



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Church Hall, Parkside Parade, Cliffe Woods
On Thursday 7th January 2016

PRESENT

Cllrs. Mrs Sue McDermid-Chair(SM), Mrs Lynne Bush-Vice Chair (LB)(Vice Chair), Peter Clements (PC), Jerry Doyle (JDo), Mrs Faith Evers, Mrs Sandra Fenney (SF), Derek Graves (DG) , Fred Harper (FH), Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Phillip Stanley (PS).
Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
108.0		APOLOGIES FOR ABSENCE Joan Darwell(JD) – family, Ian Petrie (IP) – family, Vivienne Walton – ill, Jim Wenban – work – ACCEPTED	
109.0		DECLARATIONS OF INTEREST Lynne Bush (LB) – Planning – MC/15/4274 - 14 Wharf Lane, Cliffe.	
110.0		APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 7/12/15 Minutes were moved as a true record. Proposed Cllr Phillip Stanley (PS), Seconded Cllr Lynne Bush (LB) - ALL AGREED.	
111.0		Adjournment – Mr Bennett of 10 Wharf Lane, Cliffe raised his concerns over planning application MC/15/4274 and the procedures of the parish council. The published consultation end date was 12/2 (before this meeting) although he had been advised verbally of a date in February. PCSO Sean Brookes reported that he plans to carry out speed checks within the area on the 21/1 and 24/1 – locations will be forward to the Parish Council. He is also monitoring the issues raised with the motorbikes within the area and currently building a profile. An issue raised about cars congregating within Archery Close has resulted in a police visit to the area and the cars have now been moved on.	
112.0		MATTERS ARISING FROM MINUTES OF MEETING ON 07/12/15	
	Mar 124.0	Adjournment – Crime Awareness Cllr Jerry Doyle (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 and LB continue to seek advice and approval from Medway Council for suitable sign wording.	Clerk (PO)/LB
	Aug 48.6	Annual Play Park Inspection Reported under item F&GP 101.10	
	Sep 63.0	Resident’s Survey – Priority Issues/Actions Although the area behind the shops in Parkside had improved, the Clerk PO informed Medway Environmental Enforcement of the problem following letters to the shop keepers and doctor’s surgery. Medway Council Enforcement have inspected the site and reported that it has now been tidied to a satisfactory standard.	
	Sep 64.7	Employment Contracts/Appraisals SM and LB intend to review the Caretaker’s contract of employment. The Chair (SM) also advised that the Vice-Chair (LB) and she have carried out a six-month probationary review for the Clerk PO and had appointed Chris Fribbins on a permanent basis.	SM/LB

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Oct 75.0	CLIFFE CARNIVAL Faith Evers (FE) informed the Parish Council that there is a lot of interest from parishioners to bring back Cliffe Carnival. FE advised that unfortunately there has been no further support of volunteers to run such an event. An interest in a Christmas Pageant has also been suggested by some Parishioners. The Chair SM advised that the Parish Council would be likely to support any kind of community event within the village.	
Dec 98.0	Adjournment – Salt Lane Parishioners from Salt Lane raised their concerns about the speed of lorries travelling down the road. Cllr Doyle advised that a mobile speed team can be sent out by Medway Council. Clerk PO followed up with Medway Councillors the promise to introduce a 20mph limit in Salt Lane.	
Dec 100.0	Member’s Item Cycle Parking in Cliffe Woods Car Park (Cllr Walton/Clerk PO) Reported under Item F&GP 116.7	
Dec 101.2	SORN Vehicle at Cliffe Woods Car Park The car left in Cliffe Woods car park is SORN and can be removed by the authorities as this is a public car park. Clerk PO to follow up with Medway Council/DVLA.	Clerk (PO)
Dec 101.5	Bretts/Tarmac/Salt Lane The Clerk PO reported that issues with noise pollution etc. have been reported to Medway Council. They have supplied diary sheets to the resident to complete and collect the evidence they need for further investigation. The first target would be to confirm planning permissions and seek enforcement if there is a problem, if that is not a problem the evidence of incidents and impact will need to be investigated further by Medway Council.	
Dec 102.9	Risk Assessment of Assets The Clerk PO advised that the assets need to be assessed for risk for insurance purposes. The Clerk PO has provided a proforma template obtained from his CILCA training course and this will be worked through by the Clerks and a formal document produced	Clerks
Dec 102.10	Recreation Ground – Maintenance Action Plan Reported under item 114.	
Dec 104.2	MC/15/4021 3 SEDLEY CLOSE, CLIFFE WOODS, ME3 8HE Response sent – no objection.	
113.0	REPORT: CLERK	
113.1	List of correspondence was circulated.	
113.2	Clerk (PO) reported on matters dealt with since last meeting: 113.2.1 CiLCA Training The Clerk PO will be registering for the CiLCA qualification (fee £250 for authorisation at this meeting). A lot learnt from Allhallows activities (where there has been a finance catch-up from August and the budget approved on Tuesday). 113.2.2 Highways Issues There has been no response to chasing up the parking restriction carried out last year (he had met with the Cabinet Member (Cllr. Filmer) responsible on Tuesday and it will be followed up. 113.2.3 Following the poor weather conditions before and over Christmas two small trees were blown down and blocked the pavement in View Road – these were removed immediately after Christmas. It also highlighted that there is	

