

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

DRAFT Minutes of Meeting held at Primary School, Cliffe Woods
on Thursday 1 July 2010

PRESENT

Councillors Ken Kentell (Chairman) (KK), Chris Fribbins (Vice-Chairman) (CF), Ms Lisa Mills (LM), Ms Julie Moss (JM), Ms Lynne Bush (LB), Robert Hunt (RH), Jim Wenban (JW), Ms Margaret Emblin (ME), Ms Sue McDermid (SB).

Parish Clerk: Mrs A Jack (AJ)

ABSENT

Councillors Alan Taylor (AT), Ms Joan Darwell (JD), Ms Gill Moore (GM), Jim Corrigan (JC), Les Wicks (LW).

The meeting opened at 7.30 pm

NO	ITEM	ACTION BY
1.0	<p>APOLOGIES FOR ABSENCE Councillors A Taylor (holiday), Ms J Darwell (family), Ms Gill Moore (family), Jim Corrigan (work) - ACCEPTED</p>	
2.0	<p>DECLARATIONS OF INTEREST None</p>	
3.0	<p>APPROVAL OF MINUTES OF MEETING ON 3/6/10 Minutes of meeting held on 3/6/10 amended as follows: Alteration to 7.2.1 extension of internal audit submission time to 28/6/10, this was actually posted on this date and 7.2.2 re Annual Return submission required further information and has now been sent. Proposed Cllr Kentell Seconded Cllr Fribbins, AGREED.</p>	Clerk
4.0	<p>ADJOURNMENT Delegation from the allotment holders asked to comment on current issues. Mr A Keates informed the Parish Council of previous work undertaken by him and Janet Keates re clearing and improving the allotment gardens. They had helped Mr W Coleman with his 4 plots when he had been unable to do so himself. Both him and Janet Keates had not sought to have a plot during this time or add themselves to the waiting list. They would now like to have a plot(s). All were concerned about the neglect of Mr W Coleman's plots and would like to see the situation resolved. Mrs Parish asked how the allotment gardens would now be managed in the future and who to contact if there were any issues. The tel no. of the Clerk was given out to be contacted in the first instance. Mr R Coleman, son of Mr W Coleman, informed all that he was sorry this situation had arisen and of comments made by the allotment holders of any bad feeling. Following a recent meeting with the Allotment Committee, he hoped an amicable arrangement with the Parish Council could now be made for all concerned whilst still allowing his father to retain one plot with assistance from a nominated helper. He would be happy to assist where necessary.</p> <p>Dave Clark (Caretaker) advised that the slingshot seat from the Play Area at Cliffe is with him until it can be returned to use. 5/6 parts from</p>	

