



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 4th July 2013

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Mrs Vivienne Walton (VW), Mrs Lynne Bush (LB), Jim Wenban (JW), Dave Green (DG), Mrs Sue McDermid (SM), Ian Petrie (IP), Jim Corrigan (JC), Colin Elliott (CE)
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
24.0	24.1	APOLOGIES FOR ABSENCE – Margaret Emblin (ME) . family, Rob Hunt . ill, , Ray Letheren (RL) . holiday, Gill Moore (GM) work, Joan Darwell (JD) . work - ACCEPTED	
	24.2	Alan Taylor (AT) gave his resignation due to relocation. CF thanked him for his time on the Parish Council. Clerk PO to advertise a vacancy for Councillor within the Cliffe Woods Ward	Clerk (PO)
25.0		DECLARATIONS OF INTEREST CF . Medway Computer Assistance Ltd (payments)	
26.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 6 th June 2013 were approved. Proposed LB, Seconded KK . ALL AGREED	
27.0		ADJOURNMENT – None	
28.0		MATTERS ARISING FROM MINUTES OF MEETING ON 06/06/13	
	June 19.6	Village Signs – maintenance: The centres have now been replace and JW has offered repaint the lettering in the summer	JW
	June 22.1	Parish Car Park and The Buttway: JW reported Mr Rutherford believes that the flooding in the car park is connected to the small drain. Mr Rutherford has inspected the drain again and says it needs digging up again to source the problem.	JW
	Mar 131.2 .6	Noticeboards: RL reported that he has repositioned the map onto the back of the Cliffe Woods Noticeboard and has place a %Map on other side+sign onto the board.	
	May 6.2.5	Cllr Kentell received a request for additional dog bins in Cooling Street and the PO has sent this to Medway Council. These are now being sourced.	Clerk (PO)
	May 7.3	RLG Update JD to obtain a more detailed request for donation from Cliffe In Bloom. This could be a current quote or invoice/receipt for the cost of say the plants with justification of spends from other charitable sources i.e. breakdown of money raised for Cliffe in Bloom. The Parish Council cannot be seen to be distributing out public money to anyone that asks. Proof is required to show that there is a need for the funds. KK proposed that £400.00 be donated on behalf of the Parish Council per year (pending evidence), seconded VW . ALL AGREED.	JD
	May 7.5	Storage/ Advertising: The PO has received an email stating they are prepared to offer storage space at a reduced rate for advertising within the Clarion. This cost is £520 plus a ¼ page advertisement in the Clarion for the year. The Clerk PO obtained a quote for the racking	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 04/07/13 - display

		from the Loft company for £296 exc VAT. The Clerk (PO) also sourced an alternative quote for the racking on the internet for £140.00. This would require somebody to install the equipment. It was agreed in principal to purchase the equipment subject to JW checking it sustainability for the Parish Council requirements.	Clerk(PO)/ JW
	June 17.2.3	The three posts at the entrance to the recreation ground have become loose and one has now been removed from the ground and access can be gained by vehicles. JW reported that Maxwells will repair.	JW
	June 17.2.5	PCSO Mandip Clare contacted the Parish Council requesting permission for the police unit to be parked at the Buttway. This was agreed and Clerk PO advised PCSO Mandip Clare accordingly.	
	June 18.1	Finance Report The Annual return (circulated to all councillors at Parish council meeting) was signed by Chair and sent to Audit commission. RFO recommended that a transfer of £30k be transferred to the NS&I account and a cheque was raised and sent for this transfer.	
	June 18.3	RLG CF proposed that a projector is purchased as it is required for planning. This is to be claim against rural liaison. CF provided a quote for £310.61. Clerk RFO will submit Rural liaison application to claim for this purchase	Clerk (RFO)
	June 18.4	Memorial Hall Issues Clerk PO informed Dave Clark that he is no longer required to carry out the litter picking around the Memorial Hall and updated caretaker contracts and duties for CF.	
	18.6	Cliffe Woods Car park . The Clerk PO noticed that the Out Barrier post needs fixing. JW has asked Maxwell to repair	JW
	18.7	Youth Club Shed Clerk PO sent order form with cheque to Passmores to ensure agreed discount. Two cheques were raised . One for deposit and the second cheque to be passed to Passmore once Shed had been installed. Delivery is due the day after Parish Council meeting.	VW
	June 18.8	AOB . It was agreed that the Parish Council change to the Emmanuel Church Hall for the Cliffe Woods Meetings. Clerk PO is awaiting a reply from Emmanuel Church to meet to familiarise with hall and where equipment is kept. Awaiting a response.	Clerk (PO)
	19.1	Allotments Clerk PO amended the tenancy agreement to include the Key deposit and posted on the notice boards. Deposits will be banked and Clerk (PO) will add payments to RBS Allotments software programme if possible.	
	June 23.0	Buckland Fishery invited the Parish Council to visit their site - they are hosting a free taster day on 28 th July. They also requested that their event for a special group for over 50 that is running throughout the summer on the last Tuesday of the summer months be place on Parish website.	CF
	29.0	REPORT: CLERK	
	29.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 04/07/13 - display