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		<p>no owner for the land where these trees were located (small strip between View Road and the field).</p> <p>113.2.4 Dave Clark reported a bus reversing into the Buttway Bus Shelter (again). This was reported to Medway Council who reported that it was the responsibility of Norse their contractors (and forwarded to them). Contact details for Norse have been provided.</p> <p>113.2.5 Xmas Meal (15/12/15) 6 Bells Good time had by all.</p>	
114.0		REPORT: FINANCE & GENERAL PURPOSES	
	114.1	<p>Finance Report : The receipts and payments have been updated and at figures are in line with budget expectations. The RFO reported that the bank balance as at the 30th November was £21,860.02. The RFO also provided a Cash flow forecast to the end of January. The forecasted reserve balance for the Parish Council is £75,312.63. This includes the NSI balance of £56,335.65. The RFO also reported that there is a VAT reclaim of £228.26 due to be received within the bank account for the last quarter.</p>	
	114.2	<p>Budget Review : The RFO presented a budget for 2016/2017. The RFO suggested a budget, kept to the same precept requirement as the previous year by using parish reserves (£660). It was proposed that the budget be agreed and an additional earmarked reserve of £6,500 be set aside towards the changing room project (raising it to £20,000), from general reserves – Proposed LB, seconded SF -ALL AGREED. A precept of £46,017 (the same as last year) was proposed by JD, seconded RL - ALL AGREED</p>	
	114.3	<p>Approval of following payments for January: HMRC (PAYE Qtr 3) £296.60 Chq No. 2958 J Wenban (chains for play park) £115.00 Chq No. 2959 R Naughton (mileage claim for course) £xx.xx Chq No 2960 Youth Kent (affiliation fee) £99.00 Chq No 2961 KALC (Cllr course) £72.00 Chq No. 2962 SLCC (CilCa training course) £250.00 Chq No. 2963 L Farrelly (offset of pay rise against S/O - £x.xx and December expenses - £xx.xx) £xx.xx Chq No. 2964 C Fribbins (December expenses) £xx.xx Chq No. 2965 (includes cost of internet hub device – funded via Rural Liaison Grant). D Clark (3.5 additional hours £xx.xx and December expenses- £xx.xx) - £xx.xx Chq No. 2966 Dave Clark (December Wages)- £xxx.xx S/O Laura Farrelly (December Wages)- £xxx.xx S/O Proposed RL seconded PS - ALL AGREED</p>	
	114.4	<p>Rural Liaison Grant (RLG) - £1,557.74 The current RLG balance is £1358.74. A bike rack at the Parkside shops in Cliffe Woods has been suggested for funding through RLG. See Item 114.7</p>	
	114.5	<p>Section 106 Availability – Changing Room Project The Parish Council has been advised that there is £26,651.10 from a S106 agreement to be spent on youth facilities with the Parish. The Clerk PO has advised Medway Council that the Parish Council had resolved to use the funds towards football changing rooms if possible. Medway Council have agreed to seek transfer of the funds (formal approval awaited). The Clerk RFO has been looking into alternative grant providers and has contacted the previous container companies for revised quotes. The RFO has also drafted a</p>	

