

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Woods Primary School

Thursday 03 September 2009

PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), L Bush, D Cunningham (arrived 19:45), M Emblin, R Hunt, J Moss, A Taylor

Mr G Meeser (Parish Clerk)

ABSENT

Councillor L Wicks

The meeting opened at 19:35 hours (7.35 pm).

NO		ITEM	ACTION BY
1.0		APOLOGIES FOR ABSENCE Cllrs J Corrigan (holiday), J Darwell (organising Country Fayre), J Keates (holiday), G Moore (organising Country Fayre), M Smith (working) and J Wenban (holiday). Accepted	
2.0		DECLARATIONS OF INTEREST See items 6.4 and 17.2 below	
3.0		APPROVAL OF MINUTES Minutes of meeting held on 11 July 2009 approved as presented, with following amendment: 9.10.8 Standing Orders . footnote should read %See item 9.10.9 below+(not 9.1.9)	
4.0		ADJOURNMENT No items	
5.0		MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING	
	5.1	Insurance for "Fun Day" organised by Cliffe Royals FC (see August item 4.0) Event was covered under Public Liabilityinsurance of Hospice which took care of the Late Darren Knight	
	5.2	The Late Lena Kennedy – Possible Naming of New Development in Cliffe Woods "Lena Kennedy Gardens" (See August item 6.2) Clerk wrote to developer (advised by Medway Council as a %Mrs Smith+without an initial) suggesting name for development. However, it now appears that developer and Lena Kennedy's daughter Angela Smith are one and the same person. Mrs Smith has not written to Medway Council giving her support for the name . she should be requested to do so as soon as possible (<u>Letter to be marked for the attention of Karen Tamsett</u>). Cllr Moore to advise Mrs Smith	Cllr Moore
	5.3	Noticeboard outside St Helens CE Primary School (see August item 6.5) School promised their contractors would remove board and contact Cllr Keates to arrange for storage at allotment site. However, board	Clerk

	still in situ and Clerk has made enquiries on two occasions. School has apparently had problems with contractors, but have given assurance that they will still act as promised in due course. Situation to be monitored. In meantime, notice has been posted on board advising that board currently out of use	
5.4	Village Halls Revenue Support Funding: Cliffe Memorial Hall (See August item 6.9) Cllr Fribbins advised that Management Committee of Hall has accepted terms and conditions for funding. Funds for first half of year 2009/10 to be released as soon as possible	Clerk
5.5	Possible new litter bin adjacent to Ball Park (See August item 6.10) Medway Council has now advised that supply and installation would be region of £500-£600, and cost of emptying between £148 and £220 per annum depending on frequency. To be discussed at FGPC meeting on 29/09/09	Clerk (for FGPC)
5.6	Directional Road Signs to Cerebral Palsy Learning Services from Town Road, Cliffe Woods (See August item 6.11) Despite two reminders, Medway Council has not responded to this enquiry. Matter <u>not</u> to be pursued	
5.7	Upgrading of Footpaths RS84 and 84a (see August item 6.15) Funding request was taken to Project Board on 12/08/09 by Medway Council's Head of Highways, and £100,000 set aside for project. Next stage is for tender documents and detailed proposals to be drawn up. Medway Council has given assurance that Parish Council will be kept fully informed of developments. Situation to be monitored	Clerk
5.8	Change of Signatories on Bank Accounts (see August item 6.16) Forms have been completed and signed and are now in possession of Cllr Smith. Cllr Smith will need to present herself personally at a Natwest branch to complete formalities	Cllr Smith
5.9	Ball Court – Raising of Nets (see August item 6.17) No report, because Cllr Keates absent. To be carried over to October	Cllr Keates
5.10	Sit-on Lawnmower for Caretaker (See August item 6.24) Caretaker has expressed support for idea of purchase of lawn mower as alternative to sit on version. To be discussed at FGPC meeting on 29/09/09	Clerk (for FGPC)
5.11	Provision of Changing Rooms “Disguised Container” on Cliffe Recreation Ground (See August item 6.25) Cllrs Fribbins and Wicks attended recent meeting with Cliffe Royals FC. Original proposal has now been enhanced from disguised container to purpose-built brick construction adjacent to Cliffe Village Hall (north side). Cost likely to be in region of £120,000 and funding will need to sought to meet shortfall between total cost and Parish Council's budgeted funds	
5.12	Fence between Cliffe Woods Recreation Ground and B2000 Town Road (See August item 6.30) No report, because Cllr Keates absent. To be carried over to October	Cllr Keates

