



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe  
On Thursday 10<sup>th</sup> January 2013

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice-Chair) (KK), Mrs Sue McDermid (SM), Colin Elliott (CE), Mrs Joan Darwell (JD), Mrs Gill Moore (GM), Ian Petrie (IP), Mrs Vivienne Walton (VW), Mrs Lynne Bush (LB), Rob Hunt (RH), Mrs Margaret Emblin (ME), Jim Corrigan (JC).  
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
102.0		<b>APOLOGIES FOR ABSENCE</b> – Cllrs. Alan Taylor (AT) . holiday, Jim Wenban (JW) - work, Ray Letheren (RL) - ill, Dave Green (DG) - ill . <b>ACCEPTED</b>	
103.0		<b>DECLARATIONS OF INTEREST</b> KK . Cliffe Woods Primary School (payments), planning (MC/12/2723 and ENF/12/0137 . Parochial charity), LB . Planning (MC/12/2723, MC /12/2895 and ENF/12/0137 . Parochial charity), CF . Planning (ENF/12/0137 . Parochial charity)	
104.0		<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 6 <sup>th</sup> December 2012 were approved. Proposed KK, Seconded VW . <b>ALL AGREED</b>	
105.0		<b>ADJOURNMENT</b> . None	
106.0		<b>MATTERS ARISING FROM MINUTES OF MEETING ON 6/12/12</b>	
	May 7.3	Allotment Noticeboard: JW has completed this repair and the noticeboard has been put back up at the allotments. The Clerk(PO) will post a notice inviting allotment holders to now use this facility once again.	Clerk(PO)
	June 19.6	Village Signs . maintenance: It was reported by DG that both the millstones were looking rusty. JW and KK have inspected. JW reported that the centres of the millstones need replacing and the wording on each of the millstone needs repainting. Clerk (RFO) contacted Jasper Wright who very kindly carried out this project and has had the new signs installed. A letter of thanks will be sent to Jasper Wright for completing this so quickly. The RFO will also ask Jasper if he still has the original contact as JW feels a proper sign writer needs to complete the job.	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 is making a mesh for the drain to catch the debris. JW reported that Mr Rutherford is unwell and will speak to him to see if he is able to carry out this job. If not JW will try to source an alternative company to complete job.	JW
	Jul 38.3	Chair's Report: CF reported on possible uses for the former CPC school since its recent relocation. 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

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 10/01/13 - display

Aug 58.2.8	The entrance barrier in the car park at Cliffe Woods was again hit by a high vehicle and the signage damaged. JW has inspected the signs and reported that new signs are required. The Clerk (PO) has purchased the signs and will hold them until required.	
Dec 95.2.3	A card was sent to Freda Frost for her 90 <sup>th</sup> Birthday on behalf of the Parish Council. KK reported that she passed on her thanks and was very touched by the gesture	
Dec 95.4	Councillor Code of Conduct Meeting: Both Clerks met with Monitoring Officer Perry Holmes for training session. Notes from this meeting were circulated and main points noted to all councillors. Further clarification has been sought by both the Clerk (PO) and CF on certain points and they are awaiting a response.	CF/Clerk (PO)
Dec 96.7	Cliffe Football Changing Rooms: CF reported that he seems to have drawn a blank with the funding buddies but has since discovered a new funding company called Funding Doctors. CF has spoken to them with the intention of them drafting the application for the grant with the correct wording. The Funding Doctors would like to carry out an initial feasibility by talking to all people involved in the project. CF is to arrange a conference call with those involved.	CF
Dec 96.8	Allotment Trees: According to the allotment holders the trees that have been sent are not suitable. Upon discussion the F&GP committee felt that the hazel/hawthorn and blackthorn could be used on the allotments as hedging and therefore felt these could be referred to the allotment committee. GM and JD suggested the right hand side of the recreation ground. RL is tending to the trees until planting can be organised	RL/DG
Dec 96.9	Christmas Trees at Parkside shops: The two Christmas trees were installed above the shops at Cliffe Woods. It was noted by a few Councillors and the Clerk that the lights were not turned on regularly.	
Dec 99.3	<b>Footpaths and Common Land</b> GM reported that Farthing Way RS57 needs clearing. This has now been cleared.	
99.4	<b>Youth Liaison Committee</b> CF reported that there was a youth liaison meeting with Lindsey Hartney and one youth. The Youth Parish Council is a long way off from forming. VW reported that there are some more items that the youths have requested. CF suggested that she draft a formal request for the additional items for it to be considered by the finance and general purposes committee.	VW
107.0	<b>REPORT: CLERK</b>	
107.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: <ul style="list-style-type: none"> <li>- Cliffe Woods Primary School invoice for hall hire</li> <li>- V Taylor email re MC/12/2432 - Merryboys Stables objection to applicant's further statement.</li> <li>- Medway Council Planning ENF/12/0137 Westfields, to be reported under planning</li> <li>- J Wright letter and invoice for millstone</li> </ul>	
107.2	Clerk (PO) reported on matters arising and dealt with since last	

