



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Primary School, View Road, Cliffe Woods
On Thursday 3rd May 2012

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Mrs Lynne Bush (LB), Ian Petrie (IP), Mrs Sue McDermid (SM), Colin Elliot(CE), Mrs Gill Moore (GM), Mrs Joan Darwell (JD), Jim Wenban(JW), Ray Letheren (RL), Robert Hunt (RH), Mrs Margaret Emblin (ME), Mrs Vivienne Walton (VW)

Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.45 pm.

NO		ITEM	ACTION BY
1.0		APOLOGIES FOR ABSENCE Cllr. Dave Green(DG) . ill, Alan Taylor (AT) - family - ACCEPTED	
2.0		Declarations of Interest CF (Medway Computer Assistance) - Finance LB . Planning Application - MC/12/0823	
3.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 1 st March 2012 were approved. Proposed RL, Seconded RH . ALL AGREED Minutes of Extraordinary Parish Council Meeting held on 5 th April 2012 were approved. Proposed KK, Seconded RL . ALL AGREED	
4.0		ADJOURNMENT Mr Peter Clements was present to reiterate the allotment holders concerns regarding the vandalism. He suggested angle iron be installed above the gates rather than the barbed wire that was previously suggested. PSCO Mandip Clare was also present. PSCO Clare gave a brief overview of the areas he covers and the issues he tends to deal with. JD reported that an air rifle had been shooting over her garden and expressed her concerns over the lack of police co-operation on the matter. PSCO Clare reported that he had obtained an air rifle from a street nearby to JD's home and this had now been booked for destruction. CF and KK reported on the concerns of the increasing amount of vandalism that is occurring around the allotments. CF suggested an on-site meeting whereby further discussion could take place. PSCO Clare intends to also invite the Crime Prevention Officer to provide the best forms of crime prevention. Date to be arranged as soon as possible.	ALL
5.0		MATTERS ARISING FROM MINUTES OF MEETINGS ON 1/03/12 AND 5/04/12	
	Oct 19.2.7	Claim for the high vis vests and Court costs were served by Medway County Court on 27/08/11. Sutton Safety has not replied to requests for payment. CF emailed a letter to Sutton Safety threatening the warrant of execution to see if this will encourage them to pay. No response. CF researched the company and discovered the company had reconstituted themselves earlier in the year to a limited company. CF proposed to drop legal action. Seconded by RH . ALL AGREED	
	Oct 71.1	Mrs Dianne Foreman, a Cliffe Woods resident reported at the October meeting that shooting was occurring whilst walking her dogs along the	

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		footpath between Perry Hill farm and the Parochial field - RS67. Referred to the Footpaths and Common Land Committee. F&CL Committee to also look at further publicity for the existing footpaths (via Clarion/Web Site/Published maps/Walk books).	F&CL (GM/DG /JD)
	Oct 73.2.1	The damaged rubbish bin at the Ball Park: Dave Clark (Caretaker) has stored in his garage .This has been put on hold due to further vandalism.	
	Nov 90.3	War Memorial: Cllr. Julie Moss previously reported a group within the village have been raising funds to have the War Memorial in Cliffe cleaned and re-carved. A local business has offered a donation. Cllr. Moss asked if the PC would be able to donate some money towards this project. Clerk (RFO) has sought clarification from Rural Liaison and a quote is needed to confirm claim. Awaiting quote via Peter Lydon . AT to provide. Clerk (RFO) is to look into funding from War Memorial.org as they provide grants for this type of project.	Clerk(RFO) AT Clerk(RFO)
	Dec 99.1	Allotments: It was reported that the trespassing sign has deteriorated and needs replacing. Suggested wording required. Clerk (PO) to draft	Clerk(PO)
	Feb 120.1	Allotments: Clerk (PO) sent out invoices w/c 26/03/12. Clerk (PO) to send out reminders to tenants with rents still outstanding.	Clerk(PO)
	Mar 131.3	RFO contacted Greenspaces to see if they could provide the PC with a quote for the remaining footpath by the Doctor's Surgery at Cliffe Woods with the intention to be claimed against Rural Liaison. Dave Crouch has quoted the remaining part of the pathway that requires resurfacing would cost £4600 + VAT. Clerk (RFO) to ask D Crouch to see if we are able to obtain our own quote as this quote seems excessive.	Clerk(RFO)
	Mar 131.4	Skate Park . S106 Funds: JW has inspected the Skate Park and said that it is uneven and was under the assumption that it should be flush to the ground. RFO contacted Matta Products and on inspection from Matta they informed the Clerk (RFO) that the ground would settle eventually. KK reported that this has now happened. Payment was authorised	
6.0		REPORT: CLERK	
	6.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was distributed on an additional sheet. One item noted was Cllr. Julie Moss's resignation. CF thanked Julie for her time and contribution to the Parish Council. SM asked about the outstanding incident with the van that damaged the barrier sign at Cliffe Woods car park . The Claim was dismissed by the courts due to no proof of driver on privately owned land. Clerk (PO) to write to MP Mark Reckless regarding this incident and a possible loophole in the law.	Clerk (PO)
	6.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 6.2.1 Notices were posted on the boards and the PC website advising of the Cllr. vacancy following Lisa Mills's resignation. Previous applicants Peter Clements and Vivienne Walton were also contacted and they both attended the Extraordinary Meeting before the APM to seek co-option. Vivienne Walton was duly elected and welcomed to the Parish Council. The Elections Officer at Medway Council was duly informed and Cllr. Walton has provided the Clerk with her Register of	

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	MembersqInterests form which will be sent to Medway Council.	
6.2.2	Invoices were sent out to 49 allotment holders and about half of the payments have been received to date. Several other mailings have also been sent out to all regarding the hosepipe ban, allotment security and vandalism issues and a date for a special allotment holders meeting to compile a list of issues to put forward to our meeting tonight. The Clerk (PO) would hope that more email addresses would be supplied as contact by letter/post is more time consuming and expensive now that the 2nd class post has increased to 50p. There are about 16 allotment holders currently without an email address. 2 new allotment plots have been offered this month. Dave Crouch from Medway Council Greenspaces kindly delivered to us more padlocks and keys for the allotments following the theft of one from the main gate and also the Rec barrier.	
6.2.3	Michael Johnson returned to work and was able to cover Dave Clark for his 4 weeks holiday. Dave Clark has now returned. During this time Michael Johnson was able to cut the grass and assist with the barrier at Cliffe Woods car park which had been locked open by the new owners of the Newsagents and store. They had additionally put a skip in the car park in a disabled space but are now aware that this is Parish Council owned land and that the gate requires to be kept locked at all times.	
6.2.4	The rubbish bin at the Skate Park was vandalised and set on fire. This was reported by the Clerk (PO) to the local Police who attended and made a report.	
6.2.5	Further reminders were sent out to APM attendees and reports requested. The APM was fairly well attended with the benefit of a projector and screen this year which greatly aided presentations. A copy of the draft Minutes will be circulated in due course.	Clerk(RFO)
6.2.6	Mr Robert Filmer made a suggestion that the fencing around the Cliffe Woods Play Area and the APCM ground be replaced for the Jubilee celebrations and this was forwarded to Medway Council as they own this land. Medway Council replied that their budget could not cover this.	
6.2.7	Richard Jones delivered the Clarion to both villages but another 60 copies are required for future editions.	
6.2.8	A couple of requests from potential house buyers to the area were made asking for information on the likelihood of an airport; flood plains etc. and these were dealt with by Cllr Fribbins.	CF
6.2.9	The Clerk (PO) will be on holiday for a week from xx and the RFO will be covering emails and telephone.	
6.2.10	Mr Bob Goodbody from Cliffe Bowls Club asked to meet with the Memorial Hall regarding hall booking costs and this request was passed to Cllr. Bush.	
6.2.11	A card and chocolates were sent on behalf of the Parish Council to Mr Louis Pearson of Cliffe who celebrated his 100th Birthday on 1st May. His family thanked the Parish Council and have supplied a photo of his special day for inclusion in the next edition of the Clarion.	
6.2.12	The Clerk(PO) reported on her attendance at the meeting organised for Parish Clerks at Medway Council offices on 25/4/12 to discuss the Localism Act and in particular the	

		proposed abolition of the Standards Regime and how it affects Parish Councillors. A new Code of Conduct is to be issued by Perry Holmes, Monitoring Officer, prior to the June meeting for consideration, they hope that all Parishes on the Hoo Peninsular will adopt the same one. However, Clive Powell/NALC have advised they will also provide a Code of Conduct for us as an alternative, if required.	Clerk(PO)
7.0		REPORT: FINANCE & GENERAL PURPOSES	
	7.1	All the accounts have been updated to the end of the financial year and haven't changed since the APM finance report. The RFO plans to pass over all the books to Roxana Brammer for the internal audit to be carried out this month in order for the Year end accounts to be signed off at the next Parish meeting. Clerk (RFO) reported that the PAYE year-end report (P35) has been submitted to the Inland Revenue and P60s have been produced for employees. The Parish Precept of £43,252.00, S106 Funds of £2865.00 and a VAT reclaim of £126.96 has been received into the bank account through-out the month. A total of £892 for allotment rents has also been deposited into the bank account.	Clerk(RFO)
	7.2	Approval of the following payments for May: St Helen's Church (Donation for grass cutting) £1000.00 (Chq. No. 2567) Medway Computer Assistance(toners) £123.12 (Chq No. 2569) Kent Commercial Services (paper)£6.60 (credit on account/balance due) Michael Johnson (Apr wages and exps) £xx(Chq No. 2560) Laura Farrelly (additions and exps for Apr) £xx(Chq No. 2571) Alex Jack(additions and exps for Apr) £xx(Chq No.2572) Dave Clark (additions and exps for Apr) £xx (Chq. No. 2573) Alex Jack (April wages) £xx s/o Laura Farrelly (April wages) £xx s/o Dave Clark (April wages) £xx s/o Proposed RL, Seconded RH . ALL AGREED	
	7.3	Allotment Issues/Noticeboard: It was decided that the next step should be to arrange a meeting with the local PSCO and the Crime Prevention Officer to discuss the most effective measures against the vandalism. The RFO will pass keys for the noticeboard to JW in order for it to be repaired.	Clerk(RFO) JW
	7.3	RLG Update: Planned Rural Liaison spend was for the refurbishment of the War Memorial at St Helen's church. The RFO is to seek funding from war memorial.org.uk as there are grants available for projects like this.RFO to contacted Alan Mitchell again regarding next year's Rural Liaison grant to try to determine a budget figure.	Clerk(RFO) Clerk(RFO)
	7.4	Parish Council Insurance: The RFO was contacted by the insurance company regarding renewal. It was renewed last year with the purchase price of 16 months insurance over a 3 year term. A long term agreement was never sent with the new declaration of business form. A copy of this agreement was emailed across and this has since been signed and return by the RFO and a new public liability certificate issued up to the end of September 2012. KK proposed that the PC agreed to the 3 year law binding contract. Seconded JD . ALL AGREED	
	7.5	Playgrounds/Skate Park Maintenance: The Parish have received correspondence from a few maintenance companies offering their services for the Skate Park. Gravity is offering a maintenance package of around £2,000. 1Skateparks are offering a fixed annual package of	

