



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Cliffe
On Thursday 2nd August 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)

Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
41.0		APOLOGIES FOR ABSENCE Cllr. Alan Taylor (AT) . Holiday, Gill Moore (GM) . Holiday, Rob Hunt (RH) - Work - ACCEPTED	
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.	ALL
43.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 5 th July 2012 were approved. Proposed VW, Seconded SM . ALL AGREED	
44.0		ADJOURNMENT Mr Ian Walton was present and informed the Parish council that he had arranged for the repair of the youth shelter to be repaired for free and also that it was actually wear and tear rather than vandalism. Lindsay Hartney, Medway Council detached youth worker and three youths were all present. Lindsay read out a letter signed by many youths from the village expressing their request to keep the youth shelter. KK summarised how much has actually been spent on the youths and how it is continually being vandalised. Lindsay expressed that it does not seem fair to punish the majority when it is a minority causing the problems. The youths have offered to fund raise and at least 10 youths in Cliffe are interested in joining a Youth Parish council. CF moved that the Parish Council take no further action to investigate to removing of the shelter, although the Parish Council does want to see commitment from the youths for the protection and maintenance of the youth areas. It was also proposed to revisit this issue in three months time but in the meantime work with the Youth outreach worker to create stronger links with the youths. Proposed CF, Seconded KK - Majority in favour, one Abstained.	
45.0		MATTERS ARISING FROM MINUTES OF MEETINGS ON 5/07/12	
	Oct 71.1	Mrs Dianne Foreman from Cliffe Woods reported at the October meeting that shooting was occurring whilst walking her dogs along the footpath between Perry Hill farm and the Parochial field - RS67. Referred to the Footpaths and Common Land Committee. F&CL Committee to also look at further publicity for the existing footpaths (via Clarion/Web Site/Published maps/Walk books).	F&CL (GM/DG/ JD/JC)
	May 7.3	Allotment Noticeboard: The RFO passed keys for the noticeboard to JW in order for it to be repaired.	JW

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June 19.6	Village Signs . maintenance: It was reported by DG that both the mill stones were looking rusty. JW and KK would inspect and they also offered to fit the new sign on the Buttway	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. An email has been received to acknowledge the application and that it is undergoing a preliminary assessment which has a lead time of six weeks. Clerk (RFO) to chase as six weeks has now passed.	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 22.3	Footpaths and Common Land: GM reported that fly tipping is occurring along Salt Lane and the footpath at Allens Hill is overgrown . Clerk (PO) reported both matters to Medway Council. Both now attended to.	
June 24.0	Traffic Issues on B2000/Bretts: Clerk (PO) to write to Bretts to share the residents' concerns over the number of large Brett lorries travelling along the B2000. A reply from Bretts was emailed to all Cllrs. LB has advised Parishioners and will ask them to take photos as they insist it is Brett's lorries. Residences have been invited to attend the October meeting. RL reported he has some photos of lorries other than Bretts.	
June 25.0	Nu-Venture bus service . Clerk (PO) to write to Nu-Venture to show the support of the Parish for a Cliffe to Bluewater bus service. Nu Venture have since informed the Parish that support from Medway and Kent councils maybe needed as public money may be needed 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
June 26.0	Low flying aircraft over Parish: CF reported that since the addition of the extra runway at Southend Airport there have been many low flying Easyjet aircraft which appear to be lower than 2,000 feet. JD and GM also advised on aircraft flying low over Cliffe village. Anyone seeing these should report the day and time. Latest Contact details will be placed in the local newspapers and on our website.	JD/CF
Jul 33.1	The letter re B2000 lorries from Nigel Moore was discussed. The Clerk (PO) has raised the matter of signage and possible road improvements with Medway Council on his behalf. The Clerk (PO) has also written to Nigel Moore advising he contact those Parishioners concerned to see if they can take photos and gather evidence and the Parish Council will show support. Mr Moore thanked the Parish Council for our assistance.	
Jul 34.9	National Grid Community Investment/Changing Rooms update: CF reported that there has been no progress on the changing rooms as he is still waiting to hear from the 'funding buddies'. CF has been informed that the Village Club has applied to the National Grid for funding for football changing rooms	CF
Jul 35.3	Recreation Ground, Skate Park, Ball Court: The Clerk (RFO) will also speak to her husband about repairing the damaged ball court fencing.	Clerk (RFO)
Jul 38.3	Chair's Report: CF reported on possible uses for the former primary school since the relocation of the CPC centre. KK raised concern for possible future financial implications if the Parish Council was to become involved. CF has contacted Medway Council and is awaiting a response.	CF

