

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Woods Primary School

Thursday 05 March 2009

PRESENT

Councillors C Fribbins (Vice Chair, acting Chair for this meeting), S Burns, L Bush, T Copsey, J Corrigan, D Cunningham, M Emblin, J Keates, G Moore, M Smith

Mr G Meeser (Parish Clerk)

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
1.0	<p>APOLOGIES FOR ABSENCE Councillors J Darwell (attending Medway Council meeting), K Kentell (holiday), J Wenban (work), and L Wicks (attending Medway Council meeting). Accepted</p>	
2.0	<p>DECLARATIONS OF INTEREST None</p>	
3.0	<p>CLIFFE CHILDREN'S COMMITTEE [CCC] Mrs Donna Haselden, Mrs Laura Farrelly and Mrs Kirsty Atkinson attended on behalf of CCC. They furnished report on fundraising activities for playground and recent visit to St Helens Primary School to speak to children.</p> <p>Cllr Keates expressed concerns about children's expectations possibly being raised in advance of funds being secured, and felt that Medway Council youth worker had been unfairly excluded from consultations. She also raised matter of an unpleasant incident involving a person associated with the CCC, at a recent consultation meeting.</p> <p>Chairman expressed appreciation to Cllr Keates for her valuable past contribution to the playground project, and stated that he had dealt with the incident referred to by Cllr Keates by speaking directly to the person concerned. Whilst not trivialising said incident, Chairman emphasised that it is for the benefit of community as a whole that Parish Council and CCC should now work together.</p> <p>At a previous meeting Cllr Keates had indicated that she is no longer willing to work on playground projects, and relevant paperwork was handed to Cllr Wicks (who undertook to take up where Cllr Keates had left off). It was now suggested that an additional liaison person+ needed for playground projects, and Cllr Cunningham expressed her willingness to become involved.</p> <p>CCC representatives left meeting after this item concluded, and a number of councillors expressed appreciation for their efforts.</p>	
4.0	<p>APPROVAL OF MINUTES Minutes of meeting held on 05 February 2009 approved as presented</p>	
5.0	<p>ADJOURNMENT No items</p>	

6.0		MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING	
	6.1	Clothing and Safety Equipment – New Caretaker (see February item 6.1): Cllr Keates confirmed that all relevant items have now been issued. Cllr Corrigan stated that CRB forms not yet received . Clerk to check on situation with caretaker	Clerk
	6.2	Revision of Standing Orders (see February item 6.5): Clerk reported that this item had to once again be placed on %back burner+because of more urgent items requiring attention. He hoped to have the draft document finalised shortly	Clerk
	6.3	Planting of Christmas tree on Cliffe Village green (see February item 6.6): Decision not to go ahead was duly advised to Eastborough Nurseries. Cllr Keates stated that Fire Station is willing to have a (probably artificial) Christmas tree on their premises in future years	
	6.4	Cerebral Palsy Care & Learning Services [CPCLS]: Relaunch 25/02/09 (see February item 6.7): Cllr Corrigan attended this event, and provided a positive report	
	6.5	“Rutting” Damage to Cliffe Village Green by Lorries (see February item 4.18): Repairs to ruts have now been carried out to reasonable standard. Any reappearance of ruts to be reported to Clerk	All (to note)
	6.6	Possible Reduction in Size of Cliffe Village Green (see February item 6.9) Medway Council had advised that widening of Swingate Avenue and consequent reduction in size of Village Green would cost in region of £11,000 (eleven thousand pounds). This amount beyond resources of Parish Council, apart from lorry traffic down Swingate Avenue being only a short to medium term problem related to building works in Wharf Lane. Medway Council to be advised that no action required	Clerk
	6.7	Cliffe Woods Car Park – Disabled Bay (see February item 6.12): New bay now marked with thermoplastic and disabled sign installed. Not yet billed by Medway Council.	
	6.8	Speedwatch (see February item 6.13) See item 8.0 below	
	6.9	Noticeboards (see February item 6.14) Buttway board: Planning permission would be required to replace it with larger board. No action to be taken St Helens School board: Headteacher advised Clerk verbally that school wants board removed from premises because installation of replacement fence scheduled and board will be inaccessible. Headteacher requested to put her request in writing . still awaited. Concern expressed at request because current location regarded as ideal to attract attention of parents dropping off or picking up their children at the school. Reason for location to explained to Head Teacher	Clerk
	6.10	Relief Cover for Caretaker (see February item 6.15) Mr Roger Durham covered Mr Dave Clark for a fortnight whilst latter undergoing and recovering from operation. Mr Durham signed a shortened form of work contract prior to employment, and %shadowed+	

