



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Cliffe Memorial Hall, Church Street, Cliffe  
On Thursday 7<sup>th</sup> June 2012

### PRESENT

Cllrs. Chris Fribbins (Chair) (CF), Mrs Lynne Bush (LB), Ian Petrie (IP), Mrs Sue McDermid (SM), Mrs Gill Moore (GM), Mrs Joan Darwell (JD), Jim Wenban(JW), Robert Hunt (RH), Mrs Margaret Emblin (ME), Mrs Vivienne Walton (VW), Dave Green (DG), Alan Taylor (AT).  
Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
13.0		<b>APOLOGIES FOR ABSENCE</b> Cllr. Ken Kentell(KK) . Personal, Colin Elliot (CE) . Work, Ray Letheren (RL) - Family - <b>ACCEPTED</b>	
14.0		<b>DECLARATIONS OF INTEREST</b> AT . Merryboys planning application, CF . City Press Printing (Jubilee donation)	
15.0		<b>APPROVAL OF MINUTES</b> Minutes of AGM Parish Council meeting held on 3 <sup>rd</sup> May 2012 were approved. Proposed RH, Seconded AT . <b>ALL AGREED</b> Minutes of Parish Council Meeting held on 3 <sup>rd</sup> May 2012 were approved. Proposed VW, Seconded ME . <b>ALL AGREED</b>	
16.0		<b>ADJOURNMENT</b> CF thanked both village event committees for the successful events that took place for the Jubilee celebrations despite the weather. CF was pleased to see the amount of involvement from all Parish Councillors with both preparations and on the day of the events and also thanked them all for their participation and hard work.	ALL
17.0		<b>MATTERS ARISING FROM MINUTES OF MEETINGS ON 3/05/12</b>	
	Oct 71.1	Mrs Dianne Foreman from Cliffe Woods reported at the October meeting that shooting was occurring whilst walking her dogs along the footpath between Perry Hill farm and the Parochial field - RS67. Referred to the Footpaths and Common Land Committee. F&CL Committee to also look at further publicity for the existing footpaths (via Clarion/Web Site/Published maps/Walk books).	F&CL (GM/DG/JD/JC)
	Dec 99.1	Allotments: It was reported that the trespassing sign has deteriorated and needs replacing. Suggested wording required. Allotment Committee to draft and forward to Clerk(PO) to obtain and estimate.	RL/DG
	May 6.1	SM asked about the outstanding incident with the van that damaged the barrier sign at Cliffe Woods car park . The Claim was dismissed by the courts due to no proof of driver on privately owned land. Clerk(PO) wrote to MP Mark Reckless regarding this incident and a possible loophole in the law. A letter was received from Chris Irvine informing the PC that it is being investigated. Awaiting further response.	Clerk (PO)
	May 6.2.5	Further reminders were sent out to APM attendees and reports requested. The APM was fairly well attended with the benefit of a projector and screen this year which greatly aided presentations. A copy of the draft Minutes will be circulated in due course	Clerk (RFO)
	May	The Clerk(PO) reported on her attendance at the meeting organised	

