

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe  
On Thursday 2<sup>nd</sup> October 2014

### PRESENT

Cllrs. Chris Fribbins (Chair)(CF), Ken Kentell (Vice-Chair)(KK), Mrs Sue McDermid (SM), Peter Clements (PC), Ray Letheren (RL), , Vivienne Walton (VW), Joan Darwell (JD), Gill Moore (GM).  
Parish Clerks: Mrs L Farrelly & Mrs A Jack

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
61.0		<b>APOLOGIES FOR ABSENCE</b> Ian Petrie (IP) – holiday, Lynne Bush (LB) – family, Jim Wenban (JW) – work, Colin Elliot (CE) – work, Derek Cory (DC) – ill, Jim Corrigan (JC) – ill – <b>accepted.</b>	
62.0		<b>DECLARATIONS OF INTEREST</b> -None	
63.0		<b>APPROVAL OF MINUTES</b> Minutes of Parish Council meeting held on 04/09/14. Proposed KK , Seconded RL - <b>ALL AGREED</b>	
64.0		<b>Adjournment</b> On behalf of the Parish council, CF presented two glass ornamental vases to GM and JD as a thank you for all their hard work over the airport campaign.	
65.0		<b>MATTERS ARISING FROM MINUTES OF MEETING ON 04/09/14</b>	
	Jun 18.2.5	The storage container on the Rec used for lawnmower, strimmer etc. and also by the football teams for storing nets is now leaking from the roof badly meaning the lawnmower is sitting in water and so an urgent repair is required.- This is referred to the Recreation Ground and Play Areas Committee. KK is going to seek a quote from a storage container company.	KK/JW/DC
	Aug 43.6	<b>Quotes received-</b> Reported under item 67.3	
	Aug 46.1	<b>Parish Car Parks and The Buttway</b> – KK reported that the lines on the Buttway have now been painted by the caretaker.	
	Aug 47.2	<b>Rural Liaison</b> -KK reported that he would like to step down as the rural liaison representative and asked if any councillors would like to represent this outside body	ALL
	54.1	Neil Howlett advised due to insufficient crime reports at the recreation ground/allotment site in Cliffe, the Parish council could not have the temporary deployed CCTV camera. It was agreed for a letter to be written requesting what is considered the required number of crime reports and list all the crime reference numbers the Parish has to date. Letter was sent, awaiting a response	Clerk (PO)
	54.2.3	Councillor Training - It was agreed to proceed with	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 02/10/14 - Display

		hosting this training and to encourage those councillors who do wish to stand for re-election next May to attend.. Cllr's to inform the Clerk of dates they would be able to attend. Dates/Venue to be arranged –	ALL
	54.2.3	Clerk(PO) reported damage to the barrier signage (noticed on 23/8) at the car park in Cliffe Woods to the Police 101 no., ref. 27-0411. Medway Council CCTV will check their cameras but can only go back 48 hrs from given date due to operator time involved. JW confirmed that he has another set of the signs and has now replaced them.	
	54.2.5	Clerk(PO) yearly appraisal carried out by CF and KK and she will now attend the F&GP monthly meetings wherever possible. Clerk(RFO) appraisal is due to take place on 10/11.	CF/KK/Clerk(RFO)
	55.4	<b>RLG/S106 Update</b> – reported under item <b>67.3</b>	
	55.5	<b>CCTV Update</b> – reported under item 67.4	
	55.6	<b>Youth Shelter – Tree removal</b> Greenoak Tree Surgery has provided a quote of £400.00 to complete the removal of the trees surrounding the youth shelter. It was proposed to proceed with the quote – Proposed KK, seconded SM <b>ALL AGREED</b> Clerk (PO) advised Greenoak tree surgery to proceed.	
	56.1	<b>Allotments</b> PC and RL reported that they had carried out an allotment inspection. It was proposed to send out one letter to quit and three letters giving a 30 day notice to improve– Proposed PC, seconded RL – <b>ALL AGREED</b> Clerk (PO) sent letters to the relevant allotment holders.	
	56.2	<b>Recreation Ground and Play Areas</b> – It was proposed to proceed with the skate park maintenance – Clerk (RFO) advised Mike Grime to proceed with the maintenance.	
	58.4	<b>Youth Liaison Committee</b> CF confirmed that a meeting with Lindsay Hartney and the youths. Report from this meeting was circulated	
66.0		<b>REPORT: CLERK</b>	
	66.1	List of correspondence was emailed, delivered and circulated. Items to note:- - Medway Council planning – MC/14/2515 - CF forwarded for information – MC/14/2906	
	66.2	Clerk(PO) reported on matters arising and dealt with since last meeting: 66.2.1 PCSO Craig Messenger advised that there had been two fires near the youth shelter and requested the CCTV to be checked. Clerk (RFO) has identified the time frame and forwarded images 66.2.2 Dave Clark has now returned from work following his illness. Michael Johnson was able	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 02/10/14 - Display

