



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe
On Thursday 6th March 2015

PRESENT

Cllrs. Chris Fribbins (Chair)(CF), Mrs Sue McDermid (SM) Mrs Vivienne Walton (VW), Mrs Gill Moore (GM), Peter Clements (PC), Jim Corrigan (JC), Jerry Doyle (JDo), Fred Harper (FH) Ray Letheren (RL) Mrs Lynne Bush (LB), Phillip Stanley (PS) Colin Elliot (CE).
Parish Clerks: Mrs L Farrelly & Mrs A Jack.

Absent: Cllr Jim Corrigan (JC)

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
121.0	APOLOGIES FOR ABSENCE KK (Vice Chair) – holiday, IP – holiday, JW – work JD - ill - accepted	
122.0	DECLARATIONS OF INTEREST JD – Planning	
123.0	APPROVAL OF MINUTES Minutes of Parish Council meeting held on 06/02/15. Proposed RL, VW Seconded - ALL AGREED	
124.0	Adjournment PCSO Craig Messenger reported that a speed check had been carried out along Salt Lane and the B2000. A report of this from Ada Leppard had been circulated to all Cllrs. It was also reported that a crime report of stone throwing had been addressed and two youths had owned up and their parents and school had been advised. An equine meeting had also been held in the Small Memorial Hall to advise horse owners of an increase in theft in the area. Twenty five saddles were marked to prevent theft as a result of the meeting. CF advised that a crime awareness meeting had taken place as a follow up to the local meeting held in Cliffe Woods. As a result an Alerts page has been sent up on Facebook to advise local residents of any local crime concerns in the area. The page is for alerts only and no comments can be made. Also a private CCTV database will be created whereby local residents can advise if they have CCTV in order to help tackle any crimes within Cliffe and Cliffe Woods. The RFO has offered to admin the alerts page and the CCTV database. Also Cllr Tom Mason has offered £350 towards neighbourhood signs – It was proposed to draft a proposal of funding for signage within the village. Nigel Moore also gave an update on the neighbourhood plan and advise that Medway Council had published the application for the neighbourhood boundary and this is scheduled for discussion on the	Clerk(RFO) CF/JD

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		11/4. The next step is to constitute a steering group which will be headed by Nigel Moore with the Parish Council's support.	NM
125.0		MATTERS ARISING FROM MINUTES OF MEETING ON 06/02/15	
	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. PS and FH have shown an interest. CF to liaise	CF/PS/FH
	Dec 88.2	Neighbourhood Plan – It was proposed to send the application for a neighbourhood area designation to Medway Council – Proposed CE, seconded JD – ALL AGREED . Clerk (PO) forwarded to Medway Council's Head of Planning. CF plans to present this plan at the next Rural liaison meeting on the 17 th March	CF
	Dec 94.4	Youth Liaison Committee CF reported that Cliffe desperately needs more volunteers in order to continue. CF reported that he has advertised this in Village Voices, The next Cliffe Youth club was on the 12 th February and this was heavily attended by the youths	
	Jan 104.1	Allotments PC reported that there is currently no waiting list but raised concern that the spare allotments are going to become overgrown and requested that it be advertised to try to prevent it this. Clerk (PO) contacted Paul Schomoeger to see if there is anyone on a waiting list within the Medway area. Paul Schomoeger had an announcement put onto the radio and as a result and interest has been shown in the remaining plot	
	Jan 106.1	Parish Car Parks and The Buttway Clerk (RFO) advised that Mr Rutherford is going to check on the drains at the Buttway. KK reported that a new filter has now been installed. Concern was raised re overnight parking within the Buttway from residents at Court Sole farm. It was agreed to put notices on the vehicles advising that the car park can be closed at any time and overnight parking is not allowed.	Clerk(PO)/CF
	Feb 112.1	Report from Inspector Ada Leppard A Parishioner from Salt Lane, Cliffe raised his concerns about the speeding of traffic down Salt Lane. In particular the Andrew lorries. Insp. Leppard was unaware of these incidences due to no reports to the police. It was noted by the council that it is really a highway matter and CF suggested that the Parish Council write to Medway Council to make them aware of this concern. Clerk PO wrote to Medway Council – Responses circulated. .	
	Feb	Historical information for Parish Archives from English	

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	114.1	Heritage. Letter of thanks sent.	
	Feb 115.1	Finance report and Budget The Precept of £43,244 and CTRS grant of £2773.00 was agreed and signed. The Clerk (RFO) passed this onto Medway Council.	
	Feb 115.4	Container Project The RFO presented two quotes for a new 20ft container with modifications to include a steel partition and personal door for caretaker; as well as delivery and removal of old container. It was agreed to proceed with the cheaper quote from Bullmans of £ 3,120.00. Clerk (RFO) advised Bullmans to proceed with quote.	
	Feb 115.5	Quarterly Audit of Bank reconciliation It was also noted that a councillor (not on the F&GP Committee) needs to be identified to carry out a quarterly spot check of the bank reconciliation against the bank statements. RL offered to do this. Clerk (RFO) to pass the bank statements and bank reconciliations to RL to review.	RL/Clerk(RFO)
	Feb 115.6	Allotment rents 2015/16 It was proposed that a 10% increase be applied this year due to the amount of work has been carried to make the allotments safer (i.e. allotment fencing, CCTV and additional barrier) – Proposed KK, seconded RL - ALL AGREED . Clerk (PO) to raise 15/16 invoices for March	Clerk(PO)
	Feb 115.9	AOB - Caretaker Bin The PO had identified an orderly barrow in a catalogue that she felt would be most useful to the caretaker. The RFO had showed the Caretaker this item and he agreed that it would help him in his role. It was proposed to purchase this orderly barrow at a cost of £135.26 and this could be offset against the rural liaison grant – Proposed KK, seconded SM - ALL AGREED . Clerk (RFO) placed order and this was delivered directly to the caretaker.	
	Feb 118.1	Parish Car Parks and The Buttway CF reported that the historic society have shown an interest in the Buttway as a result of the archaeological dig and circulated the information to all councillors. It was agreed that the Cliffe at Hoo Historic Society could carry out their dig on the Buttway. Clerk PO to advised	Clerk(PO)
126.0		REPORT: CLERK	
	126.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since circulation: <ul style="list-style-type: none"> - Medway Council planning – MC/15/0418 - 80 View Rd, Cliffe Woods ME3 8UG - Construction of a single storey front extension. - Medway Council Young Offending Team – offer of help from community reparation unit. 	

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		- Medway Council – help for vulnerable people project	
	126.2	<p>Clerk (PO) reported on matters dealt with since last meeting:</p> <p>126.2.1 Further complaints were received regarding the rubbish on the allotments which has been there since last Sept, the last complaint being from the Pre School as their plot is next to it. The Clerk (PO) again contacted Medway Council and managed to speak to their Head of Waste Services and this was cleared by them the same day!</p> <p>126.2.2 Dave reported another post had been pulled out from the Recreation Ground and although he replaced it, it was removed again the following day. He now has it stored in the container. CCTV being checked by Laura.</p> <p>126.2.3 One new replacement bench was installed at the edge of the car park but we are still waiting for the other one outside the doctor's surgery. The Clerk (PO) has sent an email to follow up.</p>	Clerk (RFO)
	126.3	<p>May Elections Sample nomination papers were emailed round and few spare forms printed off. The Clerk (PO) has polling district and electoral numbers should Cllrs require them.</p>	
	126.4	<p>APM Event posters are on all Parish boards and on the website, Village Voices and Kent Messenger. A list of invitees has been circulated. Presentations this year will be by CF and Nigel Moore on the new Parish Neighbourhood Plan and updates from the Crime Awareness meeting in November. The APM is to be held at the CWCA this year.</p>	
127.0		REPORT: FINANCE & GENERAL PURPOSES	
	127.1	<p>Finance report and budget: 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 statements for February due to the timing of the meeting, but provided a cash flow forecast to the end of March. The forecasted reserve balance for the Parish Council is £56,655.70. This includes a current account balance of £5,247.65. The RFO believes there are enough funds within the current account to see the council through till April when the Precept is received.</p>	