	Mr Clark for two days. Mr Clark was due back at work on Monday 02/02/09 but has requested extra week off because his recovery not complete. Mr Durham has agreed to cover for this extra period	
6.11	New Recreation Area (Ball Park) (See February item 6.17) Cllr Keates confirmed that plants cannot be revived because they have died off completely	
6.12	Children's Play Area (See February item 6.18) Mrs Haselden's contact details were advised to Cllr Wicks as requested	
6.13	Speedwatch (See February item 7.0) See item 8.0 below	
6.14	Transport Issues (See February item 8.0) Cllr Fribbins advised that he had spoken to Medway Council's Public Transport Manager regarding matter previously raised by Cllr Burns (cancellation of free %companion pass+on public transport for persons accompanying disabled passengers). Policy is inconsistent at present and is complicated further by Medway's status as Unitary Authority bordering on County Council catchment areas. Cllr Fribbins will raise matter with %Bus Users UK+when he meets them in near future, and will report back	Cllr Fribbins
6.15	Parish Plan (See February item 9.0) See item 9.0 below	
6.16	Dog Fouling on Recreation Ground (see February item 10.1.1) %Warning notices+have been designed and are currently with Cllr Darwell for price quote (Clerk awaiting response). Clerk advised that Medway Council Dog Warden not yet contacted . task to be carried over to this month	Cllr Darwell Clerk
6.17	Mr Ron Pellatt: Request for Traffic Calming plus Litter Complaint (see February item 10.1.2) Traffic calming request was referred to Medway Council. Litter complaint has not been dealt with yet . to be carried over to this month and incorporated in general %litter representations+to Medway	Clerk
6.18	Grants to Cliffe Memorial Hall (See February item 10.1.3) Letter from Mrs Hooper was duly sent to Cllr Fribbins, as requested	
6.19	Rural Housing Needs Survey (See February item 10.1.4) Parish Council is participating in this Medway Council/Rural Kent initiative and questionnaires being distributed with forthcoming <i>Clarion</i> . Further info is on website and noticeboards. See also item 12.2 below	
6.20	Revised Meeting Dates (See February item 10.2) Cliffe Woods Primary School has confirmed that school hall available for Annual Parish Meeting on Thursday 16/04/09. Cliffe Memorial Hall has been advised that June meeting at Cliffe to be postponed by one week, from 04/06/09 to 11/06/09	
6.21	Saxon Shore Way [SSW] Long Distance Footpath (See February item 10.3) Medway Council has advised that upgrading and waymarking of SSW through Medway is scheduled	
6.22	Litter (See February item 10.4) No representations made to Medway Council as yet because no identification of %problem spots+by councillors was forthcoming. Representations now to be made to Medway consisting of Clerk's own	Clerk

	identification of problem spots+plus matter raised by Mr Ron Pellatt (see item 6.17 above)	
6.23	Employment Contract for Mr Dave Clark, Caretaker (See February item 11.4) See item 11.4 below	
6.24	Allotments (See February item 12.1) Inspector Robin Wharfe was duly written to asking for dedicated uniformed patrols at allotments, but no reply received. PCSO Sue Fill present at meeting, and confirmed that Inspector Wharfe has now retired. She was requested to ask his successor for response to Parish Council's letter	
6.25	Conoco (See February item 19.1) No report because Cllr Wicks absent	
6.26	Cliffe Village Fayre : “Hanging Baskets Competition” (See February item 19.2) See item 11.2 below	
6.27	Cliffe Village Fayre: Possible Clash with Helicopter Landing (see February item 19.3) Landing is scheduled for Saturday 04 July 2009. But it is on Recreation Ground and Village Fayre is being held on Buttway, so no clash	
7.0	VILLAGE HALLS REVENUE SUPPORT FUNDING Cllr Fribbins presented draft terms of agreement for funding. Cllr Smith suggested that payments be made quarterly, rather than annually as proposed. Adoption of draft terms proposed by Cllr Keates, seconded by Cllr Corrigan. Cllr Fribbins to take forward	Cllr Fribbins
8.0	SPEEDWATCH After lengthy discussion, following resolution was passed: Cliffe and Cliffe Woods Parish Council recognises the benefits of <i>Speedwatch</i> , but is not in a position to operate the scheme at the present time. However, it will consider lending support to any other organisations willing to co-ordinate and operate it+. Proposed by Cllr Fribbins, seconded by Cllr Corrigan	
9.0	PARISH PLAN Cllr Cunningham presented report on Parish Plans and proposed that Parish Council agree to pursue idea of establishing such a plan. Considerable support for proposal-- seconded by Cllr Corrigan. Firmer proposals to be worked up with help from Catherine Smith of Medway Council and Kathy Budgen of KCC -- Cllr Cunningham to take lead	Cllr Cunningham (ongoing)
10.0	SIGNPOSTING IN CLIFFE VILLAGE Cllr Bush suggested that better signage to points of interest in and around parish (for example, church, marshes, Cliffe village centre, Cliffe Pools RSPB reserve) be provided. Clerk to explore possibility with Medway Council	Clerk
11.0	REPORT: CLERK	
11.1	Correspondence	
	11.1.1 No: 0903/08 From: KALC Subject: Planning Information Day, Lenham, 28/03/09 No takers	

	<p>11.1.2 No: 0903/09 From: Cliffe Parochial Charities Subject: Renewal of Mrs Diane Foreman's three-year trusteeship term Renewal approved . proposed by Cllr Keates, seconded by Cllr Corrigan. Clerk to Trustees to be advised</p>	Clerk
11.2	<p>Cliffe Village Fayre 2009: “Hanging Baskets” Competition (See February item 19.2) Parish Council financing of above competition (at same level as for 2008) formally approved. Proposed by Cllr Smith, seconded by Cllr Moore</p> <p>Consideration to be given to an additional category of %Best Allotment+</p>	
11.3	<p>Right of Way Improvements Medway Council looking to go ahead with upgrading (in three sections) of footpaths RS84 and RS84a between Cliffe and Cliffe Woods. Parish Council invited to choose path surfacing materials and sequence of sections to be upgraded.</p> <p>Materials chosen (under guidance of Cllr Bush) . MOT Type 1 to DOT803 Ragstone. Proposed by Cllr Bush, seconded by Cllr Corrigan.</p> <p>Sequence of sections to be in Cliffe Woods to Cliffe direction, namely first : Perry Hill to railway line, second: railway line to Spadgers Cottage, and third: Cooling Road to Thatchers Lane/Chancery Road. Proposed by Cllr Fribbins, seconded by Cllr Moore.</p> <p>Information also sought by Medway Council on identity of landowners of land through which RS84 and RS84a runs . No information known . Medway Council to be referred to HM Land Registry.</p> <p>All above to be notified to Medway Council</p>	Clerk
11.4	<p>Caretaker (Mr Dave Clark) Contract of Employment Clerk reported that he had experienced fresh problems when finalising contract, with result that he had spent much longer time on this task than anticipated. He requested additional two hours' salary payment for this task at his current hourly rate, as per his Contract of Employment. Extra payment approved . proposed by Cllr Corrigan, seconded by Cllr Cunningham (to be claimed with March salary).</p> <p>Final version of draft contract is now with Local Councils Adviser at KALC for scrutiny. Once go-ahead received, contract to be printed out and signed by Mr Clark</p>	Clerk
11.5	<p>Minor “Wear and Tear” Repairs to Clerk's Computer <i>Black Cat PC Services</i> visited Clerk's home recently to rectify noisy computer fan. Clerk uses his computer for majority of time on Parish Council business - Parish Council contribution to £35 repair cost requested. Payment of whole £35 agreed -- Proposed by Cllr Corrigan, seconded by Cllr Smith (to be claimed with March salary)</p>	Clerk
11.6	<p>Buttway Car Park – Broken Manhole Cover Over Stormwater Drain Clerk reported on recent incident where manhole cover over stormwater drain in Buttway Car Park had broken, leaving deep and dangerous hole in car park. Southern Water denied responsibility because manhole located on Parish Council premises. Medway</p>	

