

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street Cliffe  
On Thursday 5<sup>th</sup> June 2014

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair)(KK), Mrs Vivienne Walton (VW), Jim Corrigan (JC), Mrs Sue McDermid (SM), Ian Petrie (IP), Mrs Lynne Bush (LB), Derek Cory (DC), Gill Moore (GM), Joan Darwell (JD), Colin Elliot (CE), Jim Wenban (JW), Rob Hunt (RH)  
Parish Clerks: Mrs L Farrelly & Mrs A Jack

The meeting opened at 7.50 pm.

NO	ITEM	ACTION BY
13.0	<b>APOLOGIES FOR ABSENCE</b> Peter Clements(PC) holiday, Ray Letheren (RL) family – <b>accepted</b>	
14.0	<b>DECLARATIONS OF INTEREST - None</b>	
15.0	<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 01/05/14. Proposed KK, Seconded JC - <b>ALL AGREED</b>	
16.0	16.1	
	<b>Adjournment –</b> PCSO Stephen Talbot was present at the meeting to listen to the concerns surrounding the anti-social behaviour around the youth shelter and allotments. It was requested by the Parish Council to have more police presence around this area. PCSO Talbot advised he would pass on the Parish Council's concerns and also explained that they were currently recruiting and training new PSCO's for the areas. PSCO Dave Warren is the current PSCO for Strood Rural but currently on holiday. JC requested that PCSO ask his superiors to respond to our urgent request. PSCO Talbot said that he would request this for the Parish Council. Dave Clark, Caretaker was present and also reported on recent incidents at the Youth Shelter and surrounding area.	
	16.2	
	CF also gave a presentation of the Runways UK seminar that reported on plans for the road and rail infrastructure relating to the different proposed airport locations.	
17.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 01/05/14</b>	
	Sep 54.8	
	<b>Bus Shelter £250 Provision</b> -CF reported that Lindsay Hartney has a group of youths that are willing to be part of the payback project to refurbish the bus stop on the Buttway. CF awaiting Lindsay Hartney to advise dates.	CF
	Dec 89.6	
	<b>Cliffe Woods Pre School</b> -Cliffe Woods Pre-School had approached CF about helping with some funding for their play-area to be repaired. KALC has advised that the council does have the power to support but	

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		only in the form of capital items not revenue. CF will speak to the Preschool to see if they have made any progress with their play area.	CF
	Dec 89.7	<b>Cliffe Play Area</b> -Rubber stopper required for gate – JW has advised that he can repair this	JW
	Jan 103.1	<b>Parish Car Parks and The Buttway –</b> . It was reported that the rails on the Buttway have now been replaced. Mr Rutherford has patched the potholes in Cliffe Woods car park. Clerk (RFO) has asked Mr Rutherford to quote to repair this properly, in addition to the Small Hall car park. – Still awaiting this quote. Clerk RFO has also contacted one of Greenspaces recommendation for ground work for a comparison quote for the car parks and for the path leading from the CWCA to the car park – still awaiting a response	Clerk(RFO) Clerk(RFO)
	Feb 111.2.7	The Clerk (PO), CF and KK visited Medway Council to view CCTV setup. Clerk(PO) reported that it was a very interesting experience. Inspection of the CCTV at Cliffe Woods car park showed a tree is required to be cut back as it is obscuring the view of the IN barrier. Medway Council will arrange this and for one camera to be left pointing at the IN barrier. It was also requested that the temporary deployed camera be re-sited in Cliffe at the Small Memorial Hall car park, if possible due to the current amount of anti-social behaviour there. Clerk (PO) passed on these concerns to PSCO Talbot and will contact Medway Council CCTV centre to follow up.	Clerk(PO)
	Mar 123.2.3	Two residents complained about ruts in grass at Parkside and muddy area behind shops caused by Co-op delivery lorries. Clerk (PO) emailed Co-op HQ to advise them of complaint. Response from CO-OP was circulated.	
	Mar 124.3	<b>RLG/S106 update</b> – reported under Item 19.3	
	Mar 124.5	<b>Repeal of S.150 of the LGA</b> It was agreed by the F&GP committee that a review of the Standing Orders takes place. It was suggested that the financial standing orders include internet banking processes. Standing Orders have been circulated to all Councillors for review. Still pending.	ALL
	Mar 124.6	<b>Small Memorial Hall Car park barrier</b> – Reported under F&GP item 7.4	

