

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at Cliffe Woods Primary School
 On Thursday 6th January 2011

PRESENT

Cllrs Ken Kentell (Chairman)(KK), Chris Fribbins (Vice-Chairman) (CF), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Lisa Mills (LM) Mrs Sam Collins (SC), Mrs Margaret Emblin (ME) Ray Letheren (RL) Mrs Gill Moore (GM).

Parish Clerks: Mrs A Jack & Mrs L Farrelly

ABSENT

None.

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
51.0	APOLOGIES FOR ABSENCE Cllrs Jim Corrigan (Ill), Julie Moss (Work), Alan Taylor (Holiday), Robert Hunt (Work), Jim Wenban (Work), Joan Darwell (Ill) ACCEPTED	
52.0	DECLARATIONS OF INTEREST No declarations of interest received.	
53.0	APPROVAL OF MINUTES Minutes of meeting held on 9th December 2010 were approved as presented. Proposed CF, Seconded LB - ALL AGREED	
54.0	ADJOURNMENT – There was an adjournment for a presentation from Richard Hicks on the Medway Council City Status 2012. SM raised the concern over the name of the City being named after a river rather than an actual town like Rochester. Rolf Williams from the RSPB came along to the meeting to hear the City Status presentation and introduce himself. Mr Peachy (resident) was also present at the meeting to raise his concerns over planning issues, which he managed to resolve from speaking to Richard Hicks from Medway Council.	
55.0	MATTERS ARISING FROM MINUTES OF MEETING ON 9/12/10	
Sep 8.3	Cliffe Woods Childrens Play Area: Paul Schmoeger has sent some suggestions for play equipment for Cliffe Woods Play Area. These were circulated. A piece of equipment called the Nursery Rhyme Miss Muffet which costs exactly £5k was proposed by CF and Seconded by LB . ALL AGREED . Clerk to inform Paul Schmoeger of Councils decision.	Clerk (PO)
Sep 11.1	Cliffe Church car park: The boulder by the bus stop has been re-set. Buttway bollard key to be sourced for future events. GM to speak to Dave Simmonds to see if he is key holder. Awaiting a response	GM
Oct 19.2.7	Risk assessment carried out for Clerk (PO), which is now on file. Caretakers Risk assessment is ongoing. It is a lot more involved for the Caretaker due to acknowledgement of safety for using equipment and working in different weather conditions. RH will also be carrying out a risk assessment for RFO	RH
Oct 23.1	Parish Car Parks: It was reported that there is a crack by the drain at Cliffe Woods Car Park and uneven surface by the entrance to the Community Centre. This	

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		needs to be repaired. Clerk has not received a quote from W D Rutherford due to a family illness. Clerk to seek alternative quotes.	Clerk (PO)
Nov 31.2 .8		Budget Commitments - Football changing rooms: Email sent to Container Conversion Ltd. asking if they can provide more info for Football Foundation. They have replied with new design and covering all items concerned. Football Foundation has been contacted to follow up on grant request. An email received at PC meeting from Football Foundation repeating information already received. RFO to look into previous quotes and emails . ongoing	Clerk (RFO)
Nov 32.4		Rural Liaison Special Grant . Special application for Church/Shine Audio equipment has been submitted. Awaiting response from Rural Liaison Committee (Rural Liaison Meeting being held at the end of January).	CF/Clerk (RFO)
Nov 32.6 .4		Ball Court Lighting: RFO spoke with Fred Dowler from the Village Club. Fred has suggested £5 a week for the months Oct- Mar (6 months max cost £130). Fred also suggested that the lights were put on when the youths requested and therefore the Village Club could invoice PC according to how many times the facility was used, The times that were discussed were from 5-8pm . A sign would need to be put up to inform the youths of the facility available. The PC agreed this in principle. RFO to ask Fred Dowler to present the agreement in writing to the Parish Council.	Clerk (RFO)
Nov 34.2 .1		Merryboys Plots: Reports of development started, although planning permission declined. Medway Council Planning Department have been contacted . Still awaiting response.	CF
Nov 34.2 .2		Parking in Merryboys Road during Football matches: Letter Sent to Medway Council asking if they can provide alternative car park arrangements. This has also been forwarded onto Ranger Services Manager. Awaiting response.	Clerk (PO)
Nov 35.1		A resident had complained about lack of disabled bays and the state of the footpath. A Letter has been sent to the resident explaining the plans for new line marking and repairs to footpath.	
Dec 44.1		Invitation received from The Lord Lieutenant of Kent inviting any Cllrs wishing to attend his annual Civic Service at Canterbury Cathedral on 29/3/11. SM showed interest in this event and Clerk (PO) has provided the relevant info.	
Dec 44.2 .1		A resident has contacted both Chairman and Clerk regarding the state of Cliffe Woods footpath from Town Road to Parkside shops and the difficulty herself and her disabled husband are having using it. Letter sent . See Item 55, Nov 35.1	
Dec 44.2 .3		Noticeboard on allotments: KCS contacted and they in turn contacted the supplier. They will not accept any liability at all despite changing their mind now about the gap in the seal saying this is intended for condensation release purposes. They still insist that we have caused the problem by our method of fixing to the fence and so have invalidated the warranty. They have suggested we open the door and leave to dry out, this could be OK if is just condensation. JW to be asked if he could look at this again.	Clerk (PO)/JW
Dec 44.2 .7		Justin Lucock, 107 Church St has overgrown trees from Rec hanging over into his garden and is now limiting his parking. AT and KK have spoken to resident and inspected the site. A contractor is needed to quote for trees to be cut back. LM said she could provide names of	LM/Clerk (PO)

