



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall, Church Street, Cliffe  
On Thursday 3<sup>rd</sup> September 2015

### PRESENT

Cllrs. Mrs Sue McDermid (Chair)(SM), Mrs Lynne Bush (LB)(Vice Chair), Peter Clements (PC), Jerry Doyle (JDo), Mrs Faith Evers (FE), Mrs Sandra Fenney (SF), Fred Harper (FH), Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), 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
54.0	<b>APOLOGIES FOR ABSENCE</b> Joan Darwell (JD)- family, Ian Petrie (IP) – work, Derek Graves (DG) – didn't received summons - <b>ACCEPTED</b>	
55.0	<b>DECLARATIONS OF INTEREST</b> None	
56.0	<b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 6/8/15</b> Minutes were moved as a true record. Proposed VW, Seconded PS - <b>ALL AGREED.</b>	
57.0	<b>Presentation – Royal British Legion Industries – Sam Callandar Services Provided to Parish Councils</b> A PowerPoint presentation was given by Sam Callandar, highlighting what the RBLI provides as a social enterprise. They provide care/support for ex-servicemen/women by helping with living and employment solutions. They are involved in manufacturing and also specialise in signage and printing.	
58.0	<b>Adjournment</b> Kelly Upton, sport's teacher/coach from St Helen's School, Cliffe requested the use of the recreation ground for hosting adult fit camps. Ideally she would like to use the grounds early on both Saturday and Sunday mornings and would fit around any other parties that already use the recreation ground or alternatively the village halls in late afternoons/evenings. Ms Upton is very keen to encourage exercise/healthy lifestyle to both adults and children within the village.	
59.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 02/07/15</b>	
Jan 106.1	<b>Parish Car Parks and The Buttway</b> 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 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. It was proposed to lift the barrier posts with notice on the Buttway around busy times i.e. Summer Fayre/ Christmas carol services – Proposed LB, seconded VW – <b>ALL AGREED</b>	

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Mar 124.0	<b>Adjournment – Crime Awareness</b> 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	<b>Adjournment – Tennis Courts</b> A concern was raised over the misuse 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)
Jul 33.3	<b>Annual Safety inspection</b> Reported under item Aug 48.6	
Jul 35.1	<b>Inspection notifications and notice to quit</b> Notice to quit letters were sent to plot-holders of 2A,3A, and 29B A 30 days’ notice to “tend to plot” letter was also sent to plots 3B, 10A and 11B. Further report under item 65.1	
Aug 45.0	<b>Co-Option of Councillors</b> It was agreed to co-opt three new Parish Councillors. Derek Graves (DG), Ron Naughton-Deane (RND) and Faith Evers (FE). The Clerk (PO) provided DPI forms for completion by each new Councillor. DG and FE to return to Clerk PO.	DG/ FE
Aug 47.2.1 47.2.4	<b>Clerk Report (August):</b> There have been a few problems with the emails this month and the Clerk PO has resolved these. A village appraisal from Medway Council was circulated to all Cllrs for comments. Clerk PO has collated responses from Cllrs and replied to Medway Council on behalf of the Parish Council.	
Aug 48.3	<b>Bank Account – Signatories</b> Awaiting completed application forms from Vice Chair (LB) and SF The Chair (SM) asked Cllrs to consider joining the F&GP Committee. RND has since joined the F&GP committee and was thanked for his interest. There is still no Chairman at present, one is urgently needed. The role is not arduous and support would be offered by the Clerks.	Clerk (RFO)/LB/ SF ALL
Aug 48.4	<b>RLG - £3,183.19</b> Reported under item 64.3	
Aug 48.5	<b>Section 106 Availability</b> Reported under item 64.4	
Aug 48.6	<b>Annual Play Park Inspection/ Quote for BR Stacey Fencing</b> 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 carried out the maintenance work. . BR Stacey Fencing had repaired the area in front of the youth shelter. The Clerk RFO also advised BR Stacey Fencing to proceed with the quote for the	JW

