



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 15th January 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), Colin Elliott (CE), Peter Clements (PC), Jim Corrigan (JC), Mrs Lynne Bush (LB), Jerry Doyle (JD), Fred Harper (FH) Phillip Stanley (PH)

Parish Clerks: Mrs L Farrelly & Mrs A Jack.

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
97.0		APOLOGIES FOR ABSENCE Jim Wenban (JW) – work, Joan Darwell (JD) – ill, Ray Letheren (RL) - ill – accepted.	
98.0		DECLARATIONS OF INTEREST -None	
99.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 04/12/14. Proposed VW, KK Seconded - ALL AGREED	
100.0		Adjournment - None	
101.0		MATTERS ARISING FROM MINUTES OF MEETING ON 04/12/14	
	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
	Nov 78.3	Councillor Training The Councillor training has been confirmed for the 20 th January at CWCA at 6pm. The Clerk (PO) has advised interested parties of details and confirmed catering arrangements.	
	Nov 79.7	Village Voices/Clarion The Clerk (RFO) enquired about advertising costs and received a response.	
	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) to forward to Medway Council and CF for website once signatures are redacted.	Clerk (PO)/CF
	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) will forward to Medway Council's Head of Planning. It was also proposed to appoint Nigel Moore as the	Clerk (PO)

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		Chairman of the Neighbourhood Plan Steering Group – Proposed CE, seconded JC – ALL AGREED . CF reported that he has also spoken to ACRK to get the wheels in motion.	
	Dec 91.1	Finance report and budget considerations – Budget reported under F&GP Item 103.1.	
	Dec 91.4	Container Quote – reported under F&GP Item 103.4	
	Dec 91.5	Youth Shelter Bin Quote – reported under F&GP Item 103.3.	
	Dec 91.6	CCTV Update – reported under F&GP Item 103.3	
	Dec 91.7	Financial Regulations Model Clerk (PO) circulated revised Standing Orders. Banking process reported under F&GP item 103.5.	
	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	ALL
102.0		REPORT: CLERK	
	102.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since circulation: - Medway Council - Layby at Station Road, Cliffe and the removal of the bus stop - Cliffe at Hoo Historical Society – request to use the Buttway on 31/1 – ALL AGREED . Clerk (PO) to check availability with Jill Wright at St Helen's Church in Edward's absence and advise the Society.	Clerk(PO)
	102.2	Clerk (PO) reported on matters dealt with since last meeting: 102.2.1 The Clerk sent all details of the three new Councillors to Medway with DPI forms to follow. LCR magazine subscription was also updated and new Councillors should receive this quarterly. 102.2.2 Three allotment holders have vacated their plots and two have requested their key deposits be returned. 102.2.3 Dave Clarke, Caretaker reported little adverse activity over the Christmas and New Year period at the recreation ground and surrounding area. The barrier gate was kept locked during this time up to 5/1 when the Pre School restarted except from any occasional use by the hall hirers, football team and allotment holders. The padlock however was lost from the barrier at some point and DC has now replaced. 102.2.4 DC also reported that 1 of the 2 padlocks on the salt bin could not be opened and needed replacing. The Clerk (PO) has asked JW if he	JW

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		<p>would kindly cut off the lock and has given DC a replacement for this also. Salt supplies are sufficient</p> <p>102.2.5 CF has 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 – Proposed CF, seconded PS – ALL AGREED.</p> <p>102.2.6 A Parishioner rang re issues in Cliffe with cars/bikes and stone throwing. This was forwarded to the PCSO and Police Inspector. Following a discussion by Councillors it was felt that a follow up system with Police is needed in order to ensure reports are not ignored.</p> <p>102.2.7 A vehicle hit the bus shelter at Cliffe and the men's toilets were vandalised. This was reported to the police and the PSCO. DC reported that he has not seen the PSCO in the village for about three months. KK asked if the PCSO could be invited to our meetings. Clerk (PO) advised the Police have an open invitation and she will remind them of next meeting dates.</p>	<p>CF</p> <p>Clerk(PO)</p>
103.0		REPORT: FINANCE & GENERAL PURPOSES	
	103.1	<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 reported that the bank balance as at the 30th December was £13,535.76. The RFO also provided a cash flow forecast to the end of January. The forecasted reserve balance for the Parish Council is £60,702.62. This includes the NSI balance of £50,952.27. The RFO also reported that there is a VAT reclaim of £584.42 due to be received within the bank account for the last quarter.</p> <p>A copy of the draft budget was circulated to all Councillors. KK raised concern about the forthcoming elections and the cost that the Parish Council may incur. This has been factored into the budget. It was discussed and proposed an increase of 1.5% in the precept. The council had had a 3% increase last year and it was agreed it would be better to have a steady decline to adjust against the introduction of CTRS grant from last year. This 1.5% increase would mean using £410 of the Parish council's reserves– Proposed KK, seconded CF - ALL AGREED IN PRINCIPLE (pending council tax band D equivalent).</p>	
	103.2	<p>Approval of following payments for January: KCS (rubbish sacks)£21.59 D/D K Horvathova (allotment key refund) £10.00 Chq No.2853 D Chambers (allotment key refund) £10.00 Chq No.2854 CWCA (hall support grant) £2500.00 Chq No.2855</p>	

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		<p>HMRC (Paye Qtr.3) £237.00 Chq No.2856 P Hill (catering for training) £25.00 Chq No.2857 A Jack (December expenses) £xx Chq No.2858 L Farrelly (December expenses) £xx Chq No.2859 D Clark (2.5 Additional hours & December Expenses) - £xx Chq No.2860 Alex Jack (December Wages)- £xx S/O Dave Clark (December Wages)- £xx S/O Laura Farrelly (December Wages)- £xx S/O Payments agreed – Proposed KK seconded JD – ALL AGREED</p>	
	103.3	<p>RLG/S106 Update RLG - £3452.99 Planned spend included in RLG balance is the additional CCTV camera and signage. The Clerk (RFO) will follow 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.</p>	Clerk (RFO)
	103.4	<p>Container Project It was felt that the quote from Mr Spratt was very reasonable. The RFO is going to obtain a like for like quote from another container company for comparison at the next meeting.</p>	Clerk(RFO)
	103.5	<p>Change to Bank Details In order to gain access to the bank account via the internet, the bank account has to been changed to a one signatory. A form from the bank has been supplied to amend this accordingly. It was proposed to move a resolution to amend the number of signatories to one – proposed KK, seconded PS – ALL AGREED. Once agreed the RFO can proceed with the internet access application and obtain a debit card for the bank account as per the financial standing orders. It was proposed to proceed with the internet access application – Proposed KK, seconded LB – ALL AGREED</p>	Clerk(RFO)
	103.6	<p>AOB - Archives CF reported that he had been to Medway archives and sourced maps for the neighbourhood plan. The archives also showed that Parish Council did at one time own a lot more land that it currently does now.</p>	
	103.7	<p>Date of next Finance & General Purposes Committee Meeting: 3rd February 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
104.0		<p>REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS</p>	
	104.1	<p>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</p>	

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		to try to prevent it this. It was also suggested to contact Paul Schomoeger to see if there is anyone on a waiting list within the Medway area. KK also reported that the allotment gate had not been locked when JW had been putting up the CCTV sign for the play park.	Clerk(PO)
	104.2	Recreation Ground and Play Areas- No report.	
105.0		REPORT: PLANNING	
	105.1	Planning applications: CF reported on the following applications: MC/14/3640 - 104 View Rd, Cliffe Woods ME3 8UH - Construction of a single storey side extension and part rebuild of garage and rear conservatory. Response: Comments due 31/12/14 and sent prior. MC/14/2472 – Land rear of 23, 25 and 29 View Rd, Cliffe Woods ME3 8JQ - Application for approval of reserved matters (landscaping and appearance) pursuant to outline permission MC/11/1961 for construction of two detached houses with detached garages and associated access drive and hard standings. Response: Comments due 6/1 and sent prior. MC/14/2087 – Land rear of 23, 25 and 29 View Rd, Cliffe Woods ME3 8JQ - Application for approval of reserved matters (landscaping and appearance) pursuant to outline consent MC/13/0184 for construction of a detached house with associated access drive and hard standing. Response: Comments due 6/1 and sent prior. 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 – Proposed CF, seconded SM – ALL AGREED.	Clerk(PO)
	105.2	Date of next Planning Committee Meeting: 29th January 2015 – Small Memorial Hall, Cliffe (kitchen)	Planning Committee
106.0		Report: OTHER COMMITTEES	
	106.1	Parish Car Parks and The Buttway Clerk (RFO) advised that Mr Rutherford is going to check on the drains at the Buttway. 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
	106.2	Clarion and Website CF reported that the website has been updated. CF also reported that he had passed on an article to Village Voices from the Parish Council.	
	106.3	Footpaths and Common Land – No report.	

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106.4	Youth Liaison Committee VW reported that Cliffe Woods Youth Club is going well and they had a great Christmas party. Various activities are planned for the New Year. CF is hoping for a response from advertising for new volunteers for Cliffe Youth Club in Village Voices.	
106.5	Cliffe Memorial Hall LB reported that there is a quiz night on 17/1 and they have 15 tables booked. The next big project planned is the flat roof re-covering. A big leaflet drop has taken place around the villages to advertising the hall and upcoming events – in particular the change in date of the farmers market.	
106.6	Cliffe Woods Community Association SM reported that the committee is looking into having drawings and applying for grants for their next project – the hall extension. The committee are also currently in the process of changing the governance of the association to become a Charity Incorporated Organisation (ICO). This will mean that the Trustees will have no liability and that the committee can own/sell land. The children's Christmas party was a great success and 42 tickets were sold. The next event at the hall is a 60/70/80's tribute act on the 24 th January. Tickets are £10 pp and available from SM.	
107.0	REPORT: OTHER BODIES	
107.1	Friends of North Kent Marshes – GM reported that there is a lovely new sign at the end of the B2000 which says "Welcome to Dickens' Country" which is very nice to see. GM also reported that FONKM will be responding to the Airport Commission report with the effect it will have on the environment and wildlife.	
108.0	Other items to be handed to Clerk for next meeting: 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)

Meeting closed at 09.45pm

19/01/15/lmf

NEXT MEETING 5/02/15, 7.30pm, Emmanuel Church Hall, Parkside Parade, Cliffe Woods