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	Mar 128.2	<b>Cliffe Woods Care and Concern Group</b> SM reported that she asked the surgery if they could install a railing along the pathway leading up to the surgery. A site inspection was carried out after the Parish meeting and it was decided to refer this to Medway Council suggesting a railing be installed along the footpath for older village members. Clerk (PO) has advised Medway. SM further reported that two members have resigned from the group and thought maybe this could be mentioned in the next Clarion or on the website to see who else may be interested.	CF
	May 6.2.2	CCTV was stolen on 17/3. There was also a fire in the Youth Shelter on 14/4 and the wooden flooring damaged. Both incidents were reported to Police. Clerk (PO) arranged for the PCSO to attend the next meeting .	
	May 7.1	<b>Finance Report</b> The Annual return has been completed sent to Little John LLP for audit. A transfer of £30k from the current account to the NSI Account also took place	
	May 7.3	<b>RLG/S106 Update</b> Clerk RFO asked Medway Council if there is an additional budget for large rural liaison projects. It was advised there was an additional project fund for £35k but three bids for this have already been submitted.	
	7.5	<b>CCTV/Allotment Break In</b> – reported under F&GP Item number 19.6	
	7.7	<b>Broken Play Equipment</b> It was reported by the caretaker that the black disc swing was damaged. The Clerk RFO has ordered replacement equipment through Sutcliffe and will claim against S106 grant. JW has agreed to install equipment when it arrives.	JW
	8.1	<b>Allotments</b> PC has obtained quotes with various options to improve boundary security; razor wire being the best recommendation. PC noted that for repairs to go ahead a 2 metre gap is required between boundary and plot and that allotment holders seemed to be exceeding their plot sizes. Allotment holders were advised.	
	10.2	<b>Clarion and Website</b> CF reported that he has installed new software for the Clarion. The plan is to issue the next Clarion late June. Clerk (RFO) sent letters out to advertisers advising of next Clarion date.	CF
	11.1	<b>Friends of North Kent Marshes –</b> The latest conference was for Runways UK and tickets cost £100 per head. CF attended and was able to cover the cost through DCPS	
18.0		<b>REPORT: CLERK</b>	

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	18.1	<p>List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:-</p> <p>18.1.2 St Helen's Church – grant request for churchyard maintenance</p> <p>18.1.3 Medway Council – road closure/diversion at Perry Hill from 12-14/6 for ditch works</p> <p>18.1.4 Telephone call from a lady whose husband was locked in Small Hall Car park whilst at play area. Dave Clark attended and released them</p> <p>18.1.5 Cllr Peter Clements – formal request to have youth shelter removed following vandalism incident</p> <p>18.1.6 Cllr Jim Wenban – Raised concern regarding lorries/grass verges along Town Road. Clerk(PO) has since emailed Medway Council and is waiting for a response.</p>	Clerk(PO)/JW
	18.2	<p>Clerk(PO) reported on matters arising and dealt with since last meeting:</p> <p>18.2.1 Clerk (RFO) received a report that stones were being thrown at Dave Clark, Caretaker whilst he was cutting the grass at the play park. Two of the boys names were passed to the Clerk and their parents were informed. Dave Clark also reported this incident and said that he knew one of the boys and went to their house to ask them why they were doing this.</p> <p>18.2.2 The barrier gate was repaired. Clerk (RFO) advised all relevant bodies – youths in car park by word of mouth and allotment holders by email that the gate would be back in operation as before and to relock after entering and leaving.</p> <p>18.2.3 An allotment holder copied and pasted email sent to allotment holders onto the Cliffe Kent Facebook page compromising gate security, Emails have a notice and disclaimer at the end stating they are confidential and should not be copied.</p> <p>18.2.4 It was suggested by the Clerk(PO) that meeting information including the meeting summons currently hand delivered by her each month in the form of Cllr packs are emailed round on the Friday before the meeting instead and the hard copies provided at the meeting itself. This will save on costs and time but still provide everyone with the same information. RL now has email facilities and Dave Clark's copy can be posted. This was agreed unless a Cllr requested a hard copy due to non attendance at meetings, which the Clerk PO would endeavour to do. Councillors to please advise Clerk(PO) if email not received on the relevant Friday.</p> <p>18.2.5 Report from Caretaker –        Dave Clark found the allotment security fencing was being removed somehow. One piece was found and secured back but the following day</p>	ALL