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	Jul 39.0	GIFT-T Liaison: CF reported that this liaison group (coordinated by Greening The Gateway . Kent & Medway) are investigating the land usages in the peninsula and their environmental and economic impact. They are also looking to find funding to improve plots of land. CF to circulate notes from meeting via email to all councillors.	CF
46.0		REPORT: CLERK	
	46.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was Thames Estuary Magazine, email from National Grid requesting the Parish Council's participation in a meeting on the 13 th September, Certificate of Attendance for Dynamic Councillors for Cllr Ian Petrie and a planning application for 22 Tennyson Avenue, MC/12/1707. LB and ME requested copies of the Thames Estuary magazine and the Clerk (PO) will organise this.	Clerk(PO)
	46.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 46.2.1 Perry Holmes, Monitoring Officer at Medway Council, was contacted re queries on the new DPI forms regarding whether clubs and societies need to be added somewhere as they were previously and also asking when he needed the forms by. No reply received and follow up reminder has been sent. Clerk (PO) will send in forms as soon as all received. CF suggested that all signatures to be blanked out when appearing on the website. SLCC have asked for copies of forms Clerks are using as some Councils were unsure of the new procedures and the Clerk (PO) has forwarded our one for their information. 46.2.2 Memorial Hall has advised they will waive the fee for the hall hire for the youth club and any other non-profit making organisation. The Parish Council have thanked them. 46.2.3 Following the Notices to Quit and another allotment holder giving up his plot, we have been able to offer 4 allotments to those on the waiting list. Mr Baker's plots to be reported under Allotments. 46.2.4 Letter of congratulations sent to Mr Carl Fitter for carrying the Olympic torch. Also asked if photos could be passed to the PC for the Clarion/Website.	Clerk(PO) Clerk(RFO)
47.0		REPORT: FINANCE & GENERAL PURPOSES	
	47.1	The receipts and payments have been updated onto the Alpha program and at present, figures are in line with budget. The RFO plans to break down the salary figure to show a truer picture of where the staff's time is being spent. The RFO has carried out the bank reconciliation for June and included the predicted spend up to the August Parish council meeting and this would leave the current account with a balance of £7,347.99. The Clerk RFO believes that there is no need to transfer funds from the NS&I till October.	Clerk(RFO)
	47.2	Approval of the following payments for August: Thames Self Storage (Storage)£441.24 (Chq. No. 2594) Cliffe Woods Primary School(Hall hire) £40.00 (Chq No. 2595) Fitzpatrick Woolmer (Signage)£232.40 (Chq No. 2596) Laura Farrelly (additions and exps for July) £xx(Chq No. 2597) Alex Jack(additions and exps for July) £xx(Chq No.2598) VOID Cheque (Cheque No. 2599) Dave Clark (additions and exps for July) £xx (Chq. No. 2600)	

		Alex Jack (July wages) £xx s/o Laura Farrelly (July wages) £xx s/o Dave Clark (July wages) £xx s/o Proposed KK, Seconded VW . ALL AGREED	
47.3	Vandalism/Car Park Consultation:	The RFO reported that all parties concerned had now responded with regard to the installation of a gate. The general consensus is that they are happy for a gate to be installed as long as there is enough space to park a car off road whilst opening the gate. The RFO has contacted all concerned parties to reassure them that this has been taken into consideration with the design. Other concerns raised were the locking of the gate and situations if there were cars in the car park not connected to the hiring of the hall. KK proposed that the Parish Council move forward with the installation of the new gate on the Small Memorial Hall car park. Proposed KK, seconded RL . ALL AGREED. The Clerk RFO to contact Sandfords to inform them to go ahead with quote and to ensure there is a box over lock to protect it from bolt cutters. Vandalism issues . please refer to Adjournment	Clerk (RFO)
47.4	Grass Cutting At Cliffe Memorial Hall:	Cliffe Memorial Hall raised concern when Medway Council stopped cutting the grass at the Memorial Hall. The Clerk (PO) brought this to the attention of Medway Council which in turn raised the question by Medway Council as to whether there was a contract agreement between the Memorial Hall and Medway Council to say that Medway Council cuts the grass. This in turn also raised the question between the Parish Council and Medway Council with the Recreation Ground. The Finance and General Purposes committee have noted to be aware of this for the budget for 2013/14. The Clerk (PO) has since received notification from Chris Moor that the grass cutting will continue for both the Recreation Ground and the Memorial Hall until contract end in 2014.	
47.5	Rural Liaison Update:	The RFO has received a message from Alan Mitchell over his concern regarding the claim of the summer youth activities against rural liaison. The RFO has returned his call but has since found out that he has gone on annual leave. The RFO will continue to chase and also contact Lindsay Hartney to see if she has been advised accordingly.	Clerk(RFO)
47.6	Footpath at the Doctor's Surgery:	The Clerk RFO has received a quote from Les from S&L Plant for £4300. This quote was discussed by the committee and it was felt that this is too much money to claim against Rural Liaison. The Clerk RFO is going to contact Dave Crouch from Greenspaces and take a photo of the path by the doctor's surgery and the post box to show how deteriorated it is and see if it can be pushed for them to pay for this. The Clerk RFO will also approach the doctor's surgery to see if they are able to help in anyway.	Clerk (RFO)
47.7	Skate Park Maintenance:	The RFO has contacted Mr Grimes to inform him that the Parish Council would like to go ahead with his maintenance package. The RFO will contact Mr Grimes once the surface has been repaired by JW for the maintenance work to take place.	JW
47.8	Consultation of Local Government Finance Bill:	KALC have circulated guidelines for new method of payments for	