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		<p>rough budget of spend. The next step is to obtain comparative quotes and contact some of the container companies to see if it is possible to view a container conversion to see if it is suitable to the needs of the Parish.</p> <p>The Clerk RFO, Cllr Peter Clement (PS) and Cllr Sandra Fenney (SF) met with George Wells regarding the rugby academy and he advised that the rugby matches are played on a Saturday and training tends to be Tuesdays and Thursdays. This would mean that they would not clash with the football club matches. PC also noted that the launch of an alternative sport within the village will have a very positive impact on the youths, as well as helping to provide evidence for the “Need” for the changing rooms if funding providers are approached.</p> <p>It was proposed that due to different pitch markings that from next season (September 2016), the back pitch be allocated to the Rugby and the front pitch be for the football. Proposed PC, seconded PS – AGREED.</p>	
114.6	<p>Graffiti/Youth Club Project</p> <p>The last Cliffe Youth Club was well attended and all of the youths were very interested in participating in a graffiti project. The Clerk RFO has contacted a graffiti art company about possible projects and is awaiting costings.</p>		Clerk (RFO)
114.7	<p>Quotes</p> <p>BR Stacey Fencing – A quote was provided for repairs to the barrier at the Small Hall car park £115.00, as well as the exit barrier post at Cliffe Woods car park £95.00. An additional quote for the relocation of the bin from the tennis courts to the APCM grounds £95.00 (although operated by Medway Council). As per the financial standing orders quotes under £250.00 can be agreed by the chairman. Due to the urgency of the Small Hall Barrier, the Chairman agreed to proceed with these quotes.</p> <p>Bicycle Rack Quotes – The RFO provided two quotes for two different types of bicycle racks – both would require mounting to the grounds (suggested location was by the recycle bins within Cliffe Woods Car Park). The first quote was for a traffic line compact rack which took four bikes - £52.00 and the second quote was four individual bikes stands £210.80 (£52.70 each). It was the recommendation of the F&GP committee that this would not be used and they did not support the scheme. Following this the Clerk RFO also contacted Rob Lucas, Greenspaces to enquire as to whether the Parish Council would be allowed to install a bicycle rack on the green area by the shops to encourage use. He advised that there may be funding within Medway Council for such a project and will advise on the relevant approvals required as soon as he knows more.</p>		Clerk (RFO)
114.8	<p>Play Park Update</p> <p>JW reported that he had carried out the majority of the repairs that were listed on the inspection report. The Clerk RFO is awaiting quotes for a couple of replacement parts and then once these have been ordered JW can install. The gate from the park into the Village club carpark requires attention. As this was installed by the Village Club.</p>		Clerk (RFO)
114.9	<p>Bank Account Update</p> <p>Clerk RFO has completed/returned the internet banking application to the bank and since received a response to say they have different personal address for the RFO on their systems. The RFO visited the bank to discuss this issue and the local branch could not see a difference in personal address like the head office is advising. The Clerk RFO has now taken out a complaints procedure to see if the application can be progressed.</p>		Clerk (RFO)
114.10	<p>Grant Request – Cliffe Woods Girl Guides/ Brownies Diane Foreman, Girl Guide Leader, has asked the Parish Council if they would support their hall rental costs. It</p>		

