



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Primary School, View Road, Cliffe Woods
On Thursday 6th September 2012

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Ian Petrie (IP), Mrs Sue McDermid (SM), Mrs Margaret Emblin (ME), Mrs Vivienne Walton (VW), Dave Green (DG), Jim Corrigan (JC), Mrs Joan Darwell (JD), Ray Letheren (RL), Jim Wenban (JW), Mrs Lynne Bush (LB), Colin Elliott (CE), Alan Taylor (AT), Mrs Gill Moore (GM), Rob Hunt (RH).
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
53.0		APOLOGIES FOR ABSENCE – None.	
54.0		DECLARATIONS OF INTEREST LB . Cliffe Memorial Hall and Planning . MC/11/1837; VW,CF,ME,JC, SE . Cliffe Woods Community Association; AT . Planning - Merryboys	
55.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 2 nd August 2012 were approved. Proposed KK, Seconded ME . ALL AGREED	
56.0		ADJOURNMENT – None.	
57.0		MATTERS ARISING FROM MINUTES OF MEETINGS ON 2/08/12	
	May 7.3	Allotment Noticeboard: JW has removed this from the allotments and will repair as soon as possible.	JW
	June 19.6	Village Signs . maintenance: It was reported by DG that both the millstones were looking rusty. JW/KK would inspect and report back.	JW/KK
	June 19.10	War Memorial grant requests: The RFO has submitted a grant request for the war memorial at St Helen's church. The Parish Council have received confirmation that war memorial project is eligible for the small grants scheme. Clerk (RFO) in the process of completing the application form for this grant. See further report under Item 59.9.	Clerk (RFO)
	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 and is making a mesh for the drain to catch the debris.	JW
	June 25.0	Nu-Venture bus service . The Clerk (PO) wrote to Nu-Venture to show the support of the Parish for a Cliffe to Bluewater bus service. Nu Venture informed the Parish that support from Medway and Kent councils may be needed if public money is to be used to extend the service. Clerk will continue to liaise with Shorne and Higham's PCs when she receives any further information. CF will raise this with Nu Venture at next meeting with them.	Clerk(PO) /CF
	Jul 34.9	National Grid Community Investment/Changing Rooms update: CF reported that there has been no progress on the changing rooms as he only just received some additional funding ideas from the funding buddies. CF plans to look at this correspondence in due course. CF has been informed that the Village Club has applied to the National Grid for funding for football changing rooms	CF
	Jul 38.3	Chair's Report: CF reported on possible uses for the former CPC school since its recent relocation. KK raised concern for possible future	

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		financial implications if the Parish Council was to become involved. CF has contacted Medway Council and is awaiting a response.	CF
Aug 42.0		Declarations of Interest: CF reminded all Councillors that their Declaration of Pecuniary Interest forms need to be returned to the Clerk (PO) straight away, as this is a legal requirement. Clerk (PO) will forward further copies to JD and GM. JD raised an objection to Councillor details being added to our own website as well as Medway Council's. CF/Clerk (PO) will seek further clarification from Clive Powell at KALC and advise although signatures will be redacted.	Clerk (PO)/ JD/GM CF/ Clerk (PO)
Aug 47.9		Anti-Vandal Paint/Payback team: The Clerk (PO) has liaised with Alan Wooley from the Probation Team and they aim to return on 20/9 to finish the painting of the container and to also paint the youth shelter at Cliffe Woods. It is anticipated that a further 2 x 2.5L tins of Hammerite green paint is required at a cost of £40 per tin. Cost to be approved under Finance and General purposes Item 59.4.	Clerk (PO)
Aug 50.1		Parish Car Park and The Buttway: KK reported that the hedges behind the recycle bins and the disabled parking area at Cliffe Woods car park are overgrown. Clerk(PO) informed Medway Council and this has since been cut back; space at the back of the bins is still limited.	
Aug 50.2		Clarion and Website: CF also requested articles for the next Clarion, which is planned for mid-October. Clerk RFO has contacted businesses that have previously advertised to see if they wish to again. Awaiting articles and advertisements.	ALL Clerk (RFO)
58.0		REPORT: CLERK	
58.1		List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: Email forwarded by CF with his reply to Angela Tippins request for shelter/shade in play area and complaint re dog fouling in Cliffe. CF forwarded a report of meeting with GIFT-T. SLCC sent notice of AGM on the 13/10/12 with booklet. Audit Commission sent details of external auditor and fees for 2012/13. Medway Council Planning . Appeal against refusal for applications MC/12/0630, MC/12/0814; also a planning application for MC/12/1913 and MC/12/2089 . Farmhouse, Mortimer Farm, Cliffe Woods. Parish News 363, August 2012. SLCC membership renewal for Clerk (PO) (£110). Telephone call from the cousin of the owner of G&R tyres requesting support for their new business on the B200 for which they are seeking planning permission . CF's contact details were provided as Chair of planning for further consultation.	
58.2		Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 58.2.1 Sutcliffe Play have advised that following their request to remove the sling shot seat in the Play Area, they have manufactured a steel bearing shield which will need to be fitted to the seat to prevent further problems. This will be sent out shortly and AMF Mobile has agreed to fit. 58.2.2 The Play Area gate, which was broken and locked shut until it could be repaired is not covered under the Parish insurance. The Parish Council received a quote of £700+ from Sutcliffe for its replacement. CF asked the manufacturers for a quote direct but they have not replied as yet. Dave Clark (Caretaker) has asked if a stop guard could be fitted to avoid it swinging past itself again and preventing similar damage in the future.	Clerk (RFO)

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		<p>The Clerk (PO) has written to Sutcliffe and queried this but has not received a reply to date. Also reported under item 59.3.</p> <p>58.2.3 Came and Co has been contacted with a view to including gates and fences to the Parish's future insurance. They have asked for further details of what the Parish Council would like to include. The Clerk (RFO) will provide details.</p> <p>58.2.4 Mark Coleman from Arriva buses has asked for a site meeting to include his Risk Manager re the bollard repair and to find a solution. Clerk (PO) and AT will arrange to meet him.</p> <p>58.2.5 JW has fitted the new signage at The Buttway, Skate Park and Allotments . A thank you from the Parish Council.</p> <p>58.2.6 The Clerk (PO) has updated the Allotments software programme to include this year's rents (now all paid) and any alterations to tenants and their contact details. The Allotment Committee has been given a copy along with an inspection report. RL has strimmed the overgrown allotment plots so that they could be offered to new tenants, thank you. 1 new allotment has been offered this month following the Notice to Quit sent to Ellie Adams and there are 11 on the waiting list with 6 of these requesting a specific plot. The Woodland Trust have confirmed they will be sending 105 free trees w/c 5/11 to plant in the allotments as a screen from the Ball Court, RL will take delivery. A planting day to be organised with the allotment holders from 10/11 onwards.</p> <p>58.2.7 Paul Fenney has advised that the leak in the container is coming from the football club's end and they are endeavouring to repair this.</p> <p>58.2.8 The entrance barrier in the car park at Cliffe Woods was again hit by a high vehicle and the signage damaged. The Clerk (PO) contacted Medway Council CCTV department but they were unable to confirm the vehicle concerned despite AT providing details of a possible culprit. The reasons given were sun glare and both cameras being directed at the shops to pick up problem youths. This is disappointing given that on each occasion this has occurred they have not been able to help us. JW will repair when he is able.</p>	<p>Clerk(RFO)</p> <p>Clerk(PO)/ AT</p> <p>RL Clerk(PO)/ DG/RL</p> <p>JW</p>
59.0		REPORT: FINANCE & GENERAL PURPOSES	
	59.1	<p>The receipts and payments have been updated onto the Alpha program and, at present, figures are in line with budget. The RFO has broken down the salary figure to show a truer picture of where the staff's time is being spent. It was noted that the community halls have not received any of their donation that the Parish Council agree to for this financial year. The RFO has carried out the bank reconciliation for August and included the predicted spend up to the end of September and this would leave the current account with a predicted balance of £2,094.34. This does not include the donation payments to the community halls, which totals £5,000.00. The RFO, therefore, recommended a transfer of £15,000 from the NS&I account to cover this cost and future payments for the next few months. Proposed CF, Seconded KK . ALL AGREED.</p>	Clerk(RFO)
	59.2	<p>Approval of the following payments for September: RBS (Annual software fee) £249.604 (Chq. No. 2601) Supplies Team (Refuse sacks) £14.21 (Chq No. 2602) Came and Co (Insurance renewal) £1359.68 (Chq No. 2603) AMF Mobile Maintenance Ltd (Gate and barrier repair) £360.00 (Chq</p>	

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		<p>No. 2604) Cliffe Memorial Hall (Donation) £2500.00 (Chq No.2609) Cliffe Woods Community Association (Donation) £2500.00 (Chq No.2610) Meadow Mowers (re-issue of Chq No. 2585 . lost and cancelled) £85.00 (Chq No.2608) SLCC (Clerk (PO) membership) £110.00 (Chq No. 2611) Laura Farrelly (additions and exps for August) £xx (Chq No. 2605) Alex Jack (additions and exps for August) £xx (Chq No.2606) Dave Clark (additions and exps for August) £xx (Chq. No. 2607) Alex Jack (August wages) £xx s/o Laura Farrelly (August wages) £xx s/o Dave Clark (August wages) £xx s/o Proposed CF, Seconded KK . ALL AGREED</p>	
59.3	<p>Play Area gate/Shade request: The RFO reported that AMF Mobile Maintenance has now repaired the Play Area gate and the Ball Court barrier that were both vandalised. An email was sent to CF/ Parish Council requesting shade within the Play Area at Cliffe. This has been referred to the Play Area Committee.</p>		KK/JW
59.4	<p>Insurance renewal: The Parish insurance is due for renewal on 1st October. It was discovered that the fences and gates are not covered under the existing policy and the RFO is seeking a quote from the insurance to include these items against vandalism. The RFO has verified that the Youth Club is covered for public liability.</p>		Clerk (RFO)
59.5	<p>Rural Liaison update: The RFO has now spoken to Alan Mitchell and can confirm that the youth summer activities are being paid directly from our rural liaison budget. Cllr Lynne Bush has made a request on behalf of Cliffe Memorial Hall for funds available to help with their external back gate that needs repairing and is currently locked shut. JW has said that he will ask Sandfords to have a look at it and provide a quote for repair.</p>		JW
59.6	<p>Footpath at the Doctor's Surgery: The RFO has contacted Dave Crouch from Greenspaces and provided photos of the path by the doctor's surgery and the post box to show how deteriorated it is. Dave Crouch has responded and is going to look into seeing if it can be patch repaired. Clerk (RFO) will follow up to see if Dave Crouch has carried out inspection. AT asked that the rubble outside the surgery also be addressed by Greenspaces.</p>		Clerk (RFO)
59.7	<p>Maintenance – Painting at Cliffe Woods Youth Shelter and the Roof of the Container at Cliffe: CF and ME reported that the Youth Shelter at Cliffe Woods is in need of a repaint and that this could be a job for the payback team. CF also reported that the storage container at Cliffe is leaking. Paul Fenney has offered to repair it with some expanding foam. The RFO can confirm that this repair has taken place. It was proposed that 2 more tins of Hammerite green paint be purchased by the Clerk (PO), along with a replacement anti-climb paint warning sign for the container. Proposed CF, Seconded KK . ALL AGREED. JW offered to fix the signs permanently to the container as the previous one was only self-adhesive.</p>		JW Clerk (PO) JW
59.8	<p>Skate Park Maintenance: JW reported that he should be able to carry out the repair on the Skate Park within the next 3 weeks, as his own workload would have eased.</p>		JW

