

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the
Emmanuel Centre, Cliffe Woods
On Thursday 11 May 2017



PRESENT: Cllrs Sue McDermid-Chair, Lynne Bush, Vice-Chair, Peter Clements (PC), Annette Cooper (AC), Faith Evers (FE), Sandra Fenney (SF), Derek Graves (DG), Fred Harper (FH), Ron Naughton-Dean (RND), Jim Wenban (JW), Vivienne Walton (VW).

Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.50 pm.

NO	ITEM
1.0	APOLOGIES FOR ABSENCE Cllr Ray Letheren – family, Cllr Phil Stanley – health, Cllr Gary Clark - work, Cllr Joan Darwell, Cllr Gill Moore - ACCEPTED
2.0	DECLARATIONS OF INTEREST - None
3.0	MINUTES OF MEETING HELD ON 09/03/17 – were moved as a true record. Proposed Cllr Naughton-Dean, seconded Cllr Fenney - AGREED MINUTES OF EXTRAORDINARY MEETING HELD ON 06/04/17 – were moved as a true record. Proposed Cllr Walton, seconded Cllr Bush – AGREED MATTERS RAISED AT ANNUAL PARISH MEETING ON 06/04/17 - None
4.0	ADJOURNMENT None
5.0	MATTERS ARISING FROM MINUTES OF MEETING ON 09/03/17 (see action list with minutes)
	Items attached on Appendix MA1703
6.0	REPORT: CLERKS
6.1	Correspondence List - e-mails have been forwarded onto all councillors, noted
6.2	Matters dealt with since last meeting (verbal report at meeting)
6.3	Cliffe and Cliffe Woods Anti-Social Behaviour (April/May Bank Holidays) Video evidence of petrol bombs passed onto PCSO. Temporary caretaker Mike Johnson reported broken glass and damage to telecommunications pole. Clerk (RFO) reported to 101.
7.0	APPROVAL OF ANNUAL REPORT 2016/17
7.1	Section 1 – Annual governance statement 2016/17 (pg 2 of 6). Proposed Cllr Graves, seconded Faith Evers - AGREED
7.2	Section 2 – Accounting statements 2016/17 (pg 3 of 6). Proposed Cllr Walton, seconded Cllr Harper - AGREED Clerk (RFO) and Chair signed pages 2 and 3 of 6. Internal Audit to be carried out before submission to the External Auditor. (there are two opportunities for public rights to inspect the accounts – before the submission to, and after it returns from the, External Auditor.
8.0	REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenny/Clerk (RFO/PO)
8.1	Finance Report April reports to be circulated later as previous year still to be completed.
8.2	Banking Arrangements – NatWest online access and debit card now available and working.
8.3	Receipts & Payments approved by F&GP in April (under delegated powers) to note

		Income	
	HMRC	VAT Refund	£959.21
	Trojan Engineering	Damage to CW entrance Car Park Barrier	£250.00
	Cllr Walton	Rugby Club Catering Fee – for Changing Room Fund	£30.00
		Payments	
	Chris Fribbins	Clerk Salary, Home Allowance, Mileage, - PAYE	
	Vonage	Parish Phone	£10.84*
	Sue Hibbert	Clerk Salary, Home Allowance, Mileage, - PAYE	
	Sue Hibbert	aql Website domain renewal (two yearly) previous chq 3006 now void as payment made by personal debit card	£132.08*
	Dave Clark	March SO	
		March salary/mileage balance	
	Mike Johnson	Caretaker holiday cover	
	EE	D/D Dongle March	£15.19*
	Southern Water	D/D Allotment water (Sep16 – Mar17) chq3002 voided	£161.14
	Thomas Fabrications	Small Hall Car Park Barrier repair	£420.00*
	KALC	KALC/NALC Affiliation Fee 2017/18	£1445.21*
	KCS	D/D Paper (white and coloured)	£47.95*
	James Boot	NHP Consultancy	£97.35*
	KALC	Rural Conference Fee	£72.00*
	Cliffe Tree Services	Small Car Park/Tree Removal/Alltmnts chq2989 voided	£440.00*
	Road Data Services	NHP Traffic Survey	£468.00*
		To note income received	
	Various	Allotment Rents (April)	£1217.40
	Various	Allotment Rents (May)	£299.88
	Medway Council	Precept/RLG/CTRS	£51722.00
	Medway Council	Changing Rooms 50% refund of planning fee	£192.50
	HMRC	VAT Refund Jan-Mar 2017 (May)	£196.70
		To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated	
	Chris Fribbins	Clerk Salary, Home Allowance, Mileage, - PAYE	
	Sue Hibbert	Clerk Salary, Home Allowance, Mileage, - PAYE	

