



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside, Cliffe Woods
On Thursday 6th August 2015

PRESENT

Cllrs. Mrs Sue McDermid (Chair)(SM), Mrs Lynne Bush (LB)(Vice Chair), Mrs Joan Darwell (JD), Jerry Doyle (JDo), Mrs Sandra Fenney (SF), Ray Letheren (RL), Mrs Gill Moore (GM), Ian Petrie (IP), Phillip Stanley (PS), Mrs Vivienne Walton (VW) Jim Wenban (JW).
Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
41.0	APOLOGIES FOR ABSENCE Peter Clements (PC) – work, Fred Harper (FH) – family– accepted.	
42.0	DECLARATIONS OF INTEREST None	
43.0	APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 2/7/15 JDo noted an amendment to item 39.0 and the Chair (SM) noted an amendment to item 38.1. Amendments were made and moved as a true record. Proposed LB, Seconded VW - ALL AGREED.	
44.0	Adjournment A thank you card, gift and flowers were presented to Alex Jack, ex Clerk PO for her five years' service to the Parish Council. Ex Cllr Ken Kentell was presented with a gift, in the form of an engraved glass plague, in recognition of his 28 years dedicated service on the Parish Council, many of which as Chair and Vice-Chair. Both were thanked by the Chair (SM), on behalf of all the Parish Council. Parishioners Steve Hufton and Michelle Wing shared their concerns over the welfare of their animals. Both the Chair (SM) and Clerk (PO) advised that their concerns were not a Parish Council matter and that the police are still investigating (awaiting their response). Any grievances/issues should be taken up with individuals or the relevant authorities as appropriate.	
45.0	Co-Option of Councillors It was agreed to co-opt three new Parish Councillors. Derek Graves (DG) – Cliffe Woods Ward. Proposed by VW, seconded JD. Ron Naughton-Deane (RND) - Cliffe Woods Ward - Proposed by VW, seconded PS. Faith Eyres (FE) - Cliffe Village Ward. Proposed by LB, seconded SF – All AGREED on majority vote. Each signed a Declaration of Acceptance of Office, which Clerk (PO) counter signed. They then joined the meeting. The Clerk (PO) provided DPI forms for completion by each new Councillor to be returned by the next meeting.	DG/RND/ FE
46.0	MATTERS ARISING FROM MINUTES OF MEETING ON 02/07/15	
Jan 106.1	Parish Car Parks and The Buttway Concern was raised re overnight parking within the Buttway from residents at Courtsole farm. Notices were placed on the vehicles advising that the car park can be closed at any time and overnight parking is not allowed. A resident contacted the PC asking who was authorised to park and he was	

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		advised it was for visitors to the Church. A notice was to be placed to say that the barrier could be closed at any time but deferred due to Cliffe Fayre. A discussion took place and it was suggested to have an overnight closure. No consensus of opinion was reached so was deferred to the next meeting	ALL
Mar 124.0	Adjournment – Crime Awareness	Cllr Tom Mason had offered £350 towards neighbourhood signs but due to the recent elections is no longer a Cllr. £150.00 has since been received. JDo suggested “CCTV In Operation” and “Neighbourhood Watch” signs be purchased. LB advised any signage would have to be agreed by Medway Council. Clerk PO will seek quotes for signage and approval from Medway Council	Clerk(PO)
Jun 16.3	Adjournment – Tennis Courts	A concern was raised over the mis-use of the tennis courts at Cliffe. It was advised that dogs are being allowed within the courts and there are holes in the nets because of this. Clerk PO passed these concerns onto Medway Council on behalf of the Parish and has since obtained a padlock to prevent further misuse. Clerk PO will place a sign advising of closure in autumn/ winter months to prevent misuse and that a key can be obtained from Clerk PO.	Clerk(PO)
Jun 25.1	Friends of North Kent Marshes –	FONKM were seeking volunteers for the Cliffe Fayre. A very successful fayre took place on the 18/7. Both the Chair (SM) and Vice-Chair (LB) thanked JD and GM on behalf of the Parish Council for their efforts in organising such a profitable event. JD and GM, in turn thanked all Cllrs who had helped/supported the Fayre.	
Jun 31.0	Co-option of Councillor	It was agreed to co-opt Sandra Fenney (SF) as a Councillor for Cliffe Ward. SF signed a Declaration of Acceptance of Office, and the Clerk (PO) counter signed. DPI forms were completed and passed onto Medway Council. Parish Council web site has been updated and an email account and badge for SF had been created.	
Jul 33.2. 2	Clerk Report	Clerk (PO) contacted Medway Council to raise concerns over the number of lorries and increase in accidents along B2000 due to the lorries. Response circulated from Medway Council advising that there are many other locations within Medway recording ongoing poorer casualty problems. The B2000 will however continue to be monitored. (see also resident’s survey)	
Jul 33.3	Annual Safety inspection	Maria Cook has carried out the annual safety inspection for the play areas and submitted her report. JW advised that he can repair the majority of the items mentioned in the report but the skate park needs further attention – Clerk RFO contacted M Grimes for the annual maintenance to be carried out on the Skate park. This is due to take place within the next month	JW
Jul 34.3	RLG - £3,183.19	Reported under F&GP item number 48.4	
Jul 34.4	Quotes from BR Stacey Fencing	Quotes were agreed and work was carried out by BR Stacey	
Jul 34.5	Disabled Signs	Clerk PO arranged collection of signs and the invoice was passed to F&GP. Sign had been erected by JW (along with other changes to reflect alteration to clerk details)	

