

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Cliffe Woods Primary School

Thursday 08 January 2009

PRESENT

Councillors K Kentell (Chair), C Fribbins (Vice Chair), S Burns (see item 6.0. below), L Bush (see item 6.0. Below), T Copsey, J Corrigan, J Keates, G Moore, M Smith, J Wenban, L Wicks

Mr G Meeser (Parish Clerk)

The meeting opened at 7.35 pm.

NO	ITEM	ACTION BY
1.0	APOLOGIES FOR ABSENCE Councillors D Cunningham (work) J Darwell (illness) and M Emblin (illness). Accepted	
2.0	DECLARATIONS OF INTEREST None	
3.0	APPROVAL OF MINUTES Minutes of meeting held on 04 December 2008 approved as presented	
4.0	MATTERS ARISING	
4.1	Tidying of Land in Front of Village Club (see December item 4.1): Work was eventually completed by Medway Council a few days after last meeting, without recourse to any further complaints to that authority. However, area still looks somewhat untidy and lumpy , with pieces of black plastic showing through surface of ground. Cllr Copsey undertook to provide minimum maintenance in future	Cllr Copsey (ongoing)
4.2	Request for Local Transport Improvements (see December item 4.2): Inconclusive and somewhat ambiguous reply received from Mr Mark Johnson of Medway Council. Clerk e-mailed Mr Johnson stating that between the lines interpretation suggests that this parish has little or no chance of improved bus service . Mr Johnson asked to confirm whether this is the case. No response received Cllr Fribbins advised that he has contact with Medway Transport Forum, and will raise with that body the problem of inadequate bus services to and from this parish	Cllr Fribbins (in due course)
4.3	Thameside Terminal: Meeting with Mr David Harris of Medway Council (see December item 4.3) Cllr Wicks reported that no steps were taken to arrange this meeting	
4.4	Children's Play Area, Cliffe: Roundabout bearings (see December item 4.4): Because general takeover of play area now being considered, it is inappropriate to replace bearings on single item of equipment. However, current problems with roundabout bearings to be borne in mind when decisions made re equipment replacement	
4.5	Rubbish Storage Container (see December item 4.5) Item not to be provided until it can be suitably protected by a fence	
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4.6	Clothing and Safety Equipment – New Caretaker (see December item 4.6): Cllr Keates was unable to do anything further to date, due to illness	Cllr Keates
4.7	Rural Liaison Fund Bids (see December item 4.8): No news from Medway Council re outcome of bid applications. Mr Peter Bown of Medway Council has been asked for estimated timetable . response awaited	Clerk
4.8	Removal of Broken/Defunct Floodlight Pylon on Cliffe Recreation Ground (see December item 4.9): Mr Andy Keates (Cllr Janet Keates's husband) kindly arranged removal of offending structure. Cllr Keates asked to convey Parish Council's appreciation	
4.9	Cliffe Woods Cleansing Responsibilities: Car Park, Shop Fronts, Green Space (see December item 4.10): Julia Neesam, Contracts Officer at Medway Council, advised that responsibilities as follows: Car Park, Parish Council; Shop Fronts, Medway Council Cleansing Services (Sweeping to take place tri-weekly as per contract); Green Space, Medway Council <i>Greenspaces</i> . Mr Rob Lucas of <i>Greenspaces</i> due to contact Clerk with details of contract. Clerk to chase up contact and also to enquire from Mrs Neesam re responsibility for clearing up %recycling debris+in car park	Clerk
4.10	Village Club: Request for Reinstatement of Ground Damaged by Delivery Vehicles (see December item 4.11): Cllr Keates recently met Club Secretary on site. Club has made attempt to address problem, with reasonably satisfactory results, and has undertaken to effect further %filling in+as and when %type One+and/or %type Two+filler becomes available. Club will also erect suitable signs on Club land requesting Club members to refrain from throwing cigarette butts into children's playