



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside Parade, Cliffe Woods
On Thursday 6th February 2015

PRESENT

Cllrs. Chris Fribbins (Chair)(CF), Ken Kentell (Vice Chairman) (KK), Mrs Sue McDermid (SM), Ian Petrie (IP), Mrs Vivienne Walton (VW), Mrs Gill Moore (GM), Peter Clements (PC), Jim Corrigan (JC), Jerry Doyle (JDo), Fred Harper (FH) Mrs Joan Darwell (JD), Ray Letheren (RL).
Parish Clerks: Mrs L Farrelly & Mrs A Jack.

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
109.0		APOLOGIES FOR ABSENCE LB – ill, CE – ill, JW – work, PS – family, PCSO Craig Messenger - accepted	
110.0		DECLARATIONS OF INTEREST -None	
111.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 15/01/15. Proposed KK, RL Seconded - ALL AGREED	
112.0		Adjournment –	
	112.1	Report from Inspector Ada Leppard Insp. Leppard reported that over the past two months there had been 86 calls from Cliffe of which 16 crime reports had been generated. There had been 45 calls from Cliffe Woods of which 6 crime reports had been generated. Insp. Leppard felt there was no concerns within the area at present. CF asked if there was any particular rotas around the village. Insp. Leppard replied that there were no regular patrols as the police tend to go from call to call – they are response driven. Various other issues were raised like parking at the school, drug users within the village and car tax evaders. Insp. Leppard said she would look into items when she could – in particular the drug issue raised but stressed that any concerns need to be reported to 101 to gauge patterns of crimes within the area. A Parishioner from Salt Lane, Cliffe raised his concerns about the speeding of traffic down Salt Lane. In particular the Andrew lorries. Insp. Leppard was unaware of these incidences due to no reports to the police. It was noted by the council that it is really a highway matter and CF suggested that the Parish Council write to Medway Council to make them aware of this concern. Clerk PO to write to Medway Council	Clerk (PO)
	112.2	Report from RSPB – Cliffe Pools planning application presentation A presentation of a planning application for Cliffe Pools was given by RSPB. RL raised his concerns over the water tables. The response was that the plan was to shallow the pools so this would not have an effect on	

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		the water tables and it was not a concern with Medway council or the environmental agency.	
113.0		MATTERS ARISING FROM MINUTES OF MEETING ON 15/01/15	
	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. PS and FH have shown an interest. CF to liaise	CF/PS/FH
	Dec 88.1	Co-option of 3 Parish Councillor for Cliffe Woods Ward Jerry Doyle, Fred Harper and Phillip Stanley all signed a Declaration of Acceptance of Office, and passed their completed DPI forms to the Clerk (PO). Clerk (PO) forwarded to Medway Council and CF has updated website.	
	Dec 88.2	Neighbourhood Plan – It was proposed to send the application for a neighbourhood area designation to Medway Council – Proposed CE, seconded JD – ALL AGREED . Clerk (PO) forwarded to Medway Council’s Head of Planning. CF plans to present this plan at the next Rural liaison meeting on the 17 th March	CF
	Dec 94.4	Youth Liaison Committee CF reported that Cliffe desperately needs more volunteers in order to continue. CF reported that he has advertised this in Village Voices, The next Cliffe Youth club is on the 12 th February	ALL
	Jan 102.1	Cliffe at Hoo Historical Society – requested to use the Buttway on 31/1 – ALL AGREED . Clerk (PO) checked availability with Jill Wright at St Helen’s Church in Edward’s absence and advised the Society.	
	Jan 102.2.4	DC also reported that 1 of the 2 padlocks on the salt bin could not be opened and needed replacing. JW has cut off the lock.	
	Jan 102.2.5	CF visited the storage room over the Christmas break and retrieved many documents including old minutes. It was proposed to send the Minutes up to 2011 to Medway Council Archives – This has been completed.	
	Jan 102.2.7	Clerk (PO) advised the Police that they have an open invitation and she will remind them of next meeting dates.	
	Jan 103.3	RLG/S106 The Clerk (RFO) followed up with both Tony Head regarding the installation of the new camera; as well as Mr Rutherford regarding the bin installation and the disabled footpath around the Small Hall Memorial Barrier.	
	Jan 103.4	Container Project The RFO obtained a like for like quote from another container company for comparison – reported under F&GP Item 115.4	

