



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 2nd July 2015

PRESENT

Cllrs. Chris Fribbins (Chair, Clerk PO) (CF), Mrs Lynne Bush (LB), Peter Clements (PC), Mrs Joan Darwell (JD), Jerry Doyle (JDo), Mrs Sue McDermid (SM), Mrs Gill Moore (GM), Ian Petrie (IP), Phillip Stanley (PS), Mrs Vivienne Walton (VW) Jim Wenban (JW).
Parish Clerk: Mrs L Farrelly.

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
27.0		APOLOGIES FOR ABSENCE Ray Letheren (RL) – holiday, Fred Harper (FH) - holiday – accepted.	
28.0		DECLARATIONS OF INTEREST CF – reimbursement of payments.	
29.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 4/06/15. Proposed PS , Seconded JDo - ALL AGREED.	
30.0		Adjournment Mr Hufton was present to advise the Parish Council of a crime involving his cat being shot by an air rifle, along Rectory Road. He advised that the Police are still investigating.	
31.0		Co-Option of Councillors It was agreed to co-opt Sandra Fenney (SF) as a Councillor for Cliffe Ward. Proposed JW, seconded GM – All Agreed. Clerk PO to arrange for Declaration of Acceptance of Office to be signed and countersigned, along with a DPI form to be completed and forwarded onto Medway Council.	Clerk (PO)/SF
32.0		MATTERS ARISING FROM MINUTES OF MEETING ON 04/06/15	
	Jan 106.1	Parish Car Parks and The Buttway Concern was raised re overnight parking within the Buttway from residents at Courtsole farm. Notices were placed onto the vehicles advising that the car park can be closed at any time and overnight parking is not allowed. A resident contacted the PC asking who was authorised to park and he was advised it was for visitors to the Church. A notice will be placed to say that the barrier could be closed at any time.	Clerk(PO)/CF
	Mar 124.0	Adjournment – Crime Awareness Cllr Tom Mason had offered £350 towards neighbourhood signs but due to the recent elections is no longer a Cllr. £150.00 has since been received. Signage ideas to be discussed.	CF/JD
	Mar 127.8	Quote for Fencing/Youth Shelter Reported under F&GP Item 34.4.	
	May 6.1	Request to hire recreation ground Following a reference provided by Newington Parish Council, it was proposed to agree to the hire of the recreation ground for the purpose of a fun fair to CNJ Attractions on the 21-23/8 at the cost of £400 plus £500 damage waiver. Proposed LB, seconded RL –ALL AGREED. Clerk RFO	

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		advise CNJ Attractions of the council's decision.	
May 8.1	Allotments –	PC reported that he had carried out an inspection of the allotments and noted that the following allotments required 30 days' notice to tend to plots – 2A, 3A, 7A, 8A, 10B, 16A, 16B and 29 B. – Letters were sent by Clerk PO. PC also raised the question as to whether there was anyway the PC could obtain a grant to complete the fencing. Quote from BR Stacey Fencing for the fencing required was circulated – reported under item 34.4.	
Jun 16.3	Adjournment	A concern was raised over the mis-use of the tennis courts at Cliffe. It was advised that dogs are being allowed within the courts and there are holes in the nets because of this. Clerk PO passed these concerns onto Medway Council on behalf of the Parish and has since obtained a padlock to prevent further mis-use. Signage to be obtained to advise parishioners that a key can be obtain from the Clerk PO.	Clerk(PO)
Jun 19.0	CLIFFE AND CLIFFE WOODS RESIDENT SURVEY	An updated resident's survey had been included in the Clarion (now at the printers) and also be available online. This can be used by the council to advise on the priority areas and would also be used by the Neighbourhood Plan steering group as a high level view of issues. Further detailed surveys can be carried out subsequently.	
Jun 20.3	Asset Monitoring	Paul Schmoeger put the RFO in touch with Maria Cook who carries out all the inspections of the play areas for Medway. The RFO has since spoken to Maria who advises that the Parish Council should be undertaking an annual inspection each year and there should be monthly recorded routine checks being carried out by the Councillors/Clerks. Maria Cook, Craigdene quoted £160 +VAT for annual inspection of the play area, ball court and skate park. It was proposed to proceed with this quote – Proposed VW, seconded JW – ALL AGREED. Clerk RFO advised Maria Cook to proceed with quote.	
Jun 21.1	Annual return and Finance report :	It was proposed to agree to sign off the Annual Return – Proposed JW seconded SM - ALL AGREED . Clerk RFO sent the Annual Return to Little John LLP.	
Jun 21.3	RLG - £4,539.99	Reported under item 34.3.	
Jun 21.6	Gift for long service recognition	The Clerk PO obtained a quote for a bespoke plaque/trophy with the Parish Crest. – Payment agreed under item 34.2.	
Jun 21.10	Disabled Signs	Reported under F&GP item 34.5.	
Jun 25.1	Friends of North Kent Marshes –	JD reported that FONKM are seeking volunteers for the Cliffe Fayre on the 18/7.	ALL
33.0	REPORT: CLERK		
33.1		List of correspondence was emailed, delivered and circulated.	
33.2		Clerk (PO)reported on matters dealt with since last meeting: 33.2.1 Clerk PO met with Mark Johnson, Medway Council to point out additional areas of concerns with regard to parking and speeding	