5.13	Request by Toby Elliott for Skate Park at Cliffe (see August item 8.1.3) Clerk reported that Toby has very recently been in touch with Cllr Keates, who is taking matter forward	Cllr Keates
5.14	Donation to Cliffe in Bloom (see August item 8.3) Cheque for £400 (£200 from Parish Council and £200 from Hanson Aggregates) was duly sent	
5.15	The Late Lena Kennedy – Heritage Plaque (see August item 9.5) Cllr Moore has taken charge of project, and Medway Council has confirmed that costs can be claimed from Rural Liaison Fund	Cllr Moore and Clerk (in due course)
5.16	Mileage Allowances for Members Attending Training Courses (See August item 9.8) Clerk reported on exchange of email messages between himself and relevant officers at Medway Council. In future Parish Councillors will be permitted to claim sum of 40p per mile for car journeys outside the Medway Unitary Authority area, and will be expected to share transport wherever possible. Proposed by Cllr Fribbins, seconded by Cllr Cunningham	All (to note)
5.17	Football Pitch Rental (See August item 9.9) Invoice duly sent and payment received	
5.18	Revision of Standing Orders (see August item 9.11.1) See item 7.3 below	
5.19	Footpath RS87 (see August item 12.0) Medway Council undertook to arrange one-off litter pick, but this had not taken place as at 03/09/09. To be pursued	Clerk
5.20	Cliffe Woods Car Park (see August item 13.1) Cllr Kentell spoke to ClifARA regarding parking for their monthly meeting. ClifARA advised that front row of parking bays is always left empty for benefit of persons visiting shops in Parkside Parade	
5.21	Regular Agenda Item for “Clarion and Website” (see August item 17.1) Has been introduced from this month (see item 13.0 below)	
6.0	SPECIAL REPORTS	
6.1	Recruitment of New Clerk Cllr Fribbins reported that 11 applications had been received for post, with one further application which missed deadline. Five applicants shortlisted. Interviews due to take place 09/09/09 (Cllr Cunningham volunteered to provide refreshments) and extraordinary meeting of Parish Council to be held next day (10/09/09) to discuss/ratify provisional choice of candidate. Cllr Taylor announced that he would be unable to attend extraordinary meeting as he will be on holiday	All (to note) and Cllr Cunningham
6.2	Parish Plans Cllr Cunningham reported on recent meeting between herself and Cllrs Emblin and Keates with Catherine Smith of Medway Council. Medway Council currently putting together Rural Action Plan for Peninsula, which requires extensive updating. If Parish Council can lend help and support to Action Plan, full Parish Plan may not be	Cllr Cunningham

		necessary. Nothing further has been heard from Ms Smith since . Cllr Cunningham to pursue	
6.3	<p>Medway Local Development Framework</p> <p>Cllr Fribbins reported on recent consultation document. Planning Committee meeting (open to all Parish Councillors) held on 27/08/09 and large number of topic areas discussed. Summary of discussion/proposed responses as follows:</p> <ul style="list-style-type: none"> ● Concern about expected population growth and pressure on infrastructure and additional housing . practical local employment ● Support for green initiatives ● Mixed feeling about Eco Quarter within Thames Gateway . District Heating Grid practicalities. ● Mixed housing development ● Lodge Hill retail . support role on Peninsula, but mindful of impact on other villages ● Do not support flooding of marshes to compensate for loss of land (climate change) maintain defences ● %Merton Rule+. developments should generate 10% of own energy needs, supported, could be higher . but concern about large windmills ● Support local fire station ● Minerals . importance of Cliffe Jetty, but potential impacts on access to riverside/Cliffe Fort . manage ● Lodge Hill preferred to Greater Hooq(includes expanded Cliffe Woods), Capstone urban extensionq, East and North Rainham urban extensionq <p>Further detailed information may be obtained from Cllr Fribbins.</p> <p>Cllr Fribbins proposed that he be authorised to respond to Consultation (%ssues and Options+) on Parish Council's behalf incorporating discussions held at special Planning Committee meeting on 21/08/09 and summary above. Proposal seconded by Cllr Bush</p>		Cllr Fribbins
6.4	<p>Misuse of Land Adjacent to The Old Orchard, Merryboys Road, Cliffe Woods</p> <p>Cllr Taylor declared a personal interest and reported on the %umping+ of a dilapidated commercial vehicle and various waste on private land at above location. Cllr Taylor is aware of identity of person responsible and has previously made representations to Medway Council without success. He has received correspondence from members of the public requesting that matter be addressed (correspondence handed to Clerk)</p> <p>Letters to be sent to Medway Council: Environmental department re waste, and Planning department re planning enforcement and inappropriate use of land</p>		Clerk
7.0	REPORT: CLERK		
7.1	Correspondence		
	7.1.1 No: 0909/01 From: Action from Communities in Rural Kent		

