



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside, Cliffe Woods
On Thursday 1st October 2015

PRESENT

Cllrs. Mrs Sue McDermid (Chair)(SM), Mrs Lynne Bush (LB)(Vice Chair), Peter Clements (PC), Mrs Joan Darwell (JD), Mrs Faith Evers (FE), Mrs Sandra Fenney (SF), Derek Graves (DG), Fred Harper (FH), Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Ian Petrie (IP), Mrs Vivienne Walton (VW).

Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
70.0		APOLOGIES FOR ABSENCE Jerry Doyle (JDo)- holiday, Philip Stanley (PS) – holiday, Jim Wenban (JW) – family - ACCEPTED	
71.0		DECLARATIONS OF INTEREST None	
72.0		APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 3/9/15 Minutes were moved as a true record. Proposed LB, Seconded RND - ALL AGREED.	
73.0		Adjournment – none	
74.0		MATTERS ARISING FROM MINUTES OF MEETING ON 03/09/15	
	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 continues to seek approval from Medway Council for suitable sign wording.	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.	Clerk(PO)
	Aug 45.0	Co-Option of Councillors 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 have now returned these to the Clerk PO. All to be forwarded to Medway Council and loaded on the parish council web site (with signatures redacted).	Clerk(PO)
	Aug 48.3	Bank Account – Signatories Reported under F&GP Item 77.7.	

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Aug 48.6	Annual Play Park Inspection 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.	JW
Aug 48.9	Pensions Reported under F&GP Item 77.8	
Aug 49.1	Allotments RL advised of a wasp nest on the allotments. Clerk PO contacted Paul Schmoeger at Medway Council to establish if they could offer any advice on dealing with the wasps nest. Clerk PO advised the allotment tenant that it is the tenant's responsibility to clear a wasp nest if it is on their allotment.	
Aug 50.1	Planning The Chair (SM) advised the Parish Council that more members are urgently needed on the Planning Committee and in particular a Chairman. DG has joined the planning committee.	
Sep 60.2. 3	Clerk Report: 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 st weekend of October. He said the plan would be to arrive on the 28/9 and open on the 2 nd /3 rd and 4 th 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 – ALL AGREED . Clerk RFO advised Carlos Christian of decision	
Sep 60.2. 9	Clerk Report: An email was received from Ms Upton, PE Teacher requesting the use of the recreation ground in Cliffe for adult fit camps. It was proposed to allow the use of the recreation ground but suggested she also liaise with halls for availability. Payment charges to be discussed at a later date. Proposed RL, seconded RND – ALL AGREED . Clerk PO advised Mrs Upton	
Sep 60.3	Asset Monitoring 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 – ALL AGREED . Clerk RFO advised BR Stacey Fencing.	

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Sep 63.0	<p>Resident's Survey – Priority Issues/Actions 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 sent a letter to the shop keepers and doctors to address the concern. The only response received was from the doctors who were happy to assist. It was proposed to send a follow up letter to the shops. Proposed LB, seconded SF – ALL AGREED. Clerk PO to send a follow up letter to the shop keepers. It was also noted that there were a lot of bruised pears on the pathway outside the surgery that were making the pathway hazardous. Clerk PO to advise Green spaces of this concern.</p>	Clerk(PO) Clerk(PO)
Sep 64.3	<p>RLG - £3,240.99 Reported under F&GP Item 77.3.</p>	
Sep 64.4	<p>Section 106 Availability Reported under F& G Item 77.4</p>	
Sep 64.5	<p>Asset – CCTV Reported under F& G Item 77.5</p>	
Sep 64.7	<p>Employment Contracts/Appraisals The 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. The Chair (SM) also noted the Clerk RFO's appraisal is now due, she has contacted all Councillors for feedback before the appraisal is carried out by herself and the Vice-Chair (LB).</p>	SM/LB SM
Sep 65.1	<p>Allotments 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 – ALL AGREED. Clerk RFO sent 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 allotment rules to all Cllrs to see if these rules should be amended or enforced. Clerk RFO circulated allotment rules to all Cllrs for comment.</p>	

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	<p>Sep 66.1</p>	<p>Planning applications: CF reported on the following applications: MC/15/2638 73 View Road, Cliffe Construction of a dormer window to front (NO OBJECTION - SENT 18/8) MC/15/2929 Felicita, 60 Town Road, Cliffe Woods (consultation end 10/9) -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 RECOMMENDATION: The parish council would re-iterate the concerns. MC/15/2941 36 North Road, Cliffe (consultation end 10/9) - Construction of a single storey front extension RECOMMENDATION : No objection MC/15/2565 8 Ham River Hill, Cliffe Woods (consultation end 11/9) - Construction of a single storey side extension RECOMMENDATION : No objection Clerk PO to send recommendations onto Medway Council.</p>	<p>Clerk(PO)</p>
	<p>Sep 67.2</p>	<p>Youth Liaison Committee Clerk PO dropped a leaflet into St Helen’s School to promote the Cliffe Youth Club which is held on the 2nd Thursday of each month (except August).</p>	
<p>75.0</p>		<p>CLIFFE CARNIVAL FE informed the Parish Council that there is a lot of interest from parishioners to bring back Cliffe Carnival. The Chair SM advised that the Parish Council would support any kind of community event within the village. FE intends to look into it further to see if she can get the support of volunteers to run such an event.</p>	<p>FE</p>
<p>76.0</p>		<p>REPORT: CLERK</p>	
<p>76.1</p>		<p>List of correspondence was emailed, delivered and circulated.</p>	
	<p>76.2</p>	<p>Clerk (PO)reported on matters dealt with since last meeting: 76.2.1 An email was received 1/10 from Medway Council regarding S106 commitments from Bretts outlining plans for the landscaping between the lake and Cliffe Fort. Circulated to all Cllrs for any comments. 76.2.2 Following a request for the relocation of the dog bin by the Emmanuel centre, it was removed and not replaced. The official view from Medway Council is that this waste should be placed in the general dustbins. 76.2.3 Clerk PO is trying to arrange a meeting with the three Medway Councillors and the Chair, Vice Chair and Clerks in order to put names to faces and discuss a number local issues identified in the resident’s survey. 76.2.4 A “Cycle Routes in Medway” leaflet shows a cycle path (179- Heron trail) between Lee Green Road and the bend in View Road. This pathway (if it exists) would provide a valuable footpath avoiding the B2000 and providing access to Mockbeggar farm shop. 76.2.5 Clerk PO has had some challenges when trying to report concerns to Medway Council. Some problems are actioned quickly, whilst others remain unresolved with no feedback. It is recommended that this is mentioned at a future Rural Liaison Committee meeting.</p>	
	<p>76.3</p>	<p>Asset Monitoring Clerk RFO has created an Asset monitoring checklist and both clerks have inspected the main assets. The caretaker has advised that he inspects most</p>	

