



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Emmanuel Christian Centre, Parade, Cliffe Woods
On Thursday 3rd March 2016

PRESENT

Cllrs. Mrs Sue McDermid-Chair(SM), Mrs Lynne Bush-Vice Chair (LB)(Vice Chair), Mrs Faith Evers (FE), Mrs Sandra Fenney (SF), Fred Harper (FH), Ron Naughton-Dean (RND), Phillip Stanley (PS), Mrs Vivienne Walton (VW),.

Absent: Cllrs Jerry Doyle (JD), Peter Clements (PC), Joan Darwell (JD), Derek Graves (DG), Ray Letheren (RL), Gill Moore (GM), Ian Petrie (IP), Jim Wenban (JW)

Parish Clerks: Mr Chris Fribbins & Mrs L Farrelly

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
135.0	APOLOGIES FOR ABSENCE Jerry Doyle (JDo), Peter Clements (PC), Mrs Joan Darwell (JD), Derek Graves (DG), Ray Letheren (RL), Mrs Gill Moore (GM), Ian Petrie (IP), Jim Wenban – ACCEPTED	
136.0	DECLARATIONS OF INTEREST - None	
137.0	APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 4/02/16 Minutes were moved as a true record. Proposed Cllr Ron Naughton Dean (RND), Seconded Cllr Lynne Bush (LB) - ALL AGREED.	
138.0	Adjournment – None	
139.0	MATTERS ARISING FROM MINUTES OF MEETING ON 4/02/16	
	139.1 Items attached on Appendix MA1603 (including resolutions)	
140.0	REPORT: CLERK	
	140.1 List of correspondence was circulated.	
	140.2 Clerk(PO) reported on matters dealt with since last meeting: 140.2.1 CiLCA Training The Clerk PO attended a follow up meeting and is beginning to compile a portfolio of work. 140.2.2 Highways Issues Report on diversionary routes for A228 Closure published – consultation meeting planned with peninsula councils – problem with large vehicles (including HGV) using these routes has been raised – suggestion is that these need to be ‘stacked’ until the problem is resolved, and allow smaller vehicles to divert.	
	140.3 Car Parking Issues Problems continue in the Buttway and there has been a request to repaint the yellow lines again (after this was done recently by Jaspar Wright). Problems of village parking continue to be an issue.	
	140.4 Arrangements for Annual Parish Meeting 7/4/16 The Clerk PO has amended and circulated the list of invitees to the APM. <i>Action noted in Appendix.</i>	
141.0	REPORT: FINANCE & GENERAL PURPOSES	
	141.1 Finance Report: The receipts and payments have been updated onto the Alpha program and figures	

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	are in line with budget. The RFO reported that the bank balance as at the 21 st February was £11,509.50. The RFO also provided a Cash flow forecast to the end of March. The forecasted reserve balance for the Parish Council is £68,452.12. This includes the NSI balance of £56,799.26.	
141.2	<p>Approval of following payments for March: KCS (stationery) £33.16 D/D ACRK (subscription) £50.00 BACS Medway Council (return of ward fund) £150.00 Chq No. 2975 L Farrelly (offset of pay rise against S/O - £xx.xx and February expenses £x.xx and £7,60 mileage) £27.15 BACS D Clark (off set of pay rise against S/O and 5.5 additional hours £ xx.xx and February expenses -£ xx.xx mileage) - £xx.xx BACS C Fribbins (February expenses, including Hub device, Purchase of toners for parish printer) £xxx.xx BACS Dave Clark (February Wages)- £xxx.xx S/O Laura Farrelly (February Wages)- £xxx.xx S/O Proposed RL, seconded DG - ALL AGREED</p>	
141.3	<p>Rural Liaison Grant (RLG) - £1,557.74 The RLG balance is £1358.74. The RFO is still waiting to hear from Greenspaces regarding the installation of a bicycle rack at Cliffe Woods shops.</p>	
141.4	<p>Section 106 Availability – Changing Room Project The Steering Committee for the changing rooms met before the F&GP Meeting and it was discussed in depth about the type of building that should be constructed. The RFO has spoken to Dave King, Head of Building Regulations for the Medway area and he has advised that the excavation would find a chalk. He has also advised he is available for any further advice should the Parish Council require. It is the recommendation of the steering committee that a stand- alone brick built building is built for the use of changing room facilities – Proposed LB, seconded SF – ALL AGREED Location/Design is still to be discussed. The RFO has measured the area in front of the Small Memorial Hall and contacted Helen Blanche to obtain more information on the tendering process that the Parish Council has to abide by. The RFO has also contacted Hoo doctor’s surgery who according to MAC Containers had used their company for the construction of their premises. The Practise Manager of Hoo surgery did not believe that they had used Mac Containers and felt she wasn’t able to assist with the Parish Council’s enquiry.</p>	
141.5	<p>Caretaker’s contract – Financial Elements -National Living wage/mileage allowance The Chair (SM) advised that a review of the caretaker’s contract has been carried out, In April the new national living wage will come into effect and this will mean that the Caretaker’s current rate will rise by 30p per hour to the new rate of £x.xx The Chair also suggested that the mileage allowance be bought in line with the other employees of the Parish Council to xxp per mile –It was proposed to agree to both the new hourly rate of pay and mileage allowance wef 1st April – Proposed LB, seconded RND – ALL AGREED. Actions noted in Appendix</p>	
141.6	<p>Donation to Church/FONKM for Queen’s 90th Birthday It is the suggestion of the F&GP that a donation towards the Queen’s 90th Birthday celebrations be agreed in principle – pending costings/details to be provided by FONKM.</p>	
141.7	<p>Update of Financial Regulations</p>	

