



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Cliffe Woods Primary School, Cliffe Woods
On Thursday 4th August 2011

PRESENT

Cllrs: Chris Fribbins (Chairman) (CF), Ken Kentell (Vice Chairman) (KK), Mrs Lynne Bush (LB), Mrs Sam Collins (SC), Alan Taylor (AT), Dave Green (DG), Ian Petrie (IP), Mrs Lisa Mills (LM), Mrs Margaret Emblin (ME), Robert Hunt (RH), Ray Letheren (RL), Sue McDermid (SM), Jim Wenban (JW), Colin Elliott (CW)
Parish Clerks: Mrs A Jack & Mrs L Farrelly

The meeting opened at 7.00 pm.

NO	ITEM	ACTION BY
45.0	APOLOGIES FOR ABSENCE Cllr. Julie Moss (Holiday) ACCEPTED	
46.0	DECLARATIONS OF INTEREST CF . Medway Computer Assistance Ltd	
47.0	APPROVAL OF MINUTES Minutes of Parish Council Meeting held on the 7th July 2011 were approved as presented Proposed DG, Seconded RL ALL AGREED	
48.0	ADJOURNMENT – Ann Millington and Bob Cherry from KRFS gave a short presentation on the changes that have come into effect within the Fire Service Main points noted: KRFS plan to recruit at least two Fire Fighters for Cliffe Station KRFS are aware that Cliffe and surrounding villages are high risk areas and assured the Parish Council that these areas are fully covered by KRFS. Savings need to be made within KRFS . They are looking into ways to do this by changing the vehicles rather than the number of men required for an emergency. A fast car or 4x4 could attend a RTA with car cutting equipment rather than a huge fire engine. A review of the KRFS operation is still taking place and will be finalised by September. The Parish Council were invited to the control centre to see how emergencies are handled. Ken Gorton from Cooling Road was also present at the Parish Council meeting to raise his concern regarding a planning application for 23 Cooling Road MC/11/1594. Mr Gorton asked that consistency with other applications regarding the road width be taken into account with this application as the planning application doesn't provide a pedestrian safety zone.	
49.0	MATTERS ARISING FROM MINUTES OF MEETING ON 7/7/11	
	Oct 19.2. 7 Clerk PO has ordered high vis vests so that the Clerks or any Cllrs would have one if needed. The order has now been cancelled and a refund requested due to a 4-month wait. The company are refusing to refund as they are saying vests have been printed. PO wrote a letter requesting the vests or refund within the next week and unless they oblige they will be reported to trading standards along with a Small court claim. The company has still not responded. Clerk to proceed with County Court Claim. Proposed LM Seconded AT . ALL AGREED	Clerk (PO)

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Mar 83.12	Ball Park: Signs needed for the Ball Park to be made to inform youths of the terms . F&GP Committee recommended to PC that this cost be taken from the Youth Fund budget. CF is arranging for a sign for the Ball Park to show information regarding the lighting arrangements with the Village Club. . Ongoing	CF
May 9.2	Children's Play Area . There is wear and tear damage on the scramble net of the Cliffe Play Area equipment. JW visited the site and has temporarily bounded the mesh with tape. Clerk contacted Paul Schmoeger regarding repair of the net and he suggested Allan Chapman from Blue Yonder for a quote. Still Awaiting Quote. Further quotes to now be sought.	Clerk (PO)
May 20.2. 5	New Miss Muffet play equipment has been installed at Cliffe Woods Play Area courtesy of Medway Council via Allan Chapman at Blue Yonder but are unsure as to why other equipment has been removed as this was supposed to be additional not replacement . Clerk (PO) contacted Medway Council to find out why the equipment has been removed and Medway advised that the equipment was old and the space was needed for new equipment. It would have also incurred extra costs for safe flooring. KK suggested a letter to be sent to Medway Councillors asking for their support in the future. An email was sent as requested by the Clerk.	
July 36.0	AT obtained a quote from 24hour Engineering for the installation of removable bollards to allow disabled access onto the Church green. The works was agreed in principal and to be passed to Finance and General Purpose's committee.	
July 38.2 .5	Dave Crouch from Medway Council, Greenspaces advised that the long awaited footpath repairs by the doctor's surgery at Parkside have now started. KK advised that only half of the path has been repaired and more is needed. Clerk (PO) emailed Dave Crouch asking when this can be done, who replied that all work done was all that have been authorised within current budget. At the next assessment he will ask if more can be done with their budget. He also asked for the contractor to clear all of the leaves from the path.	
July 38.2 .9	Buckland Lake Reserve has requested extra information be added to our Community Pages on the website. Cllr Fribbins has now added this to the website.	
July 39.1	The RFO informed the committee that at present the majority of the precept is in the current account and recommends that £35k is transferred to the NS&I account. Proposed SC Seconded AT . ALL AGREED – Cheque awaiting signatures at close of Parish council meeting.	
July 39.3	RLG Update New bins for skate park and ballpark have been ordered, along with concrete kits to secure them to the ground. JW and KK will install once they are delivered. RFO will forward on any outstanding copy invoices to P Bown to date.	JW/KK/ Clerk (RFO)
July 39.4	Skate Park - RFO reported on some rust that is starting to show on the trimming of the Skate Park. Painting to prevent this was suggested, along with a graffiti design . CF suggested this was referred to the Youth Liaison Committee for them to find out what the youths would like. The Youth Liaison Committee plan to meet once the summer activities are finished.	SM/RH/CE

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July 39.5	Projects - Changing Rooms update CF has spoken to local architect, John Liddard regarding designs/ideas of incorporating the football changing rooms and other maintenance work for the Cliffe Memorial hall into a scheme that the PC could submit to the Big Lottery -Reaching Communities Programme for funding. CF has arranged a meeting with Cliffe Memorial Hall, and the Football Manager to generate ideas on how the Cliffe Memorial Hall could maximise on a funding application. An outside gym could even be included into the plans . Reported Under Finance and General Purposes.		
July 39.7	Due to the breakdown of Clerk PO's laptop and the discovery that the RFO's pc was over 7 years old; CF reported that he had now purchased new laptops and software for both Clerks which can be claimed back through Rural Liaison.		
July 40.1	Recreations Ground: JW obtained a quote for four barrier poles for the recreation ground. The quote seems quite high. AT source a few more quotes for comparison. AT to finalise which is the cheapest quote and past onto the Finance and General Purposes committee. Allotments: It was reported that Tenant Mr R Allen has started to erect a shed, which is bigger than allowed within the tenancy agreement. Mr Allen had been informed of this by the clerk and had sent a letter of apology along with the request to keep the shed and pay for the extra space it was taking. On reflection of the measurements it was agreed by the Parish Council that this shed was too big and it was proposed that a letter should be sent to Mr Allen telling him that he would have to remove the shed and replace with one that fits within the rules of the tenancy agreement. Proposed LM Seconded LB . ALL AGREED . Mr Allen was contacted and he has now adjusted the size of his shed and sent his apologies.	AT	
July 40.2	Children's Play Area . See Item May 9.2 above RFO is also seeking quotes for flooring around the truck equipment, as it needs replacing. . This is still on-going under Finance and General Purposes committee ME reported that the flooring at Cliffe Woods Play Area is also in need of repair . Clerk PO contacted Medway Council.		
50.0	REPORT: CLERK		
50.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received as follows: 50.1.1 Kent Police sent the name and address of the driver who damaged Cliffe Woods car park barrier. Clerk to contact driver for compensation for a new sign. 50.1.2 Letter of resignation from Cllr Steven Boosey 50.1.3 Letter from KALC	Clerk (PO)	
50.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 50.2.1 KALC advised Cllrs they could not attend the conference on the 23/7/11 as it was fully booked. There will be further dates in September when they will be able to attend. There is also a finance conference on 7/10/11 at Lenham which may be useful to Clerk (RFO) and Chair of Finance. Forms to be distributed in September and Clerk (PO) will ensure they are sent off immediately with cheque to follow.		

