

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 5th December 2013

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell, (Vice Chair) (KK), Mrs Vivienne Walton (VW), Jim Corrigan (JC), Mrs Lynne Bush (LB), Mrs Sue McDermid (SM), Mrs Gill Moore (GM), Colin Elliott (CE), Ian Petrie (IP)

Parish Clerks: Mrs L Farrelly & Mrs A Jack

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
84.0		APOLOGIES FOR ABSENCE Derek Cory (DC)- family, Jim Wenban (JW)- work, Peter Clements- work Margaret Emblin (ME) - family Ray Letheren (RL) – ill, Rob Hunt (RH) – work, Joan Darwell (JD) - work – Accepted	
85.0		DECLARATIONS OF INTEREST - CF, JD and GM – GIFT-T	
86.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 07/11/13 were approved. Proposed VW, Seconded SM - ALL AGREED	
87.0		MATTERS ARISING FROM MINUTES OF MEETING ON 07/11/13	
	Sep 54.8	Bus Shelter £250 Provision CF reported that Lindsay Hartney has a group of youths that are willing to be part of the payback project to refurbish the bus stop on the Buttway. CF awaiting Lindsay Hartney to advise dates.	CF
	Oct 68.3	Recreation Ground, Skate Park, Ball Court- It was reported that the tree by the ballpark/ youth shelter has still not been tended to. On inspection it was felt that a tree surgeon was required to complete this job. Clerk PO arranged quote – reported under F&GP Item 89.8	
	Oct 70.4	Friends of North Kent Marshes GM reported that parishioners had been complaining of the exceptionally bright lights from the port in Essex. The Environmental agency contacted GM who advised that there was very little they could do.	
	Nov 75.0	Co-option of Parish Councillor for Cliffe Ward Peter Clements was Co-opted into the Parish Council and Clerk PO organised for Mr Clements to sign the Declaration of Acceptance of Office and DPI paperwork which will be added to the website.	CF
	Nov 78.4	War Memorial update – Reported under F&GP Item 89.4	
	Nov 78.5	Memorial Hall Car Park barrier - Reported under F&GP Item 89.5	
	Nov 78.6	Village Club Lighting The RFO advised Ian Fisk that the Parish council has agreed	

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 05/12/13 - display

		to proceed with the purchase of the LED flood lights and will pass them onto the club on the understanding that the Club is advised that the lights are to be turned on for the youths as there have been reports at the youth club that the Village Club has refused to turn the lights on when youths have asked. Ian Fisk passed on his apologies on behalf of the club and assured the RFO that all village club staff will be made aware of the agreed arrangement.	Clerk(RFO)
	78.7	Christmas Tree Festival The Clerk RFO produced a tree decoration using the Parish logo and presented it to the Parish Council. Clerk(RFO) will pass to the Church.	Clerk(RFO)
	Nov 79.1	Allotments The Clerk PO sent a Notice to Quit letter to G Pryor and telephoned the tenant of Plot 2a to ask if they wish to continue with their allotment as it had not been tended to. RL reported there seems to be fly tipping occurring in front of the allotment gates. The Clerk PO contacted Medway Council to see if they are able to remove the bath, the remaining rubbish is what the Caretaker has collected from the Recreation Ground and is waiting to dispose of.	
	Nov 80.1	Planning CF filed a formal complaint to Medway Council re decision notice for application MC/13/1576. Awaiting a response and this will be reported under Planning	
	Nov 81.3	Footpaths and Common Land – GM reported via CF that RS84 has a lot of mud and debris on the path due to the recent strong winds. Clerk (PO) advised Medway Council who responded that they would be sending a team to clear.	
	Nov 82.2	KALC/MAC Meeting – SM and RH gave their apologies as they were unable to attend. RH sent in a report on behalf of the Parish.	
88.0		REPORT: CLERK	
	88.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:- <ul style="list-style-type: none"> - Medway Council – Lodge Hill withdrawal - Mrs P Leviston – Request for bollards to be painted at Buttway to increase visibility at night. CF advised this would be considered. Clerk(PO) asked Mrs Leviston if her brother could replace the poles in the barrier that had been removed for access to the Cliffe Fayre. - KK/JW – reported bonfires on the field in Station Rd, Cliffe have been burning for 2 weeks causing a nuisance. Clerk(PO) to report this to the Environmental Health Dept at Medway Council 	Clerk(PO)
	88.2	Clerk(PO) reported on matters arising and dealt with since last: 88.2.1 Dave Clark has requested white recycle sacks so that he can recycle the many cans he collects from the recreation ground. LB has said she can collect from Medway Council and pass to Dave Clark.	LB

