

# CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Small Memorial Hall

Thursday 03 December 2009

## PRESENT

Councillors K. Kentell, (Chair) C Fribbins (Vice Chair), L Bush, J Corrigan , D Cunningham, J.Darwell, M Emblin, R. Hunt, J. Keates, G.Moore, J Moss, M Smith, A Taylor,

Mr G Meeser (Parish Clerk) and Mr A Parfett (Parish Clerk Designate)

## ABSENT

Cllr L.Wicks

The meeting opened at 19:47 hours (7.47 pm).

N O		ITEM	ACTION BY
1.0		<b>APOLOGIES FOR ABSENCE</b> J. Wenban Called in to work	
2.0		<b>DECLARATIONS OF INTEREST</b> No declarations	
3.0	3.1	<b>APPROVAL AND AMENDMENT OF MINUTES</b> Minutes of meeting held on 05 November 2009, approved. With the following amendment :-  Cllr Keates: Change from No report to Nothing to report 8.1 to 8.4 Approved.	
4.0		<b>ADJOURNMENT</b>	
	4.1	<b>Changing rooms for football club</b> Mr Paul Fenney addressed the meeting regarding the proposed building of an extension to Cliffe Village hall to incorporate changing facilities for footballers but stressed that this would then be available for others to use, in need of changing facilities at the hall. Mr Fenney wanted a joint approach possibly by the parish council, The football club and the village hall. The estimated cost would be in the region of £1000 /m <sup>2</sup> and be in the region of £110,000  It was recommended by the Parish Council to get a focus group together early next year to discuss the issue and would invite Representatives of the football club and the village hall. Venue would be the small hall.	Cllrs Keates, Fribbins and Wicks
	4.2	<b>Tree Roots damaging to Village hall drainage</b> Mr Bud Baker addressed the meeting regarding damage to drains by the fibrous root system of trees on parish council land. Mr Baker suggested that Pollarding would be incorrect for this situation but the trees should be thinned out having some of the main stems removed but leaving a healthy attractive tree rather than pollarding the tree and leaving an unattractive dismembered trunk Check listing of trees with Medway Council Identify trees requiring surgery and mark Scope and obtain quote for work and put on Agenda for next meeting.	Cllr Fribbins  Cllr Keates

5	<p><b>CO-OPTION OF PARISH COUNCILLOR</b>  Mrs Lisa Mills Land Lady of the Evening Star public house since 1976 gave a short address to the meeting concerning per personal history and interest in the community and expressed her wish to become co-opted onto the Parish Council.  Speaking very highly of Mrs Mills Cllr Fribbins proposed that since Mrs Lisa Mills was the only candidate for the post, that the parish council should co-opt Mrs Lisa Mills as Councillor for Cliffe and Cliffe Woods Parish Council, Seconded by Cllr Bush. Carried.  Mrs Mills then signed and read aloud the declaration for parish Councillors.  Chairman Ken Kentell formally welcomed Cllr Mills to take her seat as a parish councillor.</p>	
6.0	<p><b>MATTERS ARISING FROM MINUTES MEETING ON 05/11/09</b></p>	
6.1	<p><b>Youth Issues Group.</b>  (See November Item 4.2.1 to Item 4.2.6) Youth Issues Group held meeting on 24<sup>th</sup> November to discuss topic of youth issues in Cliffe and Cliffe Woods and in particular recent complaints regarding Anti . social behaviour in Cliffe Woods car park also including the use of cars. A report has been issued to all Cllrs  e-mailed 3 residents to invite them to attend meeting with youths and only had one reply, which declined.  Police response has been sympathetic to situation but did not perceive it as a major problem as there had only been a limited number of minor incidents reported to them and statistically there were many more incidents reported elsewhere on the peninsula.  YIG to look at further actions including sectioning the car park or using barriers to prevent the car park from being used for racing and doughnuting. From Rural Liaison Committee: Police may use white van camera van to capture film of anti social behaviour.  Positive items to take forward Youth Parish Council.  YIG to set up meeting with Shop Keepers and Lindsey (Youth worker)</p>	<p>Cllr§  Cunningham  Fribbins,  Taylor  Keates and  Wicks</p>
6.2	<p><b>Cliffe Woods Recreation Ground: Gate repair.</b>  See October item 4.2.4 Repairs to gate at Cliffe Woods Recreation ground  Clerk designate has received reply from Medway Council regarding gate repair. David Crouch Ranger for Open spaces phoned to say Medway Council are awaiting the receipt of quotation to have the repair carried out.</p>	
6.3	<p><b>The Late Lena Kennedy- Possible Naming of new development in Cliffe Woods “Lena Kennedy Gardens”</b>  Nothing to report</p>	
6.4	<p><b>Upgrading of Footpaths RS84 and 84a</b> (see November item 5.3)  Clerk and Cllr. Moore meet Medway Council§ Public Rights of Way Officers and Project Engineer on Monday 09/11/09 to walk proposed route. Cllr Moore confirmed that project to upgrade the footpaths is going ahead and requested that Gavin should be kept involved with process.</p>	
6.5	<p><b>The Late Lena Kennedy – Heritage Plaque</b> (see November 5.5)  Received quotation £186.25 + £14.50 VAT  Proposed Cllr Moore, Seconded Cllr Keates. Carried.</p>	<p>Cllr. Moore</p>
6.6	<p><b>Revision of Standing Orders</b> (See November item 5.8):  Clerk advised that final draft would be available within one week</p>	<p>Clerk</p>