	<p>50.2.2 Following a complaint from an allotment holder regarding rubbish left on the allotments and in particular car tyres. A request was made to Medway council for this to be cleared as the caretaker cannot burn this type of rubbish. Johnny Robinson, Medway Council duly cleared the tyres and was very appreciative of the help given by Dave Clark, Caretaker.</p> <p>50.2.3 Alison Munck, Medway Council who has been investigating the yard at Salt Lane, Cliffe has advised that matters are still on-going. She attended with the police, following a recent fire and it was noted that the occupants have now left. LM reported that the occupants have returned and suspicious activity has resumed. Clerk (PO) to report this to Alison Munck.</p> <p>50.2.4 Customer First at Medway Council advised that the broken dog bin in Goodwin Road, Cliffe Woods has now been fixed.</p> <p>50.2.5 Mr Lucock from Church Street, Cliffe telephoned to say how pleased he was with the work carried out by Greenoak Tree Surgery on trimming the trees and hedges at the rear of his garden.</p> <p>50.2.6 The caretaker will be on holiday for 1 week from the 10th August. Michael Johnson is unable to cover due to still being on sick leave. RL offered to cover the role for the week.</p> <p>50.2.7 Clerk (RFO) will be on holiday from the 30th August till the 7th September.</p>	Clerk (PO)
51.0	REPORT: FINANCE & GENERAL PURPOSES	
51.1	Receipts and payments have been updated to the Alpha program. The bank accounts have yet to be reconciled this month as the Bank statements have not been received in the post. Total payments made in July were £7,219.77 which includes £5000.00 donations to the two village halls. A total of £189.49 has been received and banked for Allotment rents for 2011/12.	
51.2	Approval of the following payments for August: Thames Self Storage (storage) £441.24 chq no 2499 Cliffe Woods Primary School (hall hire) £82.50 chq no 2500 Medway Computer Assistance Ltd (Laptops for Clerks & Web address) £1274.90 chq no 2501 NS&I (transfer to savings) £35,000.00 chq no 2502 A Jack (additions & exps) £xx chq no 2503 L Farrelly (additions & exps) £xx chq no 2504 D Clark (additions & exps) £xx chq no 2505 A Jack (June Salary) £xx S/O L Farrelly (June Salary) £xx S/O D Clark (June Salary) £xx S/O Proposed SM Seconded RH . ALL AGREED	
51.3	RLG Update Two dog bins have been purchased through Medway Council and also two bins for the skate and ball park. RFO will forward on copy invoices for these items and the laptops and software to P Bown.	Clerk (RFO)
51.4	Projects . Skate Park Awaiting confirmation from Gravity as to where they intend to return to site to carry out repairs. RFO to follow up with Gravity	Clerk (RFO)
51.5	Projects - Changing Rooms update The Parish Council have the opportunity to claim from the Big Lottery Fund as Cliffe Memorial Hall's postcode qualifies. John Liddiard is coming up with a design. However,	

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	Cliffe Memorial Hall have already applied to the Big Lottery fund for other requirements, so the application for the changing rooms will have to be put on hold till the Memorial Hall heard from the Big Lottery Fund. CF confirmed at the Parish Meeting that the Memorial Hall application was unsuccessful. This means a different approach can be used to incorporate both the maintenance items the Hall needs and the Changing rooms.	CF
51.6	<p>Queen's Diamond Jubilee</p> <p>It was suggested a Diamond Jubilee liaison group to be formed to help Cliffe and Cliffe Woods groups who are interested in organising events. Proposed CF Seconded SC ALL AGREED</p> <p>LM asked for the backing of the Parish Council for an Adult Panto to take place to raise funds to provide Cliffe and Cliffe Woods Village children a party for the Diamond Jubilee</p> <p>Clerk (PO) to ask Medway Council if there is any funding available for such events.</p>	Clerk (PO)
51.7	<p>Dave Clark, the caretaker will be on holiday from the 10th -17th August. At present there is no cover for his role. RL offered to provide holiday cover.</p> <p>Clerk (RFO) will be on holiday from 30th August . 6th September.</p> <p>SM reported that LB has a contact who would be interested in running a youth club . to be referred to the youth liaison committee for discussion.</p>	
51.8	Date of Next Finance & General Purposes Committee Meeting: 30th August 2011, 7.30 pm . Small Memorial Hall, Cliffe	
52.0	REPORT: RECREATION GROUND, ALLOTMENTS AND CHILDREN'S PLAY AREAS	
52.1	Allotments: A letter to allotments holders has been emailed informing them that an inspection of allotments will take place at the end of the August. Clerk (PO) to post to those not on email and advise Allotment Committee of rents outstanding.	Clerk (PO)
52.2	Children's Play Area . See Item May 9.2 above	
52.3	Recreations Ground: AT had a walk around the recreation ground and noticed that a huge rock had been placed in the middle of the field and the grass was being cut around it. It has now been moved. The barrier quote for the recreation to be passed onto Finance and General Purpose.	
53.0	REPORT: PLANNING	
53.1	<p>Planning applications: CF presented the following planning applications with proposed comments:</p> <p>MC/09/1747 –Brett Aggregates, Salt Lane, Cliffe – Application for discharge of silt from the sand and gravel processing plant to a chalk lake at Brett Aggregates. The Parish council's view is neutral regarding this application as it would be expected that the highest level of technical assessment will take place by Medway Council.</p> <p>MC/11/1587– 23 Reedham Crescent, Cliffe Woods . Application for the erection of a 3 bed detached house. Demolition of existing garage. Recommended: Object on grounds of loss of parking provision and the new dwelling would encroach on the privacy of number 25 Reedham Crescent.</p> <p>MC/11/1594 –23 Cooling Road, Cliffe. Application for approval of reserved matters pursuant to outline consent for application MC/10/4642.</p>	

