) £2500.00 Chq No. 2818 Whitehall Direct Ltd (Marie Vyse memorial bench) £658.8000 Chq No. 2819 RBS (Software maintenance for Alpha/Allotments) £261.60 Chq No. 2820 PKF Little John (audit fee) £102.15 Chq No. 2821 Came & Company (parish council insurance) £1387.12 Chq No. 2822 Dave Clark (11.5 Additional hours & August Expenses)- £xx Chq No. 2823 Alex Jack (August expenses) £xx Chq No.2824 KCS (refuse sacks) £21.59 D/D Alex Jack (August Wages)- £xx S/O Dave Clark (August Wages)- £xx S/O Laura Farrelly (August Wages)- £xx/O Payments agreed – Proposed KK seconded IP – ALL AGREED</p>	
	55.3	<p>External Audit report The RFO reported that the audit of the annual return has been signed off and returned by PKF Little John. A notice of conclusion of the audit and right to inspect the annual return has been prepared and this notice has been placed on all the Parish notice boards and a PDF version of the annual return has been added to the Parish Council website.</p>	
	55.4	<p>RLG/S106 Update RLG –Balance - £7,759.67 The RFO reported that the Parish council have</p>	

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		<p>received the balance of £7,759.67 in to the Parish Council bank account. The Clerk RFO will continue to analyse how the rural liaison grant is spent. <u>Ball court fencing</u> –The Clerk RFO is to seek two alternative suppliers for comparison against J H Fabrication's quote of circa £5k. <u>CCTV modifications</u> – this was discussed under item 55.5. <u>Allotment fencing</u> – The Clerk PO is awaiting for Gravesend Fencing to provide a drawing of the allotment fencing to confirm which part of the fencing is to be repaired. <u>Marie Vyse MBE Memorial Bench</u> – The bench has arrived and Mr Rutherford is due to carry out the base work in time for the unveiling in October. Awaiting quotation for the base work but it was agreed to proceed with the works if the cost is within the terms of reference as per the standing orders item 44.0. The Clerk (RFO) will call Mr Rutherford to confirm quote for base works S106 – Balance - £1719.70. The Clerk RFO has submitted a claim against the S106 grant for the Swing seat – Still awaiting reimbursement. Heather Marsh has advised that she is leaving Medway Council and has passed the responsibility of this grant to Chris Valdus who would like to see the remaining funds spent by December. The Clerk RFO has emailed Chris Valdus and suggested using the remaining S106 balance for the tree removal around the youth shelter, repairs to the ball court fencing and any monies left could go towards the Skate Park Maintenance. JC suggested getting quotes for the suggested works, which could be used as evidence for raising an invoice to Medway council in order to claim the remaining balance before December. The Clerk RFO will arrange for quotes/invoice</p>	<p>Clerk (RFO)</p> <p>Clerk (PO)</p> <p>Clerk (RFO)</p> <p>Clerk (RFO)</p>
	55.5	<p>CCTV Update The Clerk PO has liaised with all concerned parties to confirm that the quote of works for the CCTV has been agreed. The Village club have provided written confirmation that they are happy for the CCTV to be installed within the club. LB advised that Tony Head has spoken to the Memorial Hall to arrange a date to proceed with works. The Clerk (RFO) will liaise with Tony Head to ensure the works are carried out.</p>	<p>Clerk (RFO)</p>
	55.6	<p>Youth Shelter – Tree removal Greenoak Tree Surgery has provided a quote of £400.00 to complete the removal of the trees surrounding the youth shelter. It was proposed to proceed with the quote – Proposed KK, seconded SM ALL AGREED Clerk (PO) to advised Greenoak tree surgery to proceed with quote</p>	<p>Clerk(PO)</p>