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		Due to a recent change to the financial regulations regarding public contracts, NALC have advised and forwarded their amended financial model regulations to reflect this. The RFO has amended the Parish Council's Financial Regulations to also reflect these changes. Proposed to accept amendments – Proposed LB, seconded RND – ALL AGREED.	
141.8		Date of next Changing Rooms Steering Committee Meeting: 29th March 2016 6.30pm – Small Memorial Hall, Cliffe (kitchen).	
141.9		Date of next Finance & General Purposes Committee Meeting: 29th March 2016, 7.30 pm – Small Memorial Hall, Cliffe (kitchen).	
142.0		REPORT: ALLOTMENTS	
142.1		The Clerk RFO reported that tenant Michael Wise of plot 3 had asked permission to erect a shed (size as per the allotment rules). It was proposed to agree to the request of a shed for plot 3a – Proposed Cllr Vivienne Walton (VW), seconded RND – ALL AGREED <i>Actions noted in Appendix.</i>	
143.0		REPORT: PLANNING	
143.1		Planning applications: The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: MC/16/0618 15 Parkside Parade, Parkside, Cliffe Woods, ME3 8HX Construction of a single storey extension to rear- No Objection MC/15/3797 Land to side/rear 1 & 2 Gladstone Cottage, Buckland Road, ME3 7RS Retrospective application for engineering works to facilitate the installation of a block paved hard standing together with vehicular crossover and entrance gated to the rear/side. No Objection. MC/16/0403 Felicta, 60 Town Road, Cliffe Woods, ME3 8JJ Same concerns as previously – Impact on street scene. MC/16/0408 5 Tennyson Avenue, Cliffe Woods, ME3 8JF Part ground floor/part first floor rear extension to provide enlarged kitchen/dining and bedroom with ensuite at first floor level (next door to Cliffe Woods Community Centre) No Objection. Comments sent prior.	
143.2		The following applications have been received since the planning committee: 20160071 Land South of Two Gates Hill Town Road Higham Gravesend Kent Erection of general purposes agricultural storage/cold store building and hard surface yard area. (11/3/16). Response: Concerns regarding visual impact and highways concerns. Proposed Cllr Fred Harper (FH), seconded LB. <i>Actions noted in Appendix.</i>	
143.3		Other Planning Issues View Road Development Proposal A developer has approached the Parish Council regarding a proposal for a housing development for the elderly on the bend of View Road. Awaiting planning application Lower Thames Crossing (Option C) Consultation deadline is the 24/3. <i>Actions noted in Appendix.</i> Thames Estuary Partnership (Thames Gateway Port Meeting) Clerk PO attended a meeting in Essex and raised the issue of the lighting from the ports. It was reported that new seawall on our side of the river, just over our boundary in High Halstow, will be completed by July and the existing sea wall breached to flood an area for environmental enhancement (part of the mitigation works required in the construction of the port).	
143.4		Date of next Planning Committee Meeting: 31st March 2016, 7.30pm – Small Memorial Hall, Cliffe	