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	Jan 103.5	Change to Bank Details Reported under F&GP item 115.5.	
	Jan 104.1	Allotments PC reported that there is currently no waiting list but raised concern that the spare allotments are going to become overgrown and requested that it be advertised to try to prevent it this. Clerk (PO) to contact Paul Schomoeger to see if there is anyone on a waiting list within the Medway area.	Clerk(PO)
	Jan 105.1	Planning MC/14/3881 - Cliffe Community Church, Turner Street, Cliffe ME3 7QL - Alterations to south elevation to facilitate the relocation of entrance/exit including new pathway leading to. Response: No objection – Sent to Medway	
	Jan 106.1	Parish Car Parks and The Buttway Clerk (RFO) advised that Mr Rutherford is going to check on the drains at the Buttway. KK reported that a new filter has now been installed. Concern was raised re overnight parking within the Buttway from residents at Court Sole farm. It was agreed to put notices on the vehicles advising that the car park can be closed at any time and overnight parking is not allowed.	Clerk(PO)/CF
	Jan 108.0	VW requested that the Clerk (PO) follow up with Medway Council re the refurbishment of the benches on Cliffe Woods green at Parkside Parade. Clerk (PO) followed up and response was circulated.	
114.0		REPORT: CLERK	
	114.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since circulation: <ul style="list-style-type: none"> - Football pitch hire request from Black Lion FC - NS&I Statement to Dec 2014 - Email from Nigel Moore re Neighbourhood plan - Email from Catherine Smith re Neighbourhood plan presentation at next RLC meeting - Nominations papers and info on 2015 elections from Medway Council - Grant request from Diane Foreman - Historical information for Parish Archives from English Heritage. Letter of thanks to be sent - MC/15/0108 – 5 Wharf Farm, Wharf Lane, Cliffe ME3 7UE – Excavation works to facilitate insertion of bi-fold patio doors to basement and the formation of a new sunken patio - MC/15/0229 – Cliffe Pools, Salt Lane, Cliffe ME3 7SZ – Ecological enhancement of RSPB Cliffe Pools through the importation of suitable materials to assist in the creation of a managed nature reserve including the installation of ancillary hydrological infrastructure - MC/14/2472 – Land to rear of 23,25,29 View 	Clerk (PO)

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		Road, Cliffe Woods ME3 8JQ – Construction of two detached houses with detached garages and associated access drive and hard standing	
	114.2	<p>Clerk (PO) reported on matters dealt with since last meeting:</p> <p>114.2.1 The Cllr and Clerk training was held on 20/1 and was very informative for all. It is hoped that there will be further sessions in the future.</p> <p>114.2.2 FH asked to joined KALC and planning committee and is also interested in the Rural Liaison committee as well as PS. CF asked them to accompany him to the RL meetings until May. Next meeting 17/3</p> <p>114.2.3 JDoy asked to join the police liaison committee and the clerk advised the outside body concerned that the Parish council would now be sending a representative to the meetings. Next meeting 17/3.</p>	
115.0		REPORT: FINANCE & GENERAL PURPOSES	
	115.1	<p>Finance report and budget: The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO had not received the bank statements for January due to the timing of the meeting, but provided a cash flow forecast to the end of February. The forecasted reserve balance for the Parish Council is £59,569.13. This includes a current account balance of £8,156.85. The RFO believes there are enough funds within the current account to see the council through till April when the Precept is received. The budget was then reviewed following information received from Medway Council regarding the band D equivalent. It had been agreed in principle to increase the precept by 1.5%. On comparing the band D equivalent figures against this, it was the recommendation of the F&GP committee to increase the parish precept by 3.24% as the effect on the band D is only an increase by 1.5%. This would mean a Precept of £43,244 and CTRS grant of £2773.00– Proposed KK, seconded SM - ALL AGREED. The Precept was signed. The Clerk (RFO) will pass this onto Medway Council.</p>	Clerk(RFO)
	115.2	<p>Approval of following payments for February: AQL (domain name) rubbish sacks) £132.00 Chq No. 2861 Aardvark Security (CCTV camera) £164.00 Chq No.2865 A Jack (Off set of pay rise against S/O and January expenses) £xx Chq no.2863 L Farrelly (Off set of pay rise against S/O and January expenses) £xx Chq No.2862 D Clark (4 Additional hours & January Expenses) - £xx Chq No. 2864 Alex Jack (January Wages)- £xx S/O</p>	