		<p>the toddler slide have fallen off and he was advised by Heather Marsh not to repair as they are under warranty. He will keep them for now. The spring on the gate to the play area is not very strong and also the gravel is loose and is being thrown up onto the slide.</p> <p>Clerk to advise Heather Marsh at Medway Council on all the Play Area issues after 5/7/10 as she is away until then.</p> <p>There is currently a burnt out motorcycle on Cliffe Rec. Cllr Kentell advised that the Police have been informed, he would chase up its removal.</p>	<p>Clerk</p> <p>KK</p>
5.0		MATTERS ARISING FROM MINUTES OF MEETING ON 3/6/10	
	5.1 Jun 6.4	<p>Cllr M Smith's resignation was given on the day of the last meeting. Cllr Fribbins contacted her and she confirmed her decision. Moved to accept, seconded by ME, CARRIED. Clerk to declare vacancy to Medway Council for Cliffe Woods Ward</p>	Clerk
	Mar 5.7	Cliffe Woods car park yellow line paint request to Medway Council carried forward in the absence of Cllr L Wicks	LW
	Mar 5.11	Bank signatory list addressed in the F&GP report below	
	Mar 9.4	Changing rooms on the Rec. Cllrs Fribbins advised further discussion and work needed, to be carried forward	CF
	May 9.3	HMRC request for historic info re previous Clerk, G Messer in 2008. CF advised unsure of what L Prior had found out and would speak to Gavin Messer to progress	CF
	May 13	CCTV cameras for Cliffe Woods car park. LW has not responded. Cllr Hicks (Medway Council) has confirmed funding available for 2 cameras, 1 for the shops and 1 for the car park but unsure when can proceed. KK to follow up.	LW/ KK
	Jun 6.2	Clerk confirmed that she now holds keys for Cliffe Woods car park barrier and also for the Cliffe Rec/Allotments. Paul Schmoeger (Medway Council) has provided 10 extra keys for the Rec/Allotments plus 2 padlocks free of charge.	
	Jun 6.4	Clerk has declared Councillor vacancy for Cliffe Ward to Medway Council and posted notices, no nominations were received in the 14-day period allowed. A notice for co-option has now been posted.	
	Jun 7.2.1	Internal audit has been completed by R Brammer and feedback made. External auditor has requested additional information, which has been supplied. (Attachment 1, blue sheets).	CF
	Jun 7.6	All actioned.	
	Jun 7.7	Insurance claim for Cliffe Woods car park barrier damage has been started by CF.	CF
	Jun 7.8	SLCC Membership for L Prior. Clerk to check if can cancel.	Clerk
	Jun 12	Web site updated by CF with information requested.	
6.0		REPORT: CLERK	
	6.1	List of correspondence emailed, posted and delivered circulated (Ref 1)	

		Additional correspondence received prior to meeting from the allotment holders in the form of a signed petition. Cllr Lisa Mills requested a copy of this and also of the letter received from Mr G Simmons re the allotments. Clerk to provide.	Clerk
6.2		<p>Clerk reported on matters dealt with since last meeting as follows:</p> <p>6.2.1 Cliffe Woods football club had requested use of pitch on Saturday via Janet Keates, but had now found alternative pitch when Clerk contacted.</p> <p>6.2.2 Higham U14s had requested use of pitch on Sunday and were advised that this was already in use on this day.</p> <p>6.2.3 Neighbourhood community posters provided by Cllr Robert Hunt were laminated and posted on notice boards along with the Doctors Daughter theatre show posters. Some notices are being removed by unknown persons from the board at Cliffe Woods school.</p> <p>6.2.4 Heather Marsh contacted re slingshot seat and safety of rocks at the Cliffe Play Area. Sutcliffe advise to hold onto the seat until further checks made. Duplicate safety report requested from ROSPA to be sent to Parish Council. New one would be about £400.</p> <p>6.2.5 Halls booked for PC meetings up to year end with pre Xmas December one to be in Cliffe Woods.</p> <p>6.2.6 Cllr Sue McDermid advised she would be attending the annual meeting of Medway Local Involvement Network (LINK) at the Corn Exchange, Rochester on 9/6/10. SD then reported on her attendance at the meeting, which dealt primarily with health and social care services. She gave out a leaflet to the Parish Council (Ref 2) and expressed her keen interest to become more involved with them on behalf of the PC. All were in agreement of this.</p> <p>6.2.7 Both clerks attended day 1 of the SLCC course WWYC at Swanley on 9/6 and A Jack attended day 2 on 1/7/10 receiving an attendance certificate. AJ reported how useful the course had been and hoped to complete the extra homework needed in order to receive the full course certificate.</p> <p>6.2.8 Query from P Dynes re parish walks at the Village Fayre to be directed to Cllrs Gill Moore and Joan Darwell.</p>	GM/JD
7.0		REPORT: FINANCE & GENERAL PURPOSES	
7.1		Due to resignations received from Cllr Mel Smith, (Chair of F&GP Committee) and Lorraine Prior (RFO), CF has collected finance documents and will taken on role of acting RFO and Chair of F&GP Committee temporarily until other actions decided. Possible candidates for both positions have been contacted.	CF
7.2		Report on current financial position not available due to resignation of	

		RFO. Few transactions made since financial year end 2009/2010. Issues raised with payment for staff (tax/NI). Plenty of money in current account, need to transfer some to deposit account.	CF
7.3		Report on meeting with Mr Coleman re allotment tenancy. Minutes distributed to all Councillors. (Ref 3). Discussed recommendations to be made to PC meeting by allotment committee members.	
7.4		LM, JM and LB have carried out allotment review of rules, waiting list, and current state of allotments. Clerk had contacted all on waiting list and removed those no longer interested or details invalid. It was felt all on waiting list could be accommodated. Caretaker to be asked to trim plots so they could be let. Meeting to be arranged with Clerk to discuss further action to be taken.	LM/JM/ LB
7.5		Car park barrier: CF has begun claim process for damage caused to Cliffe Woods barrier. When claim processed by insurance co. then amount of further monies required will be known in order to raise the height of the barrier. Quotes have been received for this work from the original installation company.	CF
7.6		Change of bank signatories uncertain. Due to recent personnel changes this will need to be changed again anyway. Clerk to request form from Nat West bank in Strood. The bank mandate is for any three names, the parish standing orders are currently 2 Cllr signatories required plus Clerk, where possible. Cllrs Lisa Mills, Jim Wenban and Robert Hunt agreed to be additional signatories, proposed by Cllr Fribbins, seconded by Cllr Kentell, RESOLVED.	Clerk
7.7		Purchase of payroll package to be deferred until personnel issues resolved and we are back to a steady state	
7.8		Payments to be made: A Jack, Clerk . Salary and expenses (included Parish phone) £xxx L Prior, RFO . Salary and expenses £xxx RB Consultants (R Brammer internal audit fee) - £xxx G Moore for Cliffe Fayre garden competition prizes - £200 (2 x £40/£30/£20 = £180 + £20 for on the day community/public vote) D Clark, Caretaker . salary and expenses £xxx All APPROVED.	
7.9		Internal audit issues raised.(Ref 4) Approved Minutes need to date all pages including final page . AGREED AGM election of Chair did not appear to be first item of business of meeting so not valid. Clerk to correct Minutes to show CF as Proper Officer and not separate business . AGREED Banking operations . a system of proper invoicing (allotment/football pitches etc) to be set up . AGREED Paying-in slips to include description where not obvious . AGREED Audit Commission annual report suggestions on completion of forms and information to be sent . AGREED. CF to submit date and supply information as required by Audit Commission. This was now beyond the extension date of 28/6/10.	KK Clerk Clerk RFO CF
7.10		Cliffe Memorial Hall . Parish Liaison Contact. At the AGM Cllr Lynne Bush was appointed. The Memorial Hall committee have raised a concern due to personal issues between LB and Bud Baker, key member of their management committee. LB advised happy to continue . AGREED	