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	127.2	<p>Approval of following payments for March : Glasdon(caretakers trolley £184.39 Chq No. 2866 C Fribbins (youth club expense) £75.00 Chq No.2867 Mr Rutherford (Buttway drain) £140.00 Chq No. 2868 Raydor (barrier sign) £31.80 Chq No. 2869 L Farrelly (Off set of pay rise against S/O and February expenses) £xx24.14 Chq No.2870 A Jack (Off set of pay rise against S/O and February expenses) £xx37.94 Chq no.2871 D Clark (off set of pay rise against S/O and February expenses) - £xx43.41 Chq No. 2872 Alex Jack (February Wages)- £xx656.58 S/O Dave Clark (February Wages)- £xx282.04 S/O Laura Farrelly (February Wages)- £xx 504.94S/O Payments agreed – Proposed VW seconded RL – ALL AGREED</p>	
	127.3	<p>RLG The RLG budget for 14/15 has been accounted for. The remaining balance for the year has been allocated to the youth bin installation, disable footpath at the Memorial Hall barrier and a new container for caretaker and football storage. JW will speak to Mr Rutherford to ensure all projects are completed in this financial year. The Container invoice has been deferred to next month and the delivery of this is planned for the Easter holidays.</p>	
	127.4	<p>Update to Change to Bank Details The RFO has spoken to the bank, which has advised that the Internet banking application has been received and is being processed. The debit card application is still to be updated onto their systems. The RFO will continue to chase this.</p>	Clerk(RFO)
	127.5	<p>Girl Guides and Rainbow grant requests Diane Foreman, Guide Leader has asked for a grant of £200 each towards the running costs of both the Girl Guides and Rainbow units in Cliffe Woods. Due to increase in rents the Cliffe Woods Units are struggling to make ends meet. It was propose to grant £200 each (£400 in total) to the Girl Guides and Rainbows – Proposed PS, seconded VW - ALL AGREED</p>	
	127.6	<p>Allotment – pest control This was referred for discussion under allotments item 128.1</p>	
	127.7	<p>Football Pitch Interest/ Football Posts The RFO has been approached by Cliffe Woods Colts to use the recreation ground for both training on Saturday and matches on a Sunday. Due to the Black Lion FC recently securing a similar agreement, the RFO has spoken to Sarah Ball who is the secretary of this club to see if she can liaise with Cliffe Woods Colts to come to an arrangement, so both teams can make full usage of the grounds. The RFO explained the more interest/ use of the facilities the more chance the</p>	

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		<p>Parish Council has of obtaining a grant to get the changing rooms that are so desperately required. It was proposed to offer Cliffe Woods Colts are offered the use of the recreation ground for £400 for next season pending an arrangement with Black Lion FC. – Proposed LB, seconded RL - ALL AGREED</p> <p>The RFO had also been liaising with Paul Fenney of Cliffe Royals to locate keys to the container and goal posts and to determine who had ownership of the goal posts. Paul Fenney advised that the Cliffe Royals bought the posts at £1800 each and due to the club coming to an end would offer them to the Parish Council for £750 for both goals (with nets). The RFO recommended purchasing the goals as pitch hire in the future would be better if goals were included. It was suggested that the RFO seek out the cost of a set of goal post before a final decision is made about purchasing them, along with asking the Cliffe Royals football club how old the goal posts are and where the funds of the sale are going due to the club folding. The RFO had also been asked by Black Lion FC, if they were able to play their odd game they have left for this season on the recreation ground. It was proposed to advise Black Lion FC that the this would be at a cost of £25 per pitch hire as this is how the Parish Council have charged for individual pitch hire in the past. – Proposed SM, seconded VW -ALL AGREED Clerk (RFO) to liaise with Paul Fenney and Sarah Bull</p>	Clerk(RFO)
	127.8	<p>Recreation Grounds/ Ball Court Damage</p> <p>It was reported by the caretaker that a bollard on the recreation ground had been damaged and a section of the ball netting had been torn. The RFO had contacted BR Stacey fencing about the netting and they have reply saying they would send someone out to look at it. The bollard has been passed to Mr Rutherford for repair. JW reported that the bollard had been hit by a car. The RFO intends to expand the time frame on the CCTV to see if there is footage of this.</p>	Clerk (RFO)
	127.9	<p>Neighbourhood Awareness Signs</p> <p>Reported under item 124.0</p>	
	127.10	<p>AOB</p> <p>Cliffe at Hoo Historic Society have request to dig on the Buttway – It was proposed to agree to this – Propose SM, seconded PS - ALL AGREED.</p>	
	127.11	<p>Date of next Finance & General Purposes Committee Meeting: 7th April 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
128.0		<p>REPORT: ALLOTMENTS, RECREATION GROUND & PLAY AREAS</p>	
	128.1	<p>Allotments –</p> <p>PC reported that an allotment holder had reported concerns over vermin infestation. The Clerk (PO)</p>	