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		repairs needed to the ball court fencing.	
48.9	<b>Pensions</b>	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
Aug 48.10	<b>Employment contract – Clerk PO</b>	Reported under item 64.7	
Aug 49.1	<b>Allotments</b>	RL advised of a wasp nest on the allotments. Clerk PO contacted Paul Schmoeger at Medway Council to establish if they can offer any advice on dealing with the wasps nest. Medway Council removed one from the play equipment but have yet to respond over the allotment nest – Clerk PO to follow up	Clerk (PO)
Aug 50.1	<b>Planning</b>	The Chair (SM) advised the Parish Council that more members are urgently needed on the Planning Committee and in particular a Chairman.	ALL
51.5	<b>KALC</b>	Reported under item 67.5	
60.0	<b>REPORT: CLERK</b>		
60.1		List of correspondence was emailed, delivered and circulated.	
60.2		Clerk (PO) reported on matters dealt with since last meeting: 60.2.1 Both Clerks met with the Cliffe Woods Colts to hand over keys and show them the container. Both football clubs are keen to meet to discuss future facilities. 60.2.2 The Clerks also inspected the play park following the removal of a wasp nest from the tow truck apparatus and discovered a huge concrete bollard had been dumped. The Clerks (and RFO's daughter) managed to push the bollard out of sight to prevent any accidents. 60.2.3 Clerk RFO received a call from Carlos Christian on 1/9 explaining he was back to work after his operations and was wondering if he could use the Recreation Ground for a fair on the 1 <sup>st</sup> weekend of October. He said the plan would be to arrive on the 28/9 and open on the 2 <sup>nd</sup> /3 <sup>rd</sup> and 4 <sup>th</sup> of October. Clerk RFO advised that the football season had started and the recreation ground would be in use and there may also be a concern raised over vehicles on the field at that time of year - particularly as the football teams would be using it. It was proposed not to proceed with a fair in October but seek dates for the summer months – Proposed VW, seconded JDo – <b>ALL AGREED</b> .Clerk RFO to advised Carlos Christian 60.2.4 An email was received from a concerned allotment holder over the labelling on the bags that the free manure are stored in. It was thought that they may have been used for asbestos removal. On investigation it was confirmed by the horse owners that the bags had not be used for asbestos removal but purchased as new empty bags from a builder merchants. Clerk PO had also sought advice from Medway Council if such an incident should occur. 60.2.5 Clerk PO reported that he had located additional car park signage from the caretaker's storage container and re-erected them at	Clerk (RFO)

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		<p>Cliffe Woods Car Park.</p> <p>60.2.6 Clerk PO had reported fly tipping at various locations to Medway Council.</p> <p>60.2.7 Clerk PO had been approached by a concern Parishioner about the Six Bells pavement obstruction. This has now been resolved.</p> <p>60.2.8 Clerk PO has circulated emails relating to concerns over speeding and HGVs</p> <p>60.2.9 An email was received from Ms Upton, PE Teacher requesting the use of the recreation ground for adult fit camps (see adjournment item 58.0). It was proposed to allow the use of the recreation ground and to also liaise with halls for availability. Payment charges to be discussed at a later date. Proposed RL, seconded RND – <b>ALL AGREED</b>. Clerk PO to advise Mrs Upton</p>	Clerk (PO)
	60.3	<p><b>Asset Monitoring</b> Clerk RFO obtained a quote from BR Stacey Fencing for the bin as the plinth has been broken. Quote £95 +VAT. BR Stacey Fencing is due to come out to fix fencing within ball court so works could be completed at the same time. It was proposed to proceed with quote – Proposed RL, seconded VW – <b>ALL AGREED</b>. Clerk RFO to advised BR Stacey Fencing It was noted that inspection of the assets should be carried out on a weekly basis and recorded accordingly.</p>	Clerk (RFO)
61.0		<p><b>Introduction of additional CCTV (4 cameras) into Cliffe Woods – Cllr. Jerry Doyle</b> JDo gave a brief report on why he believes the Parish Council should support the introduction of four CCTV cameras on the entry and exit points of Cliffe Woods. JDo proposed that the Parish Council support the installation and maintenance of four CCTV at Cliffe Woods, seconded by PS 14 Cllrs – <b>AGAINST</b>. JDo intends to pursue this proposal as a resident.</p>	
62.0		<p><b>Road Traffic/Junction Mirrors – Cllr. Phillip Stanley</b> PS raised concern over lack of vision at the junction at Town Road/View Road, Cliffe Woods. PS suggested a convex mirror be installed to help with vision. Clerk PO had investigated this and they are not allowed by the Department of Transport or local authorities and will be removed if found installed on the highway. There are a number of concerns regarding reliance on them and the possibility of glare.</p>	
63.0		<p><b>Resident’s Survey – Priority Issues/Actions</b> Clerk PO reported on the results of the resident’s survey to date. Speeding is the top concern of residents, followed by parking, litter and housing development. One of the highlighted areas of litter noted by residents was at the back of the Parkside shops/doctor’s surgery in Cliffe Woods. Clerk PO suggested a letter be sent to the shop keepers and doctors to address the concern. Proposed RL, seconded LB – <b>ALL AGREED</b>. Clerk PO to send letter.</p>	Clerk PO
64.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	64.1	<p><b>Finance report :</b> Alpha was updated with the receipt and payments from last month and the RFO noted there were no concerns. The RFO had produced a cash forecast to the end of September to account for the pending payments due to be agreed at this meeting and the</p>	