Cliffe & Cliffe Woods Parish Council  
 Minutes of Meeting 7/06/12 - display

	6.2.12	for Parish Clerks at Medway Council offices on 25/4/12 to discuss the Localism Act and in particular the proposed abolition of the Standards Regime and how it affects Parish Councillors. A new Code of Conduct was to be issued by Perry Holmes, Monitoring Officer, prior to the June meeting for consideration, they hope that all Parishes on the Hoo Peninsular will adopt the same one. However, Clive Powell/NALC has advised they will also provide a Code of Conduct for us as an alternative, if required. New code of conduct received from NALC. Awaiting Medway Council's version of the Code of Conduct.	Clerk (PO)
	May 7.1	All the accounts have been updated to the end of the financial year and haven't changed since the APM finance report. The RFO passed over the books to Roxana Brammer for the internal audit to be carried out - Audit is completed.	
	May 7.3	Allotment Issues/Noticeboard: It was decided that the next step should be to arrange a meeting with the local PSCO and the Crime Prevention Officer to discuss the most effective measures against the vandalism. The RFO passed keys for the noticeboard to JW in order for it to be repaired and arranged allotments meeting . Minutes circulated.	JW
	May 7.7	An email from Lindsay Hartney was received requesting a donation towards summer youth activities. Donation of £500 agreed by Parish Council. This could be reclaimed against Rural Liaison . Alan Mitchell agreed claim against Rural Liaison.	
	May 7.8	Signatures, Standing Order Letter to Bank: Due to Councillor changes, it was noted that a new signatory is required. The RFO obtained the relevant forms from the bank and these were filled in and returned. Due to the start of the new financial tax year, tax codes have changed and therefore the standing orders for the employees of the Parish Council had to be amended at the bank. The RFO drafted the letter for signing and this has now be passed onto the bank and the relevant amendments made.	
18.0		<b>REPORT: CLERK</b>	
	18.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received since last circulation was a quote from Sandfords for the proposed barrier at the allotments - reported under Finance and General Purposes.	
	18.2	<p>Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note:</p> <p>18.2.1 Clerk (RFO) covered Clerk (PO) whilst she was on holiday for 1 week and organised a date for the allotment meeting to be held with the Police, CPO and the new allotment holders committee. To be reviewed under allotments. Following the meeting the PCSO delivered 6 free shed alarms to the Clerk(PO) and these have been distributed to the allotment holders who requested them.</p> <p>18.2.2 Posters were put up on the noticeboards for the Parish Councillor vacancy, Jubilee events and the Alzheimer's Trust.</p> <p>18.2.3 One new allotment has been offered and letters sent out to those who have not tended their plots or paid this year's rent due end March.</p> <p>18.2.4 The Cliffe Woods car park barrier sign was again knocked down and Cllr. Wenban has fixed it back. Medway Council CCTV was contacted to see if this had been captured, but again it had not. The Clerk (PO) asked when the cameras are filming and whether they are aimed at the barriers during this</p>	

		<p>time. Medway Council advised they are operating 24/7 and that a camera is now permanently directed at the entry barrier so as to capture any future incidents.</p> <p>18.2.5 PCSO was contacted regarding the accident on the bends of the B2000 between Cliffe and Cliffe Woods, reported by Cllr. Fribbins, to see if he could provide any further information that we may be able to forward to Medway Council. He reported back that this was a Dutch lorry and had been travelling on the wrong side of the road. Police are investigating.</p> <p>18.2.6 Medway Council were contacted re the condition of the matting in the Play Area on their recreation ground at Cliffe Woods which is very dangerous and was again highlighted by Cllr. Emblin. An inspection was made by them and a reply received to advise this was on their list as well as re-positioning the dog bin but that budget would not allow this work at the moment.</p>	
	18.3	<p><b>Co-option of Parish Councillor:</b> Co-option of a Parish Councillor for the Cliffe Ward vacancy was agreed by all. Peter Clements has previously applied on 2 other occasions for co-option and wished to apply again. He unfortunately couldn't attend the meeting due to a prior engagement and would like his application considered in his absence. Jim Corrigan, an ex- Parish Councillor only stepping down due to ill health, had also applied and was present. CF advised that applicants do not need to be present to be considered. AT nominated Jim Corrigan and this was seconded by JD. CF nominated Peter Clements and seconded by JW. Due to the two nominations a secret ballot vote followed. The majority vote went to Jim Corrigan (JC) who was co-opted as Parish Councillor to the Cliffe Ward. He read out and signed the Declaration and this was countersigned by the Clerk (PO). CF thanked Peter Clements for his continued interest in the Parish Council and would keep his details for any future vacancies.</p>	
19.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
	19.1	<p>The Parish accounts program, Alpha has been copied for year 2011/12 for reference and the new budget figures transferred over for the new financial year. April and May receipts and payments have been updated onto Alpha and at present figures are in line with budget. The bank balance as at 30<sup>th</sup> May 2012 was £42,204.62. A recommendation to transfer £30,000 to the NS&amp;I account was proposed by LB, seconded by JW . <b>ALL AGREED.</b> A total of £160.00 has been received and banked for allotment rents for 2012/13. The Annual return is complete and the internal audit has been carried out with no concerns raised. <b>Resolution for the Annual return to be accepted by the Parish Council .</b> Proposed VW, seconded LB . <b>ALL AGREED.</b> This is to be signed by the Chair of Parish Council and then sent off to the Audit Commission. .</p>	CF/Clerk (RFO)
	19.2	<p>Approval of the following payments for June: Red Cross (Cliffe Jubilee Donation ) £120.00 (Chq. No. 2575) Clown Workshop(Cliffe Jubilee donation) £340.00 (Chq No. 2574) City Press (Cliffe Woods Jubilee donation)£98.00 (Chq No. 2576) NSALG (subscription) £66.00 (Chq No.2577) KCPFA (subscription)£20.00 (Chq No.2578) Laura Farrelly (additions and exps for May) £xx(Chq No. 2579)</p>	

