



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Cliffe
On Thursday 7th July 2011

PRESENT

Cllrs: Chris Fribbins (Chairman) (CF), Ken Kentell (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)
Parish Clerks: Mrs A Jack & Mrs L Farrelly

ABSENT

Cllrs: Colin Elliot (CE), Steve Boosey (SB).

The meeting opened at 7.40 pm.

NO	ITEM	ACTION BY
33.0	APOLOGIES FOR ABSENCE Cllr. Jim Wenban (Work), Ray Letheren (Holiday), Julie Moss (Work), Sue McDermid (Holiday) ACCEPTED	
34.0	DECLARATIONS OF INTEREST AT . Planning applications Merryboys Stables, KK . Gift from Eon Charity	
35.0	APPROVAL OF MINUTES Minutes of AGM Meeting held on the 2 nd June 2011 were approved as presented Proposed RH, Seconded LM ALL AGREED	
36.0	ADJOURNMENT – Joan Darwell and Gill Moore were present to pass on their many thanks to all the Parish Councillors for their efforts at the Village Fayre, especially Cllr Ian Petrie for his music. Joan Darwell also wanted to thank all the local traders for their generous raffle prizes, Overall the Village Fayre was very successful and a lot of money was raised. Joan Darwell also added that disabled access might need to be considered for future events on the Church green. Cllr Taylor agreed to look into this. The Parish Council also expressed their thanks to Gill Moore and Joan Darwell for organising and running the Village Fayre.	AT
37.0	MATTERS ARISING FROM MINUTES OF MEETING ON 2/6/11	
Sep 11.1	Cliffe Church car park: GM Spoke to Dave Simmonds and he has two keys for the bollards. KK suggested that PC should have a key for access. Joan Darwell has key and passed a copy to the Clerk	
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 to write 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.	Clerk (PO)
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

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Mar 84.3	AT reported that he had noticed that the pruning of the hedges/trees by the houses and Recreation Ground had not been carried out as yet. Clerk (PO) reported that the Caretaker had been unable to cut any more, as it was too high. LM has spoken to the resident, Mr Lucock who would like more cut. A tree surgeon quote of £xx has been received from KMN Landscaping. Clerk (PO) has obtained 2 further quotes for comparison. JW contacted the company with the lower quote and works is to be carried out shortly.	
May 7.1.2	Clerk (PO) reported that a letter had been received from the youths of Cliffe requesting the return of Cliffe Carnival, along with the request for bins, matting and benches for the skate park. This has been referred to the Youth Liaison Committee	
May 9.2	Children's Play Area . RFO contacted Village Club and spoke to Ian Fisk, who will bring it to the attention of the committee and will ensure signs are put up and looks forward to working more closely with PC RFO also reported that 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. Awaiting Quote	Clerk (PO)
May 20.2 .1	Recreation Committee Dave Clark reported an incident on the Rec ground on 25/5 where a 4x4 vehicle has been driven through the bushes on the boundary by the barrier and driven around on the grass . Referred to Recreation Committee	
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.	Clerk (PO)
May 21.4. 1 & 2	Projects . Skate park and Football Changing Rooms . Reported Under Finance and General Purposes	
May 21.5	OAP Outside Gym LM raised the questions as to whether it would be possible for an outside gym could be installed for the adults . either in Cliffe or Cliffe Woods. RFO obtained some brochures. Referred to Finance and GP Committee.	
May 21.7	Letting Agreement with Cliffe Woods Primary School RFO signed the agreement and has sent off to Cliffe Woods Primary School. RFO has also forwarded on a copy of the Public Liability certificate.	
21.8	It was reported that the Caretaker was seen mowing the grass without his PPA and high vis. PO has advised the Caretaker on the correct safety wear. The caretaker reported it was hot on that particular day and now has a thin high vis to wear in the summer.	
25.3	Footpaths and Common Land: RL asked if it is possible for him to carry out any repairs that he notices. RL checked with Adam Taylor at Medway Council who are happy for him to continue. CF suggested a log should be kept of the work.	