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	forecasted balance of the current account as at end of September would be approximately £13,018.89.	
64.2	<p><b>Approval of following payments for September:</b>  NALC (LCR subscription £52.00 Chq No. 2922  Glasdon (replacement bin lid) £136.28 Chq No 2923  Rialatas (Alpha/Allotment support) £266.40 Chq No.2924  KALC (chair training course) £72.00 Chq No. 2925  KALC (clerk training course x3) £216.00 Chq No.2926  M Grimes (skate park maintenance) £900 Chq No. 2927  Came and Company (Parish insurance renewal) £1305.32 Chq No.2928  Cliffe Woods Community Association (hall support grant) £2500.00 Chq No.2929  Cliffe Memorial Hall (hall support grant) £2500.00 Chq No.2930  M Johnson (Wages for holiday cover) £xxx Chq No.2931  C Fribbins (August expenses) £xxx Chq No. 2932  L Farrelly (off set of pay rise against S/O and August expenses) £xxx Chq No. 2933  D Clark (11 additional hours and August expenses) - £xxx Chq No. 2934  Dave Clark (August Wages)- £xxx S/O  Laura Farrelly (August Wages)- £xxx S/O  Proposed RND, seconded FE – <b>ALL AGREED</b></p>	
64.3	<p><b>RLG - £3,240.99</b>  Ideas needed for spending the remaining grant of £3,240.99. It was suggested that the new allotment fencing (circa £1200.00) be offset against this balance. Proposed SM, seconded RL – <b>ALL AGREED</b>  The Clerk PO is going to seek costs on a WIFI dongle that could be used for Parish meetings and events and circulate to councillors.</p>	Clerk(PO)
64.4	<p><b>Section 106 Availability</b>  The Parish Council has been advised that there is £26,651.10 available to be spent on youth facilities within the Parish. The Clerk PO has advised Medway Council that the Parish Council wish to use the funds towards football changing rooms. Still awaiting a response from Medway Council</p>	Clerk(PO)
64.5	<p><b>Asset – CCTV</b> Clerk PO advised that there had been a break-in at the Village Club and one of the Parish cameras and the recording box were stolen. Clerk PO has sourced a quote for replacement equipment and is liaising with the insurance company, police and Village Club regarding this matter.</p>	Clerk (PO)
64.6	<p><b>Training – Councillors and Clerks</b>  Madam Chair (SM) intends to attend a Chairmanship training course hosted by KALC on 22/9. Madam Chair also noted that training is available to all Councillors and Clerks. The Clerk PO is looking into the Clerk Qualification and has identified some courses in relation to this. It was noted that due to the Clerk PO not receiving payment this financial year, the cost of the Clerk qualification could be offset against the budgeted Clerk PO salary. It was also noted that this opportunity is also available to the Clerk RFO.</p>	
64.7	<p><b>Employment of contracts/Appraisal</b>  Madam Chair (SM) advised that the Vice-Chair (LB) and herself have been looking at the contract of employment for both Clerks and intend to also review the Caretaker's contract to ensure all aspects of the job roles are covered.</p>	SM/LB