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144.0		Report: OTHER COMMITTEES	
	144.1	Footpaths and Common Land – No Report	
	144.2	<p>KALC FH and Chair Sue McDermid (SM) attended the KALC meeting. FH reported that Chris Buckwell (Frindsbury Extra Parish Council) was voted as Vice-Chair. It was noted by the Rural Liaison committee that they were not happy with how the Local Plan presentation from Medway was conducted. They felt there were not enough personnel from Medway Council. Grain Parish Council reported that they are carrying out a clean-up for the Queen's Birthday on 4/5/6 March. Cuxton Parish Council reported that there will be a new set of lights installed along the A228 at the Bush road junction. Lower Stoke Parish Council advised they had purchased a defibrillator. Hoo Parish Council expressed their concern over the Medway's Local Plan (call for sites).</p>	
	1443	<p>Youth Liaison Committee VW reported that Cliffe Woods Youth Club continues to see increased number attending. They are planning a cinema evening later in the year. Clerk PO reported that Cliffe Youth Club is also growing in numbers and also hope to arrange external events and, subject to sufficient adult help, make use of the Recreation Ground and facilities,</p>	
	1444	<p>Cliffe Memorial Hall – LB reported that the new booking secretary is called Donna Tanton and she started on the 1/3.</p>	
	144.5	<p>Cliffe Woods Community Association VW reported that the Lionel Richie tribute night was cancelled due to a death in the performer's family. This event has been rebooked for the 20/5 The quiz night was a sell-out. Next quiz night is on 18/3 VW also reported that the baby changing facilities have been installed in both toilets and hall maintenance is ongoing. Hall charges have increased by £10 except for local clubs. The AGM is to be held on the 9/5.</p>	
145.0		REPORT: OTHER BODIES	
	145.1	<p>Neighbourhood Plan Medway Local Plan carried out specific events in Cliffe (13/2 10-12) and Cliffe Woods (20/2 10-12) along with Neighbourhood Plan. Meetings well attended although focus on local housing rather than the wider remit of the Local Plan. The response to the Options and Issues statement as been submitted. Cliffe and Cliffe Woods Community Trust have been looking at spending some of their money on local projects (poverty/education). This has involved ACRK (Rural Kent), Village SOS and Community21. Paid support is available from Village SOS to help the NHP and identify needs for the community for the Trust to consider financing/match funding – The Clerk PO has received details about a support package from VillageSOS for a consultation workshop. £798 of funded support has been identified so far.</p>	
	145.2	Friends of North Kent Marshes – No report.	
	145.3	<p>Care and Concern Group (Cliffe Woods) – Chair SM reported that the meeting was held on the 22/2 and Cllr Doyle also attended and wishes to join the group. Cllr Sandra Fenney has also expressed an interest to join.</p>	

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		<p>The group believe it would be good to have a defibrillator but located somewhere with ease of access – i.e. Community Hall.</p> <p>SM also reported that there has been a noticed improvement in the service from the pharmacy.</p> <p>From April there will be a new pharmacist whose services will be shared across the medical practises in the area.</p> <p>The next Carer’s Afternoon will be on 25/5 2-4pm</p> <p>Appointments were discussed, as well as the number of DNA’s (Did Not Attend) – this is being constantly assessed.</p> <p>It was also noted that as of the 1/4 all patients be able to access their medical records.</p> <p>Gary Burke and Sylvia Wolfson (Alzheimer’s organisations) will be speaking at the next Care and Concern meeting.</p>	
	145.4	<p>Chairman’s Conference</p> <p>SM reported that the conference was well attended and informative. It gave opportunities for local councils to think outside of the box and how to go about it and not to be restricted by district councils. There were various presentations, one being from Ian Davies on legal issues on the powers of the parish council and the powers they (and don’t have).</p> <p>There was also a presentation on the Neighbour Hood Plans (NHP) and how it is very important for an area. The government strongly encourage NHP’s.</p>	
	146.0	<p>Other items to be handed to Clerk for next meeting: None</p>	

Meeting closed at 10.20pm

08/03/16/lmf/cf

NEXT MEETING: 12/05/16 Annual Meeting, followed by the May monthly meeting at 7.30pm, Emmanuel Christian Centre, Parkside, Cliffe Woods (Note 2nd Thursday from this meeting onwards).

