



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside Parade, Cliffe Woods
On Thursday 4th December 2014

PRESENT

Cllrs. Chris Fribbins (Chair)(CF), Ken Kentell (Vice Chairman) (KK), Mrs Sue McDermid (SM), Ray Letheren (RL), Ian Petrie (IP), Vivienne Walton (VW), Gill Moore (GM), Joan Darwell (JD), Colin Elliott (CE), Peter Clements (PC), Jim Corrigan (JC).
Parish Clerks: Mrs L Farrelly & Mrs A Jack.

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
85.0		APOLOGIES FOR ABSENCE Lynne Bush (LB) – family, Jim Wenban (JW) – work, – accepted.	
86.0		DECLARATIONS OF INTEREST -None	
87.0		APPROVAL OF MINUTES Minutes of Parish Council meeting held on 06/11/14. Proposed, VW Seconded RL- ALL AGREED	
88.0		Adjournment	
	88.1	Co-option of 3 Parish Councillor for Cliffe Woods Ward There were 5 applicants, who each introduced themselves and gave brief statements to Councillors. A ballot was held and the result was to co-opt Jerry Doyle, Fred Harper and Phillip Stanley. They each signed a Declaration of Acceptance of Office, and the Clerk (PO) counter signed. The Clerk(PO) provided DPI forms for completion by each new Councillor and return at the next meeting.	JD/FH/PS
	88.2	Neighbourhood Plan Nigel Moore gave a presentation on the structure of a Neighbourhood plan and offered to put himself forward as Chair for a committee to move forward with this plan. It was proposed to apply for a neighbourhood area designation to Medway Council – Proposed CF, seconded JC – ALL AGREED	CF
89.0		MATTERS ARISING FROM MINUTES OF MEETING ON 06/11/14	
	Aug 47.2	Rural Liaison -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
	Sep 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	

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		the Parish has to date. Letter was sent, and reply was circulated.	
	Nov 78.3	Councillor Training The councillor training has been confirmed for the 20 th January at CWCA at 6pm. The training will be carried out by CF as Clive Powell cannot make the requested dates. All Cllrs have been advised of arrangements. CF has said that this training is also available to any members of the parish who would be interested in the councillor training. Clerk (PO) to advise interested parties of training and will confirm catering arrangements.	Clerk (PO)
	Nov 78.5	Christmas Arrangements A Christmas dinner was arranged for all Cllrs who were able to attend.	
	Nov 79.3	RLG/S106 Update – reported under F&GP Item 91.3	
	Nov 79.4	CCTV Update – reported under F&GP item 91.6	
	Nov 79.5	Financial Regulations Model – reported under F&GP item 91.7.	
	Nov 79.7	Village Voices/Clarion CF has contacted Village voices, who have said they are happy to receive articles from the Parish Council. The Clerk (RFO) enquired about advertising costs. Awaiting a response.	Clerk (RFO)
	Nov 79.8	Recreation Ground – Repair to Damage post and Container Quote – reported under F&GP Item 91.4 and 91.5	
90.0		REPORT: CLERK	
	90.1	List of correspondence was emailed, delivered and circulated.	
	90.2	Clerk (PO) had no matters arising.	
91.0		REPORT: FINANCE & GENERAL PURPOSES	
	91.1	Finance report and budget considerations: The receipts and payments have been updated onto the Alpha program and at present figures are in line with budget. The RFO provided an estimated bank reconciliation to the 30 th December and estimated a balance of £13,042.90. The RFO plans to draft the budget in December and circulate before January's parish council meeting to all F&GP committee members. CF had suggested some budget considerations. Thus being – New laptops for Clerks, Wireless LAN for Parish Council, Staff Pension impact of Council, additional donations and grants for charitable bodies. The F&GP committee agreed that these may affect the precept and would need further discussion before committing to the budget.	Clerk(RFO)
	91.2	Approval of following payments for December:	