		<p>meeting, main points to note:</p> <p>107.2.1 Following a request from JD, the Clerk chased Medway Council regarding the re-painting of the white lines and replacement of the catsqeyes along the B2000, Service Request ID 1823551. Trevor Johnson has advised this will be done this weekend, weather permitting.</p> <p>107.2.2 Remaining DPIs were sent to Perry Holmes and a further request for additional information. No reply received to date.</p> <p>107.2.3 The rubbish sacks ordered for the Caretaker was received and the wrong size. KCS have now collected and replaced with the correct ones. They have issued a credit note and re-invoiced.</p> <p>107.2.4 Following an email from JD re problems at the Six Bells bus shelter in Cliffe, the Clerk emailed the Police, Medway Council and Arriva for assistance. A complaint was also received from a local resident on the above plus littering and speeding in Swingate Ave and offensive graffiti on the newly repainted youth shelter at Cliffe Woods. The Clerk gave him the 101 no. to ring and advised we are already following up on most of these issues and would continue to do so. A padlock was put on the shelter gates and permanently locked by an unknown source. This has now been removed following further complaints as preventing bus users from sheltering from the elements during the day. Medway Council, who own the shelter, will provide another padlock but have yet to find someone to manage it. The toilet supervisor has been suggested as they are at the building twice a day. Another suggestion was to ask the landlord at The Six Bells.</p> <p>107.2.5 The Clerk (RFO) reported that when arriving at the Small Memorial hall on Tuesday (4<sup>th</sup> January) evening for F&amp;GP meeting, she and the Chair of F&amp;GP, KK were greeted with extremely loud music coming from the youth shelter. The Clerk (RFO) phoned 101 and reported the noise disturbance and emailed the reference number to all Cllrs, PSCO Tony Bartholomew and Lindsay Hartney. Lindsay has replied to say that she will keep her eye out to this issue next time she is out on detached.</p>	
108.0		<p><b>REPORT: FINANCE &amp; GENERAL PURPOSES</b></p>	
	108.1	<p>The receipts and payments have been updated onto the Alpha program and at present, figures are in line with budget. The RFO has produced the bank reconciliation to the 28<sup>th</sup> of December. The balance is £14,894.13 in the current account. The RFO also reported that there is expected income from rural liaison for £560.00. The RFO went onto present the budget. The RFO showed that the budget could be kept the same as the previous year by reducing the amount budgeted for salaries and mileage allowance. The parish are awaiting a response from Medway council regarding the council tax band D equivalent. KK raised the concern of election costs saying that if there was an election it could cost the Parish council up to £4000 per ward . therefore KK proposed that the precept be increased by 3% (equivalent to inflation) and this being placed in reserves towards election costs, in order to build up funds for such a cost should it arise. Proposed precept is £44,340 (pending council tax band D equivalent) . Proposed KK, seconded RH . <b>ALL AGREED</b></p>	