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		contractors to quote. Clerk (PO) to get quotes.	
Dec 44.2 .10		Kent Fire and Rescue Survey was sent out to all on the 29/11 and Cllr Moss would like to stress the importance of everyone taking the time to do this so that we don't lose our fire service at Cliffe. This information is to be included in the Clarion. CF proposed that Cllr Moss collate all the information we need to send a letter to Chairman of Fire Operations to raise the PC's concern. JM has spoken to Fire Brigade, who are going to put together information to pass to Clerk	Clerk (PO)
Dec 44.2 .11		44.2.11 It was agreed to store some salt at the Cliffe Woods Community Centre and the Doctors surgery in addition to the new salt bin in order to be prepared for future adverse weather conditions. Dave Clark has taken salt to the Community Centre and the Doctors surgery. Salt Bin is now in situ and has salt and a padlock. Two keys for padlock to salt bin be given to be given to shop keepers and a sign made for the lid - ALL AGREED.	Clerk (PO)
Dec 45.1		A transfer of £15k from the NSI account to the PC's current account was agreed to cover funds until grant monies from Veolia is received for Skatepark. RFO has forwarded a copy of Gravity invoice to Veolia. Veolia have since replied with a list of requirements before Grant monies can be transferred. RFO is liaising with relevant parties to get list of requirements completed.	Clerk (RFO)
Dec 45.4		Approval of upgrade on a vandal proof salt bin required. Salt bin was ordered from LCR magazine and is now in situ.	
Dec 45.10		RLG presented unallocated RLG spends to F&GP Committee	
Dec 45.13		School Prize and Sponsorship . Year 6 Community Award for St Helen's CEP School: Email was sent to Head Mistress asking for more information from the School regarding the Award and what is to be involved. Awaiting a response.	Clerk (RFO)
Dec 49.5		SC shared her concern about the huge amount of congestion around Cliffe Primary School at pickup time, asking if there was anyway the Cliffe Memorial Hall car park could be used to ease congestion. Cliffe Memorial Hall will be asked again by LB at next committee meeting.	LB
56.0		REPORT: CLERK	
56.1		List of correspondence was emailed, delivered and circulated. Various social events were also announced at meeting with invitations circulated.	
56.2		Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 56.2.1 PCSO Sue Fill was contacted regarding reports of quad bikes on Cliffe Rec and at Parkside, Cliffe Woods and asked to watch out for these on their patrols. Cllr Hunt would also like to receive any information as he is compiling a report on this. 56.2.2 Chairman asked for a safety sign for the Skatepark and Gravity were contacted along with Heather Marsh at Medway Council for sign suggestions. Both were received and CF is going to produce at sign as a combination of both. Ray-Dor were contacted for a quote as Gravity quoted £740, Ray-Dor has quoted £78.50 + VAT for a sign on the equipment. Grant providers EON, Veolia, YOF and Medway Council (RLG) were contacted to provide their logo artwork should they wish. Eon have replied asking for update with photos prior to their next meeting on 20/1. All require to see the sign and agree it beforehand.	CF