	55.7	<p>Allotment Pricing and offer of free plot/quote for clearing It was recommended by the allotment committee to split a plot into two smaller plots and then charge a rate of £11 per plot. After some discussion, it was felt by the F&GP committee that due to admin costs that are still involved, regardless of plot size, it was recommended that the half sized plots be priced at £15 each – Proposed KK, seconded SM - ALL AGREED It was also the recommendation of the allotment committee, that due to these recent plots being in such a poor state, that they are offered to the new tenants for free for the remainder of the financial year. The general consensus of the F&GP committee felt that it was not fair to offer the plots for free and the new tenants should be offered the plots in the same way as all the other tenants – It was agreed to proceed with offering the plots in the normal way. The Clerk PO had obtained a quote from Greenoak Tree Surgery to clear the plots. This was at a cost of £300.00. It was agreed that this was not a route to pursue.</p>	
	55.8	<p>Date of next Finance & General Purposes Committee Meeting: 30th September 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
56.0		<p>REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS</p>	
	56.1	<p>Allotments PC and RL reported that they had carried out an allotment inspection. It was proposed to send out one letter to quit and three letters giving a 30 day notice to improve– Proposed PC, seconded RL – ALL AGREED Clerk (PO) to send letters to the relevant allotment holders.</p>	Clerk (PO)
	56.2	<p>Recreation Ground and Play Areas – It was proposed to proceed with the skate park maintenance – Clerk (RFO) to contact Mike Grime regarding this matter.</p>	Clerk(RFO)
57.0		<p>REPORT: PLANNING</p>	
		<p>Planning applications: JW presented following applications with comments: MC/14/2219- Orchard Bungalow ,Station Road, Cliffe – Demolition of bungalow and construction of three bedroom bungalow with associated works and retention of a caravan for temporary accommodation purposes Response: No objection with conditions, sent prior MC/14/2087 29 View Road Cliffe Woods ME3 8JQ– Details pursuant to various conditions on planning permission Response: No Objection. MC/14/1630 Alpha Lake and Chalk Lane North Sea Terminal, Salt Lane, Cliffe Proposed ecological and landscape enhancement of Alpha Lake and Chalk Lake</p>	

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		<p>Response: The additional information supplied does not overcome the concerns about the loss of recreational facilities and the alternatives proposed are not practical for the areas served. There is no effective response to concerns about the food protection that these lakes provide or the effect of this application (and others in the area) on the wider water table and concerns because this is showing signs of rising already. <i>CF arrived at meeting at 20.50pm, LB abstained from discussion and voting on the following application:</i></p> <p>MC/14/1626 14 Wharf Lane, Cliffe ME3 7UE Outline application with some matters reserved for residential development comprising of 7 three bedroomed dwellings with private road access.</p> <p>Response: No objection to the development which is within the village envelope, but do object application regarding the highways access to the proposed properties.</p> <p>Proposed JW, seconded DC – ALL AGREED</p>	
	57.2	<p>Date of next Planning Committee Meeting: 25th September 2014, 8pm at Cllr Fribbins' residence, Cliffe</p>	Planning Committee
58.0		<p>Report: OTHER COMMITTEES</p>	
	58.1	<p>Parish Car Parks and The Buttway The repair works to the small hall car park has been completed.</p>	
	58.2	<p>Clarion and Website CF reported that the website has been updated with the annual return and a guest Howard Davies regarding the airport.</p>	
	58.3	<p>Footpaths and Common Land – No report.</p>	
	58.4	<p>Youth Liaison Committee SM reported that the Cliffe Woods youth club has started back up again now that the summer holidays are over and they will continue to run twice a month on the first and third Monday in the month. CF reported that he is in discussions with the Memorial hall to try to get the Cliffe Youth club up and running on the second Thursday in month. CF confirmed that a meeting with Lindsay Hartney and the youths is still to be confirmed.</p>	CF
	58.5	<p>Cliffe Memorial Hall – LB reported that the fire doors have now been finalised and that the hall is applying for additional grants to help get the roof fixed.</p>	
	58.6	<p>Cliffe Woods Community Association SM reported that the bench marking has been marked out for the installation of the memorial bench for Marie Vyse MBE. SM also reported that the monthly quizzes have started again on the last Friday of each month. A barn dance is taking place on the 25th October. A Neil Diamond tribute act is on the 22nd November at £10pp</p>	

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		and the indoor boot fairs are also starting up again on the first Sunday of each month.	
59.0		REPORT: OTHER BODIES	
	59.1	Friends of North Kent Marshes – No report	
	59.2	Rural Liaison – No report	
	59.3	Police Liaison – No report	
60.0		Other items to be handed to Clerk for next meeting:	

Meeting closed at 9.20pm

8/08/14/lmf

NEXT MEETING 02/10/14 7.30pm, Small Memorial Hall, Church Street, Cliffe