



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Cliffe
On Thursday 3rd November 2011

PRESENT

Cllrs. Chris Fribbins (Chairman) (CF), Mrs Lynne Bush (LB), Dave Green (DG), Ian Petrie (IP), Mrs Lisa Mills (LM), Mrs Margaret Emblin (ME), Ray Letheren (RL), Mrs Julie Moss (JM), Colin Elliot (CE), Mrs Joan Darwell (JD)

Parish Clerk: Mrs A Jack and Mrs L Farrelly

Absent: Robert Hunt

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
80.0		APOLOGIES FOR ABSENCE Cllrs. Ken Kentell (family), Mrs Sue McDermid (family), Jim Wenban (work), Alan Taylor (conflicting business), Mrs Sam Collins (family), ACCEPTED	
81.0		DECLARATIONS OF INTEREST RL . planning application MC/11/2103; LB . planning application MC/11/1837	
82.0		APPROVAL OF MINUTES Minutes of Parish Council Meeting held on 6th October 2011 were approved as presented. Proposed LB, Seconded RL - ALL AGREED	
83.0	83.1	ADJOURNMENT Mr Peter Clements, allotment holder, reported vandalism of allotments. This has also been reported to the Police. Clerk PO advised that the PCSO plans to attend the December Parish meeting to listen to concerns regarding the vandalism. JM plans to arrange an allotment holders meeting to find out concerns.	JM/LM
	83.2	AT reported on the on-going deterioration of Merryboys Road and asked if Councillors could attend a site visit on 12 th November at Merryboys Stables. AT felt that due to recent communications regarding the planning applications at Merryboys Stables he would not stay to attend the Parish Council meeting.	
	83.3	Gill Moore reported a fire in North Road, Cliffe due to an old electrical box. The electrical company reported that this type of fire is fairly common - around one a month. Gill Moore requested that the Parish Council write to the electrical companies to ask them to monitor the junction boxes in the villages as they are fairly old and with heavy rain could be dangerous. GM to advise the Clerk (PO) the companies concerned so that contact can be made.	GM/ Clerk (PO)
84.0		MATTERS ARISING FROM MINUTES OF MEETING ON 06/10/11	
	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 request for payment. The Court has advised Clerk PO to send a letter to Sutton Safety advising that a Judgement had been received in our favour and give them 14 days to pay otherwise the PC would take enforcement proceedings and these costs would be added to their debt. Letter to be sent . Proposed CF, Seconded LM . ALL AGREED	Clerk (PO)
	Mar	CF will do the sign for the Ball Park as soon as possible.	CF

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	83.12		
	May 9.2	Cliffe Play Area repair to scramble net: 2 quotes have now been received, both around £1,000 each. JW suggested another option involving an anchor plate so that the net could be more easily replaced in the future and will look into the costing for this and report back. Quote is on the way . On going	JW
	Aug 50.1	Cliffe Woods Car Park barrier sign damage: Vehicle owner contacted but has disputed incident and would like evidence of CCTV footage and witness details, also vehicle is used by employees and they are unsure who was driving that day. Clerk (PO) contacted Kent Police who has been unable to provide a copy of the CCTV and the Parish Council would like to protect witness details. Vehicle owner was further contacted by email but has responded in a flippant manner. As any claim would fall within our policy excess agreed no further action.	
	Aug 51.6	2 emails have been sent to Medway Council asking if there is any funding available for Queen's Diamond Jubilee events next year. No response received. Clerk (PO) advised that any event advertised with the Royal name has to obtain permission for its usage.	
	Aug 54.2	Photo of JD still needed for the website.	JD
	Sep 59.1	SM attended a meeting arranged on 19/10 with the Practice Manager of The Parks Medical Practice which includes Cliffe Woods and Wainscott surgeries and will provide feedback at the next PC meeting. A further meeting has been arranged with Cliffe Surgery on 15/11 and any concerns that Councillors have will be raised then.	SM
	Sep 62.3	KK/JW to follow up with quote from ACO landscaping systems for safety flooring around Skate Park.	KK/JW
	Sep 62.4	Gravity has visited the Skate Park to carry out yearly maintenance work. Email has been sent to find out the extent of work that was carried out. They have now responded with a list of works done . in particular the lifting of the metal edge on the concrete.	
	Oct 71.1	Mrs Diane 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. Mrs Foreman had reported this to the police but had not received any response from the authorities. CF suggested that Mrs Foreman contact Adam Taylor at Medway Council to see if she could get this matter resolved - 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).	RL/JM/LM/ DG
	Oct 73.2.1	Damage to the new rubbish bin at the Ball Park was reported to the Police the day after it was installed. Dave has stored it in his garage and JW will collect and reinstall as soon as he is able.	JW
	Oct 74.4	A phone call was received from Mr Colm Gregory informing the PC of an accident that took place involving his son and the wooden posts in the Play Area. He asked if the posts could be rounded off to prevent future accidents. It was discussed and agreed that the posts are meant to be square due to the height of them in order for children to jump from one to the other and unfortunately this was a sad incident. RH further confirmed this after reviewing the posts. The date of the accident is still to be ascertained and added to the report in the accident book by the Clerk (PO).	Clerk (PO)