	<p>108.2 <b>Approval of the following payments for December:</b> Kent Commercial Services (rubbish sacks/stationery) £43.52 (D/D) Ray-dor Signs (signs for car park) £102.00 (Chq No. 2642) Jasper Wright (millstone signs) £196.80 (Chq No. 2643) HMRC (Qtr. 3 PAYE) £253.25 (Chq No. 2644) Laura Farrelly (additions and exps for December) £xx (Chq No.2645) Dave Clark (additions and exps for December £xx (Chq No. 2646) Cliffe Woods Primary School (hall hire) £60.00 (Chq No. 2647) Alex Jack (December Wages) £xx (S/O) Dave Clark (December Wages) £xx (S/O) Laura Farrelly (December Wages) £xx (S/O) Proposed KK, Seconded VW . <b>ALL AGREED</b></p>	
108.3	<p><b>Small Memorial Car Park Update</b> The RFO has contacted Sandford several times re the installation of the gate, as has JW. Each time Sandford has said they would install the following week but this is yet to have happened. JW spoke with Clerk (PO) who spoke to the owner. He apologised for the delay and for taking payment before the work had been completed and would ring back with a start date once he had spoken to his supervisor. The Clerk(PO) will follow this up and advise F&amp;GP Committee on progress so that they may decide if or when to send a letter requesting completion within 14 days or refund of monies paid.</p>	Clerk (PO)
108.4	<p><b>War Memorial Grant Application</b> The RFO has completed the application form and CF has checked through it and provided comments. The RFO is now awaiting a letter from Edward Wright from the Church saying that they are happy for the project to go ahead. The RFO has followed up this request with emails but intends to see him in person over the coming month to ensure this letter is completed so that the application form can be submitted.</p>	Clerk (RFO)
108.5	<p><b>RLG/S106 Update</b> There is a rural liaison balance of £2549.10 to spend within the Parish. Ideas are welcomed. The RFO emailed Heather Marsh to inform her of the admin error re additional S106 funds received. Heather Marsh replied to say that she was happy for the Parish to hold onto the funds if there were items to be claimed against this and to forward invoices accordingly. However if there was a balance that would held over some time suggested it be returned. The RFO at present has invoices to forward onto her and will assess the balance accordingly.</p>	All  Clerk (RFO)
108.6	<p><b>Millstones</b> Reported under item 106.0 June 19.6.</p>	
108.7	<p><b>AOB</b> The RFO reported that Dave Clark (DC), caretaker has gone over on his holiday entitlement by 5.6 hours and therefore this will reduce his balance for the following year. He has requested further holiday which will be taken as unpaid . dates to be advised and cover arranged. CF reported that Cliffe Woods Primary school has reported back to the Parish regarding the lack of heating at the school at the last Parish meeting saying that they are unable to provide any more heat. It was suggest by JC to move all meetings to Cliffe due to the heating issue and it would also save on cost. It was proposed that the next meeting be held at Cliffe due to the cold weather (LB to confirm availability and the Clerk(PO) to advise Primary School) . Proposed JD, seconded VW . <b>ALL AGREED.</b></p>	DC/Clerks  Clerk(PO)/ LB