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		<p>sought advice from both KALC and Medway Council. PC met with Pest control at the allotments who advised that the area wasn't feasible to control due to the area being so large. It was recommended that allotment holders are responsible for vermin control on their allotments.</p> <p>It was proposed to amend the allotment rules to stress that vermin is not to be encouraged. It was also noted that some of the allotments need to be tended to. A letter is also to be sent out with the invoices and amended rules to highlight the need to cultivate. – Proposed RL, seconded PC – ALL AGREED.</p>	Clerk (PO)
	128.2	Recreation Ground and Play Areas- No report	
129.0		REPORT: PLANNING	
	129.1	<p>Planning applications: CF reported on the following applications: MC/15/0272 - Cliffe Pools, Redham Meade, Cliffe, Rochester, Kent - Variation of condition 1 on planning permission TH/6/66/94 (The depositing of dredging into disused clay pits and the siting of a further pipeline jetty and reclamations plant) to allow for the deposition of other suitable restoration material within the pools. Comments sent prior. MC/15/0273 - Cliffe Pools, Redham Meade, Cliffe, Rochester, Kent - Variation of condition 1 on planning permission TH/6/71/517 (The filling of additional areas covering an area of 110 acres) to allow for the deposition of other suitable restoration materials within the pools. Comments sent prior. MC/15/0229 - Cliffe Pools, Salt Lane, Cliffe ME3 7SZ - Ecological Enhancement of RSPB Cliffe Pools Southern Lagoons through the importation of suitable material to assist in the creation of a managed Nature Reserve including the installation of ancillary hydrological infrastructure. Comments sent prior. MC/15/0108 - 5 Wharf Farm, Wharf Lane, Cliffe ME3 7UE - Excavation works to facilitate insertion of bi-fold patio doors to basement and the formation of a new sunken patio area. Comments sent prior. MC/15/0542 - 37 North Rd, Cliffe ME3 7UH - Construction of a single storey rear extension with roof lights (demolition of existing conservatory). No Objection MC/15/0418 - 80 View Rd, Cliffe Woods ME3 8UG- Construction of a single storey front extension. No objection Response: – Proposed CF, seconded PS – ALL AGREED.</p>	
	129.2	Date of next Planning Committee Meeting: 26th March 2015 – Small Memorial Hall, Cliffe (kitchen)	Planning Committee
130.0		Report: OTHER COMMITTEES	
	130.1	Parish Car Parks and The Buttway – No report	

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	130.2	Clarion and Website CF reported that the website has been updated. CF also reported that the annual report will be submitted in May as a special APM Clarion edition.	
	130.3	Footpaths and Common Land – CF reported that the pathway by Milton Avenue has been fenced off by a resident. GM also reported that the Saxon Shoreway is to be repaired by Bretts as a condition of their planning application that has been accepted.	
	130.4	Youth Liaison Committee VW reported that Cliffe Woods Youth club is growing each month. CF reported that Cliffe youth Club is desperate for additional volunteers. PS has offered to help.	PS
	130.5	Cliffe Memorial Hall – LB reported that the caretaker and booking secretary had resigned. The new booking secretary starts on the 1 st May. The Hall is still recruiting for a caretaker. The major project for the hall is the roof repair and grant application are in progress. The farmer's market is held on the last Sunday in the month.	
	130.6	Cliffe Woods Community Association SM reported that the CWCA would like to thank the Parish Council for the hall grant . SM also reported that a maintenance day took place and many jobs were completed including external lighting and drains. A new heat pump has also had to be installed. The roof also requires some attention and the committee are seeking grants for this. Hall booking are going well and the next event is the tribute night which is on the 23 rd May.	
131.0		REPORT: OTHER BODIES	
	131.1	Friends of North Kent Marshes – GM reported that she had been removing the some of the brambles on Allen's Hill to locate the bench that looks over Allen Hill Pond. The FONKM are attending the Climate March in London on 07/03 to say No New Runways and No Estuary Airport.	
	131.2	Crime Awareness meeting – reported under adjournment Item 124.0	
132.0		Other items to be handed to Clerk for next meeting: Bretts Meeting 1 st April 2015 6.30pm.	

Meeting closed at 9.50 pm

12/03/15/lmf

Annual Parish Meeting is 09/04/15, 7.30pm, Cliffe Woods Community Association Hall, Parkside, Cliffe Woods

EXT MEETING and AGM: 14/05/15 7.30pm, Small Memorial Hall, Church Street, Cliffe