Appendix MA1603

	MATTERS ARISING FROM MINUTES OF MEETING ON 4/02/16	
Sep 64.7	Employment Contracts/Appraisals SM and LB intend to review the Caretaker's contract of employment.	
	Resolution: SM has reviewed the Caretaker's contract of employment with Cllr Lynne Bush (LB) and both Clerks. Next step is to discuss the payment elements with the F&GP committee. Clerk RFO placed an item on the F&GP agenda and agreed at the council meeting 3/3.	
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.	
	Action: The CW car park car is SORN and can be removed by the authorities as it is in a public car park. The Clerk PO has been liaising with Medway Council over the definition of the car park being classed as private. A notice that can be placed on the car has been passed over from Medway Council. Notices have been placed on the vehicle, with no response. Contacted DVLA for details on how to obtain the registered keeper details – forms awaited.	Clerk (PO)
Dec 102.9	Risk Assessment of Assets The Clerk PO advised that the council needs to perform regular risk assessment of its activities and individual assets need to be assessed for risk (some may be insured and others 'self-insured'). The Clerk RFO has drafted an assessment of assets and procedures	
	Action: To be review by the Clerk PO	Clerk (PO)
Jan 114.6	Graffiti/Youth Club Project The Clerk RFO has contacted a graffiti art company about possible projects and is awaiting costings.	
	Resolution: Clerk RFO has sourced an alternative company and will place cost of workshop on next F&GP agenda .	Clerk (RFO)
Jan 114.7	Quotes Bicycle Rack Quotes – The RFO provided two quotes for two different types of bicycle racks – both would require mounting to the ground (suggested location was by the recycle bins within Cliffe Woods Car Park). The first quote was for a traffic line compact rack which takes four bikes - £52.00 and the second quote was for 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.	
	Action: Still awaiting a response from Rob Lucas. LB reported that it is highly unlikely that any funding will be provided but approval may be granted.	Clerk (RFO)

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Jan 114.8	Play Park Update 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 car park requires attention as this was installed by them.	
	Action: JW has fixed the zip wire chain. The Clerk RFO has contacted the Village Club regarding the gate and they have replied to say they will attend to it. The Clerk RFO intends to seek an alternative supplier for the foot stops on the Lion Rocker as M&M Contractors are not responding to emails/phone calls	Clerk (RFO)
Jan 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.	
	Resolution: This adjustment will happen with the April Invoices.	
Feb 126.1	Precept Demand It was proposed to sign and submit the Precept to Medway Council – Proposed VW, seconded RL – ALL AGREED. Clerk RFO will pass to Medway Council.	
	Resolution: Clerk RFO sent precept demand to Medway Council (CLOSED)	
Feb 127.1	Allotment Invoices The Clerk RFO reported that she plans to issue the invoices to the allotment holders for 2016-17.	
	Action: Clerk RFO will raise invoices and issue to allotment holders.	Clerk (RFO)
Feb 129.0	Crime Awareness Signage It was proposed to not progress with installing signage and offer the money back to Medway Council – Proposed DG, seconded VW – Majority agreed. Clerk PO to contact Helen McCulloch to offer the ward fund back to Medway Council.	
	Resolution: Refund of £150 ward fund requested by Medway Council – refunded at meeting 3/3 CLOSED	
	ACTIONS FROM MARCH PARISH COUNCIL MEETING	
Mar 140.3	APM invitations – Clerk PO to send invitations to Annual Parish Meeting as per circulated list (with amendments from councillors)	Clerk (PO)
Mar 141.5	Caretaker’s Contract of Employment Clerk PO to locate the relevant policies and pass to the Chair. Once relevant policies located in relation to caretaker’s contract; the Chair and RFO will arrange a meeting with Dave Clark to review his contract in more detail.	Clerk (PO) Chair/ Clerk (RFO)
Mar 142.1	Allotment Shed request agreed - Clerk RFO will advise the tenant	Clerk (RFO)
Mar 143.2	Planning Application 20160071 – Clerk PO to send response to Gravesham Council.	Clerk (PO)
Mar 143.3	Lower Thames Crossing (Option C) – FH and Clerk PO to draft a response	Clerk (PO)