



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Primary School, View Road, Cliffe Woods
On Thursday 1st March 2012

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Mrs Lynne Bush (LB), Mrs Julie Moss (JM), Ian Petrie (IP), Mrs Sue McDermid (SM), Colin Elliot(CE), Mrs Gill Moore (GM), Mrs Joan Darwell (JD), Alan Taylor (AT), Jim Wenban(JW),Mrs Margaret Emblin (ME)

Parish Clerks: Mrs A Jack and Mrs L Farrelly

Absent: D Green (DG)

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
125.0		APOLOGIES FOR ABSENCE Cllrs. Ken Kentell(KK) (Holiday), Ray Letheren (RL) (family), Rob Hunt (RH)(work) ACCEPTED	
126.0		Declarations of Interest – CF (Medway Computer Assistance), Finance	
127.0		APPROVAL OF MINUTES Minutes of Parish Council Meeting held on 2nd February 2012 were approved. Proposed CF, Seconded IP - ALL AGREED	
128.0		Adjournment - Co-option of Parish Councillor CF announced Lisa Mills resignation from the Parish Council and thanked LM for her invaluable time on the council. Due to the APM in April, and the next PC meeting not being held till May, CF has called an Extraordinary meeting on the 5/04/12 at 7pm at Cliffe for the sole purpose of Co-option. The PO will advertise the Co-option on all Parish notice boards and contact previous interested parties	ALL Clerk (PO)
129.0		MATTERS ARISING FROM MINUTES OF MEETING ON 1/02/12	
	Oct 19.2.7	Claim for the high vis vests and Court costs were served by Medway County Court on 27/08/11. Sutton Safety has not replied to requests for payment. The next step would be to obtain a warrant of execution. This would be an additional £100 on top of the legal costs incurred and Clerk hours to date. CF emailed a letter to Sutton Safety threatening the warrant of execution to see if this will encourage them to pay. Awaiting a response.	Clerk (PO)
	Aug 54.2	Photos of JD and GM needed for the website	JD/GM
	Oct 71.1	Mrs Dianne Foreman, a Cliffe Woods resident 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 (RL/JM/GM /DG/JD)
	Oct 73.2.1	The damaged rubbish bin at the Ball Park: Dave Clark (Caretaker) has stored in his garage and JW will collect and reinstall as soon as he is able and the weather has improved.	JW
	Nov 89.1	Parish Car Park and The Buttway: It was reported that the pathway needs repairing by the Community Centre and car park at Cliffe Woods. JW has spoken to Rutherford who will provide a quote.	JW

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 1/03/12 - Display

Nov 90.3	War Memorial: JM reported a group within the village have been raising funds to have the War Memorial in Cliffe cleaned and re-carved. A local business has offered a donation. JM asked if the PC would be able to donate some money towards this project. Clerk (RFO) has sought clarification from Rural Liaison and a quote is needed to confirm claim Awaiting quote via Peter Lydon . AT offered to chase up with Mr Lydon and/or others.	JM Clerk(RFO) AT
Dec 99.1	Allotments: JM reported that the trespassing sign has deteriorated and needs replacing. JM to draft wording and forward to Clerk (PO).	JM/Clerk (PO)
Feb 120.1	Allotments: Clerk (PO) will send out invoices the w/c 26/03/12.	Clerk(PO)
Feb 122.1	Parish Car Park and The Buttway: JD reported that the bollard had come loose again on The Buttway. Clerk PO contacted Medway Council who informed the clerk that the bollard is not their responsibility. AT will inspect the bollard. Awaiting written quote from Rutherford for clearing drains.	AT JW
Feb 122.2	Clarion and Website: Clerk RFO sent advertising letters to all interested parties and additional letters to shop holders to generate interest in advertising within the Clarion.	
130.0	REPORT: CLERK	
130.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received : LDF submission brief Jan 2012. Southern Water Bill for allotments 9/11-2/12 - £350.58. Letter from Mr G Simmons re allotments. Medway Council . two copies of Rural Liaison Committee agenda for meeting on 6/3/12. Medway Council planning application MC/12/0437. Letter from Bretts.	
130.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 130.2.1 Medway Council Electoral Services were advised of Cllr. Millsq resignation and were sent the Notice of Vacancy which was posted onto our boards. Following advice from them on 24/2/12 that no by-election had been sought the Notice was changed advising of our intention to co-opt. 130.2.2 Michael Johnson, relief Caretaker, was contacted re his return to work and as he did not have a letter confirming his fitness to return was advised that he could not cover for Dave Clark's holiday in February. He has now returned to his day job on light duties and will let the Clerk (RFO) have a copy of his return to work letter from his doctor. The RFO reported that she hadn't received any letter from Michael Johnson. AT suggested that the Probation Payback Service may be able to help if needed. 130.2.3 Cllr. Kentell reported rubbish/wood in Buckland Road and in Rectory Road the lorries are mounting the kerbs and making ruts in the verges and has suggested they raise the kerbs here. Medway Council Highways were emailed together with another request to repair the bollard on The Buttway. The rubbish is to be collected by waste services and no reply has yet been received regarding the kerbs. 130.2.4 Email was sent to Mary Hooper, Cliffe Memorial Hall to advise earlier time now required for use of kitchen for planning	Clerks