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		Dave Clark (January Wages)- £xx S/O Laura Farrelly (January Wages)- £xx S/O Payments agreed – Proposed KK seconded RL – ALL AGREED	
115.3	RLG/S106 Update RLG - £7.99 Planned spent included in RLG balance is the additional CCTV camera, signage, Youth bin installation, disable footpath at the Memorial Hall barrier and new container for caretaker and football storage.		
115.4	Container Project The RFO presented two quotes for a new 20ft container with modifications to include a steel partition and personal door for caretaker; as well as delivery and removal of old container. It was proposed to proceed with the cheaper quote from Bullmans of £ 3,120.00. Proposed KK, seconded RL – All agreed. Clerk (RFO) to advise Bullmans to proceed with quote.		Clerk(RFO)
115.5	Update to Change to Bank Details The RFO has submitted the forms to the bank to amend the signatory rulings and obtain internet access. Following a phone call to the bank, the RFO now has the relevant form to apply for a debit card. This will be completed and returned to the bank. A resolution was moved for the term and conditions of the debit card application form to be conformed to – Proposed CF, seconded KK – ALL AGREED It was also noted that a councillor (not on the F&GP Committee) needs to be identified to carry out a quarterly spot check of the bank reconciliation against the bank statements. RL has offered to do this. Clerk (RFO) to pass the bank statements and bank reconciliations to RL to review.		RL/Clerk(RFO)
115.6	Allotment rents 2015/16 It was the recommendation of the Allotment Committee that a rental increase be considered due to the forthcoming Tenancy agreement renewals due in March/April. Last year a £1 increase had been agreed to all allotment rents but it was felt that going forward a % increase would be better to used. Therefore the RFO prepared a comparison of percentage and flat rate increases to show the effect on the different bands and the income it would generate. It was proposed that a 10% increase be applied this year due to the amount of work has been carried to make the allotments safer (i.e. allotment fencing, CCTV and additional barrier) – Proposed KK, seconded RL - ALL AGREED . Clerk (PO) to raise 15/16 invoices for March		Clerk(PO)
115.7	Statutory Mileage Rates It was noted that the maximum statutory mileage rate is 45p per mile. Currently the Clerks received 40p per mile and the caretaker 25p per mile. It was agreed by the F&GP committee to keep these rates the same as		