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	<p>56.2.3 Ray-Dor were contacted to provide a sign for the salt bin following the theft of the salt. Currently in hand at a cost of £28.50 if produced at the same time as the Skatepark sign..</p> <p>56.2.4 Richard Jones contacted re Clarion distribution and is OK for this.</p> <p>56.2.5 Update on building works and waste dumped at Bud Baker's old yard location: Johnny Robinson at Medway Council who intends to inspect the site after 7/1 is now dealing with waste issue. Building works issue is being investigated by Allison Munck who has contacted the owners and is awaiting their reply. Both will get back to us with their findings.</p> <p>56.2.6 Lyn Bennett contacted us from Ashley Godfrey Assoc who is looking into leisure facilities on the Peninsular in light of the Lodge Hill Development. She is contacting Cliffe Memorial Hall and Village Club and Cliffe Woods Community Centre for further info.</p> <p>56.2.7 Cliffe Memorial Hall heating is now fixed and they have a new booking clerk Suzy Moore. It was All Agreed for Clerk (PO) to book the halls for meetings for the whole year. It was Agreed that the APM was to be held on the 7th April.</p> <p>56.2.8 John Haddaway, Neighbourhood Watch, was contacted re Police Liaison meetings after LM attended on 14/12 and was unable to find where the meeting was and so had to leave. He advised his secretary would add us to the list for future meeting advice. Clerk (PO) to find out when the next Police Liaison meeting is</p> <p>56.2.9 Email was sent round to all Cllrs. asking if any could help transport salt to Cliffe Woods car park.</p> <p>56.2.10 Clerk (PO) will be on holiday for 1 week commencing 10th Jan returning 17th Jan. Clerk (RFO) to cover telephone and emails and any urgent matters.</p>	<p>Clerk (PO)</p> <p>Clerk (PO)</p> <p>Clerk (PO)</p>
57.0	REPORT: FINANCE & GENERAL PURPOSES	
57.1	Income and Expenditure report was presented to F&GP Committee, along with the new budget for 11/12. A deposit of £565.00 was made into the bank account this month for the insurance claim on the Entry Barrier at Cliffe Woods Car park. The latest bank statements had not been received and therefore RFO was unable to present the latest bank reconciliation for December. A transfer of £15k from the NSI account to the Current account had taken place to cover payment to Gravity for the Skate Park of £58,691.25. Grant funding from Veolia is expected once evidence of inspection of site and photos are provided.	
57.2	The Draft Budget/precept for 2011/12 was presented to the PC with a recommended precept of £40,492. This is an increase on last year's precept of 14% but is taking into account the increase in wages to pay new clerks. It is also taking into account the large decrease in interest received from the Bank accounts. There is also an anticipated election costs to be considered. It was requested that the PO contact Medway Council to find out costs for elections and if we would be entitled to funding for returning officers. Budget Agreed by PC . Proposed CF, Seconded SC ALL AGREED . Precept to be copied and sent to Medway council by RFO.	<p>Clerk (PO)</p> <p>Clerk(RFO)</p>
57.3	Approval of the following payments: Cartridge Concept Ltd (Toners) £247.34 HMRC (Quarterly PAYE) £450.17	