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		£1550 plus Vat. Another contractor, Michael Grimes, is offering a partial package of £750. The RFO will contact Mr Grimes to see if he can offer the same package as 1Skateparks at a more competitive price.	Clerk(RFO)
	7.6	Projects . Football Changing Rooms: The Grant application has been turned down by the Big Lottery for trivial reasons. As a result of this, CF has asked ACRK for help with the resubmission of the application. The Parish is now awaiting a funding buddy for further guidance. Further applications to Veolia are therefore on hold till then and also planning permission is needed for an application submission. CF reported that he would be meeting with a funding buddy on 4/5/12.	CF
	7.7	Grant requests - Grass cutting and Youth Projects: A letter has been received from St Helen's Church for a donation of £1000 towards the grass cutting. The PC give a yearly donation otherwise Medway Council may take over the contract usually removing the headstones in the process. This donation prevents this. Proposed by RL, seconded RH . ALL AGREED An email from Lindsay Hartney was received requesting a donation towards summer youth activities. It was suggested a donation of £500. This could be reclaimed against Rural Liaison . RFO to seek clarification on this. A donation of £500 was proposed by KK, seconded RL . ALL AGREED	Clerk(RFO) Clerk(RFO)
	7.8	Signatures, Standing Order Letter to Bank and Outstanding Holiday for Caretaker: Due to Councillor changes, it was noted that a new signatory is required. The RFO has obtained the relevant forms from the bank and these will be filled in and returned by the relevant parties. Due to the start of the new financial tax year, tax codes have changed and therefore the standing orders for the employees of the Parish Council need to be amended at the bank. The RFO has drafted the letter for signing and this can then be passed onto the bank to make the relevant amendments. It was noted by the RFO that the Caretaker had outstanding holiday from the previous year and asked if this could be passed over like the Clerks. The Caretaker had 7.2 hours to carry across. Proposed KK, seconded RL . ALL AGREED	Clerk(RFO)
	7.9	High Vis Jackets: The PO can obtain plain high vis jackets from The Range, Chatham for £2.49 each. To have the Parish logo and name printed on the back would cost a further £2.50 - £4 per jacket. It was proposed that the PO obtain 20 jackets in various sizes and the RFO see if she can place the logo on the back with transfer paper. Alternatively the PO can get a quote from Ray-Dor or JD may be able to spray the PC name only on the back. Proposed KK, seconded RL . ALL AGREED in principle	Clerk (PO) Clerk(RFO) /JD
	7.10	Diamond Jubilee: CF proposed the use of the Car park at Cliffe Woods for the Jubilee event on Monday 4th June and if the car park is going to be used for the event the shop keepers need to be informed, seconded RL . ALL AGREED	Clerk (PO)
	7.11	Date of next Finance & General Purposes Committee Meeting: Moved to Wed, 6th June 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen) due to Diamond Jubilee Bank Holiday. Clerk (RFO) to book hall.	F&GP Committee Clerk(RFO)
8.0		REPORT: ALLOTMENTS, RECREATION GROUND &, CHILDREN'S PLAY AREAS	

