

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church, Parkside, Cliffe Woods
On Thursday 1st August 2013

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Jim Wenban (JW), Colin Elliott (CE), Ian Petrie (IP), Mrs Vivienne Walton (VW), Rob Hunt (RH), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Gill Moore (GM), Mrs Joan Darwell (JD), Dave Green (DG)

Parish Clerk: Mrs A Jack

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
36.0	APOLOGIES FOR ABSENCE Cllrs. Jim Corrigan (JC) . holiday, Mrs Margaret Emblin (ME) . family, Ray Letheren (RL) . family - ACCEPTED	
37.0	DECLARATIONS OF INTEREST CF . Medway Computer Assistance Ltd (payments)	
38.0	APPROVAL OF MINUTES Minutes of Parish Council meeting held on 04/07/13 were amended . RH was removed from those present and CE added, item no. 27.0 was duplicated so following items were renumbered, item no. 33.4 date of next meeting was amended to 16 th September. Proposed KK, Seconded LB - ALL AGREED	
39.0	ADJOURNMENT	
39.1	Co-option of Parish Councillor for Cliffe Woods Ward There were 2 applicants, both introduced themselves and gave brief statements to Councillors. Ballot was held and result was to co-opt Derek Cory who signed Declaration of Acceptance of Office, Clerk(PO) counter signed.	
39.2	Cliffe Woods Play Area A local resident advised Parish Council of concerns regarding extra equipment recently installed in Play Area at Cliffe Woods. Anti-social and criminal behaviour has occurred in the past and he was concerned that this could now re-occur and unhappy at no consultation locally from Medway Council who own and maintain Recreation Ground. It was decided that Clerk(PO) write detailing concerns to Medway Council suggesting some appropriate signage and contact Community Officer. KK will advise concerns at next Police Liaison meeting.	Clerk(PO) KK
40.0	MATTERS ARISING FROM MINUTES OF MEETING ON 04/07/13	
June 19.6	Village signs JW has offered to repaint lettering in both millstones	JW
June 22.1	Parish Car Park and The Buttway Mr Rutherford has requested meeting with CF onsite at the Buttway to further discuss flooding problems associated with the small drain. Meeting to be arranged.	CF
May 6.2.5	Request for dog bins KK received a request for additional bins in Cooling Street. Medway Council has shortage of these and asked if normal bins can be used.	

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		Clerk(PO) previously replied advising need for dual signage and agreement of waste services to empty dog fouling waste from them. The meeting thought dual bins unsuitable as they have no lid and could be smelly and enable children to handle the waste. Clerk(PO) to inform Medway Council.	Clerk (PO)
May 7.3	RLG update	Reported under Finance.	
May 7.5	Storage/ Advertising	Clerk(PO) purchased 1 bay of racking which has been installed. Further reported under Finance.	
June 17.2.3	Cliffe Recreation Ground	Reported under Finance.	
June 18.3	RLG – Projector	Reported under Finance.	
June 18.6	Cliffe Woods Car park	Reported under Finance.	
June 18.7	Youth Club shed	Shed delivered and installed. To be added to insurance inventory.	Clerk(RFO)
June 18.8	AOB – new meeting venue	Clerk(PO) met Karen Hansen at Emmanuel Church and discussed meeting arrangements.	
June 23.0	Buckland Fishery	Parish Council invited to free taster day event on 28/07/13. Request made for event information to be added to Parish Council website community pages.	
July 30.3	RLG claims	Reported under Finance.	
July 30.4	War Memorial update	Reported under Finance.	
July 30.5	Memorial Hall car park barrier	Reported under Finance.	
July 30.8	Website upgrade	CF has purchased upgrade and applied changes to website.	
July 30.2	Grant request for youth activities	Clerk(RFO) informed Lindsey Hartney grant of £610 agreed. Alan Mitchell will fund directly from RLG.	
July 30.11	Cliffe Village Fayre and Flower Festival	Clerk(RFO) gave cheque for £200 donation to St Helen's Church.	
July 30.12	Bus Shelter refurbishment	Medway Norse have provided CF with a list of works needed and now awaiting feedback from Lindsay Hartney to go ahead, hopefully during summer holidays. CF proposed a provision of up to £250 be made initially from youth budget. Proposed CF, Seconded RH . ALL AGREED	CF Clerk(RFO)
July 30.13	Buttway noticeboard	RL has kindly renewed the noticeboard and also refurbished Cliffe history map and board alongside. Many thanks indeed.	

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	July 29.15	Basket swing in Cliffe Play Area Swing could not be repaired. Heather Marsh contacted Sutcliffe Play and replacement was delivered by manufacturers Huck to Parish Council free of charge under warranty. Thanks to JW who has now kindly fitted. Clerk(PO) sent email thanking all concerned.	
	July 30.1	Allotments The only outstanding rent payment is with GM who will pass to DG now that Clerk(RFO) is on holiday.	GM
	July 30.3	Ball Court trees Clerk(PO) has asked Dave Clark to cut the trees and this is in hand.	
41.0		REPORT: CLERK	
	41.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: R Bramer . invite to opening of Wainscott Play Area P Clements . Parish Councillor vacancy J Ringham, Medway Council confirmation to co-opt. CF . Email to LMA enquiry and their reply CF . MC/13/1740 . Proposed Solar PV Project at Cliffe Terminal. LB . invoice for youth club cupboard from Cliffe Memorial Hall Medway Norse . List of works for Cliffe Bus Shelter KALC . National Salary Awards 2013/14 for Clerks D Hicks . Application for Parish Councillor vacancy Huck Nets(UK) Ltd. . goods received note for replacement basket swing seat and return under warranty of broken one. CF . report on Special Meeting 17/07/13 Thames Self Storage . invoice for August storage unit	
	41.2	Clerk(PO) reported on matters arising and dealt with since last meeting, main points to note: 41.2.1 Cllrs. and Clerk(PO) attended re-opening of Cliffe Woods Play Area also attended by Cllrs. Tom Mason, Peter Hicks and from Medway Council Greenspaces Heather Marsh and Paul Schmoeger. A class from Cliffe Woods Primary School came along to try out the new equipment which proved to be very popular. Press photos taken by Medway Messenger. 41.2.2 Matthew Arnold, Medway Council requested comments on proposed revisions to Arriva 133 bus timetable. It was agreed this would not be a problem providing changes were advertised well in advance both on the buses and in the Six Bells bus shelter. Clerk(PO) to advise. 41.2.3 Paul Schmoeger, Medway Council reported glass at Skate Park and requested this be dealt with. Dave Clark aware and has since cleared. 41.2.4 Notice to quit Thames Self Storage unit at Medway City Estate given by Clerk(RFO). Archived paperwork to be relocated to new storage at Local Loft within Mockbeggar Farm. IP has kindly agreed to use his van for the move. 41.2.5 Clerk(RFO) on holiday from xx for 2 weeks, Clerk(PO) covering.	Clerk(PO) Clerk(PO)
42.0		REPORT: FINANCE & GENERAL PURPOSES	
	42.1	Finance Report Receipts and payments updated onto Alpha program and in line with budget. Income due to bank account of approx. £1410 from Rural	

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		Liaison and £434 VAT reclaim. Clerk(RFO) carried out estimated bank reconciliation as bank statements received after F&GP meeting and advised bank funds adequate to cover Parish expenses for next couple of months.	
42.2		<p>Approval of the following payments for August: KCS . stationery £25.08 (d/d) Local Loft . storage key deposit £40 (Chq No. 2707) Local Loft . storage yearly cost £520 (Chq No. 2708) V Walton . padlock for youth club shed £24.63 (Chq No. 2709) Cliffe Woods Primary School . hall hire £20 (Chq No. 2710) Medway Computer Assistance . projector purchase £310.61 (Chq No. 2711) Ray-dor Signs . Play Area signs £70.80 (Chq No. 2714) Alex Jack - July expenses £xx (Chq No. 2712) Dave Clark - additional hours & July expenses £xx (Chq No. 2713) Alex Jack . July wages £xx (s/o) Dave Clark . July wages £xx (s/o) Laura Farrelly . July wages £xx (s/o) Proposed KK, Seconded VW - ALL AGREED</p>	
42.3		<p>RLG/S106 update 42.3.1 RLG . All submitted claims against rural liaison grant received from Medway Council. Projector cost to be claimed on receipt of invoice from Medway Computer Assistance. 42.3.2 CF met with CCTV Company and Memorial Hall committee onsite to establish and agree where cameras and equipment to be situated. CF awaiting final quote from CCTV Company. 42.3.3 S106 . balance £3339.38. Clerk(RFO) collected signage from Ray-dor for Play Area and JW will install. 42.3.4 Clerk(RFO) received comparison quote from M&M Contractors for spring rocker of £1106 + VAT which is cheaper than original quote from FLP. F&GP Committee recommends proceeding with this quote. Proposed KK, Seconded LB - ALL AGREED. Clerk(RFO) to inform M&M Contractors and provide Heather Marsh with quotes for signage and spring rocker for S106 reclaim. 42.3.5 Invoice received from Cliffe Memorial Hall for installation of cupboard for youth club equipment. Clerk(RFO) to ask Heather Marsh if can be claimed against S106 grant. VW noted that installation costs had not been advised beforehand and would have preferred to get an additional quote for comparison.</p>	<p>CF/ Clerk(RFO) CF JW Clerk(RFO) Clerk(RFO)</p>
42.4		<p>War Memorial update Clerk(RFO) contacted agreed contractor Medway Memorials and advised the Council wish to proceed requesting contractor declaration be completed. Not yet received. On receipt to be returned to War Memorial Trust with signed contract from Parish Council so work can commence. Clerk(RFO) to follow up. Bryan Mooney was contacted and additional funds of £220 to be given to Parish Council.</p>	Clerk(RFO)
42.5		<p>Memorial Hall Car Park barrier Sandford Lifting has not fitted barrier gate. F&GP Committee recommends sending a final notice to complete all works including installation within 30 days or Parish Council will seek a full refund. Proposed KK, Seconded CF - ALL AGREED. Clerk(PO) to send recorded letter.</p>	Clerk(PO)

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42.6	Cliffe Recreation Ground 3 posts at the entrance are loose and 1 has been pulled out enabling vehicular access. JW asked Mr Maxwell to repair and will follow up.	JW
42.7	Cliffe Woods Car Park Clerk(PO) reported out barrier post needed stabilising. JW asked Mr Maxwell to repair and will follow up.	JW
42.8	RSPB grant Request received for donation to Wildlife & Countryside Fair. F&GP Committee has considered this but recommends it is declined as not within our Parish . AGREED. Clerk(PO) to inform RSPB.	Clerk(PO)
42.9	Local Loft storage shelving It was proposed Clerk(PO) purchase additional 2 bays of shelving at £34.99 each to complete storage at Local Loft. Clerk(PO) to also request sensor light within unit is adjusted as it cuts out too quickly. Thames Storage has issued invoice of rent for August as current rental agreement now expired. Cheque to be sent and final checkout date advised following which refund of unused rent plus original deposit will be issued by them.	Clerk(PO) Clerk(PO)
42.10	Cliffe in Bloom Invoices received. £400 donation previously agreed by Parish Council on production of invoices. F&GP Committee recommends donation is now made. Clerk(RFO) to raise cheque plus JD requested letter be sent with cheque thanking Cliffe in Bloom team for their hard work. Proposed KK, Seconded LB - ALL AGREED. F&GP Committee to consider similar annual amount be made within the budget subject to discussion with Cliffe in Bloom.	Clerk(RFO) F&GP Committee
42.11	Cliffe Woods FC pitch hire Club has cancelled pitch hire and cheque returned.	
42.12	AOB JD reported vandalism occurred at the Buttway prior to the Cliffe Fayre. A trailer was pushed into the fence and the posts at the entrance had been permanently fixed upright blocking access. Temporary access has been made via an opening through the boundary posts. A quote of £225 to renew and fit each post has been received by JD with a possible alternative and cheaper option of removing the posts and using a chain instead as posts rarely used. Chain is £16 per metre. F&GP Committee recommends requesting another quote for comparison. JD to follow this up and seek further quotes. Item to be added to Agenda for next F&GP Committee meeting and a recommendation made on review of all quotes.	JD Clerk(RFO)
42.13	Date of next Finance & General Purposes Committee Meeting: 3 rd September 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
43.0	REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN'S PLAY AREAS	
43.1	Allotments DG reported some trees provided by Woodland Trust had been damaged. An allotment holder has kindly replanted. Damage to a shed and stone throwing from the Recreation Ground was reported by an allotment holder who was advised to contact Police on the 101 no. Plot 26B has not been tended and is now very overgrown. It was proposed that letter be sent asking for plot be tended within 30 days. Proposed DG, Seconded CF . ALL AGREED. Clerk(PO) to send.	Clerk(PO)

43.2	<p>Children’s Play Areas No report.</p>	
43.3	<p>Recreation Ground, Skate Park, Ball Court No report.</p>	
44.0	<p>REPORT: PLANNING</p>	
44.1	<p>Planning applications: CF presented following applications with proposed comments: MC/13/1595 – Heathcliff Cottage, Well Penn Rd, Cliffe ME3 7SD - Construction of a rear first floor extension. Response: No objection. Comments circulated and sent prior. MC/13/1576 - Orchard Bungalow, Station Rd, Cliffe ME3 7RU - Demolition of structurally unsound bungalow, grubbing out of demolished out building foundations and construction of a four bedroomed detached house (Resubmission of MC/13/0876). Response: Concerns re number of elements of application and object to application in its current form (unclear what is being applied for). It is appreciated that submission is modified one of an earlier application for two dwellings, but documents submitted still refer in some places to two properties. Concerns re boundaries which do not correctly reflect the curtilage of existing bungalow and include land designated as countryside in the LDP/LDF. Object to new development unless it can pass criteria in LDP as if permission given have concerns that countryside could become residential. Suggested 2 storey development too prominent in local street scene and wider countryside aspect. As residential use has been given would not object to bungalow or maisonette with suitable landscape screening, single storey with accommodation in roof space. Car parking arrangements on site are unclear except for garage. Lay-by ownership on Station Road unclear, land could belong to Highways. Comments circulated and sent prior. MC/13/1636 - 2 Swingate Ave, Cliffe ME3 7QZ - Construction of 2 storey 3 bedroomed detached dwelling with associated parking. Response: Concerns re over development of site. MC/13/1676 - 9 Mallingdene Close, Cliffe Woods ME3 8TH - Construction of rear conservatory. Response: No objection. Proposed CF, Seconded LB. ALL AGREED Following for information only: MC/13/1740 – Cliffe Terminal The potential impacts of proposed solar PV project (scoping request for environmental impact assessment had been requested from Medway Planning) was discussed although for Medway Council to decide at this stage - a full planning application will be required. LMA application This is for an airport north of Cliffe proposed over Cliffe Pools. CF has contacted the developers and advised there has been no communication with local community.</p>	
44.2	<p>Special Meeting at Cliffe Woods 17/7/13 CF reported meeting well attended, encouraged by this and hoped for some positive results. Summary report and slides circulated to all. CF delivered flyer to Cliffe Woods residents advertising meeting and no costs incurred by Parish Council.</p>	
44.3	<p>Date of next Planning Committee Meeting: 29th August 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	<p>Planning Committee</p>

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45.0		Report: OTHER COMMITTEES	
	45.1	Parish Car Park and The Buttway No report.	
	45.2	Clarion and Website Next Clarion will be autumn one due October. Articles and advertising required. Any amendments to website to be advised to CF.	All
	45.3	Footpaths and Common Land GM reported footpath leading from Allens Hill, Cliffe needs to be cleared and she will request help from the RSPB.	GM
	45.4	Youth Liaison Committee No youth clubs in August. VW reported that meeting on St Mary's Island was attended and went very well and Committee will now be looking at introducing extra activities for youth clubs. They will also meet to complete some forms and paperwork.	
46.0		REPORT: OTHER BODIES	
	46.1	Medway Health Watch SM reported this was first meeting since changeover from Medway LINK, the tender having been won by Citizen Advice Bureau and will run alongside them. Independent Chair is the Very Reverend Dr Mark Beach. Aims are to ensure people receive the most from health and social care, all information needed and are sign posted to other organisations as required. To be overseen by Health Watch England. Initially will be gauging interest and who wants to get involved. SM asked them not to forget the Hoo Peninsula who have their own issues due to rural location. Leaflets were available.	
	46.2	E.ON Kingsnorth Power Station KK attended meeting and reported parts being sold and have nearly all gone. Many risk factors to go through in order to close Station. Update to be made later in year when decommissioning finished.	
	46.3	Friends of North Kent Marshes JD and GM reported on attendance at meeting of the Davies Commission. Interim report due out December.	
	46.4	Cliffe Flower Festival & Fayre JD reported on very successful Fayre raising in excess of £4,175 with monies still coming in. Weather excellent and attendance good over the 3 days. JD thanked all who had given their time to help with the events. KK commented on Parish Council's excellent flower display inside church. LB advised residents disappointed at cancellation of flower competition due to weather conditions but understood reasons. Damage to Buttway posts reported under item 42.12.	
47.0		Roadside grass cutting KK reported some grass had now been cut and will investigate whether any further work required.	KK
	47.1	KK suggested letter be sent to the Headmaster of Cliffe Woods Primary School congratulating all concerned on their extremely good results this year. Proposed KK, Seconded SM . ALL AGREED. Clerk(PO) to send.	Clerk(PO)

Meeting closed at 9.55 pm.

NEXT MEETING: 05/09/13, 7.30pm, Small Memorial Hall, Cliffe

05/08/13/ahj