38.0	REPORT: CLERK	
38.1	<p>List of correspondence was emailed, delivered and circulated</p> <p>38.1.12 Clerk (PO) reported on additional correspondence that has been received since the Cllr packs were sent out were: A letter of apology from Allotment tenant Mr R Allen and seeking permission for large shed.</p>	
38.2	<p>Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>38.2.1 RSPB asked if they should continue to clear the scrub along the edge of the paths that connect Allen's Hill to the Saxon Shoreway at RSPB Cliffe Pools reserve. This is something they have done as a service to the community but recently Mr Paul Larkin complained they were damaging invertebrate and going against the Parish's wishes. This was passed to the Footpaths and Common land Committee and Gill Moore who advised they would very much like this work to continue.</p> <p>38.2.2 Cllr Taylor reported fly tipping on the field behind the Primary School in Merryboys Rd, 5 lorry loads of earth by Mr Gill. This was reported to Medway Council's Customer First and passed to the appropriate dept for further action.</p> <p>38.2.3 Skate Park user Jack reported broken glass on the ramps and a request was made to Caretaker to clear. Dave Clark found it had all gone when he went there the following morning.</p> <p>38.2.4 KALC Cllr conference on 23/7 - 3 Cllrs have requested to go and form will be sent off with payment after the PC meeting.</p> <p>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) to send a letter asking when this can be done.</p> <p>38.2.6 Cllr Mills reported a recent fire that had occurred at the yard in Salt Lane, which is currently under investigation by Medway Council for building works. Car ringing was identified and was reported to the local Police and Medway Council.</p> <p>38.2.7 KFRS have agreed to attend the August meeting.</p> <p>38.2.8 Cliffe Woods Football Club has requested to use the Recreation Ground for training sessions on four Saturdays in July. Cliffe Royals have agreed to lend their goal posts and assist with the line marking. Medway Council has just cut the grass on the Rec so this will not interfere with the lining. The football club have agreed to pay £25 per match hire costs.</p> <p>38.2.9 Buckland Lake Reserve has requested extra information be added to our Community Pages on the website and this was passed to Cllr Fribbins to be actioned.</p> <p>38.2.10 Broken dog bin in Goodwin Rd, Cliffe Woods was reported to Medway Council.</p> <p>38.2.11 Johnny Robinson, Community Office at Medway Council would like to attend one of our meetings and introduce himself and take any questions from Cllrs. A list of meeting dates has been supplied.</p>	<p>Clerk (PO)</p> <p>CF</p>

39.0	REPORT: FINANCE & GENERAL PURPOSES	
39.1	<p>Receipts and payments have been updated to the Alpha program. At present costs are in line with the budget. The bank accounts have been reconciled. The Current Bank Balance as at the 30th June was £57,931.13 with no items outstanding and the NSI Bank Balance is £5,268.38. A total of £1,109.00 has been received and banked for Allotment rents for 2011/12. More allotment rents have been received since and will be banked .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 SM Seconded AT . ALL AGREED</p>	Clerk (RFO)
39.2	<p>Approval of the following payments for July: City Press (Clarion printing) £148.00 chq no 2483 KALC (Attendees to meeting) £216.00 chq no 2484 Medway Council (Dog bins) £380.82 chq no 2485 Greenoak Tree Surgery (pruning of trees) £180.00 chq no 2486 Supplies Team (ink cartridge) £16.20 chq no 2487 Medway Computer Assistance Ltd (Web address) £60.39 chq no 2490 KCS (Stationery & black sacks) £33.84 Credit on Account LCR (Subscriptions) £216.00 chq no 2488 Mr B Baker (Refund of Allotment Rent pro rata) £14.17 chq no 2489 Cliffe Memorial Hall (Donation) £2500.00 chq no 2494 Cliffe Woods Association (Donation) £2500.00 chq no 2495 HMRC (PAYE Qtr1) £350.28 chq no 2493 Medway Council (Donation for youth projects) £500.00 chq no 2497 L Farrelly (additions & exps) £xx chq no 2491 D Clark (additions & exps) £xx chq no 2492 A Jack (June Salary) £xx S/O L Farrelly (June Salary) £xx S/O D Clark (June Salary) £xx S/O Proposed SC Seconded LM . ALL AGREED</p>	
39.3	<p>RLG Update Two dog bins have been purchased through Medway Council and can now be reclaimed through Rural Liaison. This leaves the RLG 2010/11 balance at £1027.88. Planned spend for this remaining balance is: New bins for skate park and ballpark (£500 allocated for this). A quote has also been received for four field barrier posts for the Recreation ground. RFO will forward on any outstanding copy invoices to P Bown to date.</p>	Clerk (RFO)
39.4	<p>Projects . Skate Park RFO has received a response from Gravity to say they are aware of the hairline cracks and intend to return within the next month to carry out repairs. RFO has bought it to Gravity's attention further repairs needed with photographic evidence. RFO also 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.</p>	SD/RH/CE
39.5	<p>Projects - Changing Rooms update CF has spoken to local architect, John Liddiard 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</p>	