6.7	<b>Storage of Collected Rubbish from Cliffe Woods Car Park</b> (See November item 5.14) Cllr Fribbins to follow up.	Cllr Fribbins
6.8	<b>Public Liability Insurance:</b> (See November 5.19) Clerk Designate to research other insurance companies for quotation. Ongoing	Clerk Designate
6.9	<b>Bank Accounts: Change of Signatories</b> (see November item 5.2) Clerk Designate to be new signatory paperwork completed awaiting 2 final Signatories	Clerk Designate
6.10	<b>Over-hanging trees from CWCA</b> (See November item 6.1.2 No: 0911/08) From: Mr Ian Stone, 11 Tennyson Avenue, Cliffe Woods Subject: Follow-up letter to CWCA regarding overhanging trees There is nothing we can do however due to grant given to CWCA we may have some influence and might be able to gently persuade CWCA to take some action. Clerk to write to CWCA	Cllr Fribbins to follow up
6.11	<b>Demise of Cliffe Woods Parish youth club</b> (See November item 6.1.4 No: 0911/12) Parish council prepared if necessary to hold %residue monies+In Trust+ pending any re-establishment of club facilities in future+.  Clerk has written and received no reply. It has now been reported that the equipment has been given to the Emanuel centre.	
6.12	<b>Kent international Gateway</b> (See November item 6.1.8 No: 0911/16) From: KALC Subject: Kent International Gateway: CCWPC support for objection. Thank you letter received.	
6.13	<b>Christmas Refreshments for Parish Council Meeting 03/12/09</b> (See November item 6.4) Items purchased and presented by Clerk	
6.14	<b>Capital Expenditure 2009/10</b> (See November 7.2) No capital expenditure to date. Heather Marsh (Medway Council, Play builder Development Officer) is arranging for parish council to be invoiced for playground funds (£35,000 plus any grant monies received).	Clerk Designate
6.15	<b>Allotment Rents: Payment Update</b> (See November 7.3) Paid to date £682.08 (96.6%). Currently only one defaulter. Still outstanding. Cllr Keates reported 24 people currently on waiting list Clerk Designate to reply to new enquiry. Cllr Keates to contact defaulter	Clerk Designate & Cllr Keates
6.16	<b>Purchase of Digital Camera for Caretaker</b> (see November Item 7.6 Camera, Memory card and batteries purchased Total price £30	
6.17	<b>Trial Hire of Ground Maintenance Equipment for Caretaker</b> (See November item 7.7) Clerk Designate will arrange meeting with Cllr Keates Caretaker and Mr Hazelden for next week	Clerk Designate
6.18	<b>7.9.1 Replacement of Cliffe Woods Car Park Barrier</b> (See November item 7.9.1 to 17.9.3) Clerk has formally replied to Medway Council to accept the £1000 contribution to the car park barrier. Clerk Designate has sent out a scope of work to 3 companies asking for quotations for the work to be carried out. So far only one reply and awaiting the remaining replies. The chair stated that this work should be	Clerk designate