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		was proposed that the Parish Council award a grant of £400 to the group but this is to be paid in the next financial year from the Youth Budget allocation – Proposed PS, seconded RND - ALL AGREED.	
	114.11	Clerk RFO Holiday The Clerk RFO will be on holiday from 10 th February to 14 th February.	
	114.12	Date of next Finance & General Purposes Committee Meeting: 26th January 2016, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	
115.0		REPORT: ALLOTMENTS	
	115.1	Allotments – Clerk RFO reported that all vacant allotments have been allocated to people on the waiting to list. An allotment holder wishes to surrender one of her plots at the end of March. There is currently a pond in the middle of the two plots and she would like to keep the pond. The boundary and costs will be adjusted to reflect this for the April invoices.	Clerk (RFO)
116.0		REPORT: PLANNING	
	116.1	Planning applications: Clerk PO reported on the following applications that were sent prior to meeting: MC/15/4238 Wharf Farm, Wharf Lane, Cliffe. Retrospective application for construction of three sheds. OBJECTION – sheds have been erected on North Kent Marshes – Special Landscape Area MC/15/4108 18 Mallingdene Close, Cliffe Woods. Conversion of integral garage into habitable room and construction of detached garage to front. NO OBJECTION. MC/15/4267 Newlands Farm, Station Road, Cliffe. Application for a lawful development certificate (existing) (LDC) for use of land for garden area. There is no consultation on LDC, but concerns have been raised by neighbours about the accuracy of statements provided. Planning authority requested to take care and a planning application may have been the best way to resolve this. MC/15/4373 Buckland Lake Reserve, Buckland Road, Cliffe. Renewal of planning permission MC/12/0157. NO OBJECTION MC/15/4374 14 Wharf Lane, Cliffe. Construction of four 4-bedroom detached dwellings with associated parking. NO OBJECTION, although we would like to see a condition (S106 if necessary) for providing a road surface between Reed Street and the site access.	
	116.2	The following applications have been received since the planning committee MC/15/4469 Milk House, Courtshole Farm, Cliffe. Retrospective application for change of use of agricultural land to residential garden including erection of a 1.5m high boundary fence. OBJECTION – development is outside of the village boundary of Cliffe as defined in the 2003 Local Plan and extension of that boundary is not required. Proposed FH, seconded RND – ALL AGREED. Clerk PO to forward recommendations onto Medway Council.	Clerk (PO)
	116.3	Other Planning Issues Local Development Framework (Local Plan) – Issues and Options - Medway have agreed a document for public consultation in (January/February 2016). There is still a significant shortfall in housing provision and with the Local Plan not being completed until 2018 the area is still open to developer proposals. There will be some implications on the Neighbourhood Plan (we met last week with Catherine Smith). Medway Local Plan will be carrying out specific events in Cliffe and Cliffe Woods along with Neighbourhood Plan.	
	116.4	Date of next Planning Committee Meeting: 28th January 2016, 7.30pm – Small Memorial Hall, Cliffe	

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117.0		Report: OTHER COMMITTEES	
	117.1	Footpaths and Common Land Clerk RFO reported fly tipping on RS244 and RS 84a to Medway Council.	
	117.2	Youth Liaison Committee SM reported that Cliffe Woods Youth Club had a very successful Christmas party. PS advised that Young Kent will be attending on the 18/1 to access DBS applications. Cliffe Youth Club was reported under item 114.6.	
	117.3	Cliffe Memorial Hall – LB reported that the Memorial Hall is advertising for a booking secretary. Clerk RFO has said she will promote this job via the Cliffe and Cliffe Woods Alerts page on social media. There is a quiz night on the 12 th Feb (Councillors to inform Clerk (PO) if they wish to take part in a parish council team.	Clerk (RFO) ALL
	117.4	Cliffe Woods Community Association SM reported that the children's party was cancelled due to low ticket sales. Quiz nights are the last Friday of every month. Four tributes night have been booked for the year. Lionel Richards will be on the 19/2. £12.50pp. The committee are currently having new bank account issues due to having to get all trustees to sign for the new bank account for the Charities Incorporated Organisation (CIO). Hall maintenance continues.	
118.0		REPORT: OTHER BODIES	
	118.1	Care and Concern Cliffe Woods Surgery would like to become a Dementia friend and intend to invite Gary Burke and Sylvia Ford to the next meeting to raise awareness. The surgery is intending to employ a Pharmacist that will cover both Cliffe and Cliffe Woods surgeries. The Carer Afternoon in November was well attended. SM also reported that the number of appointment no shows (DNA) was 150 for one month. The text system is not working properly and the surgery is currently looking into ways of freeing up appointments and who essentially needs an appointment.	
	118.2	Neighbourhood Plan Clerk PO reported that they met last week and Catherine Smith, Medway Council attended. They are working together to carry out specific work on the Local Development Framework (LDF) and NHP. There will be a presentation on the LDF in Cliffe Memorial Hall on 13/2 and possible 20/2 in Cliffe Woods Community Association Hall. Next NHP meeting 28/1.	
	118.3	Friends of North Kent Marshes GM reported that the EU's review of the Nature Directives is still in progress. The RSPB are encouraging people to write to their MEPs to ask them to officially support the EU Nature Directives. GM also reported that a decision on the preferred route of the Lower Thames Crossing is imminent. Awaiting a consultation date.	
119.0		Other items to be handed to Clerk for next meeting:	

Meeting closed at 10.20pm

19/01/16/lmf/cf

NEXT MEETING: 04/02/16 7.30pm, Small Memorial Hall, Church Street, Cliffe