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 7/06/12 - display

		Alex Jack(additions and exps for May) £xx(Chq No.2580) Dave Clark (additions and exps for May) £xx (Chq. No. 2581) NS&I (funds transfer) £30,000.00 (Chq No. 2582) Alex Jack (May wages) £xx s/o Laura Farrelly (May wages) £xx s/o Dave Clark (May wages) £xx s/o Proposed LB, Seconded DG . <b>ALL AGREED</b>	
19.3	An onsite allotment meeting with the PSCO, Crime Prevention Officer, Councillors, Clerks and allotment holders took place. Minutes from the meeting circulated to all Councillors. Following the meeting PCSO Mandip Clare has provided 6 shed alarms to allotment holders and the RFO has obtained 2 quotes for a barrier to be installed at the small Memorial Hall car park, both costed at around £1360.00. The barrier, anti-vandal paint and signage could be claimed through Rural Liaison. The anti-vandal paint, signage, keys and locks still to be costed. It was proposed by JW in principal to install a barrier at the small Memorial Hall car park, seconded by ME . <b>ALL AGREED.</b> Clerk (RFO) to consult with all concerned parties that may be affected by the installation of a gate before proceeding with installation.	Clerk(PO)  Clerk (RFO)	
19.4	<b>Jubilee Update:</b> Both events were a great success despite the weather. There was great support from all members of the Parish Council. Payments against the Parish Jubilee donations are starting to filter through. Cliffe have spent/claimed around £460.00 and Cliffe Woods expenditure is totalling around £350.00.	Clerk(RFO)	
19.5	<b>RLG Update:</b> Planned rural liaison spend was for the refurbishment of the War Memorial at St Helens church. The RFO has since applied for funding from war memorial.org.uk as there are grants available for this type of project. RFO contacted Alan Mitchell again regarding next year's Rural Liaison grant to try to determine a budget figure. Still awaiting a response.	Clerk(RFO)	
19.6	<b>Village Signs – maintenance:</b> Quote from Ray-dor Signs for new signage at the Buttway was £54.00 +VAT. JW has supplied a brochure from a comparison company and Clerk(PO) will obtain a quote from them. It was reported by Cllr Dave Green that both the mill stones were looking rusty. JW and KK would inspect and they also offered to fit the new sign on the Buttway.	Clerk(PO)  JW/KK	
19.7	<b>Footpath at Doctor's Surgery, Cliffe Woods:</b> The RFO has contacted Dave Crouch at Medway Council, Greenspaces regarding previous quote of £4600 being excessive and asked if Parish Council was able to obtain own quotes. Dave Crouch informed the RFO that it was possible but they have to be compliant with Medway Council. Dave Crouch provided two alternative contacts for the RFO to obtain quotes from. The RFO will make contact.	Clerk(RFO)	
19.8	<b>Playgrounds/Skate Park Maintenance and extra seating on Recreation Ground:</b> The RFO contacted Mr Grimes to see if he can offer the same package as 1Skateparks at a more competitive price. Mr Grimes has offered the same package at £928.00. JW asked if this offered a guarantee of works . RFO will look into this. Cllr Lynne Bush was approached by a parishioner requesting additional benches on the Recreation Ground. It is felt by the F&GP committee that with the	Clerk (RFO)	

