

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at Cliffe Woods Primary School  
 On Thursday 9<sup>th</sup> December 2010

**PRESENT**

Cllrs Ken Kentell (Chairman)(KK), Chris Fribbins (Vice-Chairman) (CF), Jim Wenban (JW), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Sam Collins (SC), Mrs Julie Moss (JM), Robert Hunt (RH), Alan Taylor (AT).

Parish Clerks: Mrs A Jack & Mrs L Farrelly

**ABSENT**

Cllrs Mrs Margaret Emblin (ME)

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
39.0	<p><b>APOLOGIES FOR ABSENCE</b>            Cllrs Jim Corrigan (Ill), Lisa Mills (Work), Ray Letheren (Previous Engagement), Gill Moore (Family), Mrs Joan Darwell (Family)  <b>ACCEPTED</b></p>	
40.0	<p><b>DECLARATIONS OF INTEREST</b>            No Declarations of Interest received.</p>	
41.0	<p><b>APPROVAL OF MINUTES</b>            Minutes of meeting held on 7th October were amended due to correction of Cllrs initials being SM instead of SC when seconding re R Letheren - approved as presented.            Proposed SM, ALL <b>AGREED</b></p>	
42.0	<p><b>ADJOURNMENT</b> – No report</p>	
43.0	<p><b>MATTERS ARISING FROM MINUTES OF MEETING ON 4/11/10</b></p>	
Jun 7.7	<p>The Car park barriers insurance claim has now been agreed by Allianz. Allied is to commence work on both barriers asap.</p>	
Sep 8.3	<p>Children's Play Area:            Medway Council's Cliffe Woods play area was of some concern to JC. There is graffiti everywhere. The lights are not working. The boulders are being rolled into the shelter and the flooring has been ripped up. The No Dog fouling signs still have not been put up. Letter has been sent to Medway Council. Paul Schmoeger has provided new keys to the PC and is awaiting costings for work to be carried out at Cliffe Woods Play area - Ongoing</p>	Clerk (PO)
Sep 11.1	<p>Cliffe Church car park:            The boulder by the bus stop has been re-set.            Buttway bollard key to be sourced for future events. GM to speak Dave Simmonds to see if he is key holder. Awaiting a response</p>	GM
Sep 7.4. 2	<p>Salt Bins:            The salt bins and salt arrived. The salt bins were found to be too flimsy, D Clark (Caretaker) thought they would be easily vandalised and they have been returned to KCS who are giving a full refund. 3 alternatives have been sourced . reported in Finance.</p>	
Oct 19.2. 7	<p>Risk assessment carried out for Clerk (PO), which is now on file.            Caretaker's Risk assessment is ongoing. It is a lot more involved for the Caretaker due to acknowledgement of safety for using equipment and working in different weather conditions. RH will also be carrying out a risk</p>	RH

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 9/12/10

		assessment for RFO	
Oct 23.1		Parish Car Parks: It was reported that there is a crack by the drain at Cliffe Woods Car Park and uneven surface by the entrance to the Community Centre. This needs to be repaired. Clerk has not received a quote from W D Rutherford due to a family illness . Awaiting quote	Clerk (PO)
Nov 31.2. 3		Change of Address form received by the Bank and RFO has received the Bank statements	
Nov 31.2 .8		Budget Commitments -Football changing rooms: Email sent to Container Conversion Ltd. asking if they can provide more info for Football Foundation. They have replied with new design and covering all items concerned. Football Foundation has been contacted to follow up on grant request. RFO is liaising with all concerned to get project moving. Ongoing	Clerk (RFO)
Nov 31.2 .11		Caretaker has taken the majority of the Asset Register photos. RFO had trouble getting the photos off of the memory card onto pc. RFO is going to pass memory card to CF	Clerk (RFO)
Nov 32.2		VAT reclaim received into bank account	
Nov 32.4		Rural Liaison Special Grant . Special application for Church/Shine Audio equipment has been submitted . Awaiting response from Rural Liaison Committee	CF/Clerk (RFO)
Nov 32.6 .4		Ball Court Lighting . RFO spoke with Fred Dowler from the Village Club. Fred is looking into costs and will get back to RFO but can't see a problem with the Club providing the lighting for the Ball court	Clerk (RFO)
Nov 32.8. 2		Christmas Tree Festival . The PC tree is now displayed at St Helen's Church. Photos have been taken for the archives and Clarion article	
Nov 33.1		Allotments . Further discussion has taken place regarding provision of a skip and quotes provided . No further action to be taken	
Nov 33.3		Cliffe Ball Court . There had been some vandalism at the Ball Court. This has now be repaired by AMF Mobile Maintenance Ltd.	
Nov 34.2 .1		Merryboys Plots . Reports of development started, although planning permission declined. Medway Council Planning Department have been contacted . Awaiting response.	CF
Nov 34.2 .2		Parking in Merryboys Road during Football matches -Clerk (PO) rang Mr Davies, CWFC with concerns from PC . Mr Davies said he would try to persuade spectators to park elsewhere when he sends fixture info out. School would be a good option but gates are locked. Clerk (PO) suggested car park by local shops but he thinks people will not want to park this distance away. It was suggested that a letter be sent to Medway Council asking if they can provide alternative car park arrangements.	Clerk (PO)
Nov 35.1		Parish Car Parks . Still waiting quote from Rutherford re surface repairs. Have 3 quotes for the line marking. Once received Rutherford quote can submit claim against RLG. It was also reported that another resident had complained about lack of disabled bays and the state of the footpath. Letter to be written back to resident explaining the plans for new line marking and repairs to footpath	Clerk (PO)  Clerk (PO)
Nov		Clarion . CF has created a draft of the Clarion. Due to time constraints	

Cliffe & Cliffe Woods Parish Council  
 Minutes of Meeting 9/12/10

	35.2	printing and delivery will have to be after Christmas. Clerk (RFO) contacted HM & Customs re VAT and advertising. There is no need to charge any VAT on any future advertising within the Clarion.	
Nov 38.1		Footpaths RS71, RS58 and RS58A and Street Lighting on Railway bridge, Station Road- Clerk (PO) sent letter to Medway Council regarding these items. A reply was received from Medway Council stating letter has been sent to farms and landowners asking for footpaths to be reinstated. It is an ongoing problem which Medway Council are happy to assist with when told. A letter was also received from Highways Dept. who will be dealing with the streetlight.	
44.0		<b>REPORT: CLERK</b>	
	44.1	List of correspondence was emailed, delivered and circulated. Invitation received from The Lord Lieutenant of Kent inviting any Cllrs wishing to attend his annual Civic Service at Canterbury Cathedral on 29/3/11. SM showed interest in this event and Clerk (PO) to provide info. Additional Letter received from R Letheren at PC Meeting stating streetlight is still permanently on at railway bridge on Station Road, Cliffe.	Clerk (PO)
	44.2	<p>Clerk reported on matters arising and dealt with since last meeting, main points to note:</p> <p>44.2.1 A resident has contacted Clerk regarding the state of Cliffe Woods footpath from Town Road to Parkside shops and the difficulty herself and her disabled husband are having using it. D Crouch (Medway Council, Green Spaces) has been contacted regarding the footpath. He has re-inspected the site again with his Manager and they decided that they may be able to clear and edge the path with the help of local young offenders to budget restraints. Medway Cllrs contacted and reply received from Cllr Tom Mason who is investigating what further action could be taken. Letter to be sent to resident giving them an update on situation</p> <p>44.2.2 CCTV cameras are now working following a transmission issue which has now been resolved.</p> <p>44.2.3 Skate Park . There was some vandalism to the equipment, which was being stored on site during build. This was reported to the local police unit and to all so that a watchful eye could be kept until Gravity completed work. Caretaker has reported further vandalism since completion . Fires lit on the concrete base . Police are aware with a name.</p> <p>44.2.4 Cliffe Play area . Sutcliffe Play and Medway Council were contacted with the hope of moving the boulders but Sutcliffe have decided that the boulders were in compliance with all regulations and have quoted £500.00 to re-position. Therefore Sutcliffe accept liability.</p> <p>44.2.5 Allotments . 2 sheds have been broken into and this has been reported to the local police. KCS contacted their suppliers of the noticeboard after photos were emailed re water getting in. They will not take any further action to assist as they insisted the back has been drilled and bolted to a fence rather than a wall and feel that this mounting has caused the breaking of the seal . thus invalidating the warranty. JW informed PC that he used the existing brackets that were provided to mount the noticeboard so JW cannot see how the seal could be broken. Clerk to contact suppliers with this information and report back.</p> <p>44.2.6 Les Wicks was contacted by Clerk re non attendance at last 6</p>	Clerk (PO)

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 9/12/10

	<p>meetings . No reply received.</p> <p>44.2.7 A parishioner living in Church Street, Cliffe has overgrown trees from Rec hanging over into his garden and is now limiting his parking. Refer to Recreation committee to look at.</p> <p>44.2.8 Due to lack of heating at Cliffe Memorial Hall the next PC meeting has been booked at Cliffe Woods School along with the next F&amp;GP meeting. There is no Planning meeting in December.</p> <p>44.2.9 Medway council have emailed regarding the Parish Councillors elections for 2011. The Clerk has also received the Electoral register.</p> <p>44.2.10 Kent Fire and Rescue Survey was sent out to all on the 29/11 and Cllr Moss would like to stress the importance of everyone taking the time to do this so that we don't lose our fire service at Cliffe. This information is to be included in the Clarion. CF proposed that Cllr Moss collate all the information we need to send a Letter to Chairman of Fire Operations to raise the PC's Concern</p> <p>44.2.11 Jo Brown, Chair of the Ladies Club at Cliffe Woods and Roger Brown, her husband, Chair of Cliffe Woods Community Association telephoned to register their complaint regarding the lack of snow clearance and salting in the car park. It was agreed to store some salt at the Community hall and the Doctors surgery in addition to the new salt bin in order to be prepared for future adverse weather conditions. Clerk to speak to Dave regarding this matter.</p>	<p>AT</p> <p>JM</p> <p>Clerk (PO)</p>
45.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
45.1	<p>Income and Expenditure report and Bank reconciliation were presented to KK and CF before PC meeting as F&amp;GP meeting cancelled due to snow. The Current/Reserve bank balance is at £57,046.56 (reconciled as at 30/11/10) and the Parish Council have a total of £65,339.52 in payment requests this month. The Clerk (RFO) recommended that a transfer of £15k from the NSI account was needed to cover funds till grant monies from Veolia is received for Ballpark. RFO to forward a copy of Gravity invoice to Veolia</p>	Clerk (RFO)
45.2	<p>A total of £3,143.41 was received in receipts this month. This included VAT reclaim of £786.33; RLG Claim of £1861.70, Football Rent £290.00, and allotment rents totalling £205.38.</p>	
45.3	<p>Approval of the following payments: KCS (Noticeboard &amp; Salt) £374.56 AMF Mobile Maintenance (Ball park repair) £82.25 Cliffe Memorial Hall (Donation) £2500.00 Cliffe Woods Community Hall (Donation) £2500.00 Gravity (Skate Park) £ 58,691.25 (SUBJECT TO INSPECTION) A Jack, Clerk (PO) . Salary and Exps £xx D Clark Caretaker . Salary and Exps £xx L Farrelly, Clerk (RFO) . Salary and Exps £xx Proposed CF Seconded LB <b>ALL AGREED</b></p>	
45.4	<p>Clerk requirements Brother printer toners costing £240.88 is needed for the Brother Printer Proposed CF, Seconded SC - <b>ALL AGREED</b> Approval of upgrade on a vandal proof salt bin required. Proposed CF, Seconded JW - <b>ALL AGREED</b>. RH found another option within Council magazine . Clerk to look into prices Allotment's noticeboard . Payment to KCS will be made by D/D. Clerk</p>	Clerk (PO)

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 9/12/10

		(PO) to contact supplier re Item 44.2.5	
45.5	Project . Skate Park	The Skatepark is completed. Invoice to be paid subject to sign off of works by M Geer. There is excess soil to be removed. CF suggested offering it to Allotment holders and for D Clark to remove and sweep to save on costs. Yellow hatching is required in front of Rec barrier for emergency access . this is to be included in the cost of the line painting for Cliffe Woods Car Park. CF is still awaiting feedback from Gravity re Opening Event, however the weather seems to be against us.	
45.6	Changing rooms .	RFO has sent email chasing for feedback and more information. Email received at PC meeting from Football Foundation repeating information already received. Ongoing.	Clerk (RFO)
45.7	Play Parks	45.7.1 Cliffe Woods . Comma Fund . Awaiting feedback from Medway Council . Paul Schmoeger regarding new play equipment 45.7.2 Cliffe . Fencing quote received and forwarded to all Cllrs concerned. This quote was carried out to give the Council an idea of costs for the future.	
45.8	Insurance Update .	Reported under Item 43 Jun 7.7.	
45.9	Car Parks .	Reported under Item 43 Nov 35.1	
45.10	RLG .	Waiting response from Rural Liaison Committee re Special Item (St Helen's Multimedia). Latest Budget/Expenditure 2010/2011 to date to be provided by Clerk (RFO)	Clerk (RFO)
45.11	EON .	Offer of more funding available . This is a limited amount and time	
45.12	Clerk/Proper Officer .	6 Month Review Chair and Vice Chair have carried out Clerk (PO)'s 6-month review as per job contract. There was satisfaction from both sides regarding the way the job has been carried out and that there would be further improvement as experience grew. Suggested that now would be a good time for the Clerk (PO) to review training material and parish standing orders and financial regulations. Recommended increase of salary to £xx ph (10 hours) in accordance with NALC guidelines. <b>ALL AGREED</b>	
45.13	School Prize and Sponsorship .	Year 6 Community Award for St Helen's CEP School . This is normally within the remit of the Cliffe Parochial Charity who fund educational and poverty relief; but as this is community related, could be better for the Parish to sponsor. The PC agrees in principle and therefore needs to include in next years budget, however, would like more information from the School regarding the Award and what is to be involved.	Clerk (RFO)
45.14	Annual Budget/Precept .	No additional items received to date. The strategy will be to review all items of expenditure this year and ensure all are covered for a further year. Larger carry forward items are likely to be Changing room (£13,500), Youth Projects (£1000). CF and Clerk (RFO) to meet late December to review budget items	CF/Clerk (RFO)
45.15	<b>Date of Next Finance &amp; General Purposes Committee Meeting:</b>	4 <sup>th</sup> January 2011, 7.30 pm . Primary School, Cliffe Woods	
46.0		<b>REPORT: RECREATION GROUND AND ALLOTMENTS</b>	

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 9/12/10

	46.1	Allotment Report -No report	
	46.2	Children's Play Area . No report	
	46.3	Recreation Ground, Ball Court & Caretaker: No report	
47.0		<b>REPORT: PLANNING</b>	
	47.1	Planning applications: CF presented the following planning applications with proposed comments: <b>MC/10/3960 – Robinsmead, Buttway Lane, Cliffe</b> . Suggest PC object to proposal regarding both the indicative lack of parking for the site and the indicative height of the development in relation to adjacent properties. <b>Homeside, Symonds Road, Cliffe</b> . These plans were supplied to PC in advance of the planning application to see if there are any concerns . Suggest the PC have no concerns with the development as proposed but reserve the right to reconsider when the application is made (CF to contact applicant Proposed CF Seconded LB <b>ALL AGREED</b>	
	47.2	Medway Council . Local development Framework (LDF) Pre-publication draft core strategy. The Parish Council is a statutory consultee for the LDF of both Medway Council and Gravesham. Response needs to be submitted by 10 <sup>th</sup> December. Draft response circulated by email before PC meeting and an updated version incorporating comments was circulated at meeting for approval . <b>ALL AGREED</b> to be sent	
	47.3	Lodge Hill Development meeting . It was noted that CF and SM attended.	
	47.4	<b>Date of next Planning Committee Meeting:</b> There will be no meeting in December	
48.0		<b>Report – Other Committees</b>	
	48.1	Parish Car Parks . Reported in Item 43 Nov 35.1	
	48.2	Clarion and Website: CF reported that he is still updating the Website and the Clarion is ready in draft and a copy was circulated at meeting for comments. A few slight amendments to be made and to include the Fire service survey details and it is ready to print. A request has been made for Cllrs portrait photos	
	48.3	Footpaths and Common Land . Footpaths RS71. RS58 & RS58A overgrown . Medway Council have contacted local farmers as reported under Item 43.0.	
49.0		<b>REPORT: OTHER BODIES</b>	
	49.1	Chairman's Report . Attending Parochial meeting on Friday 10 <sup>th</sup> December. There is a police liaison meeting on the 14 <sup>th</sup> December that KK will try to attend. LM will be attending. KK also had invitation from The Lord Lieutenant of Kent (as reported under Item 44.1) . KK is unable to attend but was offering the invitation to other Cllrs	
	49.2	Rural Liaison . No report	
	49.3	KALC AGM: SM attended this meeting. A handout of the presentations was circulated at the PC Meeting for Cllrs to read through. SM reported : Three speakers addressed the meeting beginning with Ian Learmonth, Chief Constable, Kent County Constabulary. Mr Learmonth, who took up the post in May, spoke about the present state of policing in Kent and	

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 9/12/10

	<p>his vision for the future. He focussed on the challenges faced, in particular the Comprehensive Spending Review cuts, and how this was likely to affect operational policing. (See hand-out for further information)</p> <p>The second speaker was John Burr, Director of Kent Highway Services who had also only been in post since May. He spoke about the restructuring of Highway Services and the programme of improvements which had been initiated and were on-going. One particular area of focus is on moving to a can-do culture within the organisation.</p> <p>The Right Honourable Greg Clarke, MP, Minister for Decentralisation, followed. Mr Clarke informed the meeting of the Localism Bill which was due to come into force shortly and the new powers this would give, in theory, to local councils, if they so wished. In the afternoon the actual business meeting took place with a number of parish councils putting forward motions for debate. (See separate agenda for details and results of which motions were carried and lost).</p>	
49.4	<p>KALC (Medway): CF and RH attended. The main point of concern was that the number of power cuts seem to be increasing. Also Councillors are putting pressure on the Police Force, as there seems to be an increase in unsociable behaviour.</p>	
49.5	<p>Parking and Zebra Crossing request to play area . SC shared her concern about the huge amount of congestion around Cliffe Primary School at pickup time, asking if there was anyway the Cliffe Memorial Hall car park could be used to ease congestion. Cliffe Memorial Hall will be asked again and it was suggested that SC get as many to call the local Police main switchboard on 01622 690690 in order for it to get logged for concern. Medway Council would not accept the zebra crossing request, as the number of people that would use the crossing doesn't reach the criteria.</p>	LB
49.6	<p>Letter from Cllr R Letheren sharing his concern over excessive noise at Bretts Plant . require more detail in order to present at Bretts Liaison</p>	
49.7	<p>Bud Baker's Old Yard . This was located by CF by a Maps programme and reported to Medway Council that construction work and the dumping of waste is occurring at this site. Medway Council are investigating</p>	
49.8	<p>Medway Council City Status Bid 2012 . LB informed the PC of how Richard Hicks (Medway Council) is encouraging Medway residents to back this bid as it will mean more financial benefits for the towns and villages. Richard Hicks would like to address the PC about this Bid for City status . It was agreed to accept R Hicks's offer of a short presentation to the PC.</p>	
50.0	<p><b>Other Items to be handed to Clerk - No others items</b></p>	

The meeting closed at 9.55pm.

14/12/10/lmf

**NEXT MEETING:**

**6<sup>th</sup> January 2011 – 7.30 PM – CLIFFE WOODS PRIMARY SCHOOL**