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	<p>33.2.2 within Cliffe and Cliffe Woods. JDO advised that a Road safety audit is still being carried out. Clerk PO had been informed that there has been an increase in heavy lorries along Cooling Road. Medway Council were not aware of this and are following it up. Clerk (PO) to contact Medway Councillor to raise concerns over the amount of lorries and increase in accidents along B2000 due to lorries.</p> <p>33.2.3 Clerk PO advised that both clerks have been meeting on a weekly basis to ensure all workload is covered.</p>	Clerk(PO)
33.3	<p>Asset Monitoring Maria Cook has carried out the annual safety inspection for the play areas and submitted her report. JW advised that he can repair the majority of the items mentioned in the report but the skate park needs further attention – Clerk RFO to inspect and source contractor.</p>	Clerk RFO
34.0	REPORT: FINANCE & GENERAL PURPOSES	
34.1	<p>Finance report : Alpha was updated with the receipt and payments from last month and the RFO noted there were no concerns. The RFO had produced a cash forecast to the end of July to account for the pending payments due to be agreed at this meeting and the forecasted balance of the current account as at end of July would be around £23,648.06.</p>	
34.2	<p>Approval of following payments for July: A Jack (May expenses) £79.74 Chq No. 2902 Young Kent (training course) £12.50 Chq No. 2903 Sutcliffe Play (handles) £91.89 Chq No 2904 Medway Computer Assistance Ltd (Fasthost web domain) £82.79 Chq No. 2905 Local Loft (storage) £520.00 Chq No. 2906 HMRC (PAYE) £301.46 Chq No. 2907 St Helen's Church (grass cutting grant) £1000.00 Chq No. 2908 C Fribbins (glass creations) £96.30 Chq No. 2909 Cliffe at Hoo Historical Society (donation) £90.00 Chq No. 2910 L Farrelly (off set of pay rise against S/O and June expenses) £45.45 Chq No.2911 D Clark (11.5 additional hours and June expenses) - £105.16 Chq No. 2912 C Fribbins (June Expenses) - £73.08 Chq No. 2913 Dave Clark (June Wages)- £xxx.xx S/O Laura Farrelly (June Wages)- £xxx.xx S/O Payments agreed – Proposed PS , seconded SM – ALL AGREED</p>	
34.3	<p>RLG - £3,183.19 The RFO has sourced an additional quote for a white lining machine. Shortlisted down to two options. It was proposed to proceed with the cheaper alternative at a cost of £348.80. Proposed SM, seconded PS – All AGREED. Clerk PO to proceed with purchase.</p>	Clerk (PO)
34.4	<p>Quotes from BR Stacey Fencing Quotes have been obtained from BR Stacey for the allotment fence repair next to the container, alternative repairs to the flooring outside the youth shelter and installation of fencing to the fair side of the allotments where there is a gap. After a site meeting at the Youth Shelter – It was proposed to agreed additional fencing at the allotment (£1,425+VAT), re-concrete 1no RSJ Post, re-align as necessary (£45+VAT) and remove damaged sleepers from the Youth Shelter and replace (£320+VAT). Proposed VW, seconded SM – ALL AGREED. Clerk RFO to advise BR Stacey Fencing of decision.</p>	Clerk (RFO)

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34.5	Disabled Signs Signage, pole and clips on order from Raydor. Sign to show disabled spaces and that they are being monitored by CCTV. Clerk PO to arrange collection and invoice to be passed to next F&GP meeting.	Clerk (PO)
34.6	Request for grass cutting – St Helen’s Church A letter was received from Jaspar Wright, on behalf of St Helen’s Church requesting a grant for the grass cutting at the Church. It was proposed to agree to donate £1000 to St Helen’s for grass cutting – Proposed SM, seconded LB – ALL AGREED . Clerk RFO to arrange for payment to be sent.	Clerk (RFO)
34.7	Request for Financial Support – Cliffe at Hoo Historical Society A letter was received from Cliffe at Hoo Historical Society requesting financial support towards obtaining public liability insurance to ensure public involvement. It was proposed to agree to donate £90 (about 50% of cost of insurance). Proposed PS, seconded SM – ALL AGREED . Clerk RFO to arrange for donation to be sent. Applications have also been made to Cliffe and Cliffe Woods Community Trust for equipment.	Clerk (RFO)
34.8	NHP Steering Group NHP does not have a bank account and suggested that the parish cover costs when agreed. The initial meeting has now been held and some initial budget allocation is sought for cost of materials etc. at Public Exhibitions at the Cliffe and Cliffe Woods Fairs. CF has also investigated online survey facilities. Although a paper version will be available in the Clarion, it can also be completed online (and paper versions entered) to provide consolidated reports. To open up reporting there is a monthly subscription of £20. CF suggests 3 months for this initial survey. Results will be useful to both the NHP and the Parish Council. It was proposed to agree to a budget of £100 to cover initial costs. – Proposed PS, seconded SM – ALL AGREED	
34.9	Date of next Finance & General Purposes Committee Meeting: 28th July 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
35.0	REPORT: ALLOTMENTS	
35.1	Inspection notifications and notice to quit PC reported that notice to quit letters need to be sent to 2A,3A, 16B and 29B A 30 days’ notice to tend to plot letter to plots 3B, 10A and 11B. Clerk RFO to send letters.	Clerk (RFO)
36.0	REPORT: PLANNING	
36.1	Planning applications: CF reported on the following applications: MC/15/2083 23 COOLING ROAD, CLIFFE, ROCHESTER, ME3 7RY Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall by 4.5 metres The maximum height of the proposed extension from the natural ground level is 2.9 metres The height at eaves level of the proposed extension measured from the natural ground level is 2.6 metres. Recommendation - No Comment MC/15/1902 5 GOODWIN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HR Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall of the existing dwelling by 4m The maximum	

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		height of the proposed extension from the natural ground level is 2.9m The height at eaves level of the proposed extension measured from the natural ground level is 2.9m. Recommendation - No Comment Recommendations to be sent to Medway - Proposed LB, seconded GM – ALL AGREED. Clerk PO to forward recommendations onto Medway Council	Clerk (PO)
	36.2	Date of next Planning Committee Meeting: 30th July 2015, 8.00pm – Small Memorial Hall, Cliffe (kitchen) or 42 Quickrells Avenue, Cliffe.	Planning Committee
37.0		Report: OTHER COMMITTEES	
	37.1	Footpaths and Common Land No report.	
	37.2	Youth Liaison Committee VW reported that the Cliffe Woods Youth Club has unfortunately had to, for the first time ban a child from attending. They have spoken to their parents and hopefully they will be able to re-attend in September. CF reported that the Cliffe Youth Club was low on numbers but was able to take place.	
	37.3	Cliffe Memorial Hall – LB reported that the quiz night is taking place on 10/7 and the hall is assisting with Cliffe Fayre with the loan of tables.	
	37.4	Cliffe Woods Community Association VW reported that the CWCA is still running the two charities together until preparation for transferring assets to the new charity (CIO) is complete. There was a very successful quiz night. VW also reported that the Emmanuel Church kindly bought in a team of volunteers to help carry out maintenance work around the hall. The Association has also agreed to hold another Christmas party for Cliffe Woods' children in December.	
38.0		REPORT: OTHER BODIES	
	38.1	Cliffe Woods Care and Concern Group SM reported that the Practise had received their inspection report back. The overall conclusion being Good, although verbal feedback suggested outstanding in all areas. There are still issues with the pharmacy which has recently been taken over by Lawsat. Lawsat intend to meet with the care and concern group to discuss the patients concerns. The Practise is short of one GP and has been unsuccessful in recruiting. They have now employed an advance nurse practioner who will use a triage system like the hospitals. SM also reported that there is no defibrillator at the surgery and that the Clinical Commission Group will attend the next meeting on 24/9 to give an insight into how they work. The next Carer's Afternoon is 7/10.	
	38.2	Neighbourhood Plan Reported under F&GP Item 34.8. MHS homes and Catherine Smith of Medway Council have shown an interest. The area of the NHP has now been agreed by Medway Council.	

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38.3	<p>Friends of North Kent Marshes The Davies Airport Commission have reported their preference for an additional runway at Heathrow (with specific controls) but have also left the door open for Gatwick. They confirmed that an estuary airport was not a feasible option. FONKM continue to campaign against any new runways due to the effect on the climate. FONKM continue to encourage people to respond to RSPB's defend nature campaign. GM also reported that the plans for the Village Fayre on the 18/7 are going well.</p>	
38.4	<p>Crime Awareness – Local PACT creation JDo proposed setting up a local PACT for Cliffe and Cliffe Woods which is not only open to Parish Council but residents and local businesses too. JDo would like responses from other Cllrs to see who would be interested. JDo also met with Ashford Monitoring Centre who are going to provide a quote and detailed report for installing CCTV within Cliffe Woods. JDo will feedback on report when received</p>	<p>ALL JDo</p>
39.0	<p>Resignation of Chair/Election of Chair CF resigned as Chair of the Parish Council. CF nominated SM to take on the role of Chair of the Parish Council – Proposed CF, seconded JW – ALL AGREED. SM accepted the role of as Chair. CF nominated LB as Vice-Chair of the Parish Council. – Proposed CF, seconded VW – AGREED LB accepted the role as Vice Chair.</p>	
40.0	<p>Councillor Resignation – C Fribbins CF passed his written resignation to the Clerk RFO, in order for him to take on the role as Clerk PO (voluntary for one year). Medway Council to be informed of the changes to Chair/Vice Chair and of the casual vacancy and vacancy to be advertised on notice boards.</p>	<p>Clerk (PO)</p>
41.0	<p>Other items to be handed to Clerk for next meeting: None</p>	

Meeting closed at 9.30pm

09/07/15/lmf

NEXT MEETING: 6/8/15 7.30pm, Emmanuel Church Hall, Parkside Parade, Cliffe Woods