		<ul style="list-style-type: none"> - A Taylor . resignation from the Parish Council - Medway Council planning . MC/13/1509, 7 Green Lane, Cliffe ME3 7UF . construction of a single storey rear extension - Email from CF . planning application MC/13/1550 . Land adjacent 5 View Road, Cliffe Woods . Construction of a 4 bedroomed detached dwelling with detached garage. 	
	29.2	<p>Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>29.2.1 Community warden at Medway Council has looked into why the recycling lorry could park on the pavement side of the bins at Parkside Shops and has seen a post is missing which will be replaced.</p> <p>29.2.2 JD advised that the traffic calming post were missing along Church Street, Cliffe and the Clerk PO contacted Medway Council who have now replaced them.</p> <p>29.2.3 LB advised that a 3 piece suite had been dumped in the Medway owned car park at Reed Street and the Clerk contacted Medway who have now removed it.</p> <p>29.2.4 Pat Leviston advised that Medway Council are only cutting half of the Buttway grass and also missing the area by the toilets and at the top of Swingate Avenue and could Dave Clark cut it before the Flower Festival/Village Fayre. The Clerk PO contacted Greenspace for their advice and Dave Clark has agreed to cut all during the week leading up the events mentioned if not already done by Medway Council.</p> <p>29.2.5 Michael Johnson covered for Dave Clark's holiday recently and the Clerk RFO will be on holiday from xx for two weeks.</p>	
30.0		REPORT: FINANCE & GENERAL PURPOSES	
	30.1	<p>Finance Report</p> <p>The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO was only able to carry out estimate bank reconciliation due to the bank statements not arriving in the post and the RFO believes there are adequate funds within the bank to cover the parish expenses for the next couple of months.</p>	
	30.2	<p>Approval of the following payments for July:</p> <p>Norton Security (payment to Clerk PO) . £64.99 (Chq No. 2699) Medway Computer Assistance Ltd (Printer cartridges & Fast Host) £201.29 (Chq No 2700) HMRC (PAYE Qtr 1) . £282.80 (Chq No.2701) 12Payroll (Payroll licence) - £71.88 (Chq No. 2702) Michael Johnson (holiday cover) - £104.85 (Chq No. 2703) Alex Jack (June Expenses) - £xx (Chq No.2699) Dave Clark (Additional hours and June Expense) - £xx (Chq No. 2704) Laura Farrelly (June Expenses) - £xx (Chq No. 2705) St Helen's Church (donation for flower festival) - £200.00 (Chq No 2706) Alex Jack (June Wages)- £xx (S/O) Dave Clark (June Wages) - £xx (S/O) Laura Farrelly (June Wages) - £xx (S/O) Proposed KK, Seconded VW . ALL AGREED</p>	
	30.3	<p>RLG/S106 Update</p> <p>RLG . The RFO has now received the rural liaison allocation for the Parish for 13/14 . this is for the amount of £4950.00. The previous</p>	