		<p>Council Highways Department made area safe with warning fencing+ and Cllr Wenban arranged with W D Rutherford to inspect damage and retrieve pieces of broken cover from inside drain.</p> <p>Rutherford has estimated cost of repairs to be in region of £400, consisting of replacement of manhole cover and frame, provision of tarmac, cement and miscellaneous materials, and labour. Will also inspect additional hole apparently forming in adjoining area of car park, and report on situation.</p> <p>Cllr Wenban had expressed view to Clerk that Rutherford's estimate of £400 extremely reasonable, so Rutherford given provisional authority to go ahead (Work should commence shortly). Duly noted by councillors.</p>	
12.0		REPORT: FINANCE AND GENERAL PURPOSES	
	12.1	<p>Current Financial Situation Clerk circulated sheets showing 11 months' financial accounts (April 2008 to February 2009 inclusive)</p>	
	12.2	<p>Forthcoming Clarion Delivery scheduled for week commencing Monday 16/03/09 and at request of Medway Council will include questionnaires for Rural Housing Survey (See item 6.19 above). Clerk and Acting Chairman had provisionally approved payment of £100 (one hundred pounds) to Mr Richard Jones of Green Lane, Cliffe to effect deliveries, and Medway Council has agreed to refund 50% of this cost (£50). Duly noted by Councillors</p>	
	12.3	<p>Payments by Cheque The following cheque payments were approved:</p> <p>#2099 G Meeser, Parish Clerk . Salary and expenses for Feb 2009</p> <p>#2100 R Durham, Relief Caretaker . Wages and expenses for Feb 2009, plus tax refund from previous employment (Clerk explained that Parish Council required by law to effect above refund, and confirmed that it has been reclaimed from HM Revenue & Customs)</p> <p>#2101 £17.70 Cliffe Memorial Hall Management Committee . hire of Small Hall</p> <p>#2102 £114.00 Cliffe Woods Parish Youth Club . refund for hire of CWCA hall</p> <p>#2103 £95.00 W D Rutherford . works carried out to broken drain cover and gully pot</p>	
	12.4	<p>Rural Liaison Grants Medway Council has announced reinstatement of Rural Liaison Grants for three years commencing 2009/2010. Exact amount available to each parish still to be advised</p>	
	12.5	<p>Date of next Finance & General Purposes Committee Meeting: Tuesday 05 May 2009, 8pm, Cliffe Woods Primary School (staff room)</p>	FGPC (to note)
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13.0		REPORT: RECREATION GROUND AND ALLOTMENTS	
	13.1	<p>Allotments Cllrs Copsey and Keates advised that they have been in discussion with <i>Groundwork</i> re possible voluntary work on the allotments site.</p> <p>Allotment holders have suggested the provision of a Communal polytunnel to help to extend the growing season. Cllr Keates to investigate further.</p> <p>Cllr Keates recommended that local firms/organisations be given favourable consideration for future fencing work at Allotments (subject to the obligation to seek best value for any larger items of work).</p>	
	13.2	<p>New Recreation Area (Ball Park) Major problem with litter in this location . possibility of additional litter bin to be explored</p>	Clerk
	13.3	<p>Children's Play Area No report, but see item 5.0 above</p>	
	13.4	<p>Recreation Ground No report, but see item 6.16 above</p>	
14.0		REPORT: PLANNING	
	14.1	<p>Planning Applications: Cllr Fribbins presented the following planning applications with proposed comments, and they were approved:</p>	
		<p>14.1.1 MC2009/0151 . Newlands Farm, Station Road, Cliffe Installation of electrical overhead line and two poles. No objection</p>	
		<p>14.1.2 MC2009/0198 . 9 Goodwin Road, Cliffe Woods Retrospective application for construction of decking No objection</p>	
	14.2	<p>Thameside Terminal, Salt Lane, Cliffe: Medway Council has issued enforcement notices to other parties interested in the site (following those issued in 2007 and subject to Planning Enquiry 06/2008 . deferred until 2009). It has been reported that these will be taken separately. Submissions need to be with Planning Inspectorate by 06/03/09. Grounds of appeal are identical to those of previous appellants, so previous detailed response re-vamped and re-sent by email 04/03/09</p>	
	14.3	<p>Date of next Planning Committee Meeting: Wednesday 25 March, 8pm, Cliffe Woods Primary School (Staff room)</p>	Planning Committee (to note)
15.0		REPORT: FOOTPATHS AND COMMONLAND No report	
16.0		REPORT: CLIFFE WOODS CAR PARK No report, but see item 6.7 above	
17.0		REPORT: RURAL LIAISON No report	
18.0		REPORT: KALC No report	
19.0		REPORT: OTHER BODIES No report	

20.0		ANY OTHER BUSINESS	
	20.1	Litter Bin outside Marks Stores, Church Street, Cliffe Cllr Copsey reported that this bin constantly overflowing. Possibility of more frequent clearance to be investigated	Clerk
	20.2	Directional Road Signs to Celebral Palsy Learning Services from Town Road, Cliffe Woods: Possibility of provision of larger signs to be explored	Clerk
	20.3	Heating at Cliffe Woods Primary School: School to be asked to provide higher heating temperature for room in which Parish Council meets bi-monthly	Clerk
	20.4	Film <i>Thames Estuary 2000</i> by Environment Agency Cllrs Darwell and Moore were involved in the making of this film. They were able to emphasise need to strengthen sea defences at Cliffe Creek, as this location is the weak point in the protection of the Cliffe Marshes	

The meeting closed at 10.10 pm

gm 07/03/09

NEXT MEETING:

THURSDAY 07 MAY 2009, CLIFFE WOODS PRIMARY SCHOOL, 7.30PM

Important note: There will be NO Parish Council meeting in April, because it is replaced by the Annual Parish Meeting [APM] on Thursday 16 April 2009, at Cliffe Woods Primary School, 7.30pm