	8.1	<p>Allotments: CF gave a brief update on the issues from the allotment holders meeting. The main concerns being the high level of vandalism and theft occurring, unmaintained plots and the speed of Parish Council response. There were various suggestions for solutions with regard to the vandalism. CF suggested an on-site meeting with a crime prevention officer to see the ways of reducing the level of crime along with informing Lindsay Hartney, Youth Worker of any incidents so that she can approach the youth. With regards to the speed of Parish Council response - unfortunately this is sometimes the case due to the nature of a volunteer based organisation and time constrained part time clerks. An allotment holders committee has formed as a result of this meeting which may help with liaising future issues. KALC suggested joining the National Society for Allotment and Leisure Gardeners (NSALG), who can advise on allotment issues. Cost is £66 pa . Proposed CF, seconded VW . ALL AGREED</p>	Clerk(RFO)
	8.2	Children's Play Area . No report	
	8.3	Recreation Ground, Skate Park, Ball Court and Caretaker . No report	
9.0		REPORT: PLANNING	
	9.1	<p>Planning applications: CF presented the following planning applications with proposed comments: MC/12/0437 182 Church Street, Cliffe . Construction of single storey extension. Moved: No objection MC/11/2516 Lodge Hill, Chattenden . Outline planning application with some matters reserved for the demolition of existing buildings and development of a mixed use settlement comprising of up to 5000 residential units, community facilities, roads and public transport infrastructure . Moved: Concerns remain regarding commitment to traffic improvement, these commitments still appear to be insufficient for the development and are concerned that improvements by 3rd parties (Medway council) are required with no guarantee on their provision. There are also still issues regarding the clarity of phasing for the development to ensure jobs, infrastructure and community facilities are provided in advance of the housing and not after. MC/12/00554 Sandybanks, Perry Hill, Cliffe . Construction of a canopy and hardstanding area to front and conservatory area. Moved: No objection MC/12/0656 17 Shaw Close, Cliffe Woods . Construction of single storey front extension. Moved: Object to application on the grounds of loss of parking space in an area where parking is an issue and the site is on a bend. The plans do not show how sufficient parking can be provided MC/12/0814 Plot 1, Merryboys Stables, Cliffe Woods . Construction of decking to front and side. Moved: No objection to the principle of decking at the site but would not want it to be included in any further application as residential build and subject to future application MC/12/0818 – Plot 1, Merryboys Stables, Cliffe Woods . Construction of shed to side dwelling. Moved : No objection to the principle of a shed at the site but do not want it to be included in any futher applications as residential build and subject to future application. MC/12/0823 – 23 Reedham Crescent, Cliffe Woods – Outline application with all matters reserved for the demolition of existing garage and erection of a 3 bed detached house with associated parking. Moved: Object due to the removal of parking for No 23 and this application will result in more parking on the highway where the road is narrow and on a sharp bend. There is also a significant impact</p>	

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		<p>on the neighbouring property (25). Also the PC request the replanting of a suitable tree to replace to the one that was removed. MC/12/0831 – 22 Millcroft Road, Cliffe . Construction of a single storey rear extension . Moved: No objection. MC/12/0722 – Brett Agregates, Salt Lane, Cliffe . Restoration of an area of the Western part of Chalk Lane to pasture by the deposit of silt and reject concrete blocks at Cliffe Works. Moved : Raise concern as there maybe implications as there is no local water table . MC/12/0951 – Land rear of 23,25,29 View Road, Cliffe Woods . Variation of condition 18 of planning consent MC/11/1961 . outline application with some matters reserved for the construction of two detached houses with detached garages and associated access drive and hardstandings area. Moved: No objection MC/12/0959 – Stablebarn, Gattons Farm, Cooling Street, Cliffe . Conversion of existing garage into annex ancillary to main house. Moved: No objection MC/12/0829 – Graceland, Symmonds Road, Cliffe . Demolition of garage and construction of side extension. Moved No objection Proposed CF, Seconded RH . ALL AGREED</p>	Clerk (PO)
	9.2	Date of next Planning Committee Meeting: 31st May 2012, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
10.0		Report – Other Committees	
	10.1	Parish Car Park and The Buttway: No report	
	10.2	Clarion and Website: CF reported that the Website is being updated	CF
	10.3	Footpaths and Common Land: No report	
	10.4	Youth Liaison Committee: RH reported that the youth clubs have had a couple of meetings and these have been to determine if there is enough volunteers to help run the youth clubs for an age range of 11-16 years in Cliffe on the 2 nd Friday and the 4 th Friday in Cliffe Woods each month. If there are enough interested the Youth Liaison Committee can investigate further about becoming an affiliated youth club and obtain the relevant insurances.	
11.0		REPORT: OTHER BODIES	
	11.1	Police Liaison: KK reported that the number of PSCOs have been reduced from 60 to 32. Our PSCO is now covering the whole of Strood Rural. Another item noted was not to leave keys near front doors as they are being taken in order to steal the car and petrol.	
	11.2	Rural Liaison: No report	
	11.3	No Airport Campaign: JD and GM reported that they would email links to all Cllrs. regarding a meeting that they had attended concerning the latest Government developments	JD/GM
12.0		Other Items to be handed to Clerk for next meeting : None	

The meeting closed at 10.30pm.

NEXT MEETING:
7th June 2012 – 7.30pm, Small Memorial Hall, Cliffe

14/05/12/lmf