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 05/12/13 - display

		<p>88.2.2 JW witnessed a car reversing into a sign and knocking it down outside St Helen's school in the width restriction area. Clerk (PO) reported this to Medway council with the registration number and Highways Dept has advised that a new sign has now been ordered.</p> <p>88.2.3 Paul Schmoeger from Medway Council Greenspaces reported that a woman and her dog had been sprayed by chemicals whilst walking along Parkside at Cliffe Woods. LB also advised. Clerk(PO) advised that this was not our Caretaker or a Cllr and was unaware of who this might be. LB confirmed that it was a Medway Council contractor who had caused the spraying and an apology was given to the lady in question.. Paul also advised of repairs needed to Cliffe Play Area surfacing and gate leading to Town Rd (reported under 89.7).</p> <p>88.2.4 Ann Barnes office advised that the mobile police units would not now be used from the second week of December and for advertising posters to be removed. Clerk(PO) asked for revised posters but none have been forthcoming, others have been removed. In the New Year new dates will be released for the mobile units including details of how a unit can be requested for a particular location or event.</p> <p>88.2.5 KK reported that the toilets at Cliffe were locked and Clerk(PO) emailed Medway Council asking the reason for this. No reply received to date. LB suggested contacting Norse direct. Clerk(PO) will send email.</p>	Clerk(PO)
	88.3	<p>Meeting Dates for 2014 Clerk(PO) circulated dates and confirmed availability with respective halls. Please note the January meeting has been put back by one week to 9th January due to the Christmas and New Year bank holidays.</p>	
89.0		REPORT: FINANCE & GENERAL PURPOSES	
	89.1	<p>Finance Report The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO ran through the current budget and the YTD figures. It was decided that further breakdowns for various cost codes would be printed for the next meeting in order to help with the Draft budget that the RFO will also be preparing. The RFO carried out an estimated bank reconciliation due to not receiving the bank statements and the RFO reported that she believes there are enough funds to last to the end of December but a transfer would be required in January.</p>	Clerk (RFO)
	89.2	<p>Approval of the following payments for December: KCS (refuse sacks) £21.59 (D/D) JH Fabrications Ltd (gate installation) £270.00(Chq No 2749) Alex Jack - November expenses £xx (Chq No. 2750) Void Cheque 2751 – incorrect amount written D Clark – November expenses - £xx (Chq No. 2752)</p>	