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		<p>another section had been vandalised and was missing. Reported to Police – Crime ref XY/17050/14.</p> <p>The Barrier gate at Small Memorial Hall had been left open all night on 18/5. Consequently the last of the three cameras was vandalised. Reported to Police – crime ref to follow. Suspects one of the older youths has a key!</p> <p>Witnessed female allotment holder leaving barrier gate open after entering and when questioned was told she thought it was only the main gate that had to be relocked.</p> <p>Youth shelter remains in a bad state and a can of emulsion paint was tipped over the seats and up the walls. From June Dave Clark will start a daily photo diary for a month.</p> <p>The storage container on the Rec used for lawnmower, strimmer etc. and also by the football teams for storing nets is now leaking from the roof badly meaning the lawnmower is sitting in water and so an urgent repair is required.- This is referred to the Recreation Ground and Play Areas Committee.</p> <p>31/5 - Motorbikes on the Rec reported to Police who attended and arrested a man for this and previous incidents.</p> <p>5/6 – Further vandalism on the allotments and youth shelter with anti-climb paint. This has been reported to the police, Crime ref 05-0322.</p> <p>Dave Clark advised holiday dates for xx and will confirm with Michael Johnson to cover.</p> <p>18.2.6 Clerk(PO) noted that Medway Council Customer First had not been confirming receipt of emails recently. LB advised their email changed around end of March to <a href="mailto:customer.contact@medway.gov.uk">customer.contact@medway.gov.uk</a> Clerk(PO) will re-send emails as necessary.</p>	<p>Dave Clark</p> <p>KK/JW/DC</p> <p>Dave Clark</p> <p>Clerk(PO)</p>
19.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	19.1	<p><b>Election of Chair and Finance report:</b></p> <p>JW nominated KK as Chair, seconded by JC . It was a Unanimous Decision. KK agreed to be Chair of the Finance and &amp;General Purposes committee.</p> <p>The year-end has been completed on Alpha and the receipts and payments have been updated onto the Alpha program for the new financial year to date.</p> <p>The RFO had not received the bank statements for May so had produced an estimated bank reconciliation to the end of June and the estimated balance of the current account as at 30<sup>th</sup> June would be around £17,578.00.</p>	
	19.2	<p><b>Approval of following payments for June:</b></p> <p>KCS (stationery)- £29.20 D/D</p> <p>KCS– (Black sacks) - £21.59 D/D</p> <p>Greenoak Tree Surgery (removal of tree) -£120.00 Chq No. 2796</p>	

