

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 5th November 2015

PRESENT

Cllrs. Mrs Sue McDermid (Chair)(SM), Mrs Lynne Bush (LB)(Vice Chair), Peter Clements (PC), Mrs Sandra Fenney (SF), Fred Harper (FH), Ray Letheren (RL), Ron Naughton-Dean (RND), Phillip Stanley (PS) Mrs Vivienne Walton (VW)

Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
83.0	APOLOGIES FOR ABSENCE Joan Darwell (JD) – family, Jerry Doyle (JDo)- holiday, Faith Evers (FE) – family, Derek Graves (DG) – work, Gill Moore (GM) – family, Ian Petrie (IP) – holiday, Jim Wenban (JW) - Work – ACCEPTED	
84.0	DECLARATIONS OF INTEREST SM – planning, LB – planning, SF – planning (MC/15/3560)	
85.0	APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 1/10/15 Minutes were moved as a true record. Proposed LB, Seconded FH - ALL AGREED.	
86.0	Adjournment – George Wells, Rugby Coach/Player would like to start a rugby academy in Cliffe, and asked if the Parish Council would allow the use of the recreation ground and help to get the academy off the ground.	
87.0	MATTERS ARISING FROM MINUTES OF MEETING ON 01/10/15	
Mar 124.0	Adjournment – Crime Awareness Former 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. JDo suggested “CCTV In Operation” and “Neighbourhood Watch” signs be purchased. LB advised any signage would have to be agreed by Medway Council. Clerk PO continues to seek approval from Medway Council for suitable sign wording.	Clerk (PO)
Jun 16.3	Adjournment – Tennis Courts 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. Medway Council have now locked the Tennis Courts for the winter.	
Aug 45.0	Co-Option of Councillors It was agreed to co-opt three new Parish Councillors. Derek Graves (DG), Ron Naughton-Deane (RND) and Faith Evers (FE). The Clerk (PO) provided DPI forms for completion by each new Councillor. The remaining forms from DG and FE have now returned these to the Clerk PO. All have been forwarded to Medway Council and loaded on the parish council web site (with signatures redacted).	
Aug 48.6	Annual Play Park Inspection The play parks inspection was carried out and all recommendations are being looked into. JW advised he will attend to the items listed within the play park as soon as work commitments allow. Clerk PO to follow up with JW	JW/ Clerk (PO)

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Sep 63.0	<p>Resident's Survey – Priority Issues/Actions</p> <p>Clerk PO reported on the results of the resident's survey to date. Speeding is the top concern of residents, followed by parking, litter and housing development. One of the highlighted areas of litter noted by residents was at the back of the Parkside shops/doctor's surgery in Cliffe Woods. Clerk PO sent a letter to the shop keepers and doctors to address the concern. The only response received was from the doctors who were happy to assist. It was proposed to send a follow up letter to the shops. Proposed LB, seconded SF – ALL AGREED. Clerk PO sent a follow up letter to the shop keepers and still no response has been received. They would be given two further weeks to reply (19/1) Clerk PO to inform Medway Environmental Enforcement if no further feedback.</p> <p>It was also noted that there were a lot of bruised pears on the pathway outside the surgery that were making the pathway hazardous. Clerk PO advised Green spaces of this concern and they advised to encourage people to report directly to Medway who would deal with the problem.</p>	Clerk(PO)
Sep 64.7	<p>Employment Contracts/Appraisals</p> <p>The Chair (SM) advised that the Vice-Chair (LB) and herself have been looking at the contract of employment for both Clerks and intend to also review the Caretaker's contract to ensure all aspects of the job roles are covered. The Chair (SM) and Vice-Chair (LB) have carried out the Clerk RFO's appraisal. SM to follow-up actions arising.</p>	SM/LB SM
Oct 75.0	<p>CLIFFE CARNIVAL</p> <p>FE informed the Parish Council that there is a lot of interest from parishioners to bring back Cliffe Carnival. The Chair SM advised that the Parish Council would support any kind of community event within the village. FE intends to look into it further to see if she can get the support of volunteers to run such an event.</p>	FE
Oct 76.3	<p>Asset Monitoring</p> <p>Clerk RFO has created an Asset monitoring checklist and both clerks have inspected the main assets. The caretaker has advised that he inspects most assets on a daily basis and will advise of any concerns. The Clerk RFO circulated an asset checklist to all Cllrs via email and a paper version to the caretaker. Clerk PO also advised that the Cliffe Woods Barrier was hit on 29/9. The bar is buckled and the sign needs to be reconnected. Clerk PO contacted Medway Council CCTV to see if anything was caught on their CCTV camera, but no feedback.</p>	
Oct 77.4	<p>Section 106 Availability</p> <p>Reported under F&GP Item 89.4 & 89.5</p>	
Oct 77.5	<p>Asset – CCTV</p> <p>Clerk PO contacted Tony Head to advise him to proceed with replacement CCTV and the insurance company to confirm the Parish Council will not be making a claim. Works now complete.</p>	
Oct 77.7	<p>Bank Account Update</p> <p>Reported under F&GP Item 89.6</p>	
Oct 77.8	<p>Pension</p> <p>Reported under F&GP Item 89.7</p>	