	Subject: Invitation to %Drop In+sessions re %our Community, Your Choice+ Passed to Cllr Cunningham																
7.2	<p>Public Liability Insurance: Terms of Policy Recent enquiries to Parish Council's insurers (Allianz) have highlighted problems with future Public Liability [PL] cover. Erroneous information was given by Allianz when enquiries made re cover for Village Fayre. Contrary to advice given, Council is <u>not</u> covered for PL on events on Council land, unless such events directly organised by Council. Clerk read out letter of apology from Allianz for erroneous information given.</p> <p>Lack of such PL cover has implications for future Village Fayres. Matter to be discussed at FGPC meeting on 29/09/09</p>	Clerk (for FGPC)															
7.3	Revision of Standing Orders																
	7.3.1 Due to large amount of reformatting and %cut and paste+ operations involved, task has still not been finalised. To be completed as soon as time permits	Clerk															
	7.3.2 Once final revision draft ready, document to be emailed to all Councillors with request to read and consider before next meeting, when document will be discussed and ratified	Clerk (in due course)															
	<p>7.3.3 Further addition to new version approved as follows: %The Clerk may authorise expenditure of up to £100 in any one calendar month for the purpose of purchasing office (including IT) consumables. Such purchases are to be paid for by the Clerk and refunded once a month through his/her salary, after having been approved by the Chair of the FGPC in the normal manner+</p> <p>Proposed by Cllr Moss, seconded by Cllr Cunningham</p>	Clerk															
8.0	REPORT: FINANCE & GENERAL PURPOSES (Clerk)																
8.1	<p>Monthly Update on Parish Council Financial Situation 2009/10 figures as at 31/08/09 (bank statements reconciled up to 31/07/09): Opening balance £73,276, Precept £28,000, Income £985, Grants received £5,800, VAT refunds received £237, Revenue expenditure £13,136, Capital expenditure NIL, Grants paid £8,625, VAT paid and awaiting refund £910, Balance on hand £85,626</p> <p>Interest on Natwest bank accounts only £6 so far this year, compared with £300 for whole financial year 2008/09</p> <p>Cllr Cunningham suggested that correspondence be initiated with Medway Council (Heather Marsh) to establish timetable for transfer of Parish Council's budgeted funds for playground improvements</p>	Clerk															
8.2	<p>Cheque Payments The following cheque payments were approved:</p> <table border="0"> <tr> <td>#2166</td> <td></td> <td>G Meeser -- Salary and expenses, August 2009</td> </tr> <tr> <td>#2167</td> <td></td> <td>D Clark -- Wages and expenses, August 2009</td> </tr> <tr> <td>#2168</td> <td></td> <td>HMR&C -- PAYE deductions, August 2009</td> </tr> <tr> <td>#2169</td> <td>£ 40.00</td> <td>Open Spaces Society . Annual subscription</td> </tr> <tr> <td>#2170</td> <td>£ 13.00</td> <td>St Helens PCC . Hire of room</td> </tr> </table>	#2166		G Meeser -- Salary and expenses, August 2009	#2167		D Clark -- Wages and expenses, August 2009	#2168		HMR&C -- PAYE deductions, August 2009	#2169	£ 40.00	Open Spaces Society . Annual subscription	#2170	£ 13.00	St Helens PCC . Hire of room	
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	8.3	Next FGPC Meeting Tuesday 29 September 2009, Cliffe Woods Primary School (Staff Room) 8pm	FGPC (to note)
9.0		REPORT: ALLOTMENTS, BALL COURT, CHILDREN'S PLAY AREA, RECREATION GROUND/CARETAKER	
	9.1	Allotments No report	
	9.2	Ball Court No report	
	9.3	Children's Play Area No report	
	9.4	Recreation Ground/Caretaker No report	
10.0		REPORT: PLANNING	
	10.1	Planning Applications Proposed recommendations on following planning applications were approved:	
		10.1.1. MC2009/1086 39 Town Road, Cliffe Woods Construction of conservatory to rear Recommendation: No objection	
		10.1.2 MC2009/1126 RSPB Cliffe Pools, Salt Lane, Cliffe Application for Lawful Development Certificate [LDC] for construction of wooden screen/fence on pinnacle (raised area overlooking Pools) Recommendation: No objection	
		10.1.3. MC2009/1142 2 Ham River Hill, Cliffe Woods Retrospective application for siting of storage container in front garden Recommendation: Permission should not be granted as Parish Council does not support principle of storage containers being used in front gardens of properties and would wish to see this removed within reasonable timescale.	
	10.2	Next Planning Committee Meeting Thursday 24 September 2009, 5 Englefield Crescent Cliffe Woods, 8pm	Planning Committee (to note)
11.0		REPORT: FOOTPATHS AND COMMONLAND No report, but see item 5.19 above	
12.0		REPORT: CAR PARKS	
	12.1	Cliffe Woods Car Park : Cllr Kentell reported on problems with car park barrier. Barrier currently unlockable because it has moved some 15cm from original position. Strengthened posts and new concrete required. However, Sandford Lifting has advised that there are possible Health and Safety issues involved because counterbalance could prove dangerous, and a new type of barrier may be required. Following discussion between Cllr Wenban and Clerk, latter contacted Sandford Lifting on 02/09/09 with view to obtaining quotation for (a)	Clerk and Cllr Kentell

		repairs to current barrier and (b) supply and fitting of different type of barrier. Was unable to speak to person concerned (Mr Bob Todd) but person to whom he spoke undertook to email details. Nothing received to date. Clerk to advise Cllr Kentell of identity of person to whom he spoke, and Cllr Kentell to pursue	
	12.2	Cliffe (Buttway) Car Park: No report	
13.0		REPORT: CLARION AND WEBSITE Website is now joint responsibility of Cllrs Fribbins and Cunningham. There are a number of blank spaces+ at present (eg photographs, web links), and constructive suggestions invited	All
14.0		REPORT: RURAL LIAISON No report	
15.0		REPORT: KALC/NALC Cllr Fribbins will be attending NALC conference on 04/09/09 and 05/09/09. Brief report to be provided at October meeting	Cllr Fribbins
16.0		REPORT: OTHER BODIES No report	
17.0		ANY OTHER BUSINESS	
	17.1.	Cllr Emblin declared a personal interest and reported that a steel container has been sited by Medway Council at a location in a cul-de-sac off Wentworth Drive, Cliffe Woods, adjacent to Cliffe Woods Recreation Ground. Cllr Emblin previously made representations to Medway Council, and was advised that container (used for storing tools and equipment) will be thus sited for duration of current work on surrounding pathways . no firm information as to likely duration was given. Container is unsightly and obstructive and no consultation was carried out with Wentworth Drive residents prior to siting. To be pursued with Medway Council	Clerk
	17.2	Cllr Taylor enquired re former proposals for vehicle speed control by means of selected residents operating hand-held speed cameras. Cllr Kentell advised that Parish Council had decided not to participate in scheme, and elaborated on reasons for decision	
	17.3	Former Parish Councillor Terry Copsey (see August minutes item 17.2) has sadly passed away. Funeral is on 09/09/09. Any enquiries to Cllr Keates	All (for information)

The meeting closed at 21:00 hours (9.00 pm)

gm 04/09/09