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 05/12/13 - display

		<p>L Farrelly – November expenses £xx (Chq No 2753) A Jack – November Wages £xx (S/O) L Farrelly – November Wages £xx (S/O) D Clark – November Wages £xx (S/O) Proposed KK, Seconded JW- ALL AGREED</p>	
89.3	<p>RLG/S106 update RLG -Balance remaining for the year - £3127.31 The RFO has submitted claims for the Parish projector, Youth club cupboard and racking for the storage container and Cliffe In Bloom. The RFO has been advised by Alan Mitchell that all funds have been transferred. The RFO is awaiting the bank statements to confirm this.S106 – Balance - £2002.38. Clerk RFO reported that funds for off-set invoice for the spring rocker have been received into the bank account. The Clerk RFO asked Heather Marsh if the cost of chopping down a tree in order for the new floods to be used more effectively within the ball park would be an item that could be claimed against S106. Heather Marsh has advised this can be claimed against S106.</p>		
89.4	<p>War Memorial update The RFO has received the invoice from Steve Lott and will now proceed with the completion report which will then be emailed across to the War Memorial Trust to claim the grant for the project</p>	Clerk (RFO)	
89.5	<p>Memorial Hall Car Park barrier JW reported at the F&GP meeting that the barrier gate is now installed and so is the signage. It was proposed that a quote for works for the access gap between barrier and boundary be obtained before it is locked - Proposed SM, seconded KK. It was suggested that JW ask Rutherford to see if he could provide a quote for works. It was also agreed that a trial closure of the gate happen during the Christmas period due to low hall hirers. The dates for the barrier to be closed were from the 23rd – 31st December. Clerk PO to ask Dave Clark to lock barrier. It was also agreed that a letter goes out to all Allotment holders to ensure that they lock the barrier and the main allotment gate after arrival to prevent unauthorised access. JW reported at the F&GP meeting that the CCTV installation is half done. All the cabling is in and all that is left is for the cameras to be placed on the poles and for the box to be installed into the hall. JW also reported that he would look at the potholes in the approach to the Allotments but the F&GP committee felt that the pothole damage may resolve itself once the gate is locked. Further reported under Allotments 90.1.</p>	<p>Clerk(RFO)/JW Clerk(PO) Clerk(PO)</p>	
89.6	<p>Cliffe Woods Pre School Cliffe Woods Pre-School had approached CF about helping with some funding for their play-area to be repaired. The Pre-school had had a new play area installed but it didn't pass their Ofsted inspection and the contractor who installed it have let them down and not fulfilled their guarantee. CF has suggested that the Parish Council may be able to help them with help from Rural liaison. LB reported that Medway Council</p>	CF?	

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 05/12/13 - display

		should be able to help them. It was agreed to source more information about the business aspect.	
	89.7	Cliffe Play Area Paul Schomoeger had reported that there was some floor damage under the main slide and he also recommended a rubber stopper being placed on the gate to prevent banging. JW inspected the site and a photo of the flooring was sent to Heather Marsh. Rubber stopper required for gate – Clerk RFO to liaise with her husband to see if he can assist.	Clerk(RFO)
	89.8	Cliffe Ball Court – Tree Quote It was agreed that the tree is to be cut down but the stump is not removed and also for the quote to be extended to incorporate the trimming of the hedges to the left of the entrance of the Small Hall Memorial Pathway which will ensure that the CCTV camera is not blocked. Clerk (PO) to contact contractor to advise.	Clerk (PO)
	89.9	Consultation on Post Office at Cliffe Woods CF reported that the CO-OP have put a proposal together that suggests removing the existing post office and incorporating most of the post office services within the existing tills at the CO-OP. A discussion took place and the main problems that were highlighted were queues, space and configuration of the shop, it is the main post office within surrounding area, and concern over the number of employees and security. All points will be passed onto the Post Office online.	Clerk (PO)
	89.10	AOB – Clerk RFO will be on holiday from xx	
	89.11	Date of next Finance & General Purposes Committee Meeting: 7 th January 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
90.0		REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
	90.1	Allotments It was the recommendation of the allotment committee to purchase the gravel from Bretts for the potholes by the allotments Some of the allotment holders have said they are happy to lay the gravel. It was proposed to investigate and ask Bretts to look at the potholes to assess amount of materials required and provide a quote. – Proposed KK, seconded VW – ALL AGREED . Clerk PO to contact Bretts.	Clerk (PO)
	90.2	Children's Play Areas – No report	
	90.3	Recreation Ground, Skate Park, Ball Court- No report	
91.0		REPORT: PLANNING	
	91.1	Planning applications: CF presented following applications with proposed comments: MC/13/2886– 12 Tennyson Avenue, Cliffe Woods, ME3 8JF - Construction of a two storey side extension and conservatory to the rear Response: No Objection – sent prior MC/13/2549 – Land adjoining Well Penn, Well Penn Road,	