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 7/06/12 - display

		present level of vandalism this would not be cost effective.	
19.9	<b>Projects - Changing Rooms update:</b>	CF reported that we are awaiting advice from funding buddies on the resubmission of the big lottery application. If this resubmission is unsuccessful, plan b will be to just build the changing rooms and funding buddies can advise on alternative grants. CF has also asked funding buddies to help with sourcing funding for Cliffe Woods Community centre.	CF
19.10	<b>War Memorial grant requests:</b>	The RFO has submitted a grant request for the war memorial at St Helen's church. An email has been received to acknowledge the application and that it is undergoing a preliminary assessment which has a lead time of six weeks.	Clerk (RFO)
19.11	<b>SLCC – Funding arrangements for localism support of council tax:</b>	Due to changes in Dept. of Work and Pensions there are to be changes in the calculation of the Band D equivalent households. This could mean that the Band D may go down and that the Parish may have to raise the future precept by around 10%. The local authority should be consulting with the Parishes on this matter.	
19.12	<b>High vis jackets:</b>	The PO has obtained 14 high vis jackets and ordered another 6 of the larger sizes from Amazon. Ray-dor Signs quoted for printing the logos £120.00 for 20 jackets. This was agreed as too expensive and a cost not really required. The RFO will still trial run some transfer paper and try to iron on the logo on a spare high vis that she owns.	Clerk(RFO)
19.13	<b>Clerk holidays &amp; performance appraisals:</b>	The RFO has requested one week's holiday w/c 11 <sup>th</sup> June 2012 and the PO has requested two week's holiday w/c 9 <sup>th</sup> July 2012. Both Clerks have had their yearly appraisals with the Chair and Vice Chair of the Parish Council.	
19.14	<b>Date of next Finance &amp; General Purposes Committee Meeting:</b>	3 <sup>rd</sup> July 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen).	F&GP Committee
20.0		<b>REPORT: ALLOTMENTS, RECREATION GROUND &amp; CHILDREN'S PLAY AREAS</b>	
20.1		Allotments: Reported under Finance and General Purposes. DG also reported that since joining the Allotment committee he has been building a rapport with the tenants and has also approached some of the youths who have informed him how to gain access to the allotments by climbing over the side and back gates. DG and RL to attend the allotments together and report back at next meeting.	DG/RL
20.2		Children's Play Area . No report	
20.3		Recreation Ground, Skate Park, Ball Court . No report	
21.0		<b>REPORT: PLANNING</b>	
21.1		Planning applications: CF presented the following planning applications with proposed comments: <b>MC/12/1036 23 Cooling Road, Cliffe</b> . Construction of first storey side extension. <b>Moved:</b> No objection but ask Medway Council to ensure adequate parking space is retained for this property especially with the addition of the new dwellings to the side. <b>MC/12/1045 The Orchards, Symonds Road, Cliffe</b> . Conversion of	