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 1/03/12 - Display

		meeting to now include agenda meeting and to advise of lack of heating at last PC meeting. Reply received via Cllr. Bush advising heating now fixed but that the kitchen is not available on a Thursday before 8pm.	
130.3	APM 05/04/2012 . Cliffe	The Clerk (PO) has distributed a list of invitees for the next APM and would like any additions or amendments. It is proposed that invitations be sent out to all on list w/c 5/3/12 mainly by email with the remainder by post, this gives everyone a month's notice.	Clerk (PO)
130.4	Bus timetable changes	Following the changes to the timetables reported at the PC meeting, a letter was received from David Bond apologising for the confusion regarding timetables and for omitting to print on the 133 timetable that the 193 service was still running on a Sunday. Following this an additional letter was received from him regarding the cancellation of 2 late night services and asking for PC's comments, which was circulated. Any comments are required by 2/3/12. The PC has also received a copy of a letter sent by a parishioner to them regarding the change to an early morning service which has caused her financial loss as she has had to change her work hours. This is currently being investigated by them.	
131.0		REPORT: FINANCE & GENERAL PURPOSES	
131.1		Receipts and payments have been updated to the Alpha program. The costs are fairly in line with the budget. The current bank account has only been reconciled to the end January due to bank statements not arriving. Receipts received from RLG- £800.00, Clarion advertising - £140.00, allotment rent - £26.99. The RFO has drafted a predicted year end reserve balance of around £30,676.00 taking into account an estimated spend to the end of March.	
131.2		Approval of the following payments for March: RTC (wet pour for play park truck) £5,302.80 (Chq. No. 2552) Medway Computer Assistance(printer drum and black ink cartridge) £149.99 (Chq No. 2553) Kent Commercial Services (laminating pouches/refuse bags)£31.18 (credit on account) Laura Farrelly (additions and exps for February) £xx(Chq No. 2554) Dave Clark (additions and exps for February) £xx (Chq. No. 2555) Alex Jack (February wages) £xx s/o Laura Farrelly (February wages) £xx s/o Dave Clark (February wages) £xx s/o Proposed LB, Seconded JM . ALL AGREED	
131.3	RLG Update:	The RFO sent a copy invoice for the SECamb donation. RFO contacted Greenspaces to see if they could provide the PC with a quote for the remaining footpath by the Doctor's Surgery at Cliffe Woods so that it could be claimed against Rural Liaison. Dave Crouch is looking into a quote and will get back to the PC. Although Dave did estimate it costing around £5,000. RFO has contacted Alan Mitchell regarding next year's Rural Liaison grant to try to determine a budget figure. Alan Mitchell has replied that he doesn't know actual figures as yet. CF has spoken to Peter Hicks who has implied that there is Rural Liaison budgeted for the parishes and the figure will be similar to last year.	Clerk (RFO)
131.4	Cliffe Play Area . S106 Funds:	The surfacing work under the Truck at Cliffe Play Area has been completed. So has the matting at the Skate	