		carried out as soon as possible as the car park is left open at present.	
6.19	<b>Christmas decorations</b> (See November item 7.10) Cllr Smith Reported that tree for fire station is ordered and lights are also ordered. To be erected by Fire Brigade at station Bud baker to collect tree for fire station. Costs: Norwegian spruce from Coblands £94 bud Baker would collect Also Christmas trees for Cliffe Woods Part Payment of trees £200 Cost of lights £225.34 Monies already authorised up to £500.		
6.20	<b>Residential Parking-</b> (See November 9.5) CCWPC are supportive of the proposed changes. Cllr. Fribbins to respond on behalf of the parish council.	Cllr Fribbins	
6.21	<b>Planning Response Timetable:</b> (See November 9.6) Changes in process. Clerk to update standing orders in light of requirements Notification of Closure date to be added to planning list by clerk Designate	Clerk and Clerk Designate	
6.22	<b>Report: KALC</b> (See November Item 14) Advised no Cllrs available to attend AGM.		
6.23	<b>Purchase 65<sup>th</sup> Birthday Card</b> Card purchased for Dave Clark's 65 <sup>th</sup> Birthday in December.	Clerk	
<b>7</b>	<b>COMMUNITY SAFETY MEETING 17/11/09 FURTHER ISSUES FOR CONSIDERATION (Cllr Keates)</b>		
7.1	<b>Police Liaison:</b> Sgt Mick Omera would like PCSOs invited to all Parish Council meetings. Clerk Designates to add invite.		
7.2	<b>Need to keep reporting:</b> Statistically Cliffe and Cliffe Woods have a low level of anti-social behaviour compared to other areas in the towns and the peninsula. However, it is also a matter of reporting crime and anti-social behaviour, as the more reports are filed the greater the pressure is to do something about it by the police and the response to the issue is stepped up. This should be reported in the Clarion and people urged to report all incidence.	Cllr Fribbins	
7.3	<b>Dog Attacks:</b> There have been an increasing number of vicious dog attacks in the parish. Mainly involving innocent dog walkers in the parish being confronted by other people with dogs off the lead and the uncontrolled dogs attacking the dog on the lead, resulting in sometimes serious injury to the dog being attacked and also injury to the owner as they try to fend off the attack. Several cases have been reported but many cases are going unreported. This should be reported in the Clarion and people urged to report all incidence and reminded that dogs should be kept under control at all times.	Cllr Fribbins	
	<b>Under age drink and drugs:</b> Reports of under age drinking and drugs being sold at Simmons Road working mans club. John Hadaway to contact the licensing authority.		
<b>8</b>	<b>Report Clerk</b>		
	Please note: Any Councillor wishing to view any correspondences		