		garage into habitable room. <b>Moved:</b> No Objection in principle but would want to ensure adequate off road car parking is provided for the extended dwelling. The road is unadopted and narrow in places and vehicles need adequate width, and no parked cars where possible to avoid potholes. <b>MC/12/0953 8 Ham River Hill, , Cliffe Woods</b> . Construction of a single storey side extension. Consultation finished 21 <sup>st</sup> May 2012 . No concerns raised. Proposed LB, Seconded DG . <b>ALL AGREED</b>	
21.2	<b>Planning Enforcements</b> <b>Thameside Terminal</b> – Various large scale developments without planning permission. Enforcement notices upheld at planning inquiry. Parts still are considered by the courts so enforcement suspended. Site continues to operate with multiple tenants <b>Wharf Farm Development</b> – Buildings without planning permission. Garages built on new properties but unable to access so converted to living accommodation. Encroachment on RAMSAR and outside village boundary. <b>Merryboys Farm</b> – A number of enforcement notices issued, appeals lodged. Planning applications have been refused. <b>Westfield, Town Road</b> – Tyre and Car sales . waiting further updates from Medway Council.		
21.3	<b>Date of next Planning Committee Meeting:</b> 28 <sup>th</sup> June 2012, 8pm at Small Memorial Hall, Cliffe (Kitchen)		Planning Committee
22.0	<b>Report – Other Committees</b>		
22.1	Parish Car Park and The Buttway: JW reported Mr Rutherford believes that the flooding in the car park is connected to the small drain and will look into resolving this.		JW
22.2	Clarion and Website: CF reported that the Website is up to date.		
22.3	Footpaths and Common Land: GM reported that fly tipping is occurring along Salt Lane and the footpath at Allens Hill is overgrown . Clerk (PO) to report both matters to Medway Council.		Clerk(PO)
22.4	Youth Liaison Committee: RH reported that the youth clubs will be moving to Monday evenings in both Cliffe and Cliffe Woods. Adult help is now covered. Posters are being created to inform the youths of the new day change and to encourage attendance.		RH/CE/VW
23.0	<b>REPORT: OTHER BODIES</b>		
231.1	<b>Police Liaison:</b> It was reported that there was a lack of police presence at the police liaison meeting and Stoke Parish Council have written a letter to the Chief Constable addressing their concerns. Stoke PC have also asked for Cliffe and Cliffe Woods PC to support this letter. The Clerk (PO) has written to Stoke PC to let them know they have Cliffe and Cliffe Woods Parish Council's support.		
23.2	<b>Medway Link:</b> SM reported that she attended the AGM which reported on what had happened over the previous year and on the future changes of link networks all changing to Health Watch by 2013. SM also reported on her attendance at the Care and Concern Group which was held on the 15 <sup>th</sup> May 2012 . the main focus was on the warfarin services at the surgery and how this is affecting patients. The Group had a stall at the Cliffe Woods Jubilee event and raised £27 . this will be donated		

Cliffe & Cliffe Woods Parish Council  
Minutes of Meeting 7/06/12 - display

		towards the bi-annual event for carers on 27 <sup>th</sup> June 2012 and will help towards the cost of refreshments. SM raised her concern that she can only represent the Cliffe Woods patients due as this is the surgery she attends and asked if any Cllrs who are at Cliffe surgery would like to join the group to represent the concerns for Cliffe patients.	ALL
24.00		<b>Traffic Issues on B2000/Bretts:</b> LB was approached by some residents at Cliffe Woods who raised their concerns of the number of large Bretts lorries travelling along the B2000 at the early hours of the morning which is against Bretts planning enforcement. The residents have written to Bretts but would like the Parish to acknowledge these concerns. Clerk (PO) to write to Bretts to share the residents concerns. CF also reported that this could be raised at the next Bretts Liaison meeting in July.	Clerk(PO) Bretts Liaison
25.0		<b>Nu-Venture bus service – Cliffe to Bluewater:</b> CF reported that Nu-venture is seeking to see if there is support for a Cliffe to Bluewater service. Both Higham and Shorne Parish Clerks have advised their Councils would support this. It was agreed that the Parish would support this service. Clerk (PO) to write to Nu-Venture accordingly.	Clerk(PO)
26.0		<b>Low flying aircraft over Parish:</b> CF reported that since the addition of the extra runway at Southend Airport there have been many low flying Easyjet aircraft which appear to be lower than 2,000 feet. JD and GM also advised on aircraft flying low over Cliffe village. Anyone seeing these should report the day and time. They will provide the telephone no. and person to contact. The more people who do this will help re-route the aircraft.	JD/GM
27.0		<b>Other items to be handed to Clerk for next meeting .</b> none.	

The meeting closed at 9.40pm.

**NEXT MEETING:**

**5<sup>th</sup> July 2012 – 7.30pm, Cliffe Woods Primary School, View Road, Cliffe Woods**

10/06/12/lmf