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		<p>assets on a daily basis and will continue to advise of any concerns. The Clerk RFO will circulate asset checklist to all Cllrs via email and a paper version to the caretaker.</p> <p>Clerk PO also advised that the Cliffe Woods Barrier was hit on 29/9. The bar is buckled and the sign needs to be reconnected. Clerk PO has contacted Medway Council CCTV to see if anything was caught on their CCTV camera.</p>	Clerk (RFO)
77.0		REPORT: FINANCE & GENERAL PURPOSES	
	77.1	<p>Finance report :</p> <p>Alpha was updated with the receipt and payments from last month and the RFO noted there were no concerns.</p> <p>The RFO also advised that a VAT reclaim would be submitted to HMRC for £656.00.</p> <p>The RFO has produced a cash forecast to the end of October to account for the pending payments due to be agreed at this meeting and the forecasted balance of the current account as at end of October will be approximately £8,773.38.</p>	
	77.2	<p>Approval of following payments for October:</p> <p>PKF Littlejohn LLP (audit) £360.00 Chq No. 2935</p> <p>NALC (LCR correction to subs) £2.00 Chq No 2936</p> <p>KALC (finance conference) £272.00 Chq No.2937</p> <p>BR Stacey Fencing Ltd (ball court and bin repairs) £348.00 Chq No. 2938</p> <p>ICO (data protection registration) £35.00 Chq No.2939</p> <p>HMRC (PAYE) £273.00 Chq No. 2940</p> <p>L Farrelly (off set of pay rise against S/O - £xx and September expenses - £17.09) £27.03 Chq No. 2941</p> <p>C Fribbins (September expenses) £78.58 Chq No. 2942</p> <p>D Clark (11 additional hours £xx and September expenses- £49.35) - £xxx Chq No. 2943</p> <p>J Clifford (CW Colts – Football goals) £309.90 Chq No. 2944</p> <p>Dave Clark (September Wages)- £xxx S/O</p> <p>Laura Farrelly (September Wages)- £xxx S/O</p> <p>Proposed FE seconded VW – ALL AGREED</p>	
	77.3	<p>RLG - £1,815.99</p> <p>The RFO has offset the allotment fencing against the RLG. The balance remaining is £1815.99. It was proposed to purchase a set of football goals for 9 a side – See Item 77.6 – Proposed RL, seconded VW – ALL AGREED.</p>	
	77.4	<p>Section 106 Availability</p> <p>The Parish Council has been advised that there is £26,651.10 available to be spent on play areas in the Parish. The Clerk PO has advised Medway that the Parish Council wish to use the funds towards football changing rooms. Still awaiting a response from Medway Council. The Clerks plan to meet with the football clubs to discuss the changing room project.</p>	Clerks

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	77.5	<p>Asset – CCTV Clerk PO advised that there had been a break-in at the Village club and one of the Parish cameras and the recording box was stolen. Clerk PO has sourced two quotes for replacement equipment and has been liaising with the insurance company. There is an excess of £250 to pay and the cheapest quote for the replacement equipment is £453.00. After paying the excess this leaves £203.00 as an insurance claim. The insurance company have advised that if a claim is made this could push up the insurance premium next year. It is proposed by the F&GP committee that the Parish Council pay for the replacement CCTV equipment and do not proceed with an insurance claim as it may cost the Parish Council more in the long run– Proposed VW, seconded RL – ALL AGREED. Clerk PO to contact Tony Head to advise him to proceed with replacement CCTV and the insurance company to confirm the Parish Council will not be making a claim.</p>	Clerk (PO)
	77.6	<p>Donation request towards goals from Cliffe Woods Colts Football manager John Clifford has advised that the goals that the Parish Council provide are for 11 a side and are not suitable for the youth matches which are 9 a side. John Clifford has made a request to the Parish Council to either purchase or make a donation towards a set of 9 a side goals at a cost of £310.00. It is the suggestion of the F&GP that the Parish Council purchase these goals so that they are available to any future teams that may hire the recreation ground – See item 77.4.</p>	
	77.7	<p>Bank Account Update The Clerk RFO has collated all the application forms and a new mandate has been signed. LB will take all forms to the bank. The Clerk RFO has also contacted the NSI bank to request change of details/signatories forms. It was proposed to agree to sign the new mandate to include the new chair and vice chair – Proposed RND, seconded DG – ALL AGREED. The NSI mandate was also signed and the Clerk RFO will return this to the NSI bank.</p>	LB Clerk (RFO)
	77.8	<p>Pension The Clerk RFO has registered as the point of contact with the Pension regulator and is currently looking into the costs that could possibly be incurred by the Parish Council in preparation for the budget 2016/17. The KALC finance conference is covering the new auto-enrolment pension scheme and SF is attending and will be able to feedback more information.</p>	SF
	77.9	<p>Date of next Finance & General Purposes Committee Meeting: 27th October 2015, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).</p>	F&GP Committee
	78.0	<p>REPORT: ALLOTMENTS</p>	
	78.1	<p>Allotments RL reported that there were no further concerns with allotment plots this month.</p>	
	78.2	<p>Allotment Rules Review PC advised that the tenancy agreement needs to roll over from year to year rather than it being replaced with a new one each year. It was proposed to modify the rules – Proposed SF, seconded RL – ALL AGREED. PC will review the rules in more depth and forward on suggested changes to the Clerks.</p>	PC

