

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 5th September 2013

PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Ken Kentell (Vice Chair) (KK), Jim Wenban (JW), Jim Corrigan (JC), 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), Ray Letheren (RL), Derek Cory (DC)

Parish Clerk: Mrs A Jack and Mrs L Farrelly

Absent: Colin Elliott (CE)

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
48.0		APOLOGIES FOR ABSENCE Margaret Emblim (ME) . Family - Accepted	
49.0		DECLARATIONS OF INTEREST - None	
50.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 01/08/13 were approved. Proposed JW , Seconded VW - ALL AGREED	
51.0		ADJOURNMENT - None	
52.0		MATTERS ARISING FROM MINUTES OF MEETING ON 01/08/13	
	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 met with JW and KK and advise that the drain needs to be dug out to investigate as to whether there is a pipe installed. To dig out and investigate Mr Rutherford quoted £240.00. It was proposed to instruct Mr Rutherford to go ahead with this job . Proposed JW, seconded KK . ALL Agreed. JW to arrange. JW also suggested that the drainage issue could also be alleviated if the caretaker was to sweep up and remove all the built up silt around the drain once a week. Clerk RFO to advise Dave Clark accordingly.	JW Clerk (RFO)
	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. The meeting thought dual bins unsuitable as they have no lid and could be smelly and enable children to handle the waste. Medway Council have install one canine bin and a temporary normal bin until another canine one can be found..	
	July 30.12	Bus Shelter refurbishment Reported under Finance and General Purpose	
	July 30.1	Allotments The only outstanding rent payment has now pass to the Clerk RFO and banked.	

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Aug 41.2.2	Matthew Arnold, Medway Council requested comments on proposed revisions to Arriva 133 bus timetable. Clerk (PO) advised that this would not be a problem providing changes were advertised well in advance both on the buses and in the Six Bells bus shelter.	
Aug 41.2.4	Notice to quit Thames Self Storage unit at Medway City Estate given by Clerk(RFO). Archived paperwork was relocated to new storage at Local Loft within Mockbeggar Farm. Many thanks to IP who kindly used his van for the move.	
Aug 42.3	RLG/S106 update Reported under Finance and general purposes	
42.4	War Memorial update Reported under Finance and general purposes	
Aug 42.5	Memorial Hall Car Park barrier Reported under Finance and general purposes	
Aug 42.6	Cliffe Recreation Ground 3 posts at the entrance are loose and 1 has been pulled out enabling vehicular access. This has now been repaired by Mr Maxwell.	
Aug 42.7	Cliffe Woods Car Park Clerk(PO) reported out barrier post needed stabilising. This has now been repaired by Mr Maxwell.	
Aug 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) advised RSPB accordingly.	
Aug 42.9	Local Loft storage shelving Clerk(PO) purchased the additional shelving and it has now been installed. Invoice paid and refund received from Thames Storage straight into the council's bank account.	
Aug 42.10	Cliffe in Bloom Cheque for £400 donation raised under F&GP . Letter of thanks will be sent with cheque.	Clerk(RFO)
Aug 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. Reported under Finance and general purposes.	
Aug 43.1	Allotments Plot 26B has not been tended and is now very overgrown. Clerk sent letter asking for plot be tended within 30 days.	
Aug 45.2	Clarion and Website Next Clarion will be autumn one due October. Articles and advertising required. Clerk to send out advertising letter to relevant companies. Any amendments to website to be advised to CF.	All
Aug 45.3	Footpaths and Common Land The footpath leading from Allens Hill, Cliffe needs to be cleared . GM reported that this has now been cleared.	