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		Madam Chair (SM) also noted the Clerk RFO's appraisal is now due, so will be contacting all Councillors for feedback before the appraisal will be carried out by herself and the Vice-Chair (LB).	SM
64.8		<b>Parish Council Insurance Renewal</b> The renewal for the insurance is due. It was proposed to take out a new 3 year long term agreement. Proposed SM, seconded RL – <b>ALL AGREED</b>	
64.9		<b>Date of next Finance &amp; General Purposes Committee Meeting: 22<sup>nd</sup> September 2015, 7.30 pm</b> – Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
65.0		<b>REPORT: ALLOTMENTS</b>	
65.1		PC reported that he had carried out an allotment inspection and proposed that the tenant of Plot 3b be sent a notice to quit and tenants of Plots 10b, 16a and 31c be sent 30 day notices to "tend to plot". Proposed PC, seconded RL – <b>ALL AGREED</b> . Clerk RFO to send letters to relevant tenants. PC also reported that plots 7a and 8a have only been maintained but not cultivated. The allotment rules state that all plots have to be cultivated and at present the Parish Council is not enforcing this rule. It was agreed to circulate the allotments rules to all Cllrs to see if these rules should be amended or enforced. Clerk RFO to circulate to all Cllrs for comment.	Clerk(RFO)  Clerk(RFO) /ALL
66.0		<b>REPORT: PLANNING</b>	
66.1		<b>Planning applications:</b> CF reported on the following applications: <b>MC/15/2638 73 View Road, Cliffe</b> Construction of a dormer window to front (NO OBJECTION - SENT 18/8) <b>MC/15/2929 Felicita, 60 Town Road, Cliffe Woods (consultation end 10/9)</b> -Construction of a part 2 party single storey side/rear extensions; roof alterations together with insertion of roof lights to front, rear and side to provide additional accommodation within roof space <b>RECOMMENDATION: The parish council would re-iterate the concerns raised previously on this site (MC/15/0802) which was subsequently withdrawn. We have concern with a number of elements of this development and would object to the scale of the development and that the design is out of keeping with the surrounding properties and street scene in both Town Road and Milton Road. In addition there are inadequate plans for car parking on-site and there appears to be a gap in the front boundary to Town Road – we would object to any provision for parking or vehicle access to the front of the property as it is on the busy B2000 Town Road and close to the junction with Milton Road and would adversely affect visibility at that junction.</b> <b>MC/15/2941 36 North Road, Cliffe (consultation end 10/9)</b> - Construction of a single storey front extension <b>RECOMMENDATION : No objection</b> <b>MC/15/2565 8 Ham River Hill, Cliffe Woods (consultation end 11/9)</b> - Construction of a single storey side extension <b>RECOMMENDATION : No objection</b> - Proposed LB, seconded RL – <b>ALL AGREED</b> . Clerk PO to forward recommendations onto Medway Council.	Clerk(PO) ALL
66.2		<b>Kent County Council Minerals &amp; Waste Local Plan 2013-30</b> - Proposed Modifications Consultation (TO NOTE)	
66.3		<b>Date of next Planning Committee Meeting: 24<sup>th</sup> September 2015, 7.30pm</b>	Planning

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		– Small Memorial Hall, Cliffe (kitchen) or 42 Quickrells Avenue	Committee
67.0		<b>Report: OTHER COMMITTEES</b>	
	67.1	<b>Footpaths and Common Land</b> GM reported that RSPB had cleared the fly tipping on RS80. Medway Council have still not cleared down the marshes RS82 (Mead Wall) RS64 had been ploughed over in March/April and had not been re-instated. After informal approaches Medway Council, will now be taking formal action to get the farmer (Mr Stephen Lane), although it has been brought to light that his father Mr Gerald Lane had recently died (it is understood he was a parish councillor, probably in the 1970s/early 80s).	
	67.2	<b>Youth Liaison Committee</b> VW reported that there was no youth club during the summer holidays. The first Cliffe Woods Youth Club is to be held on the 21/9 and then the 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month (except August and Bank Holidays). Clerk PO will be dropping a leaflet into St Helen's School to promote the Cliffe Youth Club which is held on the 2 <sup>nd</sup> Thursday of each month (except August).	Clerk(PO)
	67.3	<b>Cliffe Memorial Hall –</b> It was reported the Memorial Hall is hosting the Mayor's Bike Ride on the 6/9. There will be a quiz night on the 11/9 and a race night on the 17/10.	
	67.4	<b>Cliffe Woods Community Association</b> VW reported that the Charitable Incorporated Organisation status is nearing completion. The next event is "Back to School" Night on the 12/9 £10 per person. The quiz nights are on the last Friday of the month. VW also reported that hall bookings are on the rise.	
	67.5	<b>KALC</b> FH reported that there were only 8 members in attendance. A Vice- Chair and Executive Committee Representative are required. The Finance Conference was cancelled due to Operation Stack. Allhallows Parish Council has had a number of changes since the May elections and had appointed a new clerk. The next meeting is 20 <sup>th</sup> October.	
68.0		<b>REPORT: OTHER BODIES</b>	
	68.1	<b>Neighbourhood Plan</b> No report. Next meeting 7/9 at Emmanuel Church Hall at 7.30pm.	
	68.2	<b>Friends of North Kent Marshes</b> GM reported the Tree Walk was cancelled at Northward Hill due to lack of attendance.	
69.0		<b>Other items to be handed to Clerk for next meeting:</b>	

Meeting closed at 10.30pm

11/09/15/lmf

**NEXT MEETING: 1/10/15 7.30pm, Emmanuel Church Hall, Parkside Parade, Cliffe Woods**