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Oct 78.2	<p>Allotment Rules Review PC advised that the tenancy agreement needs to roll over from year to year rather than it being replaced with a new one each year. It was proposed to modify the rules – Proposed SF, seconded RL – ALL AGREED. PC reviewed the rules in more depth and forwarded suggested changes to the Clerk RFO who circulated to all Cllrs. It was proposed to accept the amended rules and for these to be sent out with renewals in March/April 2016. Proposed PC, seconded RL – ALL AGREED.</p>	
Oct 79.1	<p>Planning applications: Clerk PO forwarded all planning recommendations onto Medway Council.</p>	
88.0	<p>REPORT: CLERK</p>	
88.1	<p>List of correspondence was emailed, delivered and circulated.</p>	
88.2	<p>Clerk (PO) reported on matters dealt with since last meeting:</p> <p>88.2.1 An email was received requesting a 'community allotment' and although Clerk PO indicated potential support, their project did not cover our area (the organiser is however interested in an allotment for her personal purposes should be putting her name on the waiting list).</p> <p>88.2.2 S106 MC/14/1630 Alpha Lake - A response was sent – welcoming the changes but asking for the date to be moved forward from 2019 for some items – reinstatement of Saxon Shore Way, concrete benches and initial works to Cliffe Fort (national 'Heritage at Risk' register).</p> <p>88.2.3 Car parking continues to be an issue on the Buttway (and the church has contacted the Clerk PO about their concerns). Two cars were 'dumped' – one with a smashed passenger window, one with broken wing and damaged wheel (which was flat on the ground underneath). Leaflets have been put on vehicles parked in the car park at midnight on 4/11 about status of car park (visitors to Cliffe and the Church) and that it could be closed overnight on 7/11 in preparation for Remembrance Sunday (10:50 at St Helens)</p> <p>88.2.4 There has been a report about a vehicle dumped in the Cliffe Woods car park (all tyres flat). A resident checked the tax status and it had been registered as SORN. It has been reported to Medway Council. Removal of an untaxed vehicle is not a problem, but SORN vehicles are the responsibility of the land owner (C&CWPC). The Clerk PO is awaiting feedback on actions that can be taken and has been liaising with the PCSO.</p> <p>88.2.5 A meeting took place between the Chair, Clerk PO and two of the Medway (Strood Rural) Councillors – John Williams and Gary Etheridge. It was an opportunity to put faces to names and discuss the priority issues for the residents (via the Parish Council survey) and other issues the Medway Council Councillors have been dealing with.</p> <p>88.2.6 Conferences Attended by Clerk PO -SLCC Kent Branch AGM (6/10) – some emphasis on 'local devolution of services' -SLCC Fundraising (4/11) – best practice ideas and checklist of what is required in grant applications. Medway Council – Community Safety Partnership (4/11) CilCA Training/qualification starts tomorrow (6/11) Clerk RFO/Cllr Fenney also attended the Kent County Playing Fields Association AGM (30/10) – contacts made for changing rooms project.</p> <p>88.2.7 The wreath for Remembrance Sunday (8/11 10.50am) has been ordered and will be updated to include parish crest and message. The Chair will lay the wreath after the minutes silence at the War Memorial followed by a short church service. All councillors welcome.</p>	