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		<p>BR Stacey Fencing Ltd (Ball court and allotment fencing) £3018.00 Chq No. 2846 Connect2Electrical(Timer switch) £61.60 Chq No. 2847 Raydor Signs(CCTV Sign) £26.40 Chq No. 2848 A Jack (November expenses and one off payment) £xx Chq No. 2849 £xx Chq No. 2851 D Clark (8.5 Additional hours & November Expenses)- £xx Chq No. 2850 L Farrelly (One off payment) £xx Chq No. 2852 Alex Jack (November Wages)- £xx S/O Dave Clark (November Wages)- £xx S/O Laura Farrelly (November Wages)- £xx S/O Payments agreed – Proposed KK seconded SM – ALL AGREED</p>	
	91.3	<p>RLG/S106 Update RLG - £3452.99 The Clerk (RFO) has offset the cost of the allotment fencing/ ball court project against the rural liaison budget as well as the invoice from Connect2Electical for the timer switch for the lights on the ball court. It was noted that B R Stacey Fencing had completed the allotment fencing as per the instruction of the RFO. Cllr Clements had noted that the allotment fencing was still leaning. Following an inspection from the RFO and caretaker, the F&GP Committee agreed that this part of the fencing wasn't as bad as the part that was fixed and it would be monitored for future movement. Planned spend included in RLG balance is the additional CCTV camera and signage. More project ideas are required to ensure that the RLG is accounted for by the end of the financial year.</p>	
	91.4	<p>Container Quote The RFO contacted Mr Spratt who had provided the original quote of £1975 for a 20ft container. He has also provided a quote for modifications to the container to include an additional door, a metal partition and the disposal of the old container. These additional costs amount to £1100.00 KK is going to obtain another comparison quote for a container. Clerk RFO will contact an alternative company to quote for the removal of the old container. It was proposed to allocate the remaining RLG for the cost of replacing the container – Proposed KK, seconded RL – ALL AGREED</p>	<p>KK Clerk(RFO)</p>
	91.5	<p>Youth Shelter Bin Quote As per the suggestion of the Clerk RFO, Mr Jack quoted for the installation of the bin at the youth shelter at £100. JW reported that Mr Rutherford has been able to provide a quote for £70.00. It was proposed that the council proceed with Mr Rutherford's quote – proposed KK, seconded VW – ALL AGREED.</p>	<p>Clerk(RFO)/JW</p>
	91.6	<p>CCTV Update Clerk RFO advised Aardvark security that the council would like to proceed with installing the additional</p>	

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		camera in the Play park. Waiting for Tony Head to come back with a date of installation – Clerk RFO to follow up. Clerk PO ordered and collected the additional CCTV signage for the play park and handed over to Clerk(RFO).	Clerk (RFO)
91.7		<p>Financial Regulations Model The Clerks, Chairman and Vice-Chairman have read through this model together and the amended draft has been circulated. It was proposed that this financial regulation is adopted by the Parish Council. – Proposed KK, seconded CF - ALL AGREED. Clerk(PO) to circulate new Standing Orders to so include. The Clerk RFO can now proceed with setting up internet banking/obtaining a debit card to help make the financial processes easier. The Clerk RFO will also check that the Parish Council insurance covers banking processes.</p>	Clerk(PO) Clerk (RFO)
91.8		<p>National Salary Award – SLCC 2014- 16 The latest national salary scales for the Clerks as of the 1st January 2015 were circulated by KALC. Upon discussion the council Spinal column point is xx and the advised hourly rate that the Clerk should be on is £xx. NALC also advised that the Clerks should receive a one off payment in December of £xx (pro –rata). This would mean that PO would be entitled to a one off payment of £xx and the RFO £xx. It was proposed to agree the increased rate of £xx per hour for the Clerks as well as the one off payments – Proposed KK, seconded CF - ALL AGREED</p>	
91.9		<p>AOB – Clerk Holidays The PO will be off for two days in December following the Parish Council meeting and the RFO will be on holiday from xx to xx. Lawn Mower Service Quote It was agreed for the caretaker to proceed with the quote of £70.00 to get the lawn mower serviced.</p>	Caretaker
91.10		<p>Date of next Finance & General Purposes Committee Meeting: 13th January 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
92.0		REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS	
92.1		Allotments – No report	
92.2		<p>Recreation Ground and Play Areas- KK reported that Medway Council had cut all the grassed area around the Ball court.</p>	
93.0		REPORT: PLANNING	
93.1		<p>Planning applications: CF reported on the following applications: MC/14/2764 The Pumping Station, Symonds Road,</p>	