		<p>to cover. Dave Clark advised that he had cleared the shelter. There was a lot of rubbish that had been thrown into the trees over the years. He has also repainted the yellow lines at the Buttway and started dividing the new half plots at the allotments which have now been taken by new tenants</p> <p>66.2.3 Four new allotment plots have been taken and there are now no new people on the waiting list.</p> <p>66.2.4 Clerk (PO) will be on holiday for three days xx</p>	
67.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	67.1	<p><b>Finance report:</b> The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO provided bank reconciliation to the 29<sup>th</sup> September and the bank balance is currently at £10,402.59. The RFO recommends a transfer of £15k from the NSI account to cover expenditure for the next few months – Proposed KK, seconded VW – ALL AGREED. The Clerk (RFO) will arrange the transfer.</p>	Clerk (RFO)
	67.2	<p><b>Approval of following payments for October:</b> Greenoak tree Surgery (tree removal) £400.00 Chq No. 2825 M Grimes (skate park maintenance) £900.00 Chq No. 2826 Aardvark Security (installation of 4 CCTV cameras) £870.00 Chq No. 2827 HMRC (PAYE qtr. 2) £285.80 Chq No. 2828 Information Commissioner (data protection renewal) £35.00 Chq No. 2829 SLCC (clerk membership) £116.00 Chq No. 2830 D Wright (remembrance wreath) £20.00 Chq No. 2831 L Farrelly (September expenses) £xx Chq No. 2832 D Clark (13 Additional hours &amp; September Expenses)- £xx Chq No. 2833 M Johnson (caretaker cover) £xx Chq No. 2834 KALC (local councils explained Book) £53.18 Chq No. 2835 Cliffe Memorial Hall (2<sup>nd</sup> instalment of support grant) £2500.00 Chq No. 2836 Mr Rutherford (Car park repairs/base for memorial bench) £1148.00 Chq No. 2837 C Fribbins (glass creation) £139.80 Chq No. 2838 KCS (refuse sacks) £21.59 D/D Alex Jack (September Wages)- £xx S/O Dave Clark (September Wages)- £xx S/O Laura Farrelly (September Wages)- £xx S/O Payments agreed – Proposed KK seconded SM – <b>ALL AGREED</b></p>	
	67.3	<p><b>RLG/S106 Update</b> RLG The Clerk (RFO) will offset the cost of the CCTV project against the rural liaison budget as well as the invoices</p>	

Cliffe and Cliffe Woods Parish Council  
 Minutes of Meeting 02/10/14 - Display

		<p>from Mr Rutherford for the car park repairs and the base for the Marie Vyse MBE Memorial Bench.          S106          The Clerk (RFO) has obtained quotes from two additional suppliers for the ball court repairs and the allotment fencing. B R Fencing has provided a very competitive quote for all projects. £225 to repair allotment fencing. £350 to repair damage to ball court panels and £1940 to extend the height of the ball court. It was suggested by JW to amend this quote to ensure the posts are angled slightly – Clerk RFO will speak to B R Fencing about this.          It was proposed to proceed with this quote for all of the stated projects due to not receiving the pending quote from Allied Fabrications and the money has to be spent asap. –Proposed KK, seconded RL <b>ALL AGREED</b> The Clerk RFO also noted that £457.20 that was claimed against the Parish’s S106 grant was matched to a different budget head at Medway and therefore the additional funds have been added to the S106 balance for the Parish Council. Thus making the outstanding balance of £2176.80. If the quotes are agreed, the Clerk RFO will raise an invoice to Medway Council to claim the remaining balance to cover the cost of these projects. Any overspent will be off set against the Rural Liaison budget.</p>	Clerk (RFO)
	67.4	<p><b>CCTV Update</b>          The Clerk reported that the CCTV has now been installed and the Clerks and Chairman now have the Application on their iPad in order to view the CCTV at any given point. It was noted that the vision had been blocked by spider webs but this has kindly been cleared by Ian Fisk from the Village Club. It agreed to one of the cameras adjusted so that it is viewing more of the Play Park. The Clerk (RFO) will arrange with Tony Head.</p>	Clerk (RFO)
	67.5	<p><b>Youth Shelter – Update</b>          The trees around the youth shelter have now been removed and this has made it a lot more visible. CF reported that the meeting with the youths and Medway youth worker had taken place. The Youths are very keen for a bin to be installed. Lindsey Hartney is arranging for the youth shelter to be cleaned and repainted.</p>	
	67.6	<p><b>Small Hall Memorial barrier/lock</b>          Clerk (RFO) reported that an allotment holder had reported that she was unable to attend her plot during the summer holidays as she is unable to open the car park barrier and felt that it was discriminating against the disabled and could it either be left open or the lock modified to make it easier to open. Upon discussion it was felt by the F&amp;GP committee that the barrier is left closed for the time being, due to the monitoring of anti - social behaviour and that the lock cannot be modified</p>	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 02/10/14 - Display

		as the current design is to prevent it being stolen. A disabled path is due to be installed shortly. Clerk (RFO) to send a letter to update the allotment holder.	Clerk (RFO)
	67.7	<b>Village Voices/Clarion</b> It was circulated via email that a new magazine called Village Voices that will cover Cliffe and Cliffe Woods will be distributed around the Parish monthly. It was suggested that this could possible replace the Clarion and it would be best to see what October's copy will be like and assess this option next month.	
	67.8	<b>Football pitch hire invoice for Cliffe Royals</b> The football pitch hire invoice is due for Cliffe Royals football club. The Clerk RFO advised that the Football club are only using one pitch this season. It was proposed to invoice for £175. The pitch hire charge has not been increase for some time and it was felt that due to the use of only one pitch the Parish costs involved have to be adjusted accordingly. If a football team were to use both pitches a discount could be offered. Proposed KK seconded SM – <b>ALL AGREED</b> Clerk (RFO) to raise invoice for Cliffe Royals	Clerk (RFO)
	67.9	<b>Parish Council committee set up</b> CF has circulated an email suggesting a restructuring of the way the committees operate. It was discussed but no further actions were agreed.	
	67.10	<b>Car park signage</b> The Clerk PO suggested a sign at Cliffe Woods Car Park that explains who to contact in the event of an incident. It was proposed that the Parish proceed with purchasing this sign subject to a final discussion on location of the sign – Proposed KK, seconded VW – <b>ALL AGREED</b> . Clerk (PO) to arrange for sign to be made.	Clerk(PO)
	67.11	<b>AOB – Wage increase for Caretaker</b> KK noted that the minimum wage increases as of the 1 <sup>st</sup> October and therefore felt the caretaker should be given a pay rise to reflect this. It was proposed that the Parish council increase D Clark's hourly rate to £xx per hour – Proposed KK, seconded PC - <b>ALL AGREED</b> Clerk (RFO) to arrange pay increase for October payroll	Clerk (RFO)
	67.12	<b>Date of next Finance &amp; General Purposes Committee Meeting: 30<sup>th</sup> October 2014, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</b>	F&GP Committee
68.0		<b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; PLAY AREAS</b>	
	68.1	<b>Allotments – No report</b>	
	68.2	<b>Recreation Ground and Play Areas- No report.</b>	
69.0		<b>REPORT: PLANNING</b>	
	69.1	<b>Planning applications:</b>	