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	<p>88.2.8 There is continued concern about motor bikes and other vehicles causing noise nuisance and safety concerns along the Byway to the rear of Chancery Road – this was raised with Strood Rural councillors</p> <p>88.2.9 The Clerk PO visited a resident of 20 Chancery Road (4/11) to discuss her concerns over a planning application for land next to 18 Chancery Road– this will be relayed to council/planning committee</p> <p>88.2.10 Following the resignation of their new clerk of Allhallows Parish Council, the chair of Allhallows has asked the Clerk PO to help. Allhallows Parish council meet on Wednesday 11/11 to agree the way forward.</p>	
88.3	<p>2016 Meetings Dates for 2016 Parish Council meetings were circulated to all Cllrs. It was proposed to agree the dates for the year – Proposed LB, seconded VW – ALL AGREED.</p>	
88.4	<p>Christmas Arrangements It was agreed for the Clerk PO to organise a Christmas meal at the Six Bells. Suggested dates being 15/16/17th December. Clerk PO to circulate an email to Cllrs to agreed final date</p>	Clerk (PO)
88.5	<p>Asset Monitoring Cliffe Woods Car Park (In) Barrier- No response to CCTV request. Suggest no further action on ‘fixing’ barrier at this time – wait for further issues. Recreation Ground - Permission was granted for the ‘Fitness Boot Camp’ to take place for three Sundays (from 1st November) at initial cost of £5 – car park key provided. Recreation Ground/Play Area CCTV -There has been damage to the ‘roundabout’ with three handles missing (three remain) – one in stock, two further to order. Clerk RFO to order replacements. The chain link to the seat of one of the swings has been ‘removed’ – to be fixed as soon as possible. Clerk PO to liaise with JW to see if he can fix this. CCTV is up and running again, but was unable to see the swings or the roundabout.</p>	Clerk (RFO) Clerk (PO)
88.6	<p>Request for a Further Archaeological Dig on the Buttway Cliffe-at Hoo Historical Society have requested to carry out a further archaeological dig in July/August 2016 over two weeks – This was agreed in principle.</p>	
89.0	<p>REPORT: FINANCE & GENERAL PURPOSES</p>	
89.1	<p>Finance report : Alpha was updated with the receipt and payments from last month and the RFO noted there were no concerns. The RFO produced a cash forecast to the end of November 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 November would be approximately £6,630.42. The RFO recommends a transfer of £15k from the NSI account to cover expenditure for the next few months – Proposed LB, seconded RL ALL AGREED Clerk RFO to send transfer request to NSI Bank</p>	Clerk (RFO)
89.2	<p>Approval of following payments for November: Aardvark Security (CCTV equipment) £454.00 Chq No. 2945 KCS (black sacks/stationery) £23.98 D/D SLCC (subscription) £48.00 Chq No. 2946 23Southern Water(water rates) £603.11 D/D D Wright (poppy wreath) £20.50 Chq No. 2947 SLCC (fundraising event) £20.00 Chq No.2948 L Farrelly (offset of pay rise against S/O - £x.xx and October expenses - £xx.xx) £xx.xx Chq No. 2949 C Fribbins (October expenses) £xx.xx Chq No. 2950</p>	

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	<p>D Clark (5 additional hours £xx.xx and October expenses- £xx.xx) - £xx.xx Chq No. 2951 M Johnson(holiday cover) £xxx.xx Chq No. 2952 Dave Clark (October Wages)- £xxx.xx S/O Laura Farrelly (October Wages)- £xxx.xx S/O Proposed RL seconded VW – ALL AGREED</p>	
89.3	<p>RLG - £1,557.74 F&GP discussed the purchase of a Wi-Fi dongle to enable internet access at Parish meetings from the Rural Liaison Grant. The Clerk PO provided a quote for an EE 2Gb internet device. The cost is £49 upfront and £12.50 per month. By paying the upfront cost it will mean that the Parish Council are not tied into a contract and can therefore cancel at any time. It was proposed that the cost of one year £199 is claimed via RLG and then monitored for effectiveness and value – Proposed LB, seconded VW - ALL AGREED. Clerk PO to purchase WI-FI dongle.</p>	Clerk (PO)
89.4	<p>Section 106 Availability The Parish Council has been advised that there is £26,651.10 that is availability to be spent on youth facilities with the Parish. The Clerk PO has advised Medway Council that the Parish Council wish to use the funds towards football changing rooms. Medway Council have advised that it does look like the funds could be used for football changing rooms and are now obtaining official confirmation. The Clerk RFO and SF attended a meeting with the KCPFA and they can offer a grant as well as advice with getting the changing room project off the ground. The Parish Council have also been approached about the possible use of the recreation ground for a rugby academy (see adjournment). This is positive news as this will help towards grant applications for the changing rooms. It was proposed for a meeting to be arranged with George Wells, Clerk RFO, VW, PC and SF to discuss how the Parish Council can help to get the rugby academy started – Proposed LB, seconded VW – ALL AGREED. Clerk RFO to arrange meeting.</p>	Clerk (RFO)
89.5	<p>Football Meeting - Update The Chair and both Clerks met with the football clubs to hear their concerns over the recreation ground. The main concern was the mowing of the grass and it was the suggestion of the Black Lion FC that a lawn mower be purchased between the two clubs and the Parish Council to ensure the pitches were at the standard that was needed to mark the pitches. It was proposed that the football clubs are advised that the Parish Council wish to monitor the grass situation throughout the winter months – Proposed VW, seconded LB -ALL AGREED. Black Lion FC also raised their concern over the amount of dog mess that is on the recreation ground and that people/dogs are running across the pitches and asked the Parish to consider erect signs to state that this should not happen. There is signage for dog waste to be picked up but as for people/dogs running across the pitch this is beyond the Parish Council's control and signage would not be cost effective. Clerk RFO to advise the football clubs.</p>	Clerk (RFO)
89.6	<p>Bank Account Update Clerk RFO advised that all signatories have been authorised by both the Nat West Bank and the NSI account. The Clerk RFO will now apply for Online Banking facilities.</p>	Clerk (RFO)
89.7	<p>Pension SF attended the KALC finance conference and there are steps that have to be taken regarding pension provision for employees, but was not explained fully. The Clerk RFO has registered on the Pension Regulator website (with a secondary</p>	