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	AQL Ltd (Domain name for website 2yrs) £129.25 A Jack, Clerk (PO) . Salary and Exps £xxx D Clark Caretaker . Salary and Exps £xxx L Farrelly, Clerk (RFO) . Salary and Exps £xxx Proposed CF Seconded LB ALL AGREED	
57.4	Project . Skatepark: The invoice from Gravity has been paid. Although an inspection from Martin Geer is still to take place. CF and KK have inspected the Skatepark and it was noted that vandalism had taken place already. Graffiti is present and a fire involving a deodorant can has resulting in a small hole/crack in the concrete and therefore needs to be repaired, JW said he would look to see if he could repair. Veolia have certain requests before grant monies is transferred. A payment requests form; a final report form (handout will be provided to Councillors for comments); photos of the project and installed plaque (We have received this); a copy of the PC's current public liability insurance and a copy of a RoSPA or similar inspection report. JM has said she will arrange for Bryan Mooney who is qualified to carry out a RoSPA to contact the RFO to get this report completed.	JW JM/Clerk (RFO)
57.5	Project - Changing rooms: An email was received from the Football Foundation asking for information already sent in previous emails. RFO to look into this and maybe seek new quotes as time has lapsed a fair bit with this project.	Clerk(RFO)
57.6	Cliffe Woods Play Park . COMMA Fund: Reported under Item 55 Sep 8.3.	
57.7	Insurance Update/ Barriers: The work is now complete on both barriers. The cheque has arrived for the entry barrier. The PO is looking into the insurance claim for the Exit Barrier. Signs for barriers . ALL AGREED	Clerk (PO)
57.8	Car Parks: Reported under Item 55 Oct 23.1	
57.9	RLG Update: Still waiting for Rural Liaison Committee to meet and confirm whether we are eligible for the special Item . St Helen's Church Multimedia. The PC was granted £4990.00 from Rural Liaison for 10/11. At present only £1861.70 has been spent, and £1000.00 allocated for line marking for Cliffe Woods Car Park. Therefore there is £2128.30 unallocated. Suggestions were for the signs for the barriers and Skatepark being paid with RLG.	
57.10	Christmas Tree & Lights: RFO to contact B Baker regarding final invoice for this service	Clerk (RFO)
57.11	Date of Next Finance & General Purposes Committee Meeting: 1 st February 2011, 7.30 pm . Small Memorial Hall, Cliffe	
58.0	REPORT: RECREATION GROUND AND ALLOTMENTS	
58.1	Allotments -No report	
58.2	Children's Play Area . No report	
58.3	Recreation Ground, Ball Court & Caretaker: No report	
59.0	REPORT: PLANNING	

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59.1	There was no planning meeting held in December. However, there was one planning applications that CF presented with proposed comments: MC/10/4374 – Tresco, 29 Town Road, Cliffe Woods . Suggest PC have no objection Proposed CF Seconded RL ALL AGREED	
59.2	Outstanding Issues: Unauthorised developments at rear of Merryboys Lodge, Merryboys Road, Cliffe Woods. Possible unauthorised developments at %Bud Baker's Old Yard+, Salt Lane, Cliffe and Binglew, Buttway Lane, Cliffe. All reported to Medway Council and acknowledged but no further updates. Continued siting of steel container in front garden, Ham Rover Hill, Cliffe Woods . reported by 3 rd Party (DCPS)	
59.3	Date of next Planning Committee Meeting: 27 th January 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe	
60.0	REPORT: OTHER COMMITTEES	
60.1	Parish Car Parks . Reported in Item 55 Oct 23.1	
60.2	Clarion and Website: CF reported that he is still updating the Website and the Clarion has been sent to City Press for printing. Clerk has arranged for Richard Jones to deliver around villages. Clerk to collect from printers when ready and pass onto R Jones.	Clerk (PO)
60.3	Footpaths and Common Land: JM reported that RS84 and RS84a are progressing very well. Pictures were circulated.	
61.0	REPORT: OTHER BODIES	
61.1	Chairman's Report: KK will be attending a talk on Carbon Capture at EON Power Station on Friday 14 th January 2011	
61.2	Police Liaison . No report	
61.3	Cliffe Parochial Charity: KK reported that 50 senior citizens within the parish would be receiving £60 towards their heating costs.	
61.4	Medway Council Rural Liaison: This meeting is being held at the end of the month. CF to pass on any planning questions to Medway Council.	CF
62.0	LM asked PC if there were any plans for railway lines re-opening at Cliffe, especially with Lodge Hill plans for development. No works planned at present.	
63.0	Winter Disruption: CF has raised the concern over the disruption the snow caused throughout the villages. Any future issues will be emailed to Medway Council.	
64.0	Other Items to be handed to Clerk - No others items	

The meeting closed at 9.55pm.

14/01/11/lmf

NEXT MEETING:

