

Cliffe and Cliffe Woods Parish Council

Minutes of meeting held 4 March 2010 Cliffe Woods Primary School

Present

Cllr. C Fribbins (Vice Chair) in the Chair for this meeting (CF), Cllr. R Hunt (RH), Cllr. L Bush (LB), Cllr. L Mills (LS), Cllr. G Moore (GM), Cllr. J Moss (JM) Cllr. M Emblin (ME), Cllr. A Taylor (AT), Cllr. J Keates (JK)

1.0 Apologies

Cllr. J Darwell (JD) other commitment, Cllr. J Wenban (JW) work, Cllr. J Corrigan (JC) not well, Cllr. Kentell (Chairman, (KK) holiday, Cllr. L Wicks Medway Council meeting (LW)

No.	Item	Action by
	Following the resignation of Parish Clerk, the Vice Chair had checked the situation with KALC and had been advised that the post must be filled as in law the Parish must have a Proper Officer on whom documents are served and a Responsible Financial Officer before any proceedings can take place.	
	In the interim period before the new clerk is appointed (1) Cllr. Janet Keates will assume Proper Officer and (2) Cllr. Melinda Smith Responsible Financial Officer, the meeting may then continue. (1)Proposed by CF sec. RH (2)Proposed CF sec JM	
2.0	No Declarations Of Interest	
3.0	Minutes of Parish Council (4/3/10) – Cllr. Alan Taylor was present, so his attendance needs to be recorded. 5.3 reference to Cllr. Kennet, should read Cllr. Kentell. 6.1 Action by Cllr Corrigan not required so name should be deleted from that item. AGREED	
4.0	Adjournment – nobody present	
5.0	Matters Arising	
5.1	FEB 1.2 Cllr Janet Keates emailed Ex Cllr. Cunningham who expressed her regret that she was unable to continue as a Cllr. and confirmed she would like to be involved in any Youth Issues matters (note to contact when next meeting held)	JK
5.1.2	FEB 1.2 A vacancy has arisen from Cllr. Cunningham’s resignation. Medway Council have been informed and posters displayed on all parish notice boards for residents to call an election if they wish.	
5.3	FEB 4.2 An email by a contributor to the Facebook page Clean Up Cliffe was drawn to the attention of the Council by Cllr. Gill Moore and was noted as not a solution, this will be pursued outside the Council but no offence was meant and the contributor had said he had taken part in many Clean Up campaigns as a Scout and supported the Parish Council in its work.	
5.3.1	FEB 4.2 Cllr Lisa Mills had a meeting with Mrs Barr (Head St Helens School) to explain the play area was still closed for grass to take root and the impression had been given to the school that it was their responsibility to clean up outside school. LM advised that this was not the case. The school will be involved as part of a health initiative shortly to take place.	
5.4	FEB 5.2 Insurance quotes, this is a matter for new clerk and F and GP to address	New Clerk

	in due course.	F and GP
5.5	FEB 5.3 New Clerk to find costings in due course for Salt Bins	New Clerk
5.6	FEB 5.4 Youth Issues and Youth Council to be pursued in due course	JK
5.7	FEB 5.6 Cliffe Woods Car Park Cllr. Les Wicks has passed on a message regarding work in the car park to prevent cars racing around the site. LW has estimated costing of £2-£4K for work as yet unspecified by engineer. LW to report in due course	LW
5.8	FEB 6.1 Standing Orders; new guidelines and model orders now in place by KALC/NALC to be reviewed in due course	New Clerk/CF
5.9	FEB 7.1.1 Cllr. Gill Moore will in due course arrange to meet Medway Council, David Pletcher, Traffic Engineer to look at issues in Salt Lane.	GM
5.10	FEB 8.4 Precept form sent to Medway Council (signed after the meeting by The Chair, Vice Chair and Cllr. Lynne Bush).	
5.11	FEB 8.7 Previous Cllr. Cunningham's name removed from Parish Council bank accounts updating on hold until new clerk appointed.	MS
5.12	FEB 8.8 Cllr. Melinda Smith to confirm that the cheque for Medway Council play area has been drawn on correct account and sufficient monies available to clear.	MS
	Special Items	
6.0	The Clerk sent a letter of resignation to the Chair on the 18 th February, giving the relevant one week's notice as defined in his contract (as he was still effectively on probation). The letter was read to the council by the Vice Chair. He did attend the Finance Committee to answer any questions about the finance reports he had prepared and passed over the financial records to Cllr. Melinda Smith. He has also completed the signs on the barrier at Cliffe Woods Car Park (height notification required) and passed correspondence etc. to the Vice Chair. He had also dealt with an accident when a person struck their head on the new barrier and had purchased an Accident Book and logged the details. The Vice Chair to acknowledge receipt of the letter (in the absence of the Chair) and arrange the handover of Parish items.	CF
6.1	The contingency plan JK as PO and MS as RO in place	
6.2	To replace Parish Clerk ; The Chair, Vice Chair and Cllr. Melinda Smith (Chair of Finance) met to discuss the Clerk's resignation and agreed CF to contact the previous shortlisted candidates (August 2009) to see if any were still interested and available. Two responded and were interviewed by The Vice Chair, Cllrs Melinda Smith and Janet Keates. The interview panel considered the candidates and instead of recommending just one for the position, sought to see if it might be possible for both to be appointed (Clerk and Deputy Clerk). This would benefit the parish by providing better cover, utilise the strengths of both if possible and help the parish be more active in the community. There would be budget implications but this is not an insurmountable problem. If a shared role both equal, and have own area of responsibility but compliment and cover the other for holidays etc. The Vice Chair Proposed and seconded by Cllr. Melinda Smith: The interview panel of CF, MS and JK be given delegated powers to appoint a Parish Clerk, within budgetary provision, on the basis of	CF, MS, JK