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	Aug 47.1	KK suggested a letter be sent to the Headmaster of Cliffe Woods Primary School congratulating all concerned on their extremely good results this year. Letter sent by Clerk (PO)	
53.0		REPORT: CLERK	
	53.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was: -R Filmer . Email re S106 monies paid from Courtsole Development . It was agreed to ask Medway Council if they would consider replacing fencing as requested by R Filmer. Clerk (PO) to email Heather Green. - C Smith, Medway Council . Rochester Airport . consultation on draft master plan . comments by 20/9 . It was agreed that CF would sent comments on behalf of Parish Council - A Woolford, Sanford . email and quote to install barrier gate - M Emblin . email re absence from Parish Council - R Clarke . email re overgrown plot at allotments	Clerk (PO) CF
	53.2	Clerk(PO) reported on matters arising and dealt with since last meeting, main points to note: 53.2.1 The Clerk (PO) contacted Medway Council and advised them of our new Parish Councillor. A copy of his Declaration of Interest form will also be forwarded. Our subscription to LCR has also now been amended and Cllr. Cory will be receiving his copy. 53.2.2 The council have received an email from Perry Holmes office asking for a link to PC website of all Cllr. Details, DPIs and code of conduct adopted. It was thought previously that Medway Council would be adding these to their own site with the signatures redacted once they had received all the forms from us, so we don't as yet have this information on our website.CF has added a link to the Cllr Code of conduct on the Parish website and all forms will now be added with signatures redacted. 53.2.3 Dave Clark has reported damaged to the Ball Park fencing - JW repaired. Clerk (PO) asked that he also reported the damage to the police. 53.2.4 Paul Schmoeger has forwarded an email from a resident complaining that the replacement basket swing in the Play Area is now too low to the ground and could result in children bending their feet backwards. Cllr. Kentell advised that the straps were already attached to the swing when we received it. 53.2.5 JD reported damaged bollard outside St Helen's School which was forwarded to Medway Council who have added to their work schedule. 53.2.6 Clerk (PO) will be on holiday from 9/9 and Clerk (RFO) will cover.	CF/Clerk(PO) Clerk(RFO)
54.0		REPORT: FINANCE & GENERAL PURPOSES	
	54.1	Finance Report The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. A credit note was received from Thames Storage for £108.28 . this included a deposit that was paid when the original storage contract was taken out.	

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		The RFO carried out an estimated bank reconciliation due to the bank statements not arriving in the post and the RFO believes there are adequate funds within the bank to cover the parish expenses for the month. A transfer from the NS& I will be required next month.	
54.2		<p>Approval of the following payments for September: A Jack - shelving £70.00 . (Chq No. 2715) Thames Self Storage -storage £81.71 (Chq No. 2716) KCS - black sacks £21.59 (D/D) KCPFA -subscription £20.00 (Chq No. 2717) Cliffe In Bloom - donation £400.00 (Chq No. 2718) RBS . Alpha software support £128.40 (Chq No. 2719) RBS . Allotments software support £128.40 (Chq No. 2719) L Farrelly . backdated payrise £xx (Chq No. 2720) A Jack . backdated payrise £xx (Chq No. 2721) Alex Jack - August Expenses £xx (Chq No. 2721) D Clark . August additional hours and expenses £xx (Chq No. 2722) J Maxwell . Rec posts and car park repair £222.00 (Chq No. 2723) W Rutherford . Buttway drainage cover £140.00 (Chq No. 2724) M Hooper . Youth Club cupboard £400.00 (Chq No.2725) Broker Network . Parish Insurance renewal £1346.72 9 (Chq No.2726) V Walton . Youth Club sports equipment £105.16 (Chq No. 2727) Proposed KK , Seconded DG - ALL AGREED</p>	
54.3		<p>RLG/S106 update RLG Balance remaining for the year - £3927.31 The RFO has submitted a claim for the Parish projector and is waiting for funds from Medway Council. The RFO will submit the invoices for the racking for the storage facility to claim against Rural Liaison. CF reported that a plug socket needs to be installed in order for the CCTV . the quote for this is £25.00. CF also reported that for Broadband to be installed in the hall it would be £564.00 which is for a 2 year contract. CF reported that the Memorial Hall do not want to take on the running costs after this time so it would be up to the Parish Council if they wish to continue with this facility which would be £23.50 per month/£282 per year. It was suggested by the F&GP committee that the CCTV be installed without the broadband and defers the broadband for further discussion by the council. CF/JW to organise installation. S106 . Balance - £2174.38. Heather Marsh reported that the youth club cupboard isn't something that can be claimed against our S106 grant as it has to be used for outdoor recreational uses. CF suggested that the payment of this be claimed under Rural liaison . Clerk (RFO) to forward details onto Alan Mitchell The RFO has forwarded a copy of the invoice for the signage from Raydor as well as the quote for the spring rocker for Cliffe Play Park. The RFO has informed M&M Contractors that the council wish to proceed with their quote for the spring rocker. Clerk RFO also reported to Heather Marsh that the safety flooring in both Cliffe and Cliffe Woods Park is damaged in certain areas</p>	<p>Clerk (RFO)</p> <p>CF/JW</p> <p>Clerk (RFO)</p>

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		and also asked if it was something that the council could claim against the S106 grant for Cliffe Park. Heather Marsh reported that the council could and to ask for quotes to be provided. Heather also suggested that the balance be used to repair Cliffe Woods Park's flooring. On discussion, the F&GP felt that the refurbishment of Cliffe Woods Park had only just been completed by Medway Council and that it should be their responsibility to address the flooring issues. The RFO will advise Heather Marsh accordingly.	Clerk (RFO)
54.4	War Memorial update	The contractor raised concern over signing the Contractors declaration due to Smart water needing to be applied and he advised that the War Memorial trust can provide this for free. The RFO contacted the War memorial trust and was provided with a website when the council can obtain the free smart water. The RFO advised the contractor accordingly and is now waiting for the signed contractor declaration form. Once this is received it can be sent back to the War Memorial Trust along with a signed contract from the Parish Council. Work should be able to proceed after all documents have been returned to the War memorial trust.	Clerk (RFO)
54.5	Memorial Hall Car Park barrier	JW provided invoice for the recreation grounds and car park post from Maxwells. A letter instructing Sandfords to complete installation of the barrier within 30days otherwise the council will obtain a county court judgment for a full refund. Sanford replied with a letter advising that they can install the gate w/c 09/09/13 and required a response by 6/9/13 due to going on holiday. The F&GP undertook a discussion surrounding the installation and the fact that they wish to charge the council the same installation amount when Maxwell has already carried out some of the work and still requires payment. It was proposed that the council ask Maxwell to collect the gate and take it to an alternative fabricator (JW suggested Nash in Hoo) to modify the gate to the required specifications for installation and then Maxwell can finish the installation. . Proposed KK, seconded JC ALL AGREED. JW also suggested that the spare scramble net be collected at the same time from Sandfords. Clerk (PO) to advised Sandfords accordingly and JW to arrange collection with Mr Maxwell and Nash.	Clerk (PO)/JW
54.6	Buttway Post	JD provided the F&GP committee a quote for the repair of the bollard posts at the Buttway. The two options were considered very expensive. JW and KK inspected the site and it was proposed the removal of the three bollards by with JW or Rutherford . Proposed KK, seconded DG . ALL AGREED.	JW
54.7	National Salary Award	KALC advised the Parish council of the new NALC pay scales for Clerk which take effect from the 1 st April 2013. On investigation it means an 11p increase in the Clerk hourly rates. It was proposed that the council keep in line with the NALC clerk pay scales and propose the 11p increase and backdate to 1 st April 2013 . Proposed KK, seconded IP . ALL AGREED	

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54.8	Bus Shelter £250 Provision CF reported that Lindsay Hartney has a group of youths that are willing to be part of the payback project to refurbish the bus stop on the Buttway. This project looks like it will take place either September/October. CF awaiting Lindsay Hartney to advise dates.	CF
54.9	Parish Council Insurance Renewal The Parish council insurance is due for renewal on the 1 st October. The two quotes are £1427.52 for the year or £1356.14 if the council agree to the 3 year long term agreement. It was proposed that the Council go ahead with the 3 year agreement . Proposed KK, seconded VW . ALL AGREED The RFO will also look at the asset register and compare against insurance schedule	Clerk (RFO)
54.10	Youth Club request for Sports Equipment - £105.16 The youth club committee had a meeting with Kent youth who provided items for indoor sports equipment that the youth club would like to purchase. An itemised list of items was provided and it was proposed that the council agreed to the purchase . Proposed VW, seconded DG - ALL AGREED	
54.11	AOB – Printing Quotes for Clarion It was decided to decide who will be printing at October Parish meeting.	
54.12	Date of next Finance & General Purposes Committee Meeting: 1 st October 2013, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
55.0	REPORT: ALLOTMENTS, RECREATION GROUND & CHILDREN’S PLAY AREAS	
55.1	Allotments DG reported that Mr Pryor of plot 36a has not worked on his plot again. DG recommends an inspection letter to be sent to Mr Pryor. Clerk (PO) to send letter. Mr Fish has asked if he could plant some miniature trees. The allotment rules state that no trees are allowed. DG to advise.	Clerk(PO) DG
55.2	Children’s Play Areas Clerk (RFO) reported that the fence that runs along the front of the allotments/back of the play park is leaning in towards the play park. This will be monitored by the recreations committee	
55.3	Recreation Ground, Skate Park, Ball Court -No report.	
56.0	REPORT: PLANNING	
56.1	Planning applications: CF presented following applications with proposed comments: MC/13/1649 – 2 Hale Road, Cliffe Woods, ME3 8HG - Construction of a 2 bedroom house. Application removed. MC/13/1850 – 32 Tennyson Avenue, Cliffe Woods, ME3 8JG - Construction of an extension and conversion of existing detached garage to a 1 bedroom annexe. Response: Raise concern about the suitability of the garage to provide adequate accommodation. Comments sent prior MC/13/1929 - 9 North Road, Cliffe ME3 7UH - Construction of a single storey extension to side and a conservatory to rear. Response: No objection. Comments sent prior.	

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		<p>MC/13/1676 – 9-11 Parkside Parade, Parkside, Cliffe Woods ME3 8HX - Retrospective application for advertisement consent for installation of two externally illuminated full height window graphics and one non-illuminated half height window graphics. Response: No objection. Comments sent prior.</p> <p>MC/13/2045 – 106 Church Street, Cliffe ME3 7PT . Construction of part single/part two storey rear extension to facilitate increase in shop area on ground floor and one bedroomed flat at first floor level. Response: Raise concern. Proposed CF, Seconded RH . ALL AGREED</p>	
	56.2	<p>Date of next Planning Committee Meeting: 29th August 2013, 8pm at Small Memorial Hall, Cliffe (Kitchen)</p>	Planning Committee
57.0		Report: OTHER COMMITTEES	
	57.1	<p>Parish Car Park and The Buttway Reported under item 52. June 22.1.</p>	
	57.2	<p>Clarion and Website .Reported under item 52. Aug 45.2</p>	
	57.3	Footpaths and Common Land – No report	
	57.4	<p>Youth Liaison Committee VW reported that the community centre is providing electric to the shed for free. The youths clubs are now charging 50p entrance fee There are between 15-20 at Cliffe Woods and between 13-18 at Cliffe.</p>	
58.0		REPORT: OTHER BODIES	
	58.1	<p>Friends of North Kent Marshes JD reported that Cliffe Autumn Fayre %Spirit of the 40ç+ will be taking place on 14th September from 12-4pm with a walk starting at 10am at St Helenç Church. Volunteers needed.</p>	
	58.2	<p>Communicating with Parishioners DC asked how we communicate with the parishioners. CF advised the public meetings, website and Clarion. DC suggested creating a distribution list by obtain residentç email addresses so that info and flyers could be emailed out to them. DC also suggested creating an enrolment page on the website for any parishioner who would like to receive email updates. . It was agreed to referred to the Clarion and Website Committee and for DC to join this committee</p>	Clarion & Website committee
59.0		Other items to be handed to Clerk for next meeting:	
	59.1	<p>Reports from Police Liaison and Rural Liaison to follow next month and CF recommended that the Parish council receive monthly updates from both Cliffe Woods Community Centre and Cliffe Memorial Hall and for this to be added to the agenda under other bodies.</p>	Clerk(PO)

Meeting closed at 9.00pm.

NEXT MEETING: 05/09/13, 7.30pm, Emmanuel Church, Parkside, Cliffe Woods
12/09/13/lmf