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		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	CF
	39.6	Youth Summer Activities Donation Lindsey Hartney, Youth Development Worker has approached the Parish Council via the Youth Liaison Committee and asked for a donation of £500 to provide activities for both Cliffe and Cliffe Woods throughout the Summer Holidays. Request for donation to be taken to Parish Council. Proposed CF Seconded SM . ALL AGREED	
	39.7	CF reported on the problems the Clerk (PO) has had with her laptop. As a result Alex Jack is now without a PC at present. CF suggested that the Parish Council buy the PO a new laptop, which could be claimed through Rural Liaison, and then giving the opportunity for the PO to pay back if she so wishes. The same situation could be applied to the RFO too as after some discussion it came to the attention of the committee that the RFO's PC is over 7 years old. Proposed CF Seconded LM . ALL AGREED	CF
	39.8	Date of Next Finance & General Purposes Committee Meeting: 2nd August 2011, 7.30 pm . Small Memorial Hall, Cliffe	
40.0		REPORT: RECREATION GROUND, ALLOTMENTS AND CHILDREN'S PLAY AREAS	
	40.1	Recreations Ground: JW obtained a quote for four barrier poles for the Recreation Ground. The quote seems quite high. AT to seek verification of prices on quote and other comparison quotes. Allotments: All Allotments have tenants at present and there are new people on the waiting list. Most tenants have paid. Only eight that haven't as yet. Allotments are all being maintained to the Committee's standard. 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.	AT Clerk (PO)
	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. ME reported that the flooring at Cliffe Woods Play Area is also in need of repair . Clerk PO to inform Medway Council.	Clerk (RFO) Clerk (PO)
41.0		REPORT: PLANNING	
	41.1	Planning applications: CF presented the following planning applications with proposed comments: MC/11/1450 –The Barn, Courtsole Farm, Pond Hill, Cliffe – Application for conversion of barn into two separate dwellings. Recommended: No Objection. MC/11/1451– The Barn, Courtsole Farm, Pond Hill, Cliffe . Listed building consent for internal and external alterations to increase roof height. Recommended: No objection. MC/11/1373 –81 View Road, Cliffe Woods. Application for two storey side and rear extension and 1.8 m high fence to side. Recommended:	

	<p>No objection but raise concern regarding 1.8 m high fence adjacent to highway.</p> <p>MC/11/1636 – Wharf Farm House, Wharf Lane, Cliffe . Application of a two-storey side extension with infill conservatory. Recommended: Seek clarification that this application is a replacement for the large conservatory proposed previously and if so no objection. Otherwise no concerns about both together.</p> <p>MC/11/1685 – Orchard Bourne, Cooling Street, Cliffe . Application for the construction of a first floor extension to front and side. Recommended: No Objection.</p> <p>MC/11/1714 – 11 Mallingdene Close, Cliffe Woods . Application for two storey extension. Recommended: No objection,</p> <p>MC/11/1729 – 10 Turner Street, Cliffe . Application for the installation of a dormer window and two roof lights. Recommended: Raise concern regarding rear elevation and the creation of a three storey outlook.</p> <p>MC/11/1769 – 44 Town Road, Cliffe Woods . Application for a single storey extension incorporating canopy and four roof lights. Recommended No objection</p> <p>MC/11/1615 Clifton, Station Road, Cliffe . Application for single storey extension. Recommended: No objection.</p>	
41.2	AT raised concern regarding application MC /11/1473 and the Parish Council's comments being mis-represented to Medway Council by the applicant, Mr Gill. CF agreed to follow up with Medway Council.	CF
41.3	Date of next Planning Committee Meeting: 28th July 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe	
42.0	Report – Other Committees	
42.1	Parish Car Parks . A resident of Cliffe brought it to the attention of the Parish Council that The Buttway is not a car park it is a recreation area (unofficially used for parking). It was suggested that a sign be made to inform the public of this if there is not one already.	CF
42.2	Clarion and Website: CF reported that the Website has been updated with the allotment page. CF also noted that the number of hits on the website has increased since the Fire Station issues.	
42.3	Footpaths and Common Land: No report	
42.4	Youth Liaison Committee: Lindsey Hartney is speaking to the youths to see who is interested in joining the youth committee. Lindsey Hartney has also requested the use of the recreation ground for the summer activities being laid on by donation from the Parish. ALL AGREED	
43.0	REPORT: OTHER BODIES	
43.1	CF reported that the Parish Council had received responses from Mark Reckless . Confidential. Mark Simmons had also responded . Confidential. No response from Cllr Tom Mason. CF has also put in a Freedom of Information request to the KFRS. KFRS have requested to attend our August PC Meeting.	
43.2	Rural Liaison . Good attendance. CF raised two issues at this meeting. The cost of elections and the Fire Station concerns. Rural Liaison will report in due course. CF also reported that there was a presentation from Kent Wildlife. There was also in-depth discussion regarding the development at Lodge Hill, Chattenden.	

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	43.3	KALC - RH reported that the meeting consisted of an introduction of all the new councillors. There was a presentation on War Time Medway. Fire Station issues were also raised. RH also reported that the Medway Cardiac responder service seems to have disappeared due to cut backs . this is also a retained service like the Fire stations	
	43.4	Police Liaison . The next meeting is 19 th July. LM and KK will both try their best to attend.	KK/LM
44.0		Other Items to be handed to Clerk for next meeting - None	

The meeting closed at 9.45pm.

12/07/11/lmf

NEXT MEETING:

4th August 2011 – 7.00 PM – CLIFFE WOODS PRIMARY SCHOOL, CLIFFE WOODS