	<p>year balance has been carried over as it has been allocated against projects. The RFO has submitted invoices/RG application for the tables for CWCA (£480.00) and youth Club purchased (£715.59). Alan Mitchell has confirmed that the Youth Club claim as been reimbursed to the parish council but confused the CWCA application with the previous Cliffe Memorial Hall Application as the amount were for the same amount. The RFO has explained the oversight to Alan and he is looking into this amount that is owed the council. Awaiting a response. CF has emailed the CCTV Company to arrange a site visit to carry out a detail survey with the Memorial hall. CF is still awaiting a response. CF has also received a quote for a projector for approx. £330.00 This purchase using Rural liaison fund would help the Parish council with meetings in particular the planning committee as planning applications are no longer sent out in paper format but via the internet. It was proposed to proceed with this quote . Proposed KK, seconded DG . ALL AGREED. CF to arrange purchase of Projector. Clerk RFO to claim for the Projector against rural liaison</p> <p>S106 . Balance - £3339.38. The RFO has obtained a quote for a spring rocker for Cliffe Play Park. This is costing around £1623.00+ VAT. RFO has contacted Paul Schmoeger for a comparison quote and is still awaiting a response. An additional idea for S106 was new signage, including No Dogs Allowed Signs . a quote for £22 for the No Dogs+sign and £15.00 for the vinyl sticker for the play sign has been received from Raydor Signs. It was proposed to go ahead with this quote . Proposed KK, seconded JW . ALL AGREED Clerk RFO to contact Raydor to proceed with quotes</p>	<p>Clerk (RFO)</p> <p>CF/Clerk (RFO)</p> <p>Clerk (RFO)</p>
30.4	<p>War Memorial Update The Parish council has been granted £200.00 towards the War Memorial refurbishment from the War Memorial Trust. It is proposed to agree to go ahead with Medway memorial contractor Stephen Lott quote of £450.00. Proposed KK, Seconded CE . ALL AGREED. The RFO will contact the Stephen Lott to inform him that the council wish to proceed with the project and will ask him to complete the contractor declaration that has to been sent back to the War Memorial Trust along with a signed contract from the Parish Council. Work should be able to proceed after all documents have been returned to the War memorial trust. RFO will also contact Bryan Mooney who has the additional funds raised towards the War Memorial project to inform him of the good news.</p>	<p>Clerk (RFO)</p>
30.5	<p>Memorial Hall Car Park Barrier / Recreation grounds and Car park posts JW reported that Sanfords have said they will be installing the w/e 7/7/13. If they do not carry out the installation as promised, JW will chase them. LB raised a concern of the Cliffe Pre-school as to the responsibility of shutting the gate particularly if people were parked in the carpark. CF advised that it will be the responsibility of the hall hirer to shut, similarly to how the Large memorial hall operates and a sign has been made to advise people parking in the car park that it is for authorised keyholders only and that the gate can be shut at any-time.</p>	<p>JW</p>
30.6	<p>Local Loft Storage racking Reported under item 27.0 May 7.5</p>	
30.7	<p>Computer Internet security and Printer cartridges Both of the Clerks laptops security packages are due for renewal at the end of July. The Clerk PO has kindly offered to purchase the Norton</p>	

		security on her credit card and will be reimbursed by the council . listed under payments. New printer cartridges were required which CF purchased through Medway Computer Assistance Ltd . reimbursement is listed under Payments.	
30.8	Website Upgrade	CF reported that in the past when upgrade for the website has been available he has personally paid for them. This new upgrade will help the website by giving it facilities similar to the new Window 8 system. The new upgrade is approx. £70.00 . Proposed LB, seconded KK - ALL AGREED	CF
30.9	Grant request for Youth Activities	Lindsay Hartney has asked the Parish Council if they would kindly support funding for the summer youth activities like they have in previous years. This year the youth detached team would like to put on two music workshops at Cliffe and these will be open to anyone aged 8 and over. The cost for each is £305 each so a total of £610 is being requested. Alan Mitchell has agreed that this project can be claimed against rural liaison. Proposed to agree to the youth activities Grant . Proposed KK, seconded LB - ALL AGREED . RFO to inform Lindsay Hartney and Alan Mitchell if the Parish Council's decision	Clerk (RFO)
30.10	Recreation ground hire for Cliffe Woods Football club	Cliffe Woods Football club have request to hire the recreation ground for five Saturdays from the end of July. The RFO has sent a pro-forma invoice to the football club requesting payment up front due to late payment last year. The RFO also passed on contacts for the lining of the football pitch and the hall hire and for Cliffe Woods FC to liaise accordingly.	
30.11	Village Fayre and Flower Festival	CF reported that the Village Fayre committee no longer require the £200 donation for the hanging basket competition. Due to the bad weather this year the competition has been cancelled. It was proposed to donate the £200 to the Flower festival as they had requested financial support for this event . Proposed KK, seconded JW . ALL AGREED . The RFO to pass cheque onto St Helen's Church	Clerk (RFO)
30.12	Bus Shelter Refurbishment	CF reported that Lindsay Hartney has agreed to arrange for the youth to help refurbish the bus shelter as way of a payback from the youths within the village. CF would like to encourage a positive publicity campaign once the project is completed. CF is liaising with Medway council and 3 rd parties to agree to this refurbishment.	CF
30.13	Notice Board at Buttway	The PO reported that the noticeboard on the Buttway has rotted at the bottom and requires attention. It was agreed to kindly ask if RL could possible look at it to see if he could repair.	Clerk (PO)
30.14	Grant Request from Cliffe Pre-school for Storage	Cliffe Pre-school have requested more storage space within the Memorial Hall. The Memorial Hall has agreed to their request to build an extension for storage but the cost is the responsibility of the Pre . School. It was proposed to agree the extension which is on Parish council land in principle subject to design detail. . Proposed CF, seconded KK . ALL AGREED .	
30.15	AOB – Bucket Swing in Cliffe Play Park	It was reported that the bucket swing in the park has been broken. The	Clerk(PO)/

		Clerk (PO) has taken photos and sent to Sutcliffe asking their advice. JW has inspected and removed swing completely and believes he can repair it.	JW
	30.16	Date of next Finance & General Purposes Committee Meeting: 30 th July 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
31.0		REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
	31.1	Allotments DG reported that a notice to quit has been served on Plot 22a. 5 new Plots have been take on. There is one tenant who is still outstanding with their rent for 13/14 and it is believed this has been passed to GM. Clerk RFO to following up with GM.	Clerk (RFO)
	31.2	Children's Play Area :No report	
	31.3	Recreation Ground, Skate Park, Ball Court: Trees need cutting back by ball court. Clerk PO to advise Dave Clark.	Clerk (PO)
32.0		REPORT: PLANNING	
	32.1	Planning applications: CF presented the following planning applications with proposed comments: MC/13/0925 – Bradbury House, View Road Cliffe Woods – Change of use to residential. Application withdrawn:- No further action required MC/13/1055 – 41 Englefield Crescent, Cliffe Woods – Construction of a garage to side. . Response sent prior: No Objection providing sightlines are maintained at the junction of Englefield Crescent and Brookmead. MC/13/1369– 32 Town Road, Cliffe Woods– Outline application with all matters reserved for the construction of a 4 bedroomed dwelling with associate d parking . Moved: Object on the grounds of car parking issues. MC/13/1420 – 24 Brookmead Road, Cliffe Woods – Conversion of garage to habitable room . Response : MC/13/1353 – 106 Church Street, Cliffe . Extension and alterations to rear of property to enlarge shop at ground floor and flat at first floor . Response . No Objection MC/13/0604 – Courtsole Farm, Pond Hill, Cliffe . Revised Plans received for residential development comprising of 14 units . Responses . fails to respect the historic nature of the site. MC/13/1550 – Land adjacent to 5 View Road, Cliffe Woods . Site of building being moved to east to avoid sewer . Response : No objection. MC/13/1509 – 7 Green Lane, Cliffe . Construction of a single storey extension. Response: No objection MC/13/1119 – Wharf Farm House, Wharf Lane, Cliffe . application for lawful development certificate for the construction of a single storey out building for use as a gym, Jacuzzi and games room MC/13/0974 – Market Lodge, Cooling Street, Cliffe . Application for a lawful development certificate for a loft conversion to facilitate habitable living. Proposed CF, seconded KK . ALL AGREED Following are for information only: SSSI Extension for Chattenden Woods response required before August Parish council meeting. It was proposed that the Council agree to see it extended . Proposed KK seconded LB – 6 AGREED LDF Core Strategy . rejected and need to redraw- £23 spent by	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 04/07/13 - display

		developer, £2m by Medway Council. Lower Thames Crossing. -CF reported that he will be attending a debate concerning this.	
	32.2	Date of next Planning Committee Meeting: 25 th July 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
33.0		Report – Other Committees	
	33.1	Parish Car Park and The Buttway: No report	
	33.2	Clarion and Website: CF to arrange for upgrade of Website.	CF
	33.3	Footpaths and Common Land: No report	
	33.4	Youth Liaison Committee: VW reported that the shed is being installed on the 5/7. The youth club are now trying to organise youth subs and there are two adults and one youth that have shown interested in helping with the youth club.	
34.0		REPORT: OTHER BODIES	
	34.1	Rural Liaison Meeting: KK reported that a tour around the bunkers in Grain took place and the main points of discussion were the breakdown of the Census and how all the Parishes spent their rural liaison grants.	
	34.2	Care and Concern Group : SM reported that Cliffe Woods Surgery has updated their appointment system. The main aim was to increase the no of appointments available in advance and for those times when it is difficult to get an appointment. There have been teething problems but the system is working. Another issue raised was negative staff . this has been addressed with staff training. There is a new computer system that is now being install that handles all of the patient information . there have been a lot of technical difficulties . some of the reasons being due to broadband in the area and the fact that the surgery is based at two sites.SM also reported that there is a Carers support group on Wednesday 24 th July between 2-4pm SM has also been invited a Health Watch event which she will be attending. Next Care and Concern Group meeting is on the 9 th September 2013.	
	34.3	Cliffe Memorial Hall AGM: Issues concerning the gate and storage room were raised under Finance and general purposes.	
	34.4	KALC: SM reported on the main points of the meeting which were planning issues around Lodge Hill; the MOD in Upnor is up for development of 20 houses and light industrial use. Also there was a drug factory discovered at the Sturdee Club in Hoo, as well as various APM updates from various parishes. The KALC were very interested to hear about the presentation carried out by Cliffe Historic society and would be very interested for them to speak at a KALC meeting. Next meeting is 16 th September 2013.	DG
	34.5	Friends of North Kent Marshes - No report due to attendance at a meeting regarding the Lower Thames Crossing.	
35.0		Other items to be handed to Clerk for next meeting: Village Fayre and Flower Festival from 12 th July 2013	

The meeting closed at 9.45pm

NEXT MEETING: 1st August 2013 at Emmanuel Church Hall, Cliffe Woods

12/06/13/lmf

2013/2014