		please ask the Clerk who will facilitate your request.	
8.1	<b>Correspondence</b>		
	8.1.1. 0912/01 P <i>From:</i> KALC <i>Subject:</i> Chairmanship training day 13/01/2010		
	8.1.2. 0912/02 P <i>From</i> Sainsbury's <i>Subject:</i> Frindsbury Supermarket proposal. Concern over traffic problems on an already overcrowded business park. Clerk Designate to raise concerns expressed regarding traffic congestion.		Clerk Designate
	8.1.3. 0912/04 E <i>From</i> Area Youth Manager <i>Subject</i> request for support EoN Grant for Mini bus		
	8.1.4. 0912/05 E <i>From</i> June Harrison <i>Subject</i> Kent international Gateway thank you for support		
	8.1.5. 0912/06 E <i>From</i> RSPB <i>Subject</i> Cliffe Pools Cllr Moore and Darwell informed the meeting of the detail of the letter which was of deliberate defacing of the signs at Cliffe Pool. It appears that there is a member of our community that has a personal issue regarding the names given to the pools. RSPB are going to put up temp signs explaining what local involvement there has been in naming the pools and wished for parish council approval to add them as signatories possibly using the Parish Crest on the signs to show support from parish council. Also a request to put an article in the Clarion. Proposed by Cllr Darwell seconded by Cllr Keates		Clerk Designate  Clarion Cllr Fribbins
8.2	Clerk reported full transfer of business to Clerk Designate		
9	<b>REPORT OF FINANCE AND GENERAL PURPOSE</b>		
9.1	<b>Report on current financial situation</b> Updated figures as follows, as at 01/12/09 (NB: bank statements reconciled up to 01/12/09): Opening balance £73,276, Precept £28,000, Income £1,180, Grants received £10,800, VAT refunds received £1147, Revenue expenditure £19,540 Capital expenditure NIL, Grants paid £8,776, VAT paid £923, Balance on hand £86,997 Bank statement reconciled up to 31/10/09		
9.2	<b>Quotation for notice board</b> received from BTB Building for £167.70 recommend approve at £167.70 but Clerk to seek quotes direct from sign fabricators below this cost and if successful place order. Proposer Cllr Cunningham Seconder Cllr Keates		Clerk Designate Cllr Wenban and Kentell to place new signs
9.3	<b>Christmas tree and decorative lights already covered in 6.19</b>		
9.4	<b>Increase in contracted hours for Alan Parfett wef: 01/12/09</b> G.M explained that A.P would be taking over the role completely from now and it would be necessary to work the full 16 hours per week as a necessity for taking on the full role. Recommended increase hours as stated. Clerk Designate to process new hours for December Proposer Cllr Cunningham Seconder Cllr Keates Carried		Clerk Designate
9.5	<b>Possible retirement gratuity for outgoing Clerk</b> Clerk left room while retirement gratuity was discussed. Although this hadn't been considered before, there was an option open to the parish council to give a retirement gratuity to the outgoing Clerk provided that certain criteria was met.		

	<p>Retiring Clerk must be over the age of 60  Must have worked in the post for 1 year  Not in receipt of pension from parish council  And there was a maximum allowable payment based on number of years worked x 3.75 giving a maximum payment of £474  There was discussion that this had not been given to previous Clerks however since Mr Meesers appointment, a contract of employment has been in existence which states that the parish council may pay a gratuity to the outgoing Clerk on retirement if no pension is provided. Previous Clerks were not on same contract of employment.  Cllr Fribbins proposed that a gratuity was paid seconded by Cllr Keates Carried.  Cllr Fribbins proposed £150 Seconded by Cllr Cunningham. Carried  Cllr Keates proposed spending £30 on flowers for Mrs Meeser seconded by Cllr Darwell. Carried</p>	
9.6	<p><b>Ideas for spending Rural Liaison grant</b>  RLF monies currently available £8,840 (4,000 already received, £4840 needs to be applied for before 31/03/10). If monies not spent, danger of future cuts, Suggestions for expenditure: -  Skate park £5070  Lena Kennedy plaque £240  Play park toddler area Cliffe Woods  Ball Park for Cliffe woods  Lighting  Health equipment  Cliffe recreation ground fencing  Youth shelter improvement  Refurbishment of Cliffe ball court  Car Park barrier (Unlikely)</p>	
9.7	<p>Changes of signatories on Bank Account  Nat West Paperwork signed awaiting 2 further signatures before presentation to bank  NS&amp;I Awaiting receipt of relevant forms in post.</p>	
9.8	<p><b>Budget and Precept 2010-11 Time Table</b>  03/12/09 Ask Cllrs for project ideas  Early December G.M to draft Budget / Precept and meet with A.P  Extended FGPC in January AP to present Budget /Precept  Provisional approval in January CCWPC meeting  Amendment in January  Re-present at FGPC in Feb for final approval at Feb CCWPC.  Precept request to be put to Medway Council</p>	
9.9	<p>Eon Grant for Trees for the allotment Janet requested cheque for £150 for Grow at Brogdale for fruit trees on School allotments. Release of Grant money held by Parish council to pay for trees</p>	
9.10	<p>Approval of the following payments: (NYC = amount not yet calculated)  xxx G Meeser . Salary and expenses - November 2009  xxx A Parfett . Salary and expenses - November 2009  xxx D Clark . Wages and expenses - November 2009  xxx HM Revenue &amp; Customs . PAYE deducted - November 2009  £ 19.75 G. Meeser - Purchase of Remembrance Day Wreath  £ 30.00 A. Parfett - Purchase of Digital camera and accessories.  £ 120.75 M. Johnson . Wages and expenses  £ 150.00 Grow at Brogdale - Fruit trees for school allotments  £ 225.34 M. Smith - Christmas Lighting  £ 200.00 A A Baker - Part payment for 2 Christmas trees</p>	