		petrol prices had recently fallen.	
	115.8	<p>Cliffe Football Pitch Hire request The Parish Council had been contacted by Black Lion FC, who were seeking a football pitch to hire next season due to the BAE club in Hoo recently closing. This club have two youth teams that require the use of the pitch every Saturday and Sunday for matches and training. The RFO had been advised that the current adult team, Cliffe Royals would not be using the pitch next season due to not having the required facilities for an adult team. Therefore the recreation ground is available next season for this youth team. A discussion of the cost of the pitch rate took place and it was proposed to offer the Black Lion FC the pitches required for next season for £400.00 – Proposed KK, seconded VW - ALL AGREED.</p>	
	115.9	<p>AOB - Caretaker Bin The PO had identified an orderly barrow in a catalogue that she felt would be most useful to the caretaker. The RFO had showed the Caretaker this item and he agreed that it would help him in his role. It was proposed to purchase this orderly barrow at a cost of £135.26 and this could be offset against the rural liaison grant – Proposed KK, seconded SM - ALL AGREED. Clerk (RFO) to order.</p> <p>Pensions KK had asked the RFO to inquire with KALC as to whether they had any more information on the auto enrolment of Pension that are gradually coming into force. KALC have advised on some useful websites and also advised that they are still investigating the affects it will have on local councils.</p> <p>Meetings CF suggested adjusting the F&GP meeting to a week before the Parish Council meeting so that any items discussed can be added to the agenda of the Parish Council – It was agreed to adjust these meeting dates from May onwards. ALL AGREED.</p>	Clerk(RFO)
	115.10	<p>Date of next Finance & General Purposes Committee Meeting: 2nd March 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
116.0		REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS	
	116.1	Allotments – reported under item 104.1 and 115.6	
	116.2	Recreation Ground and Play Areas- No report	
117.0		REPORT: PLANNING	
	117.1	<p>Planning applications: CF reported on the following applications: MC/15/0125 – 12A Thatchers Lane, Cliffe ME3 7RE - Construction of a single storey side extension to form a garage. Response: Comments due 09/02/15.</p>	

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		Response: No objection – Proposed CF, seconded SM – ALL AGREED.	
	117.2	Date of next Planning Committee Meeting: 26th February 2015 – Small Memorial Hall, Cliffe (kitchen)	Planning Committee
118.0		Report: OTHER COMMITTEES	
	118.1	Parish Car Parks and The Buttway CF reported that the historic society have shown an interest in the Buttway as a result of the archaeological dig and he will circulate the information to all councillors.	CF
	118.2	Clarion and Website CF reported that the website has been updated with the photographs of the new councillors.	
	118.3	Footpaths and Common Land – No report	
	118.4	Youth Liaison Committee CF reported that he is hoping for extra support and increase in numbers at Cliffe Youth Club. VW reported that Cliffe Woods Youth club have been taking part in a lot of physical activities and they are seeking a donation of net to continue with the volleyball style games.	
	118.5	Cliffe Memorial Hall – No report	
	118.6	Cliffe Woods Community Association SM reported that the CIO is progressing. CF is liaising with Community Matters on the land. Hall bookings are fairly steady. SM also reported that another successful tribute night took place and the next one is planned for 23 rd May and it is a Karen Carpenter tribute act. Unfortunately due to the cold weather the boot fair was not as successful.	
119.0		REPORT: OTHER BODIES	
	119.1	Friends of North Kent Marshes – GM reported that FONKM had provided this response to the Airport commission stating that not enough consideration had been given to climate change.	
	119.2	KALC SM and FH reported that there had been a presentation from Handelsbanken, who are a Swedish bank with a branch on St Mary's Island. It is not possible to deposit at this branch but emphasis was placed on that they are a small bank and can provide a more personal service. SM also reported that High Halstow PC were reminding people that the EON community service are still available to offer volunteers for projects. SM advised that Grain PC raised concerns over lack of police presence and also that a 30mtr mast is planned to be erected over Grain school to improve internet access. Concern was also raised over the height and blight on the landscape. Frindsbury extra PC raised the issue of their S106. They only got £39,000 and the	

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		remainder had gone to Great Lines in Gillingham.	
	119.3	<p>Cliffe Woods Care and Concern Group SM reported that the main concerns raised were the issues between the surgery and pharmacy. The main points noted were the lack of permanent pharmacist and a lack of stock. A pharmacist from Wainscott was present at the meeting and will take concerns back to the owner of the pharmacies. The Surgery reported that CQC and been in for an inspection and they were awaiting their formal report. A questionnaire has been circulated to patients and a suggestion box has been placed in reception. The surgery also reported that 71 home visits had been carried out in the last 3 weeks. SM also reported that the Carer's afternoon will be on the 25th February at 2pm.</p>	
120.0		Other items to be handed to Clerk for next meeting:	

Meeting closed at 10.30pm

12/02/15/lmf

NEXT MEETING 5/03/15, 7.30pm, Small Memorial Hall, Church Street, Cliffe