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		The RFO will contact Mr Grimes once the surface has been repaired for the maintenance work to commence.	Clerk(RFO)
59.9	AOB – Cancelled Cheque and War Memorial Application: The RFO reported that Doug Arnold from Meadow Mowers has contacted the Parish Council to report that he hasn't received his payment, which was sent to him in July. The RFO recommended cancelling this cheque and re-raising a new cheque . AGREED under item 59.2 The RFO also reported that she is in the process of completing the application for the War Memorial grant but thought it unlikely work will have been done by Remembrance Sunday.		Clerk (RFO) Clerk (RFO)
59.10	Date of next Finance & General Purposes Committee Meeting: 2 nd October 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).		F&GP Committee
60.0	REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS		
60.1	Allotments: DG reported that Lee Millgate's allotment has not been worked recently and has asked the Clerk (PO) to contact him to see if he still wishes to continue with it. DG also reported that the Allotment software has provided a report, which will make allotment inspections a lot easier to record. Following a general inspection of the allotments it was noted that Lee Griffin has worked exceptionally hard on his plot, as it was one of the worst at the site when he took it over. The Clerk (PO) will write and thank him.		Clerk (PO) Clerk (PO)
60.2	Children's Play Area: No report		
60.3	Recreation Ground, Skate Park, Ball Court: No report		
61.0	REPORT: PLANNING		
61.1	Planning applications: CF presented the following planning applications with proposed comments: MC/12/1745 - 13 New Road, Cliffe . Construction of a single storey extension to both sides together with block paving and vehicular crossover to front. Moved: Raise concern about the size of extension on the left hand side of the building as it appears to project several metres forward of the building line established by numbers 1-11 New Road, unlike the right side which matches the existing garages and incorporates it. Comments were required before Parish council meeting and were submitted as per our Standing Orders, MC/12/1792 - 8 Wharf Farm, Wharf Lane, Cliffe . Retrospective application for conversion of integral garage into a gymnasium. Comments submitted as required prior to Parish meeting. MC/12/1911 - Plot 1 Merryboys Stables, Merryboys Road, Cliffe Woods . Construction of conservatory to rear. Comments submitted as required prior to Parish meeting MC/11/1837 – Land at Reed Street/Common Road . Appeal made against refusal for construction of two detached 3 bedroomed houses with associated parking.		
61.2	Date of next Planning Committee Meeting: 27 th October 2012, 8pm at Small Memorial Hall, Cliffe (Kitchen)		Planning Committee
62.0	Report – Other Committees		
62.1	Parish Car Park and The Buttway: No report		

62.2	Clarion and Website: CF reported the Website is continually updated.	
62.3	Footpaths and Common Land: RL reported that pathway RS58 has been reinstated. KK reported that a parishioner had informed him that the footpath that runs parallel to Symonds Road behind the houses has been blocked off. GM plans to look into this.	GM
62.4	Youth Liaison Committee: RH reported that there are between 8 -20 youths attending both clubs. The parish insurance covers the youth clubs . The RFO will send a copy of public liability insurance certificate to RH.	Clerk (RFO)
63.0	REPORT: OTHER BODIES	
63.1	Medway Council Rural Liaison: KK reported that there is now an extra PCSO in the area. Bus passes for the over 60 are the lowest used in rural areas and Rural Liaison is looking into this. It was also reported that there was a £32,000 underspend in 2011/12 so there is money available for additional bodies i.e. memorial halls. KK also reported that he asked about the grass cutting in the area and the threat of cutting the service . Rural Liaison reported that they would look into this. There is also a new form that will be issued for claiming against the rural liaison grant. KK has a list of where the Rural Liaison grants have been given to other parishes and asked that this be copied to all Councillors. He has also received a booklet entitled Guidance Notes for The Design of Replacement Dwellings and Extensions in the Countryside, which could also be obtained from Rural Liaison and circulated.	Clerk (PO) Clerk (PO)
63.2	Friends of North Kent Marshes: JD reported that Friends of North Kent Marshes are organising an Autumn Fair on 27 th October. The theme is the spirit of the 40 and all proceeds will go to SHINE. JD also reported that they attended a Federation of Small Businesses meeting where plans for the airport were discussed. The feedback was that they do not support the plans for an airport in the area.	ALL
63.3	Tidying up the Village: JD requested that Medway Council be chased about the tidying and cutting back of grass verges in the villages as large sections have been missed during the recent cut. Clerk (PO) to contact Johnny Robinson at Medway Council. JD also reported on various places within Cliffe that look very unkempt including the land in front of the Telephone Exchange and Village Club and also the old telephone cable box on the corner of Swingate Ave which has now been replaced. The Clerks will take pictures and ask the relevant parties if they could maintain/remove. JD suggested that an article be included in the Clarion encouraging parishioners to take pride in their village. SM also reported that the parking along View Road in Cliffe Woods at School run times has been horrendous since the closing of the CPC. KK advised this is mainly Medway Council responsibility although the Police can give tickets to those illegally parked.	Clerks CF
52.0	Other items to be handed to Clerk for next meeting . None.	

The meeting closed at 21.35pm.

NEXT MEETING: 4th October 2012 – 7.30pm, Small Memorial Hall, Cliffe

13/09/12/lmf