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	<p>Recommended: Concern is raised regarding highway safety at the proposed site and suggest the frontage be located at least 2 metres back and a pedestrian walkway be constructed.</p> <p>MC/11/2003 – Robinsmead, Buttway Lane, Cliffe . Outline application with all matters reserved for the demolition of existing bungalow and erection of two dwellings and parking. Recommended: Object application on the grounds of over-development of site.</p> <p>MC/11/1199 – 13 Woodside Green, Cliffe Woods . Application for the construction of a two storey side/part single storey front extension to provide granny annexe. CF attended a site meeting. No further action is required by Parish council at this stage.</p> <p>Pre-submission consultation – Mortimers farm House, Town Road, Cliffe Woods - No further action is required by Parish Council until planning application is submitted. Proposed CF Seconded DG . ALL AGREED</p>	
53.2	<p>Medway Council Planning Meeting for Parish Councils . CF was able to attend but passed on his concerns regarding planning applications that do not exist on the website.</p>	
41.3	<p>Date of next Planning Committee Meeting: 25th August 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe</p>	
54.0	<p>Report – Other Committees</p>	
54.1	<p>Parish Car Parks . The quotes for the bollards to be passed to Finance and general purpose. The disabled sign has been hit at Cliffe Woods car park. It needs re-concreting in. AT to speak to the firm who supplied bollards quote.</p>	AT
54.2	<p>Clarion and Website: CF reported that the Website has been updated. CF said that a photo of the caretaker is needed for the website. Clerk RFO will ask/try to get a picture when delivering payslip and will email onto CF.</p>	Clerk (RFO)
54.3	<p>Footpaths and Common Land: No report</p>	
54.4	<p>Youth Liaison Committee: No report.</p>	
55.0	<p>REPORT: OTHER BODIES</p>	
55.1	<p>Chairman's Report - CF reported that Cllr Steve Boosey had handed in his resignation. This has been passed onto Medway Council and posters have been placed around the parish announcing a vacancy for the Cliffe ward.</p>	
55.2	<p>Police Liaison committee . KK reported that the police are looking into creating a new three digit number to run alongside the 999 Emergency only telephone number for calls that are not actual emergencies. This is due to residents not actually knowing which number to call when a crime or situation occurs. Police Shift patterns are to change so they are available 24hours a day. GPS will not be used to filter out police who are nearest to an incident occurring. Police are looking into the increased amount of Scrap metal vans in the surrounding areas The parish has a new PSCO called Mandeep (077772226207) and Laura Emerson is still available (07771896464) CF suggested a police liaison page for the website. Clerk (PO) to contact John Haddaway regarding information for this page. Next Police Liaison meeting is either 13thSeptember 2011, 7pm at The</p>	Clerk(PO)

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		Hundred of Hoo School.	
	55.3	SM reported that Medway Link is very keen to get as many people views on all the changes that are occurring within the NHS. SM will try to arrange for someone from Medway Link to attend the next Parish meeting.	SM
	55.4	RH reported that Speed Watch are asking for support for 20mph limit through Cliffe Woods and hope Medway council consult with the Parish Council. A lot of Cllrs do not support the idea a 20mph limit.	
	55.5	Rural Liaison . CF asked to consider if the PC would like to host a meeting. Next meeting hasn't been confirmed.	
	55.6	Bretts Liaison meeting . Next meeting is Wednesday 17 th August.	
44.0		Other Items to be handed to Clerk for next meeting - None	

The meeting closed at 9.50pm.

14/08/11/lmf

NEXT MEETING:

1st September 2011 – 7.30 PM – SMALL MEMORIAL HALL, CLIFFE