		CF also requested that all terms of reference for other committee members be reviewed.	CF
	108.1	<b>Date of next Finance &amp; General Purposes Committee Meeting:</b> 5 <sup>th</sup> February 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
109.0		<b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; CHILDREN'S PLAY AREAS</b>	
	109.1	<b>Allotments</b> The Clerk (PO) reported that one tenant has given up their plot and this has now been passed onto the next person on the waiting list.	
	109.2	<b>Children's Play Area</b> No report	
	109.3	<b>Recreation Ground, Skate Park, Ball Court</b> Skate park repair has now been completed.	
110.0		<b>REPORT: PLANNING</b>	
	110.1	<b>Planning applications:</b> CF presented the following planning applications with proposed comments: <b>MC/12/2878 – 77 View Road, Cliffe Woods .</b> Construction of a first floor rear extension . Comments sent prior to meeting as required by 27/12/12) <b>MC/12/2895 – 8 Wharf Farm, Wharf lane, Cliffe-</b> Retrospective application for conversion of integral garage into a gymnasium (resubmission of MC/12/1792). Comments sent prior to meeting as required by 28/12/12. <b>MC/12/2723 – Courtdale Lodge, Cooling Road, Cliffe .</b> Construction of a part two storey part single storey front and side extension (demolition of existing canopy, car port and garage).Comments sent prior to meeting as required by 25/12/12. <b>MC/12/2892 – RSPB, Cliffe Pools, Salt lane, Cliffe .</b> Removal of condition 4 from planning permission MC/10/0925 for the installation of a 2 concrete head walled stop log culvert/sluices to allow controlled water flow between 3 independent saline lagoons. Comments sent prior to meeting as required by 7/1/13. <b>MC/12/2871 – Plot 1 Merryboys Stables, Merryboys Road, Cliffe Woods –</b> The siting of a movable chattel to be used as ancillary to main dwelling <b>Moved:</b> Object as this site is outside of the village envelope. <b>ENF/12/0159- The Farm House, Wharf Lane, Cliffe –</b> An enforcement notice has been served against an alleged breach of planning control at the above property, being without the benefit of planning permission: i) the unauthorised construction of a quadruple garage. ii) The unauthorised erection of a shed. (Comments required by 20/1/13). <b>ENF/12/0137 – Westfields, Town Road, Cliffe Woods .</b> An enforcement notice has been served against MC/12/2279. Proposed CF, seconded KK . <b>ALL AGREED</b>	
	110.3	<b>Date of next Planning Committee Meeting:</b> 31 <sup>st</sup> January 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
111.0		<b>Report – Other Committees</b>	
	111.1	<b>Parish Car Park and The Buttway</b> No report	
	111.2	<b>Clarion and Website</b> CF reported the Website is continually updated. Next Clarion is due in	

		March . Articles welcomes	ALL
	111.3	<b>Footpaths and Common Land:</b> No report	
	111.4	<b>Youth Liaison Committee</b> RH reported that Juliette Gosling from Youth Kent would like to arrange a networking event for those volunteering to work with youths/youth clubs. RH to liaise with LB to find out hall availability.	RH/LB
112.0		<b>REPORT: OTHER BODIES</b>	
	112.1	<b>Friends of North Kent Marshes</b> GM reported on the following : Janet Street Porter wrote an article in Mail Weekend Magazine About walking the Saxon Shore Way on the Hoo Peninsula She suggests %Walk the northern part of the Isle of Grain and agree with me that this historic landscape must be saved+ FoNKM have put in a No Estuary Airport response to the London Assembly Transport Committee investigating London's airport capacity - public meeting to be held on 15/1/2013 City Hall FoNKM have put in a No Estuary Airport response to the House of Commons Transport Select Committee inquiry into aviation capacity - oral evidence from businesses to be heard on 14/1/2013 Portcullis House No date has yet been announced for responses to the governments 'Davies' Commission on Aviation Capacity. A new Marine Conservation Zone (MCZ) has been put forward by DEFRA to the government for the Medway, this offers further protection for the areas wildlife. Intergenerational Foundation (established to promote fairness between generations, believing each generation should be paying its own way) has produced a report which they say shows the double injustice to future generations from not fully taxing air travel. <a href="http://www.if.org.uk/wp-content/uploads/2012/11/Aviation_Report_Intergenerational_Foundation_FIN_AL.pdf">www.if.org.uk/wp-content/uploads/2012/11/Aviation_Report_Intergenerational_Foundation_FIN_AL.pdf</a> FoNKM invited to attend an RSPB Futurescapes conference in Essex in February.	
	112.2	<b>Newlands Farm</b> KK reported on behalf of JW that Newlands Farm lorries are rutting all the grass up opposite when they are reversing into the farm. This is also blocking the road. It was suggested to write to Medway Council to see if bollards could be installed to stop the drivers ruining this grassed area. ME reported that the buses are continuing to mount the verge on the corner of View Road and Merryboys Road, Cliffe Woods which has also created rutting and mud on the road. It was suggested to mention this in the same letter to Medway Council.	Clerk(PO)
113.0		<b>Other items to be handed to Clerk for next meeting:</b> Police liaison meeting, Hundred of Hoo School, 7pm 21/01/2013.	Police Liaison Com.

The meeting closed at 20.50.

**NEXT MEETING: 7<sup>th</sup> February 2013 – 7.30pm, Small Memorial Hall, Church Street, Cliffe**  
17/01/13/lmf