



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe  
On Thursday 7<sup>th</sup> February 2013

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Colin Elliott (CE), Mrs Joan Darwell (JD), Ian Petrie (IP), Mrs Vivienne Walton (VW), Mrs Lynne Bush (LB), Rob Hunt (RH), Mrs Margaret Emblin (ME), Jim Corrigan (JC), Alan Taylor (AT), Ray Letheren (RL), Jim Wenban (JW), Dave Green (DG).  
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
114.0		<b>APOLOGIES FOR ABSENCE</b> – Cllrs. Ken Kentell (KK) . holiday, Sue McDermid (SM) . family, Gill Moore(GM) - family . <b>ACCEPTED</b>	
115.0		<b>DECLARATIONS OF INTEREST</b> CF . Medway Computer Assistance (payments) LB . Planning (MC/12/1794) and Memorial Hall (payments)	
116.0		<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 10 <sup>th</sup> January 2013 were approved. Proposed LB, Seconded AT . <b>ALL AGREED</b>	
117.0		<b>ADJOURNMENT</b> Inspector David Matson, Sargent Becky Philpot, Mrs Pat Leviston and Mr Pellet were all present to discuss the concerns raised of the Bus-stop at the Six Bells. CF gave a summary of the issues that the Parish Council were concerned about at the Six Bells bus stop . these mainly being congregation of large groups of youths which is resulting vandalism/ noise/drink and drugs. All parties then took part in a thorough discussion over the issues. CF suggested some actions to move forward with this incident : For all persons to report any incidents to %01+A refurbishment of the bus stop via payback from the youths involving all concerned parties thus being the community/Councillors/police/Youths in order to create a visibility of positive change. CF also suggested the parish council clear some of the bushes by the youth shelter to create more light for them.	ALL
118.0		<b>MATTERS ARISING FROM MINUTES OF MEETING ON 10/01/13</b>	
	May 7.3	<b>Allotment Noticeboard:</b> JW has completed this repair and the noticeboard has been put back up at the allotments. The Clerk (PO) has posted a notice inviting allotment holders to now use this facility once again.	
	June 19.6	<b>Village Signs – maintenance:</b> 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 to see if he still has the original contact as JW feels a proper sign writer needs to complete the job. Jasper responded to say that he didn't and felt it could be completed quite easily by anyone with a steady hand. JW has offered to do this in the summer	JW

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June 22.1	<b>Parish Car Park and The Buttway:</b> 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	<b>Chair's Report:</b> 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
Dec 95.4	<b>Councillor Code of Conduct Meeting:</b> 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	<b>Cliffe Football Changing Rooms:</b> 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	<b>Allotment Trees:</b> 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 allotments 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 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. This requested was passed to the F&GP Committee for consideration.	
Jan 108.3	<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) was advised it would be install w/c 11/2/13 weather permitting. Clerk (PO) to advise F&GP Committee on progress	Clerk (PO)
Jan 108.4	<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.	Clerk (RFO)
Jan 108.7	<b>AOB (F&amp;GP Committee meeting):</b> CF reported that Cliffe Woods Primary school has reported back to the Parish regarding the lack of	

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		heating at the school at the last Parish meeting saying that they are unable to provide any more heat. The School has suggested moving the meeting to another room in the school grounds . CF is awaiting more information. .	CF
	Jan 111.2	<b>Clarion and Website:</b> CF reported the Website is continually updated. Next Clarion is due in March . Articles welcomes	ALL
	Jan 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 reported that this will be on the 4 <sup>th</sup> March 2013.	
	Jan 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) has written to both concerned parties and is awaiting a response.	Clerk(PO)
119.0		<b>REPORT: CLERK</b>	
	119.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: <ul style="list-style-type: none"> <li>- Plans for MC/13/0184 . 23, 25, 29 View Rd, Cliffe Woods ME3 8JQ.</li> <li>- Plans and application MC/13/0149 . 21 Tennyson Ave, Cliffe Woods ME3 8JG . Relocation of boundary fence to a height of 1.83m. Comments required by 22/1.Allotment Gardener magazine issue 1 2013</li> <li>- KCS D/D advice for £21.92.</li> <li>- Toner Giant invoice for printer cartridges £119.14.</li> <li>- R Brown, CWCA letter re gritting in CW car park and CF\$ reply.</li> <li>- Lindsay Hartney apologies unable to attend meeting, please let her know if she can be of any assistance re Buttway issues.</li> </ul> Grant request from D Foreman (Guides and Rainbows leader). - NS&I Statement.	
	119.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 119.2.1 Dave Clark advised the salt he was storing at the CWCA had been used and there were now only 2 out of the 6 bags remaining. It was decided to order a further 10 bags due to the current weather conditions and DC will store them in the doctor\$ surgery at Cliffe Woods. KK had suggested that the CWCA should repay the cost of the 4 bags they used which is £25. CF will take this suggestion to the CWCA committee meeting. 119.2.2 The latest barrier sign damage was reported by the Clerk(PO) to Vikram Sahdev at Medway Council\$ CCTV department to ask if they were able to assist with identifying the culprit. Despite 2 emails being sent no-one has yet replied. JW has kindly repositioned the existing signage so as to be level with the barrier, not below it, and is holding the new signs until they	CF

		<p>are required at a later date.</p> <p>119.2.3 The Parish phone is still giving problems. The Clerk(PO) has contacted Vonage once again but they continue to advise this is due to poor broadband connection. Currently all calls are immediately forwarded to voicemail and an email with the message is sent to the Clerk(PO), so they are still being received and monitored. The Clerk will then return calls, if necessary, on her home phone or mobile.</p> <p>119.2.4 Trevor Johnson at Medway Council advised the B2000 lining would be postponed for a week due to bad weather conditions however this has still not been done. The Clerk(PO) sent a follow up email and he is chasing up his contractor once again. These works were originally due to take place in June 2012.</p> <p>119.2.5 The Clerk(PO) emailed Amy Mason at Medway Council re litter clearance at the bus shelter which seems to have been overlooked and requested an updated street cleansing schedule. No reply was received and another email was sent. Still no reply received yet.</p> <p>119.2.6 KK noticed an abandoned van at The Buttway which the Clerk(PO) reported to Medway Council. Kevin Steele has investigated and the owner has been contacted and asked to remove it. A request to confirm ownership of the land by the Parish Council, should Medway Council need to remove it, has been given by the Clerk.</p> <p>119.2.7 Lindsay Hartney was hoping to be able to attend tonight's meeting but has had to send her apologies due to illness. She would like to be contacted if she can be of any assistance with the issues surrounding The Buttway and the bus shelter.</p>	
120.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	120.1	<p>The receipts and payments have been updated onto the Alpha program and at present, figures are in line with budget.</p> <p>The RFO has produced the bank reconciliations to the 30<sup>th</sup> of January. The balance is £13,125.39 in the current account and £35,323.85 in the NSI account. The RFO also reported that there is expected income from VAT reclaim for £413.17.</p> <p>The budget was discussed against the council tax band D equivalent. CF explained that to take into consideration a 3% increase for inflation to cover election costs (as provisionally agreed at last parish meeting) and by allocating £665 from revenue reserves this results in a 1% increase against last year's precept . thus being £43,675.00</p> <p>This, in turn will be a 3% increase in the council tax band D bill due to a change in the way the tax base is being calculated by Medway Council. A discount to the tax base is now being applied and in order to offset the impact of this change in calculation method each Parish will receive an additional allocation.</p> <p>It was proposed the Precept budget for 2013/14 for Cliffe and Cliffe Woods Parish Council be £43,675 . Proposed CF, seconded LB .</p> <p><b>MAJORITY AGREED, 1 AGAINST.</b></p>	
	120.2	<p><b>Approval of the following payments for January:</b></p> <p>Thames Self Storage (storage) £441.24 (Chq No. 2649)</p> <p>Michael Grimes (skate park repair) £450.00 (Chq No. 2650)</p> <p>Medway Computer Assistance Ltd (domain name and toners) £251.14 (Chq No. 2651)</p> <p>Rob Hunt (CRB's for youth club) £8.00 (Chq No. 2652)</p>	

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		<p>Young Kent (affiliation membership) £84.00 (Chq No. 2653)          Laura Farrelly (additions and exps for January) £xx (Chq No.2654)          Alex Jack (additions and exps for January) £xx (Chq No. 2655)          Dave Clark (additions and exps for January) £xx (Chq No. 2656)          Cliffe Memorial Hall (insurance excess invoice) £300.00 (Chq No2657)          V Walton (Youth club expenses) £21.96 (Chq No. 2658)          KCS (salt) £77.98 (D/D)          Alex Jack (January Wages) £xx (S/O)          Dave Clark (January Wages) £xx (S/O)          Laura Farrelly (January Wages) £xx (S/O)          Proposed CF, Seconded DG . <b>ALL AGREED</b></p>	
	120.3	<p><b>Small Memorial Car Park Update</b>          Reported under Item Jan 108.3</p>	
	120.4	<p><b>RLG/S106 Update</b>          There is still a rural liaison balance of £2549.10 to spend within the Parish. Ideas are welcomed urgently as the year end is nearing. The planned spend for the footpath at community centre appears to have grown into a bigger project since an inspection from Rutherford. The car park has more cracks appearing due to the drainage. Rutherford is happy to meet with CF to identify the problem areas. The RFO will look at the insurance to see if the car park is covered. VW provided a list of youth club expenditure that could be claimed against rural liaison . this totals to £988.35 . Proposed CF, seconded LB . <b>ALL AGREED.</b></p>	<p>CF          Clerk          (RFO)</p>
	120.5	<p><b>Bus Shelter:</b> Reported under adjournment item no 117.0.</p>	
	120.6	<p><b>Helicopter on Buttway</b>          A Cliffe residence who is getting married in May 2014 has written to the Parish Council requesting approval for a helicopter to land on the buttway green. The F&amp;GP committee propose to approve this request subject to crowd control/ insurance cover from the helicopter firm. . Proposed CF, Seconded JC . <b>ALL AGREED</b> in principle. Clerk (PO) to inform the residence of the Parish council's decision.</p>	<p>Clerk (PO)</p>
	120.7	<p><b>Staff holidays and training</b>          Both the Clerks have some holiday they would like to carry into the next financial year. The Clerk PO would also like to go on a training course called %Dealing with difficult people+. this is at a cost of around £200 (including travel). Both holiday carryover and training course to be agreed. Proposed CF, seconded RH . <b>ALL AGREED</b></p>	
	120.8	<p><b>AOB – Memorial Hall Excess Invoice</b>          LB emailed the invoice for the excess on their insurance policy for work done on the drains at the hall for damage caused by the recreation ground trees . Payment to be agreed . Proposed CF, seconded DG- <b>ALL AGREED</b> .</p>	
	120.9	<p><b>Date of next Finance &amp; General Purposes Committee Meeting:</b>          5<sup>th</sup> March 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).</p>	<p>F&amp;GP          Committee</p>
	121.0	<p><b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; CHILDREN'S PLAY AREAS</b></p>	
	121.1	<p><b>Allotments</b>          DG and RL have reviewed the allotment income and expenditure and therefore proposed that the rents are to stay the same for 2013/14. Proposed RL, seconded VW . <b>ALL AGREED</b>          Clerk (PO) will prepare the invoices for all tenants.</p>	<p>Clerk (PO)</p>

	121.2	<b>Children's Play Area</b> :No report	
	121.3	<b>Recreation Ground, Skate Park, Ball Court</b> :No report	
122.0		<b>REPORT: PLANNING</b>	
	122.1	<p><b>Planning applications:</b> CF presented the following planning applications with proposed comments:</p> <p><b>MC/12/2854 – 19b Cooling Rd, Cliffe, ME3 7RY</b> - Conversion to garage to form habitable space. <b>Moved:</b> Raise Concern about adequacy of car parking space and loss of parking in a location with limited or no footway, but as 19a,c &amp; d have no garage either . no objection</p> <p><b>MC/12/1794 – Wharf Farm House, Wharf Lane, Cliffe, ME3 7UE</b> -Change of use from amenity area to residential garden to serve Wharf Farm House incorporating boundary fencing. <b>Moved:</b> No objection but raise concern about any future splitting of the site and further development . request that any proposals should be submitted to the Planning Authority</p> <p><b>MC/12/2906 – Market Lodge, Cooling St, Cliffe ME3 7UA</b> -Conversion of loft with formation of dormers to front to facilitate habitable living accommodation in the roof together with roof lights to front and rear: Juliet balcony to the side and enlargement to existing window at 2<sup>nd</sup> floor to north flank wall; construction of a single storey side extension and porch to front (demolition of existing conservatory). <b>Moved</b> : No objection in principle to development in this location as it is relatively remote. However the parish have some concern about the development and question whether this is a quality design in mass and elevation that is in keeping with the countryside location it occupies (outside of the village envelopes).</p> <p><b>MC/13/0114 – 25 Hilton Rd, Cliffe Woods, ME3 8LA</b> -Construction of a single storey side extension. <b>Moved:</b> No objection as this location is on a bend, and there is no perceived impact on neighbouring properties.</p> <p><b>MC/13/0184 – 23, 25 &amp; 29 View Rd, Cliffe Woods, ME3 8JQ</b> -Outline application with some matters reserved (appearance and landscaping) for the construction of a detached house with associated access drive and hard standings. <b>Moved:</b> Object to the outline proposal and would wish to see appearance and landscaping before coming to a conclusion. In principle the Parish would not object, but would want to see how this design fits in with other approved developments and the existing bungalow &amp; chalet (where the parish council installed a blue plaque to recognise local author Lena Kennedy</p> <p><b>MC/13/0149 – 21 Tennyson Ave, Cliffe Woods, ME3 8JG</b> - Relocation of boundary fence to a height of 1.83m <b>Moved:</b> No Objection as similar sites have been allowed in the village and this is some distance from the road junction. Proposed CF, seconded AT . <b>ALL AGREED</b></p>	
	122.2	<b>Date of next Planning Committee Meeting:</b> 28 <sup>th</sup> February 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
123.0		<b>Report – Other Committees</b>	
	123.1	<b>Parish Car Park and The Buttway</b> :No report	
	123.2	<b>Clarion and Website</b> : CF reported the Website is continually updated.	

	123.3	<b>Footpaths and Common Land:</b> No report	
	123.4	<b>Youth Liaison Committee</b> VW reported that she is as requested a donation from the police for the youth club and is awaiting their response. The youth club is starting to grow in numbers. Still looking for adult volunteers	
	123.5	<b>KALC</b> . No report due to meeting called off due to bad weather.	
124.0		<b>REPORT: OTHER BODIES</b>	
	124.1	<b>Care and Concern Group</b> Clerk (PO) reported on SM behalf on the following : <ul style="list-style-type: none"> <li>- The new practice manager, Alison Airey is settling in well.</li> <li>- Dr Sangha has left the practice and has been replaced by Dr Fiona Jacobs, initially on a six month contract. This will mean that more female doctor appointments will be available.</li> <li>- New NHS contracts for GPs will be implemented in April along with the start of GP commissioning.</li> <li>- The practice has been analysing its appointments system. This will result in significant changes which should improve the service for patients, including no longer needing to ring the practice more than once to make an appointment and an increase in the number of appointments available to book ahead of time. Inevitably, though, this may take a few months to bed in and work effectively.</li> <li>- The group is currently working on a carers information/support pack to assist new carers.</li> </ul>	
	124.2	<b>Friends of North Kent Marshes</b> JD reported on various committee meetings that FONKM had supported alongside MP£. Daniel Moylan (Boris Johnson's chief aviation advisor) has been meeting with MP£ individually to try to get them on side.	
125.0		<b>Other items to be handed to Clerk for next meeting:</b> None.	

The meeting closed at 21.45.

**NEXT MEETING: 7<sup>th</sup> March 2013 – 7.30pm, Small Memorial Hall, Church Street, Cliffe**  
 13/02/13/lmf