		xxx G. Meeser - Retirement Gratuity	
	9.11	Cheque for village halls to be raised next finance meeting.	
<b>10</b>		<b>Report allotments, Ball Court, Children's Play Area, Recreation Ground/ Caretaker. Cllr Keates</b>	
	10.1	<b>Allotment</b> Nothing to report	
	10.2	<b>Ball Court</b> damage possible due to motorcycle impact. Clerk Designate to find company to quote for repair. Clerk to identify original supplier. Clerk Designate to phone and thank Jack for information.	Clerk and Clerk Designate
	10.3	<b>Children's play area</b> nothing to report	
	10.4	<b>Recreation ground/Caretaker</b> Nothing to report	
<b>11</b>		<b>Report: Planning. Cllr Fribbins</b>	
	11.1	<b>Approval of recommendations on the following planning applications</b>	
		<p>11.1.1 MC/09/2103 Panther platforms Use of plot 1 Thameside terminal Salt lane Cliffe. The application indicates that public consultation has taken place. No such consultation has taken place. Appeal against planning enforcement not a proposed or actual planning application.</p> <p>Photos of the site show a clear yard with no Mobile elevated work platforms in view and suggest that the site offers little intrusion to the view where in fact it has a significant negative intrusion on the views from the RSPB site and is one of the reasons why the RSPB have had to erect a fence to try and obscure the machines from view. We have photographic evidence of this negative visual impact on the surrounding area.</p> <p>We are concerned about the amount of traffic from this site and the size of the vehicles.</p> <p>We are concerned about the sub-division of the site into several plots, against original use.</p> <p>Proposed Cllr Fribbins Seconded Cllr Keates. Carried</p>	
		<p>11.1.2 2 Ham River Hill: Construction of a single storey side/rear extension (Demolition of Existing attached outbuildings) Raise no objection for the extension. Only the siting of the storage container.</p> <p>Proposed Cllr Fribbins Seconded Cllr Cunningham. Carried</p>	
	11.2	<b>Decisions by Medway Council on planning applications</b>	
		11.2.1 MC/09/1375 Granny Annexe Merryboys house Planning permission refused.	
		11.2.2 MC/09/1477 Rear of Coronation & Jubilee Bungalows planning permission refused.	
	11.3	<b>Next Planning meeting</b> There will be no planning meeting in December	
<b>12</b>		<b>Report: Footpaths and common land</b>	
	12.1	<b>Cliffe Pools</b> already reported	
	12.2	<b>General report various footpaths:</b> Footpaths officer from Medway council is keen to investigate deterioration/demise of various footpaths	

		such as across bean field, another by Buckland Lakes and Perry Hill Diagonal	
<b>13</b>		<b>Report Car Parks Cliffe Woods and Buttway.</b> Nothing to report	
<b>14</b>		<b>Report: Clarion Website.</b> Updated 03/12/09	
<b>15</b>		<b>Report: Rural Liaison</b>	
<b>16</b>		<b>Report KALC Meeting</b> on to be held on Wednesday 9 <sup>th</sup> December	
<b>17</b>		<b>Report on other bodies</b> Rookery Lodge invitation already sent to all Councillors	
<b>18</b>		<b>Any Other Business</b>	
	<b>18.1</b>	<b>Parochial Charity</b> Cllr Fribbins reported on the Parochial Charity meeting and it was decided at that meeting to award the poor and needy and persons over 80 £60 towards their heating,	
	<b>18.2</b>	<b>Flooding in Buckland Farm Road,</b> Cllr Kentell had been on the local radio with one of the local residents and asked that the P.C. writes to Medway Highways and the Environment Agency	

The meeting closed at 22:00 hours (10 pm)

*ap 06/12/09*