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	<p>Craigdene (annual play park inspection) £192.00 Chq No. 2917 C Fribbins (July expenses) £xxx Chq No. 2918 L Farrelly (off set of pay rise against S/O and July expenses) £xxx Chq No. 2919 D Clark (additional hours and July expenses) - £xxx Chq No. 2920 Augustus Press Ltd (Clarion printing) - £456.00 Chq No. TBC (awaiting Chq book) Dave Clark (July Wages)- £xxx S/O Laura Farrelly (July Wages)- £xxx S/O Proposed RL , seconded PS – ALL AGREED</p>	
48.3	<p>Bank Account – Signatories It was proposed to add Cllrs Ian Petrie and Sandra Fenney as signatories for the bank account and remove ex Cllrs and Clerk PO – Proposed RL, seconded JW – All AGREED. Applications forms to be passed to IP and SF. The Chair (SM) asked Cllrs to consider joining the F&GP Committee, There is no Chairman at present, one is urgently needed. The role is not arduous and support would be offered by the Clerks.</p>	<p>Clerk (RFO)/IP/SF ALL</p>
48.4	<p>RLG - £3,183.19 The PO purchased the white line machine and RFO will offset this payment against the RLG. Ideas needed for spending the remaining grant of £3,183.19.</p>	<p>ALL</p>
48.5	<p>Section 106 Availability The Parish Council has been advised that there is £26,651.10 available to be spent on youth facilities within the Parish. The F&GP committee discussed various ideas. These being prioritised accordingly: <ul style="list-style-type: none"> • Football Changing rooms (Medway Council to confirm if funding can be used for this facility) • Outdoor gym equipment • Various play park equipment for both Cliffe and Cliffe Woods (Sun canopy for Cliffe) • Replacement youth shelter It was proposed to use the S106 grant towards funding for the football changing subject to Medway Council confirming it can be used for this. Proposed LB, seconded VW – All AGREED. Clerk PO to liaise with Medway Council.</p>	<p>Clerk (PO)</p>
48.6	<p>Annual Play Park Inspection/ Quote for BR Stacey Fencing The play parks inspection was carried out and all recommendations are being looked into. JW advised he will attend to the items listed within the play park as soon as work commitments allow. Clerk RFO contacted Mike Grimes regarding the skate park and he has advised he can carry out the maintenance work for £900.00 – – Proposed to proceed with maintenance – Proposed LB, seconded PS –ALL AGREED. Clerk RFO to advise Mike Grimes. BR Stacey Fencing had repaired the area in front of the youth shelter. The Clerk RFO also asked BR Stacey Fencing to quote for the repairs needed to the ball court fencing. The quote is £195+VAT. Proposed to proceed with quote. Proposed RL, seconded LB – ALL AGREED. Clerk RFO to advise BR Stacey Fencing to proceed.</p>	<p>JW Clerk (RFO) Clerk (RFO)</p>
48.7	<p>Farewell Gift – A Jack It was proposed by the F&GP committee that a farewell gift be purchased for Alex. Clerk RFO arranged this.</p>	
48.8	<p>Holiday- RFO The Clerk RFO advised she will be on holiday from the 10th – 23rd August</p>	
48.9	<p>Pensions</p>	

