### **CLIFFE AND CLIFFE WOODS PARISH COUNCIL**

Draft Minutes of Meeting held at Cliffe Woods Primary School, Cliffe Woods On Thursday 3<sup>rd</sup> March 2011

#### **PRESENT**

Cllrs, Chris Fribbins (Vice-Chairman) (CF) in the Chair, Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Lisa Mills (LM), Mrs Margaret Emblin (ME), Ray Letheren (RL), Mrs Gill Moore (GM), Robert Hunt (RH), Alan Taylor (AT), Mrs Joan Darwell (JD),

Parish Clerks: Mrs A Jack & Mrs L Farrelly

#### **ABSENT**

None.

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
77.0		APOLOGIES FOR ABSENCE Cllrs. Ken Kentell (Family), Sam Collins (Work), Jim Corrigan (III), Julie Moss (Work) Jim Wenban (Work) - ACCEPTED	
78.0		DECLARATIONS OF INTEREST AT . Merryboys Stables	
79.0		APPROVAL OF MINUTES  Minutes of Meeting held on 3 <sup>rd</sup> February 2011 were approved as presented.  Proposed AT, Seconded LB - ALL AGREED	
80.0		ADJOURNMENT - None	
81.0		MATTERS ARISING FROM MINUTES OF MEETING ON 3/2/11	
	Sep 11.1	·	GM
	Oct 19.2. 7	Clerk PO has ordered the correct safety clothing and equipment for caretaker. RH suggested the purchasing of a 10 pack of high vis vests so that the Clerks or any Cllrs would have one if needed. Proposed . AT Seconded LM . <b>ALL AGREED</b>	Clerk (PO)
	Dec 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 dond lose our fire service at Cliffe. This information was included in the Winter 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\$ concern. JM has spoken to Fire Brigade and is going to draft a letter together with Clerk (PO).	JM/Clerk (PO)
		Dave Crouch, Medway Green Spaces has provided additional padlocks with keys and an extra padlock has now been fitted to the salt bin. The Caretaker will now fill up the bin and keys will be distributed to the shopkeepers.	Clerk (PO)
	Dec 45.13	School Prize and Sponsorship . Year 6 Community Award for St Helenos CEP School: Email was sent to Head Mistress asking for more information from the School regarding the Award and what is to be involved. Awaiting a response.	Clerk (RFO)

14111141		Providently CC about discussions about the burner areas of sensoration	I
		Previously SC shared her concern about the huge amount of congestion around Cliffe Primary School at pickup time, asking if there was any way the Cliffe Memorial Hall car park could be used to ease congestion. LB reported that Cliffe Memorial Hall will not be opening the car park for the school run due to concerns over insurance and maintenance. SC has been in contact with Sue Medus from Medway Council who has suggested a walking bus to ease congestion and this will be looked into.	SC
	Feb 70.4	Cliffe Woods School hall hire costs: The Clerk (PO) contacted the school regarding the lack of heating at previous meetings and advised the PC require portable heaters.	
	Feb 70.5	Register of MembersqInterests: All forms have been sent to the Monitoring Officer at Medway Council.	
	Feb 71.13	SLCC Meeting Both clerks attended and introduced themselves. There was a training session on business plans from David Bucket, Finance Consultant for KALC and independent auditor. This was followed by finance and membership updates, along with general discussion. Points raised were that the internal audit is due to be abolished and information on the proposed government requirements for all expenditure over £500 to be disclosed. Next meeting is 1 <sup>st</sup> June 2011 at Minster	
	Feb 75.8		
82.0		REPORT: CLERK	
	82.1	List of correspondence was emailed, delivered and circulated	
	82.2	main points to note:  82.2.1 Medway Council were contacted regarding building work in an old yard on Salt Lane and the fly tipping at Cliffe in various locations. Alison Munck, Medway Council has responded regarding the building work and has asked if residents know who is currently occupying the site as she hasnot managed to get anywhere at present. Johnny Robinson, Medway Council, inspected the Quarry cliff site where rubbish was discarded and reported before Christmas. Awaiting a response.  82.2.2 Peter Bown and Jane Ringham, Medway Council have responded to the request for assistance with election costs. They are unable to help.  82.2.3 Peter Bower, Medway Council, was contacted regarding the parking issues in Merryboys Road when there is a football match. Awaiting a response.  82.2.4 A resident emailed her complaint regarding damage to grass verges along Merryboys Road, which the school buses use as an unofficial bus stop. This was passed to a Medway Cllr and has now been resolved.  82.2.5 Following the theft from Cliffe Woodos football changing rooms of their boiler the team requested use of the recreation ground in	Clerk (PO)
		Cliffe. This was agreed and a price obtained but unfortunately they were not allowed to go ahead as there are no showers available at present.	

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		<ul> <li>82.2.6 Veolia requested Cllrs and skaters to be available during half term week for photos and a press release in the Medway Messenger. Cllrs Fribbins and Wenban attended and approx 6 or 7 skaters were there showing their skills. The press release without photos was also included in the Medway News. As a result of this Veolia agreed to release the last of the grant money. Ex Cllr Mrs Keates was emailed advising of this final process should she wish to attend following her previous input.</li> <li>82.2.7 Clerk also contacted Mrs Keates regarding the whereabouts of last years APM Minutes but has not had a response to date. Invites will go out next week as per the list previously circulated</li> <li>82.2.8 A resident in Cliffe made a complaint about the dog mess on the pavements alongside the Evening Star having been wrongly advised by Medway Council that this was Parish Council owned land. An email was sent to Medway Council requesting clearance and whether another dog bin should be sited here. No response received as yet.</li> <li>82.2.9 Medway Council has asked for the PCs update for the next Year Book and if the PC would like to order. It was agreed to order one yearbook and one diary version for the Chairman.</li> </ul>	Clerk (PO) (Clerk (PO)
83.0		REPORT: FINANCE & GENERAL PURPOSES	
	83.1	Income and Expenditure report, nominal analysis and the bank reconciliation were presented to F&GP Committee. The Current/Reserve bank balance is at £26,258.21 (reconciled as at 28 <sup>th</sup> February 2011). The NS&I bank balance is at £5,268.38 (reconciled as at 28 <sup>th</sup> February 2011). £92.26 interest has been received. Receipts received this month included Veolia £18,525.00; HMRC (VAT reclaim) £9013.45; Rural Liaison Grant £439.60; Allotment rents £35.00 and insurance claim totalling £1821.00.	
	83.2	Approval of the following payments: Ant Graphics (Parish logo) £120.00- chq no 2441 Supplies Team (Stationery) £16.20 - chq no 2442 2 <sup>nd</sup> Cliffe Rainbows (Donation) £200.00 - chq no 2443 A Jack, Clerk (PO) . Salary and Exps £xxx . chq no 2444 L Farrelly, Clerk (RFO) . Salary and Exps £xxx . chq no 2445 D Clark, Caretaker . Salary and Exps £xxx . chq no 2446 M Johnson, Caretaker (holiday cover) . Salary and Exps £xxx . chq no 2447 Proposed CF Seconded AT - ALL AGREED CF Suggested to PC- Going forward from April that wages to be paid on salaried basis and to be paid by S/O straight into staffs bank accounts. Any overtime claims and expenses can be authorised and claimed separately and received by cheque. Proposed CF Seconded AT . ALL AGREED	
	83.3	Preparation for Annual Return and Audit: RFO had a meeting with internal auditor Roxana Brammer. The meeting was very useful for the RFO and they went through the requirements needed for the annual return and audit and Roxana also checked requirements against the new Alpha program to make sure all is covered.	
	83.4	RLG Update: Still awaiting a response regarding the special grant from Mr P Bown. RFO reported that there is £1368.70 left to spend on the RLG even with	

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	£1200 planned to spend on Line painting for Cliffe Woods Car Park. Suggestions for the remaining amount were waste bins for both the Skate Park and Ball Court, grass matting for Skate Park and wet pour surfacing around the truck equipment at Cliffe Park .CF Proposed to get quotes, Seconded GM . <b>ALL AGREED</b>	Clerk (RFO)
83.5	Clarion Advertising Cost: Letters were sent out to all businesses that showed an interest in advertising. Replies are due by the 11 <sup>th</sup> March for submission of adverts. RFO has received first advertisement from a Locksmith. RFO to forward on letters to LM for the Evening Star, KMN Tiling and Landscaping and Cliffe Memorial Hall.	Clerk (RFO)
83.6	Project . Skate Park: 83.6.1 The majority of the grant money has been received and banked. The 5% that was being withheld by Veolia until publicity was carried out is also on its way now due to press releases being in local newspapers. 83.6.2 RFO has looked into quotes for surfacing around the Skate Park. The average cost for matting is around £500 but this isnot including labour. RFO is awaiting a contact from Paul Schmoeger to get a comparison quote. JW plans to repair the pothole with a stronger resin. RFO is to arrange a six-month inspection with Gravity to highlight items raised on the RoSPA inspection.	Clerk (RFO)
83.7	Project . Changing Rooms: RFO has now received 3 detailed quotes that should cover everything the Football Foundation require. RFO to draft an email with all quotes attached. Next stage is also to obtain quotes for the groundwork. RFO is to ask Rutherford as he showed an interest & JW for any other comparison contacts.	Clerk (RFO)
83.8	Car Park Update . Once the car park has been repaired lining quote to be confirmed by Clerk PO.	Clerk (PO)
83.9	Insurance Update . Barrier: The claim for the Exit barrier is now completed. The insurance cheques have now all been received.	
83.10	Election Costs: The costs are high and are still being investigated. CF suggested that this be raised at the next Rural Liaison and Medway KALC meetings.	ME/RH
83.11	Grant Request . Rainbows: An letter has been received from Dianne Foreman (Guides and Rainbows Leader) requesting a donation of £200 to help keep the Rainbow unit open at Cliffe Woods. F&GP Committee proposed that the PC provide this donation. Proposed CF Seconded SM . <b>ALL AGREED</b>	Clerk (RFO)
83.12	Ball Court: RFO has received agreement back from the Village Club. Have been putting on lights for youths and will invoice accordingly. Signs needed for the Ball Court to be made to inform youths of the terms . F&GP Committee recommended to PC that this cost be taken from the Youth Fund budget. Clerk (PO) to arrange for a sign for the Ball Court to show information regarding the lighting. Proposed CF Seconded LB . ALL AGREED	Clerk (PO)
83.13	Clerk RFO . 6 Month Review:This was carried out with RFO and KK and CF. RFO is very happy in her role. CF raised the concern over the amount of hours being worked by both Clerks and the amount budgeted	

84.0	83.14	5 <sup>th</sup> April 2011, 7.30 pm . Small Memorial Hall, Cliffe  REPORT: RECREATION GROUND AND ALLOTMENTS  Allotments:  LM reported that she would like the Clerk (PO) to arrange for the Caretaker to measure out the plots. The plan is to raise the price of the	
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		larger allotments slightly so the rents charged reflect their size and is fair for all tenants. LM also asked the Clerk (PO) to arrange an allotment meeting for 31st March, 7.30 pm, Small Memorial Hall, Cliffe	Clerk (PO)
8	84.2	Childrenos Play Area. No report	
3	84.3	Recreation Ground, Ball Court & Caretaker: AT reported that he had noticed that the pruning of the hedges by the houses and recreation ground had not been carried out as yet. Clerk (PO) to follow up with the Caretaker.	Clerk (PO)
8	84.4	Skate Park Update - Reported under Finance.	
85.0		REPORT: PLANNING	
	85.1	The following planning applications were presented with comments for approval:  MC/10/3855 – Land at the Junction of Cooling Road, Cliffe - Application to allow two field shelters, which can be moved within a specified area. Recommended: no objection  MC/11/0568-Rye Street Farm, Rye Street, Cliffe – Application for a construction of a conservatory to the rear. Recommended no objection  MC/11/0232 Plot 2, Merryboys Stables, Merryboys Road, Cliffe  Woods – Application for a conversion of a small outbuilding to a 1 bed roomed dwelling. Suggestion: On the basis of the supplied drawing there was concern about the ability of the existing building to incorporate a two-storey dwelling. The additional pitched roof and new roof to the rear represent new construction and not conversion of the existing building.  MC/11/0254 Former Victoria Inn, Church Street, Cliffe. The application does not go as far as correcting the works done and enforcement action issued, but attempts a compromise which corrects some but not all of the concerns. Recommended: Disappointment of the Parish Council to be passed onto Medway Council as it is not keeping the distinctive features as part of the historic High Street+  Proposed CF Seconded RL - ALL AGREED	
3	85.2	Consultation of Planning Applications to Parish councils . waiting a meeting date.	
8	85.3	Hoo Peninsula Planning Meeting 7/2/2011 . meeting at Hundred of Hoo School attended by several councillors. Items relating to Medway Councilos Local Development Framework discussed. Report of meeting awaited.	
8	85.4	Date of next Planning Committee Meeting: 31 <sup>st</sup> March 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe	
86.0		Report – Other Committees	
3	86.1	Parish Car Parks . Reported under Finance	

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	86.2	Clarion and Website: CF reported that the Website has been updated with the new logo and photos. The Clarion is to be sent out in March. Info needed urgently.	ALL
	86.3	Footpaths and Common Land: GM reported the following: RS58 footpath has not disappeared; it has an alternative temporary route south of Buckland Lake. A fallen tree blocks RS58A off Higham Road behind the houses - this needs to be reported to Medway Council. GM has already reported to Medway Council that RS59 has no bridge across the ditch and that household rubbish was discarded on RS80 east of Allens Pond The upgraded RS84A has had some anti social behaviour problems. GM	Clerk (PO)
		has spoken to Medway ProW who is writing to residents asking them to report all problems to Medway Council. GM recommended a letter from the PC highlighting safety concerns. <b>ALL AGREED</b> Medway Council plan to hold a small opening ceremony once upgrade of RS84A is completed.	Clerk (PO)
87.0		REPORT: OTHER BODIES	
	87.1	Chairman's Report: No report	
88.0		Waste bins . Reported under Finance - Item 83.4	
89.0		Mr Gill – Merryboys Road, Cliffe Woods The Chairman advised the PC that in view of the confidential nature of the business being transacted, it was advisable in the public interest that the press and public be excluded. (Standing Order 30). Closed Session for discussion. After some discussion it was decided that acknowledgement letters be sent to both Mr Gill and his agent. Legal advice from NALC would be sought in the interim and the Clerk (PO) would keep all advised of any developments.	Clerk (PO)
90.0		Lena Kennedy Plaque Angela Smith, daughter of the late Lena Kennedy, plans to hold a ceremony with the unveiling of the plaque on Saturday 16 <sup>th</sup> April at 2pm. A small article will be included in the Clarion	CF
91.0		Other Items to be handed to Clerk for next meeting - None	
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The meeting closed at 10.00pm.

13/03/11/lmf

### **NEXT MEETING:**

 $\rm 12^{th}$  May 2011 – 7.30 PM – SMALL MEMORIAL HALL, CLIFFE following the AGM