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 05/12/13 - display

		<p>Cliffe ME3 – Construction of three stables and tack room Response: Concern over the number of stables and waste management MC/13/2992 Eastcroft, Town Road, Cliffe Woods ME3 7RL Construction of single storey extension and single storey front extension. Response: No objection Proposed CF, Seconded LB – ALL AGREED Pre-consultation planning received from G Fitzgerald – No objection and reply to be sent – Proposed CF, seconded LB ALL AGREED CF reported that the local development framework had been withdrawn as the triple SSI had been confirmed. In 2014 a new timetable would be issued but Medway Council believe it will be around 3 years before any new plans are raised.</p>	CF
	91.2	<p>Date of next Planning Committee Meeting: 2nd January 2014, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	Planning Committee
92.0		Report: OTHER COMMITTEES	
	92.1	Parish Car Park and The Buttway – No report	
	92.2	<p>Clarion and Website CF reported that the website has been updated. Clarion is due to be printed in December. Clerk PO to liaise with Richard Jones regarding delivery once date advised.</p>	CF/Clerk(PO)
	92.3	<p>Footpaths and Common Land – VW reported that the path at Doctors in Cliffe Woods is covered in rotten fruit. Clerk PO will write to Medway Council. GM reported that the RS80 had a dumped van and she had reported this to Medway council.</p>	Clerk (PO)
	92.4	<p>Youth Liaison Committee VW reported that Cliffe Woods youth club had their Christmas party and it was very successful. A party is also planned for the Cliffe Youth Club.</p>	
	92.5	<p>Cliffe Memorial Hall LB reported that the Farmers market is growing and the next one is on the 15th December. The Hall's Funding application has been accepted and has gone to committee. – A decision will be made in January.</p>	
	92.6	<p>Cliffe Woods Community Association The last quiz was very successful and the next quiz night is to be held on the 31st January. There will be an Abba night on the 22nd February.</p>	
93.0		REPORT: OTHER BODIES	
	93.1	<p>Friends of North Kent Marshes – GM reported that the Thames Estuary Meeting was a very positive meeting with a resolution approved to support opposition against an airport.</p>	
	93.2	<p>Police Liaison DC raised his concerns at police liaison regarding the 101 number and remaining anonymous. ASB in Cliffe and speeding along the B2000. Police advised they will look into these matters.</p>	

Cliffe and Cliffe Woods Parish Council
Minutes of Meeting 05/12/13 - display

93.3	<p>KALC/MAC Meeting CF reported that there was a presentation from Ann Barnes about planned funding cuts for next year and in order to prevent cuts in work force this would result in a 2% increase in council tax. There was a resolution for the KALC subscriptions to remain the same for next year.</p>	
93.4	<p>GIFT-T Meeting held in the Town Hall in Antwerp. CF reported that it appears that people in Europe care more about the environment and shared their concerns over proposed airport plans. CF also reported that there is an environmental project planned for Hoo in the pipeline.</p>	
93.5	<p>Care and Concern Group SM reported that £132 was raised at the Macmillan coffee morning. The Emmanuel Church had also raised some funds for the same cause. The Group had agreed to the go ahead for a carers pack for Doctors to hand out. The group is applying for lottery funding. SM also reported that two issues surrounding the surgery are still a concern. Thus being concerns around obtaining an appointment and training for the receptionist has taken place but still misunderstandings are taking place. These issues are not helped but the imminent arrival of yet another new computer program. SM also reported that there is a complaints form that can be submitted via their website and as of next year the booking of appointments will be available online. Next meeting is 18th December</p>	
93.6	<p>Rural Liaison KK reported that the police reported that PCSO's are being reduced in the rural areas. There was a report of crime that occurred in Cliffe with a number of break- ins and the police believe they have a suspect. KK also said there was a report on Broadband and that it should be getting better by 2014 as the schools need it. KK also reported that KFRS are restructuring again but Cliffe Fire Station is safe. KK reported his concerns over the cost of a bi-election and what would happen if a parish council did not have the funds to pay for one. KALC are creating a draft recommendation that a precept would cover a Parish Council for an election. KK also reported that there was a presentation on the Medway cycle plan and KK noted that the Heron trail from Engfield Crescent to Bunters Hill is all muddied and recommend that Medway Council try to improve this route. – It was proposed to write to Medway Council to ask them to clear approved cycle path – Proposed KK, seconded LB – ALL AGREED Next meeting is 18th March AGM at Gun Wharf</p>	Clerk (PO)
94.0	<p>Other items to be handed to Clerk for next meeting: None</p>	

Meeting closed at 9.40pm.

12/12/13/lmf

NEXT MEETING: 09/1/14, 7.30pm, The Emmanuel Church Hall, Cliffe Woods