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 1/03/12 - Display

		<p>Park. JW has inspected the Skate Park and said that it is uneven and was under the assumption that it should be flush to the ground. RFO will contact Matta Products to query this.</p> <p>RTC, who completed the wet pour under the Truck have submitted their invoice and this has been forward onto Heather Marsh at Medway Council for re-imburement against the S106 fund.</p> <p>The RFO has also contacted Paul Schmoeger to inform him that the PC is happy to go ahead with the works suggested by Wicksteed at Cliffe Woods Play Area.</p>	Clerk(RFO)
131.5	<p>Projects . Football Changing Rooms: CF and the RFO met with both St Helen's School and Cliffe Pre-school to discuss the plans. The feedback from both the School and the Pre-school is that there is already a strong connection between the two and the project wouldn't really affect the Schools unless it meant more head count. The Pre-school said that they are not able to increase their head count and were concerned over the project build and certain requirements they have to meet with Ofsted requirements. CF reassured the Pre-school that this project is only at very early stages. The application was submitted after these meetings and a response should be back any day as to whether it is accepted or not. A meeting is to be arranged mid/late March with the Hall Committee and Football Manager to discuss next steps once a response is known.</p>	CF/Clerk (RFO)	
131.6	<p>Clarion: Articles so far have been submitted by LB (Hall), DG (Historic Village), KK (Police liaison). Further articles are to be written by CF regarding Airport/ Council Tax Bands/ and Chairman's report. The Parish have been approached by 5 businesses wishing to advertise and this covers the cost of the page and a bit more.</p>	CF	
131.7	<p>Clerks contracted hours and holidays outstanding: It was taken into account in the budget for the increase in hours for the PO. This being a raise to 12 hours per week. It was proposed that this contract change is from 1st April.</p> <p>Proposed CF Seconded JM . ALL AGREED</p> <p>It was also noted by both the Clerks that they have outstanding holiday and they have asked if they are able to carry this over into next year. The RFO has 6.4 hours and the PO has 13 hours.</p> <p>Proposed CF, Seconded LB . ALL AGREED</p>		
131.8	<p>New signatories are required and the bank needs to be notified. The RFO will obtain the relevant paperwork from the bank. Proposed SM is added to the list of signatories. Proposed CF, Seconded LB . ALL AGREED</p>	Clerk (RFO)	
131.9	<p>Date of next Finance & General Purposes Committee Meeting: 3rd April 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen)</p>	F&GP Committee	
132.0	<p>REPORT: ALLOTMENTS, RECREATION GROUND & CARETAKER, CHILDREN'S PLAY AREAS</p>		
132.1	<p>Allotments: No report</p>		
132.2	<p>Children's Play Area . No report</p>		
132.3	<p>Recreation Ground, Skate Park, Ball Court and Caretaker . No report</p>		
133.0	<p>REPORT: PLANNING</p>		
133.1	<p>Planning applications: CF presented the following planning applications with proposed comments: MC/12/0259 – 7 North Road, Cliffe . Construction of single storey front extension. Moved: No objection as long as parking standards is</p>		

Cliffe & Cliffe Woods Parish Council
Minutes of Meeting 1/03/12 - Display

		maintained. North Road has significant on-street parking problems in that area. MC/12/0300 – 131 Church Street, Cliffe . Construction of single storey front and rear extension. Moved: No objection MC/12/0335 – 38 Station Road, Cliffe . Construction of a first floor rear extension. Moved: No objection MC/12/0437 182 Church Street, Cliffe . Construction of single storey extension. Moved: No objection Proposed CF, Seconded LB . ALL AGREED	Clerk (PO)
	133.2	Date of next Planning Committee Meeting: 29th March 2012 8pm Small Memorial Hal, Cliffe (Kitchen)	Planning Committee
134.0		Report – Other Committees	
	134.1	Parish Car Park and The Buttway: JW reported that the drain has been cleared by Rutherford on the Buttway, awaiting to see if it needs clearing again	
	134.2	Clarion and Website: CF reported that the next Clarion is due for publication at the beginning of March with delivery in the middle of March. Clerk (PO) to arrange delivery via Richard Jones.	CF/ Clerk(PO)
	134.3	Footpaths and Common Land: No report	
	134.4	Youth Liaison Committee: SM reported that RH is having trouble with getting supporters to run youth club but is still pursuing. RH has spoken to Roy Smith at Medway council who has suggested a visit to see Allhallows Youth Club to see how it is working. RH still trying to establish old youth club equipment.	RH/SM
135.0		REPORT: OTHER BODIES	
	135.1	Police Liaison . Next meeting is 27/03/12 Hundred of Hoo School 7pm	KK/RH/JD
	135.2	Rural Liaison : ME reported that the next meeting should be providing a new list of the PSCOs. The Clerk (PO) asked if she could be advised of the contact for our Parishes so that they may be invited to the APM. ME also reported that the police need to be informed of any events that are being organised for the Diamond Jubilee.	ME
	135.3	Health Services Liaison: SM informed the Care & Concern Group at The Parks Surgery of the concerns of the Parish regarding the car park. They responded that at most they have 12 members of staff who might use the car park with 2 spaces behind the surgery. Some members of staff do walk to work too. SM went on to report on various concerns regarding prescriptions and appointments. SM stressed that if any person does have a complaint/concern to report it to the Practice Manager of the surgery who does follow up on all complaints. SM reported that Medway Link is setting up various research projects, one being access of out of hours/mental health care homes. From 2013 the Link will become Health Watches. They will be a representation of the views of local people and provide a complaints advocacy.	
136.0		Other Items to be handed to Clerk for next meeting : None	

The meeting closed at 9.20pm.

NEXT MEETINGS:
Extraordinary Meeting - 5th April 2012 – 7pm, Memorial Hall, Cliffe
followed by APM at 7.30pm

06/03/12/lmf