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79.0		REPORT: PLANNING	
	79.1	<p>Planning applications: CF reported on the following applications: MC/15/2559 ALLENS HILL COTTAGE, WEST STREET, CLIFFE, ROCHESTER, ME3 7TH Construction of a 4-bedroomed detached dwelling with associated parking (demolition of existing dwelling) MODIFIED PLANS Recommendation: <i>Concerns about visual intrusion in ALLI seem to be addressed. Landscaping conditions to be included to maintain the trees and hedges on the cliff boundary.</i> MC/15/2953 107 VIEW ROAD, CLIFFE WOODS, ROCHESTER, KENT, ME3 8UG Construction of a part two storey side/part single storey front extension incorporating a garage and the repositioning of entrance door to the front (demolition of existing porch and detached garage to side). Recommendation: Concern re. Car parking provision (one garage and one drive) on bend of View Road. MC/15/1175 Court sole Farm, Cliffe, ME3 7QS – Householder Appeals Service Appeal against Medway’s refusal. MC/15/3345 24 BROOKMEAD ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HJ Construction of a single storey side extension Recommendation: No Objection - Proposed RL, seconded RND – ALL AGREED. Clerk PO to forward recommendations onto Medway Council.</p>	Clerk(PO)
	79.2	<p>Date of next Planning Committee Meeting: 29th October 2015, 7.30pm – Small Memorial Hall, Cliffe (kitchen) or 42 Quickrells Avenue</p>	Planning Committee
80.0		Report: OTHER COMMITTEES	
	80.1	<p>Footpaths and Common Land Clerk (PO) reported that RS 64 has been re-ploughed. No footpath is visible.</p>	
	80.2	<p>Youth Liaison Committee VW reported that the Cliffe Woods Youth Club reopened on the 17/9. There are plans to go ten-pin bowling if this can be arranged. Clerk PO reported that Cliffe Youth Club plan to carry out some cake decorating at the next meeting on 8/10.</p>	
	80.3	<p>Cliffe Memorial Hall – LB reported that the quiz night was well attended with £700 raised. The race night has been moved to November. LB also reported that a local builder is to commence the roof repairs as they are urgently needed. The committee are trying to raise the extra funds from BIFFA and Veolia.</p>	
	80.4	<p>Cliffe Woods Community Association VW reported that the “Back to School” Night was cancelled due to low ticket sales. The Jersey Boys cabaret night is to be held on the 9/10 and ticket sales are going very well. The new charity status process is almost completed. The social club was broken into and CCTV footage has been passed to the police.</p>	
81.0		REPORT: OTHER BODIES	

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81.1	Report of KALC Chairman's Workshop – Cllr McDermid SM reported that the workshop was a very informative and worthwhile course. It covered the role of the chair, the agenda and preparation for a meeting; as well as the rules of procedure and professional conduct. SM circulated handouts to all Cllrs providing further information. SM also stated that she would like to attend further courses due to take place in the new year.	
81.2	Report from Cliffe Woods Care and Concern Group – Cllr McDermid SM reported that the CQC were unable to attend. SM also reported that Highcliffe Medical Practice have a defibrillator that has never been used and recently they just had to purchase a new battery at a cost of £400.00 The pharmacy who have been taken over by Lawsat are liaising with the surgery and plan to arrange monthly meetings. The new nurse practitioner has started the triage system within the surgery and the surgery are looking to employ a pharmacist if funding is available. Appointments are constantly being addressed. DNA's were 206 in August for doctor's appointments alone. There is a Carer's afternoon on 7/10.	
81.3	Neighbourhood Plan Clerk PO reported that the NHP meeting was cancelled and a new meeting date is awaited.	
81.3	Friends of North Kent Marshes GM reported that the Conservative London Mayor candidate will be announced on 2/10. Three out of the four Conservative candidates are in favour of an estuary airport while only Zac Goldsmith says it is undeliverable	
82.0	Other items to be handed to Clerk for next meeting: Christmas plans – meal and meeting dates options/dates	ALL

Meeting closed at 9.40pm

11/10/15/lmf

NEXT MEETING: 5/11/15 7.30pm, Small Memorial Hall, Church Street, Cliffe