	7.11	Date of next Finance & General Purposes Committee Meeting: 3 August 2010, 7.30 pm, Small Memorial Hall (kitchen). To be booked.	Clerk
8.0		REPORT: RECREATION GROUND AND ALLOTMENTS	
	8.1	Allotment Report: Cllr Julie Moss reported on meeting on 17/6/10 held with Mr W Coleman and his son, Mr R Coleman, and the allotment committee. Minutes were circulated to all councillors. (Ref 3). The proposal from this meeting was for Mr W Coleman to relinquish 3 of his 4 plots, keeping the one with the 2 sheds. 1 of the 3 to be offered to the allotment holders as a communal plot rent free with initial responsibility given to Janet and Andy Keates, the other 2 to be given to those on the waiting list. Janet Keates had now been added to the waiting list. 4 plots behind the Ball Park, currently unused, to be strimmed plus 25b uncultivated and another 4 plots where termination notices were served by Janet Keates, all also offered to those on the waiting list, totalling 11 new plots. Mr A Keates advised he believed there to be a sewer pipe under the land immediately behind the Ball Park which could be used for toilet facilities for the allotment holders, plus a polytunnel had been planned for plot 25b. Proposed by JM, Seconded LM, CARRIED UNANIMOUSLY	
		8.1.2 It was noted that the annual rent for the allotments had increased from £15 to £17.50 last year and allotment holders advised.	
	8.2	Children's Play Area: No report. Points to action see Pg 2 Adjournment.	
	8.3	Recreation Ground/Caretaker: No report. Points to action see Pg 2 Adjournment.	
	8.4	Skate Park: CF reported that the lawful development certificate had been received. Toby Elliott, Youth Worker, had made contact and was willing to offer any more assistance required. Previously Janet Keates had managed this project but now another councillor would be required to continue with the overall management. Funds could now be released and organisations would need to be contacted and plans made as a matter of urgency.	All
9.0		REPORT: PLANNING	
	9.1	Planning applications: Cllr Fribbins presented the following planning applications with proposed comments for approval: MC/10/2032 . 29 View Rd, Cliffe Woods MC/10/1758 . The Martins, Cooling St, Cliffe Woods MC/10/1920 . 4 Merryboys Cott, Merryboys Rd, Cliffe Woods MC/10/2249 . Land to SW of junction Cooling St and Cooling Rd, Cliffe (received after Planning Committee meeting) The following application received was not commented on and Medway Council asked to decide on this case: MC/10/2049 . Land to rear Merryboys Hse, Merryboys Rd, Cliffe Woods. The above were proposed by Cllr Fribbins and seconded by Cllr Kentell - AGREED.	

	9.2	Thameside Terminal Planning Appeal Decision: Discussed at meeting and some concerns raised about site future. Decision found against the appellants and costs awarded against them after 7 year fight (Dec 2003)	
	9.3	Date of next Planning Meeting: 29 July 2010, 8pm, Small Memorial Hall (kitchen). To be booked.	Clerk
10.0		Report: Other Committees	
	10.1	Medway Council Rural Liaison: Cllr Margaret Emblin gave a report on the meeting she attended held at Allhallows on 22/6/10 and handed a copy of the Minutes and associated leaflets to the Clerk (Ref 5). The main points were: 10.1.1 Funding Buddies for rural Kent: an organisation which helps voluntary groups free of charge apply for grant funding. 10.1.2 Police activity and policing the rural areas: Medway Chief Police Inspector outlined Peninsular problems where they have own task force and also assist Medway, ie at recent drugs raid in Cliffe arrests were made. Also speed watch taken place with warnings given and car registrations noted. Future plans for extra equipment to enable residents training to use this equipment with a police officer. 10.1.3 Mark Johnson, Integrated Transport advised on LP3 transport strategy due for public consultation summer 2010, to include integrated transport and B2000 safety concerns for our Parish. 10.1.4 Brian McCutcheon, Local/Regional Planning Manager, Lodge Hill advised core strategy report due before Cabinet now delayed due to new government until 20/7/10 and public consultation to start 3/8/10 until 17/9/10.	
11.0		Report: KALC	
		No report	
12.0		Report: Other Bodies	
	12.1	Chairman's Report: 12.1.1 Cllr Kentell attended the new Mayor's appointment and was able to lobby other councillors for their support on the CCTV cameras for the Cliffe Woods car park. 12.1.2 There is an Eon charity session on 15/7/10 and any grants required need to be registered by this date. 12.1.3 Carbon caption funding . Crown Estates are negotiating re carbon extraction via pipelines across from Kingsnorth to the Thames with Tilbury.	
13.0		Other items given to Clerk for next Meeting:	
	13.1	Pond at Pond Hill	LM

The meeting closed at 10 pm.

NEXT MEETING: 5 August 2010, Small Memorial Hall, Cliffe at 7.30 pm

7/7/10/ahj