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		account for the Clerk PO. Council employees can choose to opt into a scheme. The next step is for the Parish Council to write to their employees asking if they wish to pay into a pension scheme after their staging date of 01/08/2016. A declaration of compliance has to be completed by 02/01/2017.	
89.8	Risk Assessment of Assets	The Clerk PO advised that the assets need to be assessed for risk for insurance purposes. This can be carried when an asset inspection is carried out. A question was raised over the land that the Memorial Hall sits on. It is believed to be Parish Council. The Clerk PO is going seek clarification on the Land Registry.	Clerk (PO)
89.9	Request to Use Recreation Ground - Bootcamp	Clerk PO advised that Ms Upton wished to use the recreation ground for 3 weeks for her boot camps (from 1/11). It was agreed by the F&GP committee that a nominal charge of £5 for each week would be charged for using the recreation ground. A key for the carpark will be provided.	
89.10	Future Events/Conferences	Clerk PO advised of upcoming SLLC and KALC events that have been circulated to all Councillors. The Clerk PO intends to attend the SLLC event (4/11) which is about fundraising. This event will cost of £20 to attend. Agreed by F&GP.	
89.11	Clerk PO Working Arrangements	Clerk PO advised that he has been approached by Allhallows Parish Council to assist with their clerk role whilst they advertise. Clerk PO asked the Parish Council if they would consider a chargeback to Allhallows for the use of stationery/printing. He will seek clarification from Allhallows PC and advise the Parish Council accordingly.	
89.12	Date of next Finance & General Purposes Committee Meeting: 24th November 2015, 7.30 pm	– Small Memorial Hall, Cliffe (kitchen).	
90.0		REPORT: ALLOTMENTS	
90.1	Allotments	– Clerk RFO reported that all vacant allotments have been allocated to people on the waiting to list. There is now only one person on the waiting list, other than people who are waiting for specific plots.	
91.0		REPORT: PLANNING	
91.1	Planning applications:	Clerk PO reported on the following applications that were sent prior to meeting: MC/15/3560 131 VIEW ROAD, CLIFFE WOODS, ME3 8UH Construction of a single storey side and rear extension and a new roof over existing garage, porch and bay window to front. (Applicant Clerk RFO, Agent Cllr. Graves Recommendation: Concern has been expressed about the absence of car parking on the plans, so a need to ensure adequate parking. Usage of the ground floor work room adequateness of garage width and building to the boundary that could cause a terracing affect. MC/15/2420 TIMBER BARN, WEST STEET, CLIFFE, ME3 7TQ Temporary siting of two caravans with a timber link for a period of 24 months.. Recommendation: No Objection - Consultation responses sent prior to Council Meeting.	
91,2	The following planning applications have been circulated to the planning committee (and other councillors).	MC/15/3679 2 VIEW ROAD, CLIFFE WOODS, ROCHESTER, KENT, ME3 8JQ Demolition of existing single storey side extension and construction of 2 storey 3	

