



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 7th March 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), , Alan Taylor (AT), Ray Letheren (RL), Jim Wenban (JW), Dave Green (DG), Mrs Sue McDermid (SM).
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
126.0		APOLOGIES FOR ABSENCE – Cllrs. Ken Kentell (KK) . holiday, Joan Darwell (JD) . family, Jim Corrigan(JC) . work, Jim Wenban (JW) - work . ACCEPTED	
127.0		DECLARATIONS OF INTEREST AT- Planning. CF,SM, VW . CWCA (payments). LB- Memorial Hall (payments)	
128.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 7 th February 2013 were approved. Proposed LB, Seconded RL . ALL AGREED	
129.0		ADJOURNMENT - None	
130.0		MATTERS ARISING FROM MINUTES OF MEETING ON 07/01/13	
	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. The centres have now been replaced and JW has offered to repaint the lettering in the summer.	JW
	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
	Dec 96.7	Cliffe Football Changing Rooms: . CF has spoken to Funding Doctors with the intention of them drafting the application for the grant with the correct wording. They 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
	Jan 108.3	Small Memorial Car Park Update: 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	

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		once he had spoken to his supervisor. The Clerk (PO) was advised by JW it would be installed w/c 11/3/13 weather permitting. If not JW has an alternative company who will fit it.	JW
Jan 108.4		War Memorial Grant Application: The RFO has completed the application form and submitted the application to the War Memorial Trust. They have responded requesting a more detail quote from Medway Memorials. The RFO has emailed them with this request . still awaiting a response.	Clerk (RFO)
Jan 108.7		AOB (F&GP Committee meeting): 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. The School has suggested moving the meeting to another room in the school grounds . CF is awaiting more information. .	CF
Jan 111.2		Clarion and Website: CF reported the Website is continually updated. Next Clarion is due in March . Articles welcomed.	ALL
Jan 112.2		Newlands Farm: 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 they have advised that they would re-seed. There is no budget for posts.	
Feb 117.0		Bus Shelter at Buttway Inspector David Matson, Sergeant Becky Philpot, Mrs Pat Leviston and Mr Pellet attended February Parish Council meeting to discuss the concerns raised. Main issues being congregation of large groups of youths which is resulting vandalism/ noise/drink and drugs. CF suggested some actions to move forward with this incident : For all persons to report any incidents to 101+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 when weather permits.	ALL
Feb 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 doctors surgery at Cliffe Woods. KK had suggested that the CWCA should repay the cost of the 4 bags they used which is £25. CF informed the council that the CWCA acknowledged they had used the Parish Council's salt and will replace it.	
Feb 120.6		Helicopter on Buttway A Cliffe resident 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 Parish Council approved this request subject to crowd control/ insurance cover from the helicopter firm and the clerks have advised.	

	<p>121.1 Allotments It was agreed that the rents are to stay the same for 2013/14. Clerk (PO) has prepared and sent invoices to all tenants.</p>	
131.0	REPORT: CLERK	
	<p>131.1 List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was:</p> <ul style="list-style-type: none"> - Rob Lucas (Medway Greenspaces) . update on grass cutting at Recreation Ground and Memorial Hall, Cliffe - Kevin Edwards (Medway Council) and PCSO Tony Batholomew . assistance with patrols for parking issues in Cliffe - Amy Mason . response to request for dog fouling clean up in Cliffe - J Darwell . grant request from Cliffe in Bloom - Medway Council . planning applications: - MC/13/0458 . Land adjacent to 5 View Rd, Cliffe Woods ME3 8JQ . Construction of a 4 bedroomed detached dwelling with detached garage (comments by 21/3) - MC/0281 . already on Agenda but with change to application description as . Rebuilding of barn for use as holiday let with parking area (comments by 22/3). - MC/13/0512 - 2 Higham Rd, Cliffe ME3 7SH - Construction of a 2 storey side extension together with a single storey rear extension (demolition of existing garage conservatory and rear projection) (comments required by 26/3) - K Farrelly - £45.00 for Clarion advertising - L Loveridge . £25.00 for Clarion advertising. 	
	<p>131.2 Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>131.2.1 Cllr Kentell reported an abandoned vehicle in The Buttway Recreation Area and the Clerk reported this to Medway Council and the Police who contacted the owner. Medway Council will remove this if the owner does not.</p> <p>131.2.2 Cllr Bush reported a dangerous hole in the pavement at the corner of North Rd and Reed Street. The Clerk reported this to Medway Council and a repair was carried out swiftly by Southern Water. Also 2 cars parked dangerously on double yellow lines at the top of Pond Hill which were also reported to Medway Council parking enforcement officers who will be patrolling along with our PCSOs.</p> <p>131.2.3 Posters were put on the local noticeboards advertising the new Medway Council electrical items removal contact no. which is 111 and also on behalf of Dementia Cafés. A Clarion notice was also posted to try and encourage additional advertising.</p> <p>131.2.4 Clerk (PO) reported briefly on her 1 day training course in London attended the day of the meeting.</p> <p>131.2.5 Enquiries were made by the Clerk regarding alternative storage facilities as the current ones are not very accessible. Local Loft at Mockbeggar Farm has a similar size storage available which could benefit from having racking installed. Cost is similar to Thames Storage with whom we have another 6 months remaining on our lease. They may be interested in advertising in the Clarion in exchange for these facilities.</p> <p>131.2.6 JW informed the Clerk that he is happy to look at the noticeboards and see if the existing ones can be refurbished</p>	<p>Clerk (PO)</p> <p>F&GP committee</p> <p>JW</p>

		and also if the map on the Cliffe Woods one can be moved to the back making extra room on the busy board.	
	131.3	Annual Parish Meeting 4/4/13 at Cliffe Woods Clerk PO reported that she has circulated an easy read poster to advertise the event and will sent out the invitations to all organisations CF said the plan is to have a presentation on the history of Cliffe and Cliffe Woods and a presentation on the airport debate, along with summaries from various businesses.	Clerk (PO)
	132.0	REPORT: FINANCE & GENERAL PURPOSES	
	132.1	The receipts and payments have been updated onto the Alpha program and at present, figures are in line with budget. The RFO had not received the bank statement for the end of February so produced an estimated bank reconciliation and cash flow to the end of March. The estimated balance for the current account would be £3,413.79 and £35,323.85 in the NSI account. The Parish council is expecting a precept of £43,675.00 to enter the bank account at the beginning of April. There are sufficient funds within the current account to cover all expenses till it does so.	
	132.2	Approval of the following payments for March: Southern Water(water rates) £82.52 (D/D) KCS (stationery) £61.24 (D/D) ACM Training (course . paid to A Jack as expenses) £161.97 (Chq No. 2659) Action with Communities in Rural Kent (membership) £85.00 (Chq No. 2660) KFAS Airport Conference (Tickets JD & GM) £30.00 (Chq No. 2661) Dianne Foreman (grant request for Cliffe Woods Guides and Rainbow) £300.00 (Chq No 2662) Cliffe Memorial Hall (hall grant) £2500.00 (Chq No. 2663) Cliffe Woods Community Association (hall grant) £2500.00 (Chq No 2664) Laura Farrelly (additions and exps for February) £xx (Chq No.2665) Alex Jack (additions and exps for February) £xx (Chq No. 2666) Dave Clark (additions and exps for February) £xx (Chq No. 2667) Alex Jack (February Wages) £xx (S/O) Dave Clark (February Wages) £xx (S/O) Laura Farrelly (February Wages) £xx (S/O) Proposed IP, Seconded DG . ALL AGREED	
	132.3	Small Memorial Car Park Update Reported under Item Jan 108.3	
	132.4	RLG/S106 Update RLG - Planned spend for the remaining balance for the Rural Liaison grant is £988.35 for youth club expenditure, this has been agreed by Parish Council. Further ideas are tables for both halls at a cost of £480.00 for each hall. Also CCTV for the allotments and youth shelter subject to a finalised quote in the region of £1300.00 and the agreement of Cliffe Memorial Hall hold the recording equipment on their premises. It was proposed to go ahead and obtain this quote . Proposed IP, seconded RL- ALL AGREED. Clerk RFO to forward planned spend for the 2012/13 to Alan Mitchell. Additional ideas that need further costing are noticeboards for around the parish and a donation to Cliffe in Bloom for plants. S106 . KK has suggested a small piece of equipment (spring rocker)	Clerk (RFO) JD

		be purchased and install and claimed against the S106 funds . RFO is obtaining quotes to forward onto Heather Marsh.	Clerk (RFO)
132.5		Grant Request from Cliffe Woods Girl Guides and Rainbow Dianne Foreman has written to the Parish Council requesting a donation of £200 to the Girl Guides and £100 for the Rainbows. CF reported that this could be allocated from the youth budget. It was proposed to agree this donation of £300.00 . Proposed CF, seconded IP - ALL AGREED	
132.6		Anti-climb paint for the Allotments Two allotment holders have requested some anti-climb paint for them to finish painting the fences to prevent vandalism. The cost of this could be allocated from the allotment budget. It was proposed to agree to this purchase . Proposed CF, seconded AT . ALL AGREED.	DG/RL Clerk (RFO)
132.7		Date of next Finance & General Purposes Committee Meeting: 2 nd April 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
133.0		REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
133.1		Allotments DG reported that all invoices have been sent out. A request for anti-vandal paint is reported under item 132.6	
133.2		Children's Play Area :No report	
133.3		Recreation Ground, Skate Park, Ball Court :No report	
134.0		REPORT: PLANNING	
134.1		Planning applications: CF presented the following planning applications with proposed comments sent prior were: MC/13/0280 – Plot 1, Merryboys Stables, Merryboys Road, Cliffe Woods . Construction of shed to side dwelling (resubmission of MC/12/0818) . Raise concern about interpretation of planning laws by the applicant. MC/13/0347 – 23 Reedham Crescent, Cliffe Woods - Application for approval of reserved matter being access, appearance, landscaping, layout and scale pursuant to outline permission MC/12/0823. Expressed concern at the outline planning stage regarding the issues of adequate car parking for the new build and existing property at no 23. The detailed plans do not address this concern therefore object to this development. MC/13/0323 – 1 Battlesmere Road, Cliffe Woods -Construction of porch to front together with conversion of garage to habitable living accommodation. Raise concern about the loss of parking; ask the planning authority to ensure adequate on-site parking is maintained. MC/13/0373 – 15 View Rd, Cliffe Woods -Construction of a single storey side extension and garage to front.: No objection MC/13/0281 – Plot 2 Merryboys Stable, Merryboys Road, Cliffe Woods -Relocation and rebuilding of barn for use as a holiday let including basement area, enlargement of curtilage and provision of parking areas (resubmission of MC/12/2432) Parish Council are concerned to see the proposal to replace the existing barn in another location and feel this would contravene the planning policies that exist to protect the countryside. The Parish object to this application on the grounds that it is a new build outside the village envelope.	

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		MC/13/0512 and MC/13/0458 deferred to next planning meeting Proposed CF, seconded LB . ALL AGREED	
	134.2	Date of next Planning Committee Meeting: 28 th March 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)	Planning Committee
135.0		Report – Other Committees	
	135.1	Parish Car Park and The Buttway :No report	
	135.2	Clarion and Website: CF reported the Website is continually updated.	
	135.3	Footpaths and Common Land: GM reported fly tipping has been sighted by Cliffe Pools and Pickles Way and reported to Medway Council.	
	135.4	Youth Liaison Committee: RH reported that the next step for the youth club to become affiliated is to have the relevant policies in place: An equality and diversity policy; a safeguarding policy and a constitution. It was proposed that the Parish Council adopt these policies based on models supplied by Youth Kent. Proposed CF, seconded LB . ALL AGREED. A Copy of this will be held by the Clerk (PO).	
136.0		REPORT: OTHER BODIES	
	136.1	Meeting with Ann Barnes, Kent Police and Crime Commissioner JC to report at next Parish meeting	JC
	136.2	Friends of North Kent Marshes: GM reported that all airport leaflet and self-sign petitions have been delivered to Cliffe and Cliffe Woods.	
137.0		Other items to be handed to Clerk for next meeting: None.	

The meeting closed at 21.45.

NEXT MEETING: 2nd May 2013 – 7.30pm, Small Memorial Hall, Church Street, Cliffe
17/03/13/lmf