	<p>(1) Mr Chris Sanford and Joy Weavers be appointed as Clerk (Proper Officer) and Deputy Clerk (Responsible Finance Officer) respectively, if agreement can be reached regarding terms and conditions and split of responsibilities.</p> <p>(2) If no agreement, that the Clerk's position be offered to Mr Chris Sanford.</p> <p>(3) In Mr Chris Sanford declines, the position be offered to Joy Weavers.</p> <p>(4) The financial impact of a joint clerking position on the basis of 18 hours a week (shared between the two officers) would be between £ [REDACTED] per year and proposed that this be accepted.</p> <p>Unanimous support – AGREED.</p> <p>The Vice Chair requested that this item should remain CONFIDENTIAL until the matter is resolved.</p>	
6.3	The Youth Issues Group had not met.	
6.4	Cliffe Woods CCTV installed.	
6.4.1	Youths throwing stones in Cliffe Woods. Cllr Melinda Smith had witnessed incident and asks everyone to be aware and report to police if they see anything.	All
6.4.2	A group of young children seen and photographed on allotments, police advised as damage caused in the recent past has been considerable. These children <u>were not seen</u> causing damage but were in the vicinity of previously damaged areas. (smashed greenhouses) and should not have been on the site. Some children remained to 'moon' and damage tree this was pursued by PC John Fallon.	
	Correspondence	
7.1	Various items read out if anyone is interested in reading them in detail contact CF who has the paper record. This item can then be emailed to you	All
7.1.1	The Parish Plan idea will be revisited later when parish matters have settled down.	
7.1.2	Cliffe Memorial Hall reported that the grant had assisted them to install a new boiler, help struggling groups who use the hall and advertise it to increase bookings.	
7.2	Cliffe Woods Car Park barrier complete, but additional signing required to indicate height and contractor returned to straighten the barrier (there were different height clearances on either side of the barrier. The former clerk had resolved these issues.	
7.3	Accident report involving a member of the public who managed to injure themselves on the new barrier has been logged in a new Parish Council Accident Book. Issues raised taken care of by actions on 7.2	
	Reports	
8.0	F and GP New Chair MS Vice Chair JK proposed CF sec JM, LM LM to be included on this committee	
8.1	Financial accounts – bank reconciliation done by A Parfett and financial records passed to MS.	
8.2	Cllr Melinda Smith sorted out RLF and £4000 held in account already, balance claimed for. Further draw-down of monies planned.	MS

8.3	Cheques drawn Car Park Barrier £3,807 Medway Council (Play Area) £44,850 Alan Parfett (clerk) wages [REDACTED] Ray-Dor Signs (additional height signs CW car park) £79.19 D Clark (caretaker) [REDACTED] M Johnson (caretaker cover) [REDACTED] HMRC (income tax and NI for above) [REDACTED] A A Baker (trees) £149.31 SWA (water DD) £47.21 all proposed CF seconded LM, JM, LB all agreed	
8.4	Changes to bank signatures – for new clerk – to be actioned when appointed (see 6.2)	MS
8.5	Proposed new clerk salary rate agreed by committee and confirmed to leave to interview panel based on applications – a guideline of [REDACTED] per hour for the probationary period was suggested.	
8.6	Claim for £1,000 from Medway Council for Car Park Barrier made by MS.	
8.7	Transfer of funds required from reserve to current and possibly to NSI	MS
8.8	MS to investigate possibility of purchase of package to aid accounting.	MS
8.9	Issues raised by CCC will be discussed at next F and GP. It has been clarified since the F&GP meeting that £1,500 had been paid by the Cliffe Childrens' Committee to Medway Council direct (Heather Marsh) and this will be reflected in the Clarion etc.	All F and GP
8.10	Investigate Public Liability insurance cost and caretakers leave calculation at next meeting.	F&GP
8.11	MS to post cheques	MS
8.12	Date of next F and GP meeting 30 March 2010 at Cliffe Woods Primary School 7.30pm	
	Allotments , Play Area, Recreation Ground	
9.1	Allotments, nothing to report	
9.2	Ball Court, nothing to report	
9.3	Children's Play Area - JK and GM met with Heather Marsh to look at the finished Cliffe Play Area, just waiting for grass to root. Article in Clarion. Path at rear will be looked at again after some dry weather as left in an awful state, but this was due to very poor weather conditions during the installation period. Looks very exciting and new fence and gates vastly improve the area. An opening event including the Mayor or Deputy Mayor has been suggested – using the Village Club as they had been involved in providing some space for the contractors.	JK, GM
9.3.1	Cllrs. for Cliffe Woods reported the number of cars being parked on the recreation ground on football match days and expressed concern that this was not acceptable. Parish will advise Medway Council so appropriate action may be taken direct.	JK
9.3.2	The Cliffe Woods Play Area is also finished but dog fouling bin not moved this will also be drawn to Medway Council attention.	JK
9.4	Recreation Ground - A meeting to progress the provision on changing rooms for the footballers is to be arranged to discuss some suggestions and a possible and	JK/CF (LW if he wants)