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		<p>CLIFFE Increase in roof height and conversion of storage shed into a four bedroomed house with integral Response: Raise concern due to the poor road conditions – sent prior.</p> <p>MC/14/3220 199 Church Street, , CLIFFE Construction of a two storey extension to rear Response :No Objection sent prior</p> <p>MC/14/3236 2 Reedham Crescent, Cliffe Woods Construction of a single storey side extension Response : No objection to build part but raise concern about reduction in on-site parking – sent prior.</p>	
	93.2	<p>ENF/14/0471 – Courtsole Farm, Pond Hill, Cliffe ME3 7QS Site visit pending</p>	
	93.3	<p>Date of next Planning Committee Meeting: No meeting on 8/1, next meeting 29/1.</p>	Planning Committee
94.0		<p>Report: OTHER COMMITTEES</p>	
	94.1	<p>Parish Car Parks and The Buttway – No report.</p>	
	94.2	<p>Clarion and Website CF reported that the website has been updated.</p>	
	94.3	<p>Footpaths and Common Land GM reported that a freezer had been dumped on RS80 and she had advised Medway Council. Medway Council also advised GM that they will eventually tend to RS57.</p>	
	94.4	<p>Youth Liaison Committee It was noted that Cliffe Woods Youth Club is on the first and third Monday of the month and Cliffe Youth Club is on the second Thursday of the month. CF reported that Cliffe desperately needs more volunteers in order to continue. VW reported that they having a Christmas party for the Cliffe Woods Youth Club.</p>	ALL
	94.5	<p>Cliffe Memorial Hall No report.</p>	
	94.6	<p>Cliffe Woods Community Association SM reported that a new constitution is being updated by the committee. The committee is looking into selling off some of the land to fund the hall's planned extension. There is ongoing maintenance being carried out at the hall. Village Voices published an article on the Marie Vyse MBE memorial event The CWCA are holding a Christmas party for the children on the 14/12.</p>	
95.0		<p>REPORT: OTHER BODIES</p>	
	95.1	<p>Friends of North Kent Marshes – GM reported that they attended the Airport Commission which was to discuss the Heathrow option. Sir Howard Davies will give his final recommendation to the new government in May. GM noted there was no mention of an Estuary Airport.</p>	

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	95.2	<p>Kent Police Conference KK reported the police are planning on having more officers on the beat. They will also have hand held computers and body armour with cameras. The Police are also planning to speed up court proceedings by having cameras within the prisons and courts. KK also reported that he has been invited to view how the "101" system works.</p>	
	95.3	<p>KALC SM reported that there were two speakers. The first speaker was Andrew Pearce who gave a talk on community resilience. He explained how to work together with local communities against flood risk/ snow to complement emergency services. The second speaker was Ann Carruthers from KCC who gave a presentation on the lower Thames Crossing. SM also reported that there are plans to improve Operation Stack on the M20 and a grant has been given to improve Four Elms roundabout.</p>	
	95.4	<p>Rural Liaison CF reported that the police have been carrying out operations within Cliffe and Cliffe Woods. It was stressed to keep reporting any crimes. High Halstow PC raised their concerns over the traffic levels going through Hoo. CF also reported that if the Royal Mail is unable to deliver post to a residence in Hoo it has to go back to Rochester sorting office. Hoo post office has just lost its facility to take any un-posted items due to the post office being relocated to a local supermarket.</p>	
96.0		<p>Other items to be handed to Clerk for next meeting: None.</p>	

Meeting closed at 10.15pm

08/12/14/lmf

NEXT MEETING 15/01/15 7.30pm, Small Memorial Hall, Church Street, Cliffe