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		Parish Councils to incorporate internet banking and faster methods.	
47.9	AOB – Anti Vandal Paint/Payback team: The Clerk (PO) has purchased the anti -vandal paint and sign and will organise via the Memorial Hall/LB for the Probation Payback team to paint the container on the RecreationGround. It is hoped this will be done on the weekend of 18/19 th August. Some additional items may need to be purchased and the Clerk(PO) will advise KK and CF what else is needed when she has met with Alan Wooley so that the additional expense can be approved and the items purchased.	Clerk(PO)/ KK/CF	
47.10	Date of next Finance & General Purposes Committee Meeting 4 th September 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee	
48.0	REPORT: ALLOTMENTS, RECREATION GROUND &CHILDREN’S PLAY AREAS		
48.1	Allotments: DG reported that there have been no problems to report and four new plots have been offered to new tenants. The waiting list is now down to twelve, with six waiting for specific plots. DG also reported that since speaking to Mr Baker, his plot has been worked and DG proposed that the notice to quit be removed. Proposed DG, seconded RL . ALL AGREED. DG also proposed that Ellie Adams, tenant of Plot 21a be given a notice to quit as her allotment has still not been worked since receiving a warning. Proposed DG, seconded RL . ALL AGREED. DG finally reported that the path along the allotments is becoming overgrown. RL has offered to trim.	Clerk(PO) RL	
48.2	Children’s Play Area : Sutcliffe via Heather Marsh have emailed to inform the council that there is a recall on the Sling Shot swing seat and asked that it be removed due to health and safety reason. JW/KK will remove.	JW/KK	
48.3	Recreation Ground, Skate Park, Ball Court . No report		
49.0	REPORT: PLANNING		
49.1	Planning applications: CF presented the following planning applications with proposed comments: MC/11/2516 Lodge Hill, Chattenden . Outline planning application with some matters reserved . This re-consultation only relates to the change in heritage status of the Ack Ack station to a scheduled Ancient monument. MC/12/1707 22 Tennyson Avenue, Cliffe Woods . Replace flat roof of dormer to slopping roof Moved: No Objection Proposed CF, Seconded DG . ALL AGREED	Clerk(PO)	
49.2	Date of next Planning Committee Meeting: 30 th August 2012, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee	
50.0	Report – Other Committees		
50.1	Parish Car Park and The Buttway: KK reported that the hedges behind the recycle bins and by the disabled parking area at Cliffe Woods car park are overgrown. Clerk (PO) to inform Medway Council.	Clerk (PO)	
50.2	Clarion and Website: CF reported the Website is continually updated. CF also requested articles for the next Clarion which is planned for mid-October. Clerk RFO to contact businesses who have previously advertised to see if they wish to again.	ALL Clerk (RFO)	

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	50.3	Footpaths and Common Land: No report	
	50.4	Youth Liaison Committee: VW reported that there are various activities planned for the youths for the next Cliffe youth club.	
51.0		REPORT: OTHER BODIES	
	38.1	North Kent Marshes: JD reported that herself and GM attended a talk at Lord Fosters partnership . Halcrow. Transport of London is now actively promoting a HUB airport via Twitter. The consultation is now planned to come out in October and JD said people need to respond.	ALL
52.0		Other items to be handed to Clerk for next meeting . JD requested Tidying up the Village as an agenda item.	Clerk(PO)

The meeting closed at 21.30pm.

NEXT MEETING: 6th September 2012 – 7.30pm, Cliffe Woods Primary School, View Road, Cliffe Woods

09/08/12/lmf