	feasible solution to this issue.	
10	Planning Committee	
10.1	<p>MC/10/0428 116 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PU Application for a new planning permission to replace an extant planning permission MC2005/0531 - construction of a two storey rear extension, single storey front extension and insertion of 6 dormer windows with alterations to roof to facilitate loft conversion in order to extend the time limit for implementation</p> <p>MC/10/0111 104 CHURCH STREET CLIFFE ROCHESTER KENT ME3 7PT Conversion of existing shop to single dwelling (noting the work on the shop frontage is almost complete and does not match the pictures submitted with the planning application.</p> <p>Proposed CF, Seconded RH that we raise no objection AGREED</p>	
10.2	Date of next planning meeting 25.3.10 at 8.00pm Symonds Lodge, Symonds Road, Cliffe	
10.3	The enquiry for Thameside Terminal was at an end and the Parish Council wishes it to be noted that especial thanks must be noted and passed to Cllrs Moore and Darwell whose constant attendance had with other residents supported the case made by Medway Council to enforce the closure of the site through the public enquiry. The Vice Chair Cllr Fribbins had spoken for the parish and Cllr. Keates for the residents. The result of the enquiry is expected mid/end April. The Parish recognised the immense amount of work and the huge cost that Medway Council has incurred in pursuing this matter for the benefit of residents.	
10.4	Letter from Mr Gill and plans for a proposed development of Merryboys Lodge, asking for comments on his proposed plans. The previous application was felt to be larger and had been refused by Medway Council and was now the subject of a Planning Appeal. There were no issues with the plans and a neutral response would be made by CF so as not to jeopardize any comments we would want to make on a formal planning application.	CF
11.0	Footpaths and Common Land	
11.1	GM has been in contact with Adam Taylor (Medway Council) re paths 84 and 84A and the laser survey.	
12.0	Car Parks (Cliffe Woods and Buttway)	
12.1	Nothing further to report	
13.0	The Clarion and Website	
13.1	Clarion ready for publishing and draft handed out. Members asked to volunteer to deliver as Richard Jones in Nepal contact CF if available. Corrections to be made by CF and hopefully new clerk details added.	All CF
13.2	Various WEBSITE updates made following last meeting. Committee members list updated.	
14	Rural Liaison	
14.1	Members attention is drawn to the open meeting of the Rural Liaison Committee at 7pm, Meeting Room 9, Gun Wharf, Dock Road, Chatham. This special RL committee is open to all Parish Councillors and Clerks. Reply by email or in writing.	All
15.0	KALC (Medway)	
15.1	Part of the MOD land needed for the Chattenden development is not being released, this is a change and the impact of that is being assessed.	

15.2	Phased traffic lights are being installed at Medway Tunnel and the roundabout at Wainscott.	
16.0	Other Bodies	
16.1	No reports	
17.0	Any Other Business	
17.1	A few drawings of what the proposed skate/bmx feature could look like were passed around, these are indicative but not confirmed. The Planning Department of Medway Council have been contacted along with the Tree Officer to clarify the situation regarding any tree preservation orders and General Development Orders for Local Authorities. Details of the proposed feature had been sent by email to Harry Burchill on the 26.2.10.	
17.2	In light of Clarion production and delivery timescales and the absence of a clerk currently, proposed by CF and seconded by JK that the Annual Parish Meeting be held on the Thursday 15 th April 2010 in Cliffe Memorial Hall, Small Hall (subject to confirmation of hall availability)	CF/JK
	Date of next meeting : 6.5.10 at Cliffe Small Memorial Hall, at 7.30pm Unless a General Election is called for that date when the meeting may have to move location or date – To be confirmed	Chair/Vice Chair

The meeting closed at 9.35pm