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		<p>St Helen's Church (donation)- £1000.00 Chq No. 2797 National Allotments Society (subscription) £66.00 Chq No.2798 Laura Farrelly (May Expenses)- £xx Chq No.2799 Alex Jack (May Expenses)- £xx Chq No. 2800 Dave Clark (15 Additional hours &amp; May Expenses)- £xx Chq No. 2801 Cliffe Woods Colts FC(donation) - £150 Chq No. 2802 Alex Jack (May Wages)- £xx S/O Dave Clark (May Wages)- £xx S/O Laura Farrelly (May Wages)- £xx S/O Payments agreed – Proposed KK seconded LB – <b>ALL AGREED</b></p>	
	<b>19.3</b>	<p><b>RLG/S106 Update</b> <b>RLG</b> –Balance - £7,759.67 Possible projects that are under discussion are: <u>Ball court fencing</u> – this project would also be funded under S106 grant. JH Fabrications have submitted a quote for £6200 +VAT. It was the recommendation of the F&amp;GP committee that a more detail quote is obtained with drawings and also to source alternative comparison quotes. Clerk (RFO) to advised J H Fabrications. DC to pass over details of a company that could provide a comparison quote <u>CCTV modifications</u> – this was discussed under item 5. <u>Allotment fencing</u> – this was discussed under item 11. <b>S106</b> – Balance - £1719.70. Heather Marsh has agreed for the swing repair to be claim against the S106 grant. This has been ordered and once invoice is received Clerk RFO will submit claim.</p>	<p>Clerk (RFO) DC</p> <p>Clerk (RFO)</p>
	19.4	<p><b>Small Memorial Hall Car Park Barrier</b> It was reported by the caretaker that the barrier had dropped again. The Clerk RFO arranged a site visit with JH Fabrication and the barrier has now been repaired. The use of the barrier by key holders will continue to be monitored.</p>	ALL
	19.6	<p><b>CCTV Update</b> CF reported that he met with Tony from Aardvark Security to discuss the CCTV modifications that are required due to the recent vandalism. Tony had suggested installing three new cameras with spike collar around the pole to prevent further vandalism. This quote amounted to £838.00 – this includes the relocation of the hard drive in the Memorial hall. JW pointed out that the pole did not belong to Parish Council and it was an electricity pole. Therefore, the Parish Council could not place a spike collar around this as this would prevent access for the electricity board. After some discussion it was recommended to approach the Village club to begin discussions as to whether CCTV could be install on their roof. Clerk RFO will liaise with the Village Club to arrange a meeting.</p>	Clerk (RFO)
	19.7	<p><b>M Vyse – CWCA suggestions for Bench</b> The Clerk (RFO) presented the bench which the CWCA had chosen for the Memorial for Marie Vyse.</p>	

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		It was felt by the F&GP that an alternative bench might look nicer. Also questions were raised around who would be responsible for maintaining it, the cost of installing it and where would it be situated. SM advised that she would take this back to the CWCA to discuss further.	SM
19.8	<b>Football Pitch Hire</b>	Gavin Gillies, Landlord of the Six Bells in Cliffe has contacted the Parish Council as he would like to hire the football pitch for the next season. He has sourced quotes from Deangate as a comparison and has kindly requested the hire of the pitch at the same rate as Cliffe Royals. It is proposed that the pitch be hired at £145 per pitch with the conditions that invoices are issued at the beginning of the season. Terms of payment are 30days and are to include a copy of the fixture list and public liability –Proposed KK, seconded LB – <b>ALL AGREED.</b> Clerk (RFO) to advise Six Bells Football team	Clerk (RFO)
19.9	<b>Social Media</b>	Due to an allotment holder posting an email sent from the Clerk onto a social networking site, this raised the question as to whether or not a social networking policy should be adopted by the Parish Council. Currently the Parish Council do not use any social networking sites to communicate. It was the recommendation of the Parish Council that they continue to just use the Parish Council Website.	
19.10	<b>Cliffe Woods Colt FC donation request</b>	Cliffe Woods Colts have written to the Parish council request assistance with the cost of purchasing match and training footballs for the club. The quote amounted to around £300. It was proposed to donate £150 towards the cost of this for the football club – Proposed KK, seconded SM – <b>ALL AGREED.</b> Clerk (RFO) to pass payment to Cliffe Woods Colts.	Clerk (RFO)
19.11	<b>Cliffe In Bloom Donation request</b>	Cllr Joan Darwell had received an email enquiry about a donation for Cliffe in Bloom. An amount has been allocated in the budget for this organisation. However, the F&GP would recommend that an official letter, along with evidence of a cost request be submitted to the Parish Council before a donation can be agreed by the Parish Council. JD to pass request to Cliffe In Bloom	JD
19.12	<b>Allotment Fencing</b>	The allotment committee passed the fencing quotes to the F&GP committee. The first quote was for having the allotment fencing fixed - £630. This has already been approved by Parish Council. The second quote was for razor wire to be erected around the allotment fencing at £37.66 per bay. Clerk RFO asked the caretaker to count all the allotment fencing bays. The caretaker	