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	Oct 74.9	Christmas Trees: . It was reported that Mr Bud Baker is unable to carry out the job of supplying and erecting the trees this year. Clerk PO has obtained another quote Clerk (RFO) to check with insurance regarding the Christmas tree lights. Proposed to go ahead with the quote from Greenoak Tree Surgery . Proposed CF Seconded DG . ALL AGREED.	Clerk (RFO)
	Oct 78.4	Village SOS - CF reported that Village SOS is hosting a one day road show in London on16/12. CF has 3 free tickets available if anyone is interested. JD and LB showed an interest and need to check diaries to confirm	JD/LB
85.0		REPORT: CLERK	
	85.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received as follows: 85.1.1 KCC Waste Minerals Plan with CD 85.1.2 Mrs Walton, application for a Parish Council vacancy 85.1.3 LB advised new date for the quiz night of 25/11	
	85.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 85.2.1 The Caretaker reported more activity on the Rec from vehicles entering via the gap in the hedge. This has been reported to the Police previously and the Clerk again reported it to PCSO Dave Potten who agreed to increase their patrols. The posts have now been installed so should prevent this. 85.2.2 Mr Clements from the allotments reported a break in to his shed and others. The Clerk advised that all concerned should report this to the Police so that they are aware for their crime figures and patrols (01622 690690). Following this report he asked if we could invite our local PCSO along to our next meeting, tenants or PC. The Clerk contacted PCSO Dave Potten who has agreed to come along as soon as his work schedule allows, probably to the December one. The Clerk mentioned the shed break ins and he was not aware of these. 85.2.3 Mr Robinson, Community Officer at Medway Council, would like to come along to the Parish meeting in December to introduce himself and take any questions from Councillors. An email was forwarded regarding this with a link to his responsibilities which are dealing with anti-social behaviour and improving the environment. 85.2.4 A resident in Woodside Green, Cliffe Woods has reported nuisance behaviour from children outside his house throwing chestnuts from the nearby trees at his windows which is intimidating and frightening. He has spoken to the local PCSO and wanted advice on how to have the trees removed. The Clerk advised him to contact Medway Council but to keep us informed if nothing is done to help them. The nuisance behaviour is something which would come under Mr Robinsons remit. 85.2.5 The Clerk met Laurie McNabb from Veolia's Manchester office to show him round the Skate Park site so that he could take photos. Fortunately much of the graffiti has been removed. Mr McNabb was very impressed with the large recreation ground in the centre of the village and on hearing about the proposed changing rooms advised that Veolia may be willing to contribute towards these and also the matting around the Skate Park if the PC had not secured all of the funding for this,	