		Dave Clark	Final Payment, mileage -PAYE	
		Mike Johnson	Caretaker pay, Mileage, - PAYE	
		Vonage	Parish phone	£10.74*
		EE	Internet Dongle	£15.56*
		Cartridge Save	Samsung toner Cartridge	£60.10*
		KALC	Preparing for audit course	£36.00*
		Thomas Fabrications	Cliffe Woods Car Bark Barrier Repairs	£4,140*
		Groundwork UK	Return of unspent NHP grant	£3,989.91
		KCPFA	Subscription 2017	£20.00
		Xerox	Brother toner cartridge	£89.73*
		Cllr Darwell	NHP refreshments re-imbursement	£13.85
		Action with Communities		
		In Rural Kent	2017 subscription x 2	£100.00
		PAYMENTS APPROVED, proposed Cllr Naughton-Dean, seconded Faith Eysers - AGREED		
	8.4	Cliffe Woods Car Park Repairs and Maintenance – Work scheduled – Small Hall Car park complete, Cliffe Woods Car Park now complete apart from Signage. Quote received from Spectrum Displays 4 x £85 ex VAT + installation of £115 ex VAT. Reflective markings additional £75 ex VAT + installation £30 ex VAT. Total including VAT £672. Clerk (RFO) to obtain two further quotes, Chair and Vice-Chair to approve under delegated powers.		
	8.5	RLG Update RLG outstanding - £7,271 (previous year underspend + 2017/18 £4,840) To be used for Changing Rooms project.		
	8.6	S106 Update – Changing Rooms Project Meeting Summary Attendance - Sandra Fenney (Chair), R Naughton-Dean, Sue McDermid, Vivienne Walton, Chris Fribbins Clerk (PO), Ray Swatton (Cliffe Woods Colts FC) The Planning Application has been approved (confirmation letter awaited, but will be sent via the agent – John Alford. John will be producing the working plans on his return from holiday – 14 th May) – and then a more accurate cost can be calculated. Grant applications have been made to the Football Foundation and Community Asset Fund (Sport England). Veolia grant to be followed up as it may not be available in time. Justgiving suggested for small contributions and Kent Playing Fields Association may be able to grant up to £1,000. Hugh Jarvis to be approached for possible LEADER fund grant. There had been a request from the Black Lion and Cliffe Woods Colts for cementing current football posts in position or the purchase of lighter ones – referred to F&GP.		
	8.7	Staffing of Youth Clubs Appointment agreed – Clerk (RFO) has met with the Youth Committee to check details and agree employment contract etc.		
	8.8	Risk Assessment Review Current parish council financial regulations indicate that a councillor who is not in F&GP should carry out a quarterly review of the finances – as most councillors who have a financial interest are likely to be on the committee recommended that the Financial Regulations should be amended to allow a councillor who is not a cheque signatory or an independent person outside of the council to carry out Interim Internal Audit Reviews – AGREED IN PRINCIPAL to finance regulations being amended. Internal person to be decided next month. Proposed Cllr Graves, seconded Cllr Walton.		

8.9	<p>Toilets and Bus Shelter – Cliffe Buttway Further details of the ongoing costs and responsibilities have been received. Medway Council transport team have said they will replace the bus shelter if the parish council declined to take the toilets over. Due to on-going maintenance costs and impact this will have on the budget, it was decided <u>not</u> to take over the running of the toilets or the bus shelter. Proposed Cllr Clements, seconded Cllr Walton. 1 against, 1 abstention, MAJORITY AGREED</p>
8.10	<p>Parish Council By-Election Annette Cooper was elected. Her details have been added to the parish website and a email address set-up – Completed DPI required. No indication of election cost as yet and maybe some time before this is known. Cllr Cooper read aloud declaration of office and signed acceptance of this.</p>
8.11	<p>Family Fun Fair Nothing further heard from the family fun fair. The main fun fair is from the 15th – 22nd May – Fair open Friday, Saturday and Sunday.</p>
8.12	<p>Caretakers Duties Dave Clark has resigned with an agreement of the Chair to leave before his notice period end. Michael Johnson has been covering. Chair, Vice Chair and Clerk(RFO) are following up the advertising of the role and producing an update employment contract and work responsibility/schedule. Final advert to be put on website and noticeboards soon. Closing date 16 June.</p> <p>Thanks to Cllr Letheren who cleared the weeds at the Buttway and cut the grass around Cliffe Woods Millstone.</p>
8.13	<p>Fencing/bollards at the Buttway needs repairing – 2 quotes received for repair and replacement. The Council's recommendation is sought on whole replacement, or repair in wood or metal. Whole replacement of fencing, 1 further quote to be obtained. Proposed Chair, seconded Cllr Graves - AGREED</p>
8.14	<p>Football Goal Posts – There has been a request from Black Lion FC and Cliffe Woods Colts for either the purchase on new lighter goal posts or cement in the current posts (they had thought that the rugby posts had been purchased by the parish council, although they were not). After consideration F&GP recommend no change at the current time, although football clubs may purchase their own goal posts. Proposed Cllr Walton, seconded Cllr Naughton-Dean. AGREED</p> <p>The proposal to carry out a pitch renovation of the football and rugby pitches has been agreed in principle previously. £250 per pitch (£450 for both). Actual permission is now sought for the vertical drain work (5 inches) to be carried out after the Fun Fair has visited (to 21/5/17). Proposed Cllr Naughton-Dean, seconded Cllr Harper - AGREED.</p>
8.15	<p>Play Park Repairs – Some faults had been reported by residents and Mr Hibbert had done some temporary repairs. Cllr Wenban has also checked and identified some parts that will be required. The Annual Inspection will be carried out in May, in order to carry out any urgent repairs before the summer holidays – and any further parts identified will be ordered then. Consideration was given to appoint a contractor if necessary to carry out some works to assist Cllr Wenban but this was felt unnecessary at this present time.</p>
8.16	<p>Outdoor Gym Equipment – The Clerk RFO was due to meet a supplier on the 3rd May to look at potential sites and get indicative quotes. There may be a fund available in Medway Council to support this (Clerk PO to follow-up). Clerk (RFO) to obtain more quotes and investigate on-going maintenance costs. AGREED in principle to have two sites, one at Cliffe Woods and other Cliffe.</p>
8.17	<p>NHP Grant – The unspent balance of the Locality Grant has been returned to then along with the requested end of project report. A further grant request for 1/6/17 – 31/11/17 has been submitted (for the balance remaining from the maximum £8,000 available). £2,000 has also been granted by Medway Council towards a Housing Needs Survey. As reported at the April Extraordinary Meeting, costs arising during the gap in grants could not be charged to the Locality Grant and would need to be met by the Parish Council – one workshop session at the</p>

		beginning of April had been postponed to limit these costs.
8.18		Cliffe Fayre – Request to consider funding – Cllr Darwell has asked the parish council to consider a grant towards the 2017 Cliffe Fayre. Members of F&G understood that grant support had been granted in 'special years' such as the Jubilee and the Queen's Birthday and not as a matter of course. The recommendation is that the request be declined and that costs should be met from income. Proposed Cllr Walton, seconded Cllr Graves, 1 abstention, AGREED
8.19		Employee Timesheet Access – There had been a request that employee timesheets be made available to all councillors, as a matter of course, at the Extraordinary Meeting. F&GP suggest that this is not appropriate as they are checked by the F&GP Chair/Vice Chair on a monthly basis, although as council record, they are available on request on an exceptional basis.
9.0		Clerk RFO Probationary Review - Six month probationary period completed successfully. Review carried out by Chair and Vice Chair with the Clerk RFO.
10.0		REPORT: ALLOTMENTS
10.1		Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Eysers The majority of rents had been paid. Although further allotments have been vacated, as expected, these have been taken up. Consideration was given as to whether vacant plot 32b should be strimmed by MJ but it was decided to leave as it is until someone wants it.
11.0		REPORT: PLANNING
11.1		The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting
		<p>MC/17/0873 64 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UG Construction of a part two storey side extension incorporating garage/part single storey rear extension with roof lights, together with a first floor window to side - demolition of existing garage. – No Objection</p> <p>MC/17/0867 MANOR FARM, WEST STREET, CLIFFE, ROCHESTER, ME3 7TH Partial conversion of garage/store to habitable space incorporating a minor reduction to the floor area and creation of a canopy to side to facilitate guest accommodation and summer room. - The parish council would want to ensure that appropriate conditions are applied to restrict occupation to non-residential, otherwise the council has no objection.</p> <p>MC/17/0983 10 SHAW CLOSE, CLIFFE WOODS, ROCHESTER, ME3 8JR Construction of a two storey side extension (demolition of existing garage) - no objection in principle, but would want the planning authority to ensure adequate on-site car parking is provided and protected.</p> <p>MC/17/0962 LAND SOUTH OF MERRYBOYS ROAD, CLIFFE WOODS, ROCHESTER, KENT, ME3 7TP Construction of eleven detached and two semi-detached dwellings with associated parking - The parish council note that this site is outside of the village envelope as specified in the Local Plan 2003. The case was made for an exception site previously at Outline (MC/15/0504) for for the construction of 9 detached houses with detached garages and outbuildings - on the basis of evidence collected by the applicant for self-build properties - this has not proceeded to any detailed applications. This application is for a further four properties. The reasons for objection are: Over-development of the site and out of keeping with the street scene (in an area of mainly single detached properties with only example of elderly terraced cottages). As this site borders on the Cliffe Woods Primary School we support the concerns of the school as the application proposes two rows of houses (one at the front and one to the back of the site, with properties on the connecting road between the two). There are also flood concerns with the site (as the rear should operate as a drain for the wider area).</p>

		<p>MC/17/1053 SALT LANE, CLIFFE, ROCHESTER, KENT, ME3 7SU Restoration of Chalk Lake to pre-extraction ground levels using inert materials - objection for the same reasons as the previous application and have not identified any additional reasons to reverse the planning authorities' decision of refusal.</p> <p>MC/17/1089 47 REED STREET, CLIFFE, ROCHESTER, ME3 7UL Construction of a single storey side extension and dormer window to rear to provide additional living accommodation within roof space (demolition of existing conservatory) – no objection</p> <p>MC/17/1059 131 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UH Part retrospective application for construction of a single storey rear extension and construction of a single storey front extension with canopy – No Objection</p> <p>MC/17/0989 32 GRAVENEY CLOSE, CLIFFE WOODS, ROCHESTER, ME3 8LB Construction of single storey extension to side/rear with alterations to roof of existing single storey side extension – No Objection</p>
11.2		The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		<p>MC/17/1524 - 120 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PU Construction of a two storey side and single storey rear extension and porch to front - Demolition of an existing single storey garage to side. Proposed Cllr Harper, Seconded, Cllr Naughton-Dean, that an objection be submitted due to the reduction in potential car parking spaces at a location where access/egress to/from the Small Hall Car Park is required and parking is difficult as it is next to the school. AGREED</p>
11.3		Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. Tba
11.4		Other Planning Issues
		<p>Medway Local Plan – The parish council response was submitted, although the consultation end date has been extended further, to the 30th of May.</p> <p>MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG Demolition of existing buildings and construction of 8 x two-bedroomed and 4 x three-bedroomed houses with associated refuse, parking and access (site 1) – Parish Council Objected, no committee date.</p> <p>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (Simpkins) Outline application with some matters reserved (appearance, landscaping, layout and scale) for the construction of 50 retirement homes comprising a mix of 2/3 storey apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging with new vehicular access to View Road - Objected, no committee date</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for up to 225 residential dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. No official notice of any appeal at this stage.</p>
12.0		Car Parking Review – Cliffe Woods/Cliffe - Meeting held with Medway Council, and awaiting advertising of further restrictions and adoption.
13.0		Reports: OTHER COMMITTEES

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	13.1	Footpaths and Common Land – General Report – Cllr Moore
	13.2	C&CW Neighbourhood Plan Steering Group – General Report - Clerks
	13.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)
14.0		REPORT: OTHER BODIES
	14.1	Cliffe and Cliffe Woods Community Trust – Cllr Bush nothing to report.
	14.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
	14.3	Cliffe Memorial Hall – General Report circulated – Cllr Bush window broken
	14.4	Brett's Liaison – Cllr McDermid/Clerk(PO), Meeting held 18/1/17
	14.5	Rural Liaison Committee – Cllr Stanley no further meeting since report in March.
	14.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper April meeting held.
	14.7	Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. Cllr Stanley in e-mail communication with PSCO regarding anti-social behaviour.
	14.8	Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)
	14.9	Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) – Clerk(PO) Met 2 nd March and further meetings are planned for the Steering Group. There was an open session in April to discuss the work so far and look at the probable expression of interest submission to the Heritage Lottery Fund in late May.
	14.10	Friends of North Kent Marshes Cllr Moore/Darwell. No report
	14.11	Other Reports
15.0		Other items to be handed to the Clerk for the next Meeting scheduled on 8th June 2017 in the Small Hall, Memorial Hall, Church Street, Cliffe, 7:30pm. As the hall will be used for a General Election Polling Station on that day, agreement to either move location, or move date is sought. MAJORITY AGREED leave as 8th.

Meeting closed at 10.00 pm

23/05/17sh/cf

Appendix MA1703

	MATTERS ARISING FROM MINUTES OF MEETING ON 09/03/17	Action By
May 8.4	<p>Changing Rooms Project</p> <p>It was proposed that the Parish Council use the Scape Minor Works Framework to progress with this work and that a feasibility study is carried out. Study identified costs of > £300,000 (outside the scope of the parish council, so will not be progressed). Clerk (PO) has contacted local architect. Other options being investigated, including temporary mobile showers. No longer any need for temporary showers. Design to submitted to end November steering group. Planning permission needs to be sought by February 2017 to complete for the next football/rugby season. Some issues raised by councillors to discuss with architect and next steering group. Pre-Planning Consultation with Medway Council to be carried out. Modified changing room design and location agreed. Proceed to full planning application and building control approvals (based on circulated drawings and subject to the approval of the Memorial Hall Committee). Planning application has been submitted. Clerk (PO) sent amended drawings to Mary Hooper, and meet GC on site to look at storage and signage. SF to send change of contact details of football clubs to Clerk (PO) – who will liaise with them regarding Front entrance sign. Planning permission granted. Grant applications have been made to Football Foundation and Community Asset Fund (Sport England). Other funding opportunities being looked at.</p>	Clerk PO/ SF/
Jun 21.7	<p>Annual Report – Items required from councillors (those with responsibilities). Agreed that this would not be produced for the 2016/17 council year, but prepared after Annual Parish Meeting in April and Council Annual Meeting in May.</p>	ALL
Jun 21.7	<p>Councillor Surgeries –Chair to organise six-month pilot/trial with assistance from other councillors. Chair needs feedback from councillors prepared to help with trial and will follow-up. On hold for present time.</p>	Chair/ ALL
Jun 21.9	<p>Staffing of Youth Club – Agreement to costings and implications. Youth Committee to arrange advertising and recruitment. All councillors to be kept informed and final decision on appointment/s will need to made by the council. No response to adverts Medway Youth/Young Kent contacted by Clerk PO. Parents were contacted at the youth clubs and volunteers were helping to set-up and clear-down. Consider placing advert in local paper. Vacancy to be re-advertised in January. Cliffe Woods vacancy has been re-advertised. Potential candidate has been identified, appointment has been made. COMPLETE.</p>	Clerk PO Youth Committee
Jun 25.0	<p>Rookery Lodge Demolition - The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS Homes Meeting to be arranged with MHS Homes as necessary. Further contact with resident, MP, and Medway Cllr Williams Review of Planning Application for demolition and replacement with 13 dwellings when submitted (no current date for submission, but now expected in January). Full planning application for two sites has been submitted and comments submitted.</p>	Clerk PO Chair Planning Committee
Aug 53.10	<p>Cliffe Woods Car Park Barrier Repairs – Cllr Graves had supplied quotes to Cllr Naughton-Dean and a recommended course of action proposed when further information received. Recommendation agreed at December F&GP meeting, but</p>	Clerk RFO

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	further damage reported – Insurance has been contacted. Thomas Fabrications have been contacted about revised quote. Trojan Engineering (company responsible for damage) to supply 'no charge' quote and evidence of Public Liability insurance. Revised quote from Thomas Fabrications. Small hall car park carried out, Cliffe Woods barrier has been measured up to start working on soon. Barrier work complete, 2 further quotes for signage to be obtained and work carried out asap under Chair/Vice-chair delegated approval.	
Aug 55.1	Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.	PC
Sep 66.13	Standing Orders Review – Clerk PO to draft clause for rescinding minutes and to add 'call for extraordinary meeting'. To be reviewed as time permits.	Clerk PO
Sep 68.3	Outline Planning Applications – meeting held with Gladmans and Graham Simpkin to discuss West of Town Road and South of View Road respectively. Response to land South of View Road has been submitted, West of Town Road is due to be submitted, by 31 st October, after November Planning Committee. Not going to November, December, or January committee. Not February or March, earliest now April. No committee date as yet.	Clerk PO
Oct 86.2	Neighbourhood Plan – Grant acceptance forms to be completed and Project Manager and Planning Consultation appointed to move project forward. £5,340 Grant received. Regular date for meetings, terms of reference and project timeline for 2017 were agreed at the November NHP meeting. January meeting to focus on consultation with schools/February workshop. Medway Local Plan 18 th Feb, workshop 25 th February held – sessions also held at Cliffe Woods School and the Guides. Unspent 16/17 grant of £3,981 returned and new grant application submitted to Locality. Transport & Economy workshop held on 29 April. Environment & Heritage due 20 May, Housing & Community Facilities 17 June – but postponed to 17 June, 8 July respectively. Further grant of £7,649 agreed and acceptance forms submitted – payment is due anytime now.	Clerk (PO) NHP
Nov 94.2	Banking Arrangements - NatWest Online access still awaited. Clerk RFO details to be added. Recommended that the NS+I and NatWest signatures be reviewed and Cllr Fenney & Cllr Naughton-Dean added to cheque signatories - Agreed. Appointment 24 th Jan with NatWest to resolve asap. Change of signatories now in place, Debit Card now required to make payments – forms submitted. Debit card received and being used to make payments. Clerk (PO) to follow up his on-line banking access.	Clerk(RFO)
Feb 138.0	RSPB HLF bid - Stage 1 application by end May with ideas for consideration with costings by 24 Feb. Possibility changing rooms could be submitted, presentation to be circulated Clerk (PO) – done. Clerk to report future meetings to the parish council – Expression of Interest on course for submission at the end of May.	Clerk (PO)
Feb 139.11	S.A.V.E. Request for funding - Letter to be put together by Chair and Clerk(PO) on behalf of the Parish Council not supporting the request for funding in its present format (Letter will be circulated before being sent by the chair). COMPLETE	Chair/Clerk PO
Feb 139.14	Care-taker Duties - Chair/Vice Chair and Clerk(RFO) to work on preferred option of job-share for the short term, with a view to advertising for one person to carry out the role, longer term. Final advert to be put on website and noticeboards asap.	Chair/Vice Chair/Clerk RFO

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May 8.8	Risk Assessment Review Financial Regulations to be amended to allow for a councillor who is not an authorised signatory or an independent person outside the council to carry out Interim Audit Reviews.	Clerk RFO
May 8.13	Fencing/bollards at the Buttway A further quote to be obtained to replace whole fencing like for like	Clerk RFO
May 8.14	Football pitch renovation Vertical drain work to be carried out after Fun Fair has visited	Clerk PO/RFO
May 8.16	Outdoor Gym Equipment Further quotes for equipment at 2 sites and details of future maintenance costs to be investigated. Permission to be sought from Medway for potential equipment at Cliffe Woods recreation ground and follow up on funding.	Clerk RFO/PO