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	<p>bedroomed detached dwelling with associated parking area for both properties. Recommendation: Concerns regarding lack of car parking spaces (bedroom total goes from 5 to 8). On street parking an issue on the junction of View Rd, Town Rd. The addition of an extra dwelling would lead to a terracing affect and impact on the street scene. MC/15/3684 TIMBER BARN, WEST STEET, CLIFFE, ME3 7TQ Retrospective application of alterations to existing roof and conversion of existing outbuilding to family annex. Recommendation: Concern that this dwelling has been constructed with little regard to submitted plans. This is a stand-alone dwelling and has all facilities (other than sharing utilities). The site is outside the village boundaries where development would not usually be allowed (except in special circumstances). Family use could be added as a planning condition, but what happens when this family use ceases. The application should be considered as a separate dwelling. MC/15/0950 WHARF FARM, WHARF LANE, CLIFFE, ME3 7UE Appeal against Medway Council's refusal of planning permission. The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended. Recommendation: No further action recommended, existing concerns remain. Proposed FH, seconded VW – ALL AGREED. Clerk PO to forward recommendations onto Medway Council.</p>	
91.3	<p>The following applications have been received since the planning committee MC/15/3806 LAND ADJACENT TO 18 CARDENS ROAD, CLIFFE WOODS, ME3 8TU Construction of a 3-bedroomed detached dwelling with associated parking (demolition of existing garage) Draft Response by 13/11, Final Response by 20/11. Deferred to Planning Committee for response.</p>	
91.4	<p>Other Planning Issues MC/14/1782 Tresco, 29 Town Road, Cliffe Woods, ME3 8JH The house has been built with little regard to the submitted plans. Previous applications had been refused due to height and massing concerns. Also concerned about access to highway (B2000 Town Road). Agreed to report to Medway Council Planning Authority/Enforcement.</p>	Clerk (PO)
91.5	<p>Date of next Planning Committee Meeting: 26th November 2015, 7.30pm – Small Memorial Hall, Cliffe (kitchen) or 42 Quickrells Avenue</p>	
92.0	<p>Report: OTHER COMMITTEES</p>	
92.1	<p>Footpaths and Common Land No report</p>	
92.2	<p>Youth Liaison Committee VW reported that Cliffe Woods Youth Club have a new parent that has joined the Youth Club as a helper. VW also reported that the youths will be decorating Yule Logs at the next meeting. Clerk PO reported that Cliffe Youth Club also has a new adult helper but additional adults and youths are still needed.</p>	
92.3	<p>Cliffe Memorial Hall – LB reported that the roof is almost completed.</p>	
92.4	<p>Cliffe Woods Community Association VW reported that the Jersey Boys cabaret night was a sell-out. Quiz nights are also very popular. The CA has had to replace an external door due to a recent break-in.</p>	

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		The Cliffe Woods Children's Christmas party will be on the 13/12.	
93.0		REPORT: OTHER BODIES	
	93.1	<p>KALC (Medway) SM attended the KALC meeting on the 20/10 and reported that they are still trying to appoint a vice-chair. Terry Martin, CEO of KALC gave a presentation on training and encouraged councils to have a training budget for councillors. Allhallows PC reported that National Grid donated £200 towards a new noticeboard and they are currently advertising for a new Clerk on the KALC website Cuxton PC have appointed a new clerk and who is being mentored by R Brammer. High Halstow PC have purchased a defibrillator. Grain PC has opposed a planning application for wind turbines. Hoo PC has concerns over plans for 400 houses on land between Hoo and Chattenden. The next KALC meeting is the AGM on 21/11 at Ditton. A proposal to increase subscriptions for Parish Councils will be on the agenda.</p>	
	93.2	<p>Neighbourhood Plan Clerk PO reported that a meeting took place and ACRK (RuralKent) attended to give advice. ACRK reported that there is funding available to help draft a neighbourhood plan. Awaiting Medway Council's response for call for sites. This will determine the intended sites for our area.</p>	
	93.3	<p>Friends of North Kent Marshes No Report.</p>	
94.0		<p>Other items to be handed to Clerk for next meeting: Cycle Stand in Cliffe Woods (VW)</p>	

Meeting closed at 9.40pm

10/11/15/lmf/cf

NEXT MEETING: 3/12/15 7.30pm, Small Memorial Hall, Church Street, Cliffe