		<p>CF reported on the following applications:  <b>MC/14/2688 BRYN AVON, MORTIMERS AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8JT</b>  Construction of a single storey rear extension, bay window to front and conversion of garage into habitable room. <b>Response :No objection subject to sufficient on-site car parking retained, especially as this is an un-adopted, private road.</b></p> <p><b>MC/14/2617 16 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UA</b>  Construction of a single storey extension and detached garden room to rear (demolition of existing conservatory) <b>Response : No objection subject to sufficient on-site car parking retained.</b></p> <p><b>MC/14/2472 29 VIEW ROAD CLIFFE WOODS ROCHESTER KENT ME3 8JQ</b>  Details pursuant to conditions 01, 02, 04, 05, 06, 08, 10, 11, 12, 13, 14, 15 and 16 on planning permission MC/12/0951 for Application for a minor material amendment to vary of condition 18 of planning consent MC/11/1961 (outline application with some matters reserved (appearance and landscaping) for the construction of two detached houses with detached garages and associated access drive and hard standings to reduce the application site area and remove detached double garage and alter external parking provision to plot 2 . Included in MC/14/2087 below.</p> <p><b>MC/14/2087 29 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JQ</b>  Details pursuant to conditions 01, 02, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15, 16 and 18 on planning permission MC/13/0184 for Outline application with some matters reserved (appearance and landscaping) for the construction of a detached houses with associated access drive and hard standings  <b>Response: no objection</b></p> <p><b>MC/14/1630 ALPHA LAKE AND CHALK LAKE NORTH SEA TERMINAL, SALT LANE, CLIFFE, ROCHESTER, ME3 7SX</b>  Proposed ecological and landscape enhancement of Alpha Lake and Chalk Lake, such enhancement to include re-profiling and creation of new island features. (8/10) – CF follow up meeting with applicant 30/9 13:00 Proposed CF, seconded RL – <b>All AGREED</b>  <b>Pending issues and Planning enforcement</b>  CF gave an update on planning applications that are pending decision and planning enforcement issues – this was circulated in a separate report to all Cllr's.</p>	
	69.2	<b>Date of next Planning Committee Meeting:</b> 30 <sup>th</sup> October 2014, 8pm at Cllr Fribbins' residence, Cliffe	Planning Committee
70.0		<b>Report: OTHER COMMITTEES</b>	
	70.1	<b>Parish Car Parks and The Buttway</b> – No report.	
	70.2	<b>Clarion and Website</b> - CF has been updated.	

Cliffe and Cliffe Woods Parish Council  
Minutes of Meeting 02/10/14 - Display

	70.3	<b>Footpaths and Common Land –</b> RL reported that the pathways along RS58A and RS289 have disappeared and been blocked by fencing. Clerk PO to advise Medway Council.	Clerk (PO)
	70.4	<b>Youth Liaison Committee</b> VW reported that Cliffe Woods Club has become even more popular now there are two a month. CF reported that Cliffe Youth Club is taking place on the 3 <sup>rd</sup> Thursday in the month. CF also reported that he met with the youths and Lindsey Hartney and a report of this meeting was circulated. The youths that attended this meeting are keen to create a youth parish council.	
	70.5	<b>Cliffe Memorial Hall –</b> CF reported that the Memorial hall have requested their second instalment of their support grant to help with getting the roof repaired.	
	70.6	<b>Cliffe Woods Community Association</b> SM reported that hall bookings are up and the unveiling of the Memorial Bench for Marie Vyse MBE is taking place on 4/10.	
71.0		<b>REPORT: OTHER BODIES</b>	
	71.1	<b>Friends of North Kent Marshes –</b> No report.	
	71.2	<b>Rural Liaison</b> CF reported that the NFU gave a presentation. The NFU would like better working relations with the local authorities. Catherine Smith of Medway Council also gave a presentation on the local development framework. The Council has to ensure that 1000 houses are built per year for the next 24years to cope with the population.	
	71.3	<b>KALC</b> SM reported that there were only 5 parishes present at the meeting out of a possible 11. There was a concern over the lack of representation. Rural liaison has asked for a KALC representative. Geoff Blackman has offered. Frindbury extra PC reported that the Working men's club in Wainscott is being converted into a CO-OP. High Halstow PC reported that they are pursuing for information regarding skate parks. There is a concern over the materials that would be used due to the site being located near to houses. Stoke PC reported on vandalism issues and that they are enquiring into adult gym equipment. They also reported that the solar farm is going ahead in principal.	
72.0		<b>Other items to be handed to Clerk for next meeting:</b> Care and concern meeting held on 13/10	SM

Meeting closed at 9.20pm

10/10/14/lmf

**NEXT MEETING 06/11/14 7.30pm, Emmanuel Church Hall, Parkside Parade , Cliffe Woods**