



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Cliffe Woods Primary School,  
View Road, Cliffe Woods  
On Thursday 5<sup>th</sup> July 2012

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Ian Petrie (IP), Mrs Sue McDermid (SM), Mrs Gill Moore (GM), Robert Hunt (RH), Mrs Margaret Emblin (ME), Mrs Vivienne Walton (VW), Dave Green (DG), Alan Taylor (AT), Jim Corrigan (JC).

Parish Clerks: Mrs A Jack and Mrs L Farrelly

Absent: Cllr. Mrs Joan Darwell (JD)

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
28.0	<b>APOLOGIES FOR ABSENCE</b> Cllr. Jim Wenban (JW) . Family, Mrs Lynne Bush (LB) . Holiday, Colin Elliot (CE) . Holiday, Ray Letheren (RL) . Holiday, - <b>ACCEPTED</b>	
29.0	<b>DECLARATIONS OF INTEREST</b> AT . Planning application MC/12/1341, CF . Payment to Medway Computer Assistance Ltd, SM, JC, ME, VW, CF . Payment to Cliffe Woods Community Association (Jubilee donation)	
30.0	<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 7 <sup>th</sup> June 2012 were approved. Proposed VW, Seconded AT . <b>ALL AGREED</b>	
31.0	<b>ADJOURNMENT</b> PSCO Mandip was present and said there was no real progress with the level of vandalism. The latest issue he has had to deal with is quad bikes. PSCO was unaware of the latest vandalism that had been reported to the police (Crime ref 21-1262). JC expressed his concern over the lack of communication between the police and how matters are being dealt with. CF agreed to write to Medway MP to raise the Parish concerns of the lack of police support in rural areas. Mrs Glennis Motley, Chancery Road, Cliffe was also present to express her concerns regarding the amount of litter around the village; particularly in the Bus shelter. CF informed Mrs Motely that this is actually Medway council's responsibility but would ask the Clerk (PO) to contact Medway Council to inform them of this matter. Mrs Motely also expressed her concern over the pond at the bottom of Allens Hill, saying that it needs cleaning. GM will ask RSPB to look at it	CF  Clerk (PO)  GM
32.0	<b>MATTERS ARISING FROM MINUTES OF MEETINGS ON 7/06/12</b>	
	Oct 71.1 Mrs Dianne Foreman from Cliffe Woods 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 (GM/DG/ JD/JC)
	Dec 99.1 Allotments: It was reported that the trespassing sign has deteriorated and needs replacing. Suggested wording has now been drafted and quotes obtained.	
	May 6.1 SM asked about the outstanding incident with the van that damaged the barrier sign at Cliffe Woods car park . The Claim was dismissed by	

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		the courts due to no proof of driver on privately owned land. Clerk (PO) wrote to MP Mark Reckless regarding this incident and a possible loophole in the law. A letter was received from Chris Irvine informing the PC that it is being investigated. Awaiting further response.	Clerk (PO)
May 6.2.5		Further reminders were sent out to APM attendees and reports requested. The APM was fairly well attended with the benefit of a projector and screen this year which greatly aided presentations. A copy of the draft Minutes were circulated to all Cllrs and attendees	
May 7.3		Allotment Noticeboard: The RFO passed keys for the noticeboard to JW in order for it to be repaired.	JW
June 19.6		Village Signs . maintenance: It was reported by Cllr Dave Green that both the mill stones were looking rusty. JW and KK would inspect and they also offered to fit the new sign on the Buttway	JW/KK
June 19.10		War Memorial grant requests: The RFO has submitted a grant request for the war memorial at St Helen's church. An email has been received to acknowledge the application and that it is undergoing a preliminary assessment which has a lead time of six weeks.	Clerk (RFO)
June 22.1		Parish Car Park and The Buttway: JW reported Mr Rutherford believes that the flooding in the car park is connected to the small drain and will look into resolving this.	JW
June 22.3		Footpaths and Common Land: GM reported that fly tipping is occurring along Salt Lane and the footpath at Allens Hill is overgrown . Clerk (PO) reported both matters to Medway Council. Awaiting a response.	Clerk(PO)
June 24.0		Traffic Issues on B2000/Bretts: Clerk (PO) to write to Bretts to share the residents concerns over the number of large Brett lorries travelling along the B2000. A reply from Bretts was emailed to all Cllrs. LB has advised Parishioners and will ask them to take photos as they insist it is Brett's lorries.	LB/Bretts Liaison
June 25.0		Nu-Venture bus service . Clerk (PO) to write to Nu-Venture to show the support of the Parish for a Cliffe to Bluewater bus service. Nu Venture have since informed the Parish that support from Medway and Kent councils maybe needed as public money may be needed to extend the service. Clerk will continue to liaise with Shorne and Highams PCs. CF will raise this with Nu Venture at next meeting with them.	Clerk(PO)/CF
June 26.0		Low flying aircraft over Parish: CF reported that since the addition of the extra runway at Southend Airport there have been many low flying Easyjet aircraft which appear to be lower than 2,000 feet. JD and GM also advised on aircraft flying low over Cliffe village. Anyone seeing these should report the day and time. Contact details will be place on the Parish website. The more people who do this will help re-route the aircraft. This has been raised with the Medway Council Chief Executive and party leaders. Information has been supplied by JD	CF
33.0		<b>REPORT: CLERK</b>	
	33.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was a letter of thanks from Pat Leviston BEM, letter from Nigel Moore, re B2000 lorries and a letter of Thanks from Buckingham Palace for Diamond Jubilee. The letter from Nigel Moore was discussed and it was decided that the Clerk(PO) should raise the matter of signage and possible road improvements with Medway Council on his behalf.	Clerk(PO)

	<p>33.2 Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>33.2.1 Medway Council was advised of our new Councillor Jim Corrigan. Peter Clements was thanked for his continuing interest.</p> <p>33.2.2 LCR have also been advised of the change for receipt of the quarterly magazine and it was picked up that they were still forwarding their invoices and correspondence to Lorraine Prior ex Clerk's home address which was why our invoice for membership had not been received. They have now updated their records</p> <p>33.2.3 Both Clerks' laptops have had their Norton internet security updated for another year.</p> <p>33.2.4 The remainder of the high vis jackets have been received.</p> <p>33.2.5 The vandalism at the youth shelter and Ball Court was reported to the Police and they attended and met with our Caretaker. The Clerk also advised Lindsay Hartney in her capacity as youth worker.</p> <p>33.2.6 Dr Loftus contacted the Clerk regarding Parish photos for Dr Wheeler's retirement party and a request for them was emailed round. A leaving card was sent from the PC.</p> <p>33.2.7 Cllr Darwell reported that a man contracted malaria whilst walking on the marshes and Cllr McDermid contacted Dr Loftus at the surgery for further information. They were unaware of any reports, she is happy to investigate further if required.</p> <p>33.2.8 Allotment holders were advised that the hosepipe ban had ended.</p> <p>33.2.9 Improvements to the 133 bus service with the addition of an early morning weekday bus have been advertised on noticeboards (and will be added to our website as requested by Medway Council).</p> <p>33.2.10 The Memorial Hall advised that Medway Council can no longer cut their grass when they are also cutting the Rec due to cutbacks and requested our assistance. The Clerk wrote to Dave Crouch at Medway Greenspaces and he is looking into this for us, awaiting a reply.</p> <p>33.2.11 Pat Leviston, an ex-parish Councillor and local parishioner was awarded the BEM for her contributions to the local community. The Parish Council were pleased to send a letter of congratulations to her.</p>	Clerk (PO)
34.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	<p>34.1 The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO was unable to carry out the bank reconciliation due to the bank statements not arriving in the post. A total of £111.00 has been received and banked for allotment rents this month.</p>	
	<p>34.2 Approval of the following payments for July:          Medway Computer Assistance (FastHost WEB/Email Annual Fee ) £72.47 (Chq. No. 2583)          LCR (Subscription) £192.00 (Chq No. 2584)          Meadow Mowers (Strimmer service) £85.00 (Chq No. 2585)          Supplies team (Stationery) £13.07 (Chq No. 2586)          CWCA (Cliffe Woods Jubilee donation) £206.14 (Chq No. 2587)          12 Payoll (Annual Software Licence) £65.88 (Chq No. 2588)</p>	

		<p>ACRK (Subscription) £85.00 (Chq No. 2589)          Laura Farrelly (additions and exps for June) £xx(Chq No. 2590)          Alex Jack(additions and exps for June) £xx(Chq No.2591)          Dave Clark (additions and exps for June) £xx (Chq. No. 2592)          Alex Jack (June wages) £xx s/o          Laura Farrelly (June wages) £xx s/o          Dave Clark (June wages) £xx s/o          Proposed KK, Seconded AT . <b>ALL AGREED</b></p>	
34.3	<p><b>Car Park Consultation</b>          The RFO reported that all parties concerned had been contacted via email regarding the Installation of a gate on the Small Hall car park. Paul Fenney, the football manager replied welcoming the idea, the Pre-School Group have raised some concerns about the proposed operation. The RFO will chase the rest for their feedback.</p>		Clerk(RFO)
34.4	<p><b>RLG Update</b>          The RFO contacted Alan Mitchell again regarding next year's Rural Liaison grant to try to determine a budget figure. Alan has now responded and informs the Parish that we have been allocated with £4970 for 2012/13 and we still have £1045.60 carried over from 2011/12. Planned spend is the £500 towards youth activities, a gate for Small Memorial Hall car park (once consultation is completed), the footpath by Cliffe Woods community centre and the footpath by the doctors surgery.</p>		
34.5	<p><b>Village Signs – maintenance</b>          The PO has obtained a quote for the Skateboard/Allotments and Buttway signs. The allotments sign quotes as £58 and £20 +VAT for the two signs requested by the allotments committee. The skate board and Buttway signage is also £58 + VAT per sign. It was proposed to go ahead with these quotes . Proposed KK, Seconded RH . <b>ALL AGREED.</b> Clerk(PO) to order.</p>		Clerk(PO)
34.6	<p><b>Code of Conduct</b>          The Clerk (PO) has circulated both Medway's and NALC's versions of the new Code of Conduct. CF gave a summary of the code of conduct and implications that can affect it. CF also stressed that it needed to be agreed ASAP after the 1<sup>st</sup> July 2012. KK expressed his concern with regard to Cllrs with an outside interest in bodies that may ask for financial support that they should not be allowed to speak or vote on such matters. CF moved that the Parish Council accept the code of conduct. Proposed CF, seconded KK . <b>ALL AGREED.</b> All Councillors to complete the new forms and return to the Clerk(PO) as soon as possible for submission to the Monitoring Officer at Medway Council and inclusion on the website.</p>		ALL
34.7	<p><b>Footpath at Doctor's Surgery, Cliffe Woods</b>          The RFO met with Les Davies from S&amp;L Plant and asked for two quotes one from where the works was carried out and for the worse corner by the post box. Awaiting quote. The RFO has another contact to get a comparison.</p>		Clerk(RFO)
34.8	<p><b>Skate Park Maintenance</b>          The RFO contacted Mr Grimes to see if his package offers a guarantee. Mr Grimes responded with that each coating comes with a six month guarantee. The Finance and General purpose committee propose to go ahead with the package offered by Mr Grimes . Proposed KK, seconded SM . <b>ALL AGREED.</b></p>		Clerk (RFO)

34.9	<p><b>National Grid Community Investment/Changing Rooms update</b> The National Grid has announced a new grant scheme. CF reported that they are taking bids twice a year for a couple of years. The grants are up to £2k. The PO sent out the information provided to all concerned parties that attended the APM. CF reported that there has been no progress on the changing rooms as he is still waiting to hear from the %unding buddies+.</p>	CF
34.10	<p><b>Football Pitch Hire</b> Cliffe Woods football club have requested to hire the recreational ground for the last Saturday in July and every Saturday in August. The RFO has informed the football club that it is £25 per match. The RFO has also spoken to Paul Fenney regarding the pitch hire and he is fine for them to use Cliffe's goal post but requested that Cliffe Woods football club contact the memorial hall to book for changing as they did not do that last year and took the assumption and just used the hall. The RFO will pass this information onto Mike Davies from Cliffe Woods football club. <b>ALL AGREED</b></p>	Clerk (RFO)
34.11	<p><b>AOB – Summer Youth Activities</b> Lindsey Hartney informed the Parish council that the dates that she would require the Cliffe Recreation Ground would be 2/8, 9/8, 16/8, 23/8. <b>ALL AGREED.</b> Clerk(PO) to advise.</p>	Clerk(PO)
34.14	<p><b>Date of next Finance &amp; General Purposes Committee Meeting</b> 31<sup>st</sup> July 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
35.0	<p><b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; CHILDREN'S PLAY AREAS</b></p>	
35.1	<p><b>Allotments</b> DG reported that he has visited the allotments quite a few times since the last meeting. There are quite a few unattended plots. Two tenants, A Welsh and G Jarvis have not paid and have had reminder letters. DG proposed that these two tenants be given notice to quit. Tenants, S Harvey and C Baker also have unattended plots and have had letters sent to them asking for them to tend to them plot but to no avail. DG proposed that these two tenants also be given notice to quit, Proposed DG, seconded VW . <b>ALL AGREED</b> DG also reported that there are three additional plots that appear to be unattended and these are being watched at present and DG will report on their progress at next meeting. DG also reported that there is an extended piece of fence at the entrance of the allotments that is not needed. This could be removed and this would aid the movement of vehicles within this area . the allotment holders offered to remove it . <b>ALL AGREED.</b> DG also reported an incident where the gate was left undone overnight and also another night where the hose was left on all night. There has only been one break in this month and this was reported to the police. RL has kindly offered to trim the over grown plots ready for the new tenants.</p>	Clerk(PO)  DG/RL  RL
35.2	<p><b>Children's Play Area</b> . No report</p>	
35.3	<p><b>Recreation Ground, Skate Park, Ball Court</b> Further vandalism has been carried out on both the youth shelter and the ball court. JW will speak to Sanfords about a cost of repairs to the youth shelter. The Clerk (RFO) will also speak to her husband about repairing the damaged ball court fencing. It was discussed in some depth about the removal of the youth shelter due to the amount of vandalism and the cost to the Parish. The Clerk (RFO) will contact the local farmers to see if the youth shelter could be temporarily removed</p>	Clerk

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		and relocated. The Clerk (PO) has costed the anti-climb paint at £28.95 and the warning signs £3.75. It was proposed to purchase this to paint the roof of the container to prevent further vandalism. Proposed CF, seconded KK . <b>ALL AGREED</b> . It was suggested that a volunteer group could carry out the task. AT suggested the Medway Probation Service and KK suggested a volunteer group at the Isle of Grain Power station. Clerk (PO) to contact groups and purchase the paint and sign.	(RFO)  Clerk(PO)
36.0		<b>REPORT: PLANNING</b>	
	36.1	Planning applications: CF presented the following planning applications with proposed comments: <b>MC/12/1341 Coronation Bungalow, Cooling Street, Cliffe</b> . Construction of a detached garage/workshop. <b>Moved:</b> Support neighbours concerns, although the applicant has sought to keep down the height. If permission is granted the Parish would want to see the usage personalised to the occupants of Coronation Bungalow. <b>MC/12/1381 11 Parkside Parade, Cliffe Woods</b> . Installation of four bollards to front <b>Moved:</b> No Objection Proposed CF, Seconded VW . <b>ALL AGREED</b>	Clerk(PO)
	36.2	<b>Planning Enforcements</b> No further updates. It was reported that the G&R Tyres is parking a van partially on the pavement on the Lower Rochester road which is causing obstruction, especially to the disabled. Clerk (PO) to inform local Police.	Clerk (PO)
	36.3	<b>Date of next Planning Committee Meeting:</b> 26 <sup>th</sup> July 2012, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
37.0		<b>Report – Other Committees</b>	
	37.1	<b>Parish Car Park and The Buttway:</b> No report - Signage reported under Finance and general purposes.	
	37.2	<b>Clarion and Website:</b> CF reported the Website is continually updated.	
	37.3	<b>Footpaths and Common Land:</b> No report	
	37.4	<b>Youth Liaison Committee:</b> RH reported that the youth clubs has moved to Monday evenings in both Cliffe and Cliffe Woods. There is now plenty of adult help; however there was a lack of youths. Waiting to see how the next youth club runs.	RH/CE/VW
38.0		<b>REPORT: OTHER BODIES</b>	
	38.1	<b>Rural Liaison</b> CF reported issues discussed were the new code of conduct and the scraping of the standards committee, and a presentation from the National Grid regarding grant funding available - the Clerk (PO) has circulated information to all Cllrs and to all local bodies in Parish. Next meeting is 4 <sup>th</sup> September.	KK
	38.2	<b>KALC</b> SM reported that that there were lots of Jubilee events that took place around the parishes. The Code of Conduct was also discussed. Roxanna Brammer announced that she will try to get someone from Medway Council along to the next meeting to talk about it. The lack of policing in the rural areas was also raised. KALC have received a response from the letter sent to say that it has been referred to the	

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		Commander. It was also reported of the anti-social behaviour issues at Liberty Park and dispersal orders are now in place. Next KALC meeting is 26 <sup>th</sup> September 8pm.	RH/SM
	38.3	<b>CHAIR'S REPORT</b> CF reported on possible uses for the former primary school since the relocation of the CPC centre. KK raised concern for possible future financial implications if the Parish Council was to become involved. CF has contacted Medway Council and is awaiting a response.	CF
39.0		<b>GIFT-T Liaison:</b> CF reported that this liaison group (coordinated by Greening The Gateway . Kent & Medway) are investigating the land usages in the peninsula and their environmental and economic impact. They are also looking to find funding to improve plots of land. CF has arranged a meeting with this group to discuss further funding, meeting will be in the Small Memorial Hall Kitchen on 12 <sup>th</sup> July at 6.30pm.	ALL
40.0		<b>Other items to be handed to Clerk for next meeting . none.</b>	

The meeting closed at 10.25pm.

**NEXT MEETING: 2<sup>nd</sup> August 2012 – 7.30pm, Cliffe Memorial Hall, Church Street, Cliffe**  
 08/07/12/lmf