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		Clerk PO advised that pensions will need to be looked into in preparation for next year's budget. The Clerk RFO has registered as the primary contact and Clerk PO as second contact.	Clerk (RFO)/SM
48.10		Employment contract – Clerk PO This is to be reviewed and finalised.	SM/LB
48.11		Date of next Finance & General Purposes Committee Meeting: 25th August 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
49.0		REPORT: ALLOTMENTS	
49.1		RL advised that the both the allotment gate (now fixed) and car park barrier have dropped. RL also advised of a wasp nest on the allotments. Clerk PO to contact Paul Schmoeger at Medway Council to establish if they can offer any advice on dealing with the wasps nest.	Clerk (PO)
50.0		REPORT: PLANNING	
50.1		Planning applications: CF reported on the following applications: MC/15/2559 ALLENS HILL COTTAGE, WEST STREET, CLIFFE, ROCHESTER, ME3 TH Construction of a 4 bedroomed detached dwelling with associated parking (demolition of existing dwelling) Recommendation – Concerns raised as could lead to a visually intrusive development in Area of Local Landscape Importance (ALLI Medway Local Plan 2003). Recommendations to be sent to Medway - Proposed LB, seconded RL – ALL AGREED. Clerk PO to forward recommendation onto Medway Council. The Chair (SM) advised the Parish Council that more members are urgently needed on the Planning Committee and in particular a Chairman.	Clerk(PO) ALL
50.2		Date of next Planning Committee Meeting: 27th August 2015, 7.30pm – Small Memorial Hall, Cliffe (kitchen)	Planning Committee
51.0		Report: OTHER COMMITTEES	
51.1		Footpaths and Common Land GM reported that 20 Eastern Europeans had been camping and fishing on RS82 without consent. The police were called to remove them. Clerk PO also reported that he had contacted Medway Council concerning the RS60 being ploughed over and the footpath had not been re-instated. SM also noted that RS84 had had the undergrowth cut back which has made the bridleway much clearer. RS64 which was ploughed over in April 2015 has still not been reinstated – Clerk PO has raised this again with Medway Footpaths officer Adam Taylor.	
51.2		Youth Liaison Committee VW reported that the Cliffe Woods youth club had a successful BBQ and they will be restarting on the 21/9, following the summer break. Clerk PO reported that Cliffe youth club will also not be meeting until September and he will approach the new YR 6 children at St Helen's School when the new school term starts. More adult help is still required.	
51.3		Cliffe Memorial Hall – LB reported that the Hall had a stall at Cliffe Summer Fayre and £149.49 was raised. A volunteer who helped on the stall works for Lloyds bank and she advised that her bank will fund match the money raised and donate it to the hall. LB also reported that there had been a break-in at the hall and damage had been caused. Further information and a crime ref number awaited. The hall continues to raise funds for a new roof.	

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51.4	<p>Cliffe Woods Community Association VW reported that the CWCA had hosted a successful quiz night. There was also a good turnout for the summer fair. VW stated that the CWCA would like to work together with JD and GM for next year's fair to make it even more successful. The proposed date for next year's fair is 9/7/16. There will be a "Back to School" Night in September. £10pp. The CWCA continues to operate as two charities until the new charity status is completed and assets transferred.</p>	
51.5	<p>KALC Report referred to the next Parish Council meeting</p>	FH
52.0	<p>REPORT: OTHER BODIES</p>	
52.1	<p>Neighbourhood Plan Clerk PO reported that one meeting had been held, along with stalls at both summer fairs to raise public awareness. Next meeting due to take place in August to discuss future steps. Catherine Smith of Medway Council has shown an interest and would like to attend the next meeting. Surveys online will continue for another month and half. Cllrs are urged to encourage Parishioners to complete residents' survey online in order to gain a clearer vision for the neighbourhood plan. Residents' survey will be analysed and findings circulated. The initial responses show a clear concern about traffic speed and volume of HGVs (mainly B2000) and then parking. There was also a clear need to 'protect' the parish area from development where possible and control it where not.</p>	
52.2	<p>Friends of North Kent Marshes GM reported that the Fayre was very successful and that they had a Defend Nature stall at the Fayre. Over half a million people responded to the RSPB Defend Nature campaign, the largest response ever received by an EU consultation. GM also reported that the FoNKM oppose the option for a Lower Thames Crossing east of Gravesend due to the affect it would have on the wildlife, environment and local area.</p>	
53.0	<p>Other items to be handed to Clerk for next meeting:</p>	

Meeting closed at 10.15pm

07/08/15/lmf

NEXT MEETING: 3/9/15 7.30pm, Small Memorial Hall, Church Street, Cliffe