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		<p>quotes received for matting £2,000-£3,000 depending on size.</p> <p>85.2.6 LB reported a HGV parking overnight in the layby outside the Cliffe Primary School which may need reporting to the local Police and Medway Council, but this has since now moved on.</p> <p>85.2.7 A meeting regarding the proposed amalgamation of the Medway and Darent Valley Hospitals has been arranged by Medway LINK at the King Charles Hotel in Gillingham for 10/11 at 6pm, the Clerks have put posters advertising this on the Parish noticeboards. Places can be booked by contacting Deborah Wheeler on 0800 980 3956 or by email deborahw@kmm-ltd.co.uk.</p> <p>85.2.8 Former Clerk, Gavin Meeser has reported he is still receiving some items of PC post some 2 years after leaving. He does redirect to the Clerk who regularly advises our new address however, a lot of this is rubbish advertising and we do not contact these companies. The Clerk has advised to return to sender this type of correspondence so as not to continue receiving it.</p> <p>85.2.9 The Caretaker has advised that there is sufficient salt at present for Cliffe Woods Car Park and shops and some for the paths by Cliffe Recreation Ground. He is also trying to dispose of large items that have been fly tipped on the Recreation Ground and is currently keeping them at the allotments.</p>	
86.0		REPORT: FINANCE & GENERAL PURPOSES	
	86.1	<p>Receipts and payments have been updated to the Alpha program. At present costs are in line with the budget. The bank accounts have been reconciled to the end September. The RFO has converted an Alpha report into excel to show how costs are spanning to the end financial year. Total receipts are as follows £290.00 . Football rent; £54.00 . allotment rents; £90.00 . Clarion Advertising.</p>	
	86.2	<p>Approval of the following payments for November: 24hr Engineering (posts) £470.70 (Chq. No. 2524) Richard Jones (Clarion delivery) £75.00 (Chq No. 2525) City Press (Clarion printing) £440.00 (Chq. No. 2523) Southern Water (6month allotment water rates)) £328.810 (D/D) D Wright (Remembrance Day Wreath) £25.00 (Chq No. 2526) Alex Jack (additions and exps for October) £xx (Chq. No. 2527) Laura Farrelly (additions and exps for October) £xx (Chq. No. 2528) Dave Clark (additions and exps for October) £xx (Chq. No. 2529) Alex Jack (October wages) £xx s/o Laura Farrelly (October wages) £xx s/o Dave Clark (October wages) £xx s/o Proposed CF, Seconded JM . ALL AGREED</p>	
	86.3	<p>The RFO requests all Councillors to consider any budget considerations/requests they require for their particular areas in which they are involved in preparation for the drafting of the new budget in December/January. The Clerk (PO) has spoken with CF and KK prior to the yearly review of her contract in November and advised her average hours are 12 per week with some additional voluntary hours. Her present contract is for 10 with extra hours currently being claimed on a monthly basis. .The hourly rate for both Clerks is also to be reviewed and an increase from £xx to £xx per hour has already been budgeted (although nationally the pay scales have been frozen). The RFO is to cost out the hours for the future budget to see what is viable.</p>	<p>ALL</p> <p>Clerk(RFO)</p>

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86.4	<p>RLG update: The RFO is to send a copy invoice for the Recreation Ground posts to the new contact at Medway Council for claim against RLG. The original items that were planned for the Rural Liaison grant are now being covered by the S106 grant therefore there is scope for new projects. KK previously suggested that some of the money be budgeted for the Diamond Jubilee celebration events.</p>	Clerk (RFO)
86.5	<p>Cliffe Play Area . S106 The RFO suggested she contact Heather Marsh to remind her that the Parish Council are responsible for Cliffe Play Area as there seems to be some confusion over repair works. The RFO will also pass onto Heather Marsh the quotes that have already been obtained for the planned works within Cliffe Play Area and Skate Park. This way the Parish can keep a track of how the S106 money is being spent.</p>	Clerk (RFO)
86.6	<p>Projects . Football Changing Rooms: The RFO is to arrange a meeting with Paul Fenney (Football manager) Mary Hooper (Memorial Hall), John Liddard (architect) and CF to discuss the drawings and the next steps.</p>	Clerk (RFO)
86.7	<p>Queen's Diamond Jubilee: As discussed at the public meeting JD and Gill Moore planned to organise a family picnic style fete in Cliffe. Cliffe Woods Community Association planned to organise an event too. Notes from public meeting available on request.</p>	
86.8	<p>County Court Claim . Refer to Item Oct 19.2.7</p>	
86.9	<p>Christmas refreshments for December's PC meeting: The December PC meeting is to be hosted at Cliffe this year as it was at Cliffe Woods last year. The PO suggested the Evening Star as a venue for gathering after the meeting. LM has offered to lay on some nibbles for all Councillors. Proposed CF Seconded LB . ALL AGREED</p>	LM
86.10	<p>Lawn mower service: Dave Clark asked KK if the lawn mower could be serviced. Dave informed KK that Honda usually charge between £50-60 and that we may need to go to them so as to keep the warranty valid. ME advised that in some instances the warranty could allow for other companies to service. The RFO is to obtain quotes from Medway Mowers and Cooks for a comparison. RFO to ask Dave if the strimmer needs servicing too.</p>	Clerk (RFO)
86.11	<p>Christmas Trees at Parkside Parade, Cliffe Woods . Refer to Item Oct 74.9</p>	
86.12	<p>Date of next Finance & General Purposes Committee Meeting: 29th November 2011, 7.30 pm . Small Memorial Hall, Cliffe (kitchen)</p>	
87.0	<p>REPORT: ALLOTMENTS, RECREATION GROUND & CARETAKER, CHILDREN'S PLAY AREAS</p>	
87.1	<p>Allotments: JM requested if there was any money available to purchase some bushes/trees to create a privacy screen between the allotments and the Ball Court and to fill in the gaps along the perimeter. CF suggested JM obtain some quotes to give to the finance and General Purposes Committee to consider. JM also requested to have a breakdown of the allotment's expenditure to date.</p>	JM Clerk (RFO)
87.2	<p>Children's Play Area . No report</p>	

	87.3	Recreation Ground, Skate Park, Ball Court and Caretaker - No report.	
88.0		REPORT: PLANNING	
	88.1	<p>Planning applications: CF presented the following planning applications with proposed comments:</p> <p>MC/11/2485 – Newlands Farm Cottage, Station Road, Cliffe, ME3 7TH . Construction of a detached dwelling . Moved: Objection to the application as this application is outside the village envelope where new build would not normally be allowed. The PC is also concerned about the implied extension of garden area on the plans are not agricultural land.</p> <p>MC/11/1565 – Wharf Farm, 8 Wharf Lane,, Cliffe ME3 7UE . Retrospective application for conversion of integral garage to create family room, creation of three parking spaces to east side of house and block paving to replace grassed area in front of house. . Moved: Object to application. It was clear from the original permission that car parking had to be provided and that living accommodation would not be allowed on the ground floor because the area is in the flood plain. The alternative spaces do not provide adequate parking for three cars. The PC would also like it pointed out that the site has been gated and do not recollect any planning permission for this.</p> <p>MC/11/2474 – Farmhouse, Mortimers Farm, Town Road,, Cliffe Woods, ME3 7RL . Construction of two storey side extension facilitating living accommodation in the roof space; detached barn and porch and porch to front; blocking up side entrance and relocation of door together with internal alterations.. Moved: No objection</p> <p>MC/11/2426 – Farmhouse, Mortimers Farm, Town Road,, Cliffe Woods, ME3 7RL . Listed Building consent for the construction of a two storey side extension facilitating living accommodation in the roof space; detached barn and porch and porch to front; blocking up side entrance and relocation of door together with internal alterations. . Moved: No comment</p> <p>MC/11/2103 – Land to side and rear of the Coach House, Rectory road, Cliffe ME3 7RP . Proposed use of land for the keeping and riding of up to three horses. Moved: No Objection in principle to the use of the site for the purpose indicated but would want to see conditions regarding waste management. Noted that no stabling is indicated and would want to ensure that any permanent or mobile facility is subject to further applications. Proposed CF, Seconded ME . ALL AGREED</p>	
	88.2	Medway Local Development Framework (LDF) Publication: Comments sent	
	88.3	Lodge Hill Development Brief Consultation: Comments sent.	
	88.4	National Planning Policy Framework: Comments sent.	
	88.5	KCC Mineral and waste Sites: Meetings in Lenham 1 & 3 Dec. No sites on our borders. No action required.	
	88.6	Date of next Planning Committee Meeting: 24 th November 2011, 8.00 pm - Small Memorial Hall, Cliffe (kitchen)	
89.0		Report – Other Committees	

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	89.1	Parish Car Parks: It was reported that the pathway needs repairing by the Community centre and car park at Cliffe Woods. JW to contact Sanford. It was also reported that the highway sign is missing on the Buttway . Clerk to contact Medway Council for a replacement.	JW Clerk (PO)
	89.2	Clarion and Website: CF is still updating website.	
	89.3	Footpaths and Common Land: No report	
	89.4	Youth Liaison Committee: No report. Need to meet this month to discuss planned and proposed works in Cliffe and start to form the Youth Committee/Council.	RH/SM/CE/ CF
90.0		REPORT: OTHER BODIES	
	90.1	Jubilee 2012 & Thinking Big public meeting 26/10/11: Report distributed.	
	90.2	Police Liaison : Next Police Liaison meeting is 15/11/11, 7pm at Hoo. Vandalism at allotments to be raised as a concern. ME reported to the Police that she was assaulted on Cliffe Woods Recreation Ground by a horse and felt that the response she had received was dismissive and not adequate given the danger she had been in and the threats she had also received from the horse owner. LM reported that a certain group of youths are being very disruptive in Cliffe and feel this should also be raised as a concern.	JD/RH/KK
	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. CF suggested that the PC seek clarification from Medway Council for a claim against Rural Liaison and if it was deemed acceptable propose to provide the balance required to complete the project. Proposed CF Seconded RL . ALL AGREED.	Clerk (RFO)
	90;4	Cliffe Memorial Hall: LB reported that the Hall has been awarded £28,700 from Veolia for windows and heating. In total the Hall needs £52,000 to complete the project.	
	90.5	Rural Liaison: ME reported on the Rural Liaison meeting . Ambassador for Medway . Website & noticeboard. It was also reported that the new Head of The Hundred of Hoo School has zero tolerance for bad behaviour	
91.0	91.1	Other Items to be handed to Clerk for next meeting : Cliffe in Bloom grant request.	JD

The meeting closed at 9.50pm.

**NEXT MEETING:
1st December 2011 – 7.30 PM – SMALL MEMORIAL HALL, CLIFFE**

12/10/11/lmf