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		provided a plan of the allotments which stated it had 122 bays. This cost amounts to £4,594.52. It was agreed to refer this quote back to the allotment committee as this deemed expensive. It was suggested maybe not all the bays would require razor wire.	Allotment Committee
	19.13	<b>Date of next Finance &amp; General Purposes Committee Meeting:</b> 1 <sup>st</sup> July 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
20.0		<b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; PLAY AREAS</b>	
	20.1	<b>Allotments</b> - No report	
	20.2	<b>Recreation Ground and Play Areas</b> – No report	
21.0		<b>REPORT: PLANNING</b>	
	21.1	<b>Planning applications:</b> CF presented following applications with comments: <b>MC/11/2516- Lodge Hill, Chattenden</b> – Outlining planning application <b>Response:</b> Objection, sent prior <b>MC/14/1167 The Coach House, Rectory Road, Cliffe ME3 7RP</b> – Construction of a single storey front extension to existing garage <b>Response:</b> No Objection <b>MC/14/1279 16 Mallingdene Close, Cliffewoods, ME3 8TT</b> Conversion of a single storey rear extension <b>Response:</b> No Objection Proposed CF, seconded LB – <b>All AGREED</b>	
	21.2	<b>Date of next Planning Committee Meeting:</b> 26 <sup>th</sup> June 2014, 8pm at Cllr Cory's residence, Cliffe	Planning Committee
22.0		<b>Report: OTHER COMMITTEES</b>	
	22.1	<b>Parish Car Parks and The Buttway</b> – No report	
	22.2	<b>Clarion and Website</b> A few adverts have been passed to the Clerk (RFO). The Clarion is underway. Articles still welcomed. KK suggested a survey to see how many people would be interested in an adult keep fit area.	Clarion committee
	22.3	<b>Footpaths and Common Land –</b> GM reported that there had been fly tipping on RS80 – this has been reported to Medway. GM has also asked RSPB if they would possible be able to clear Allen's path. An attempt to repair the pathway along the Saxon Shoreway has been made.	
	22.4	<b>Youth Liaison Committee</b> VW reported with regret that the Cliffe youth club has had to close due to lack of numbers. The Parish Council thanked the youth liaison committee for their efforts. Cliffe Woods youth club continues to grow and from September the committee hope to increase to twice a month.	
	22.5	<b>Cliffe Memorial Hall</b> LB reported that the last quiz night raised £465. Veolia	

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		and the press will be attending the next quiz on 20 <sup>th</sup> June for the grand opening of the air conditioning. The hall is currently fully booked for the rest of the year. There will also be a Cockney night on the 4 <sup>th</sup> October.	
	22.6	<b>Cliffe Woods Community Association</b> SM reported the AGM is on the 6 <sup>th</sup> June at 8pm.Hall. The cabaret night was a very successful evening and was thoroughly enjoyed by many. The next events are a Barn dance on the 25 <sup>th</sup> October and a Neil Diamond tribute act on 22 <sup>nd</sup> November. Bookings are down at the moment. SM also asked for donations for children's tombola and bottle tombola.	
23.0		<b>REPORT: OTHER BODIES</b>	
	23.1	<b>Friends of North Kent Marshes</b> – reported under the Adjournment.	
	23.2	<b>Police Liaison</b> – No report	
24.0		<b>Other items to be handed to Clerk for next meeting:</b> Open letter from the RSPB against the Lodge Hill development – asking for signatures from local bodies. This will be circulated when received. Next Committee meetings to note: Rural Liaison -10 <sup>th</sup> June. Cliffe Woods Care & Concern – 30 <sup>th</sup> June.	Clerk (PO)  KK/CF SM

Meeting closed at 9.30pm

14/06/14/lmf

**NEXT MEETING 03/07/14 7.30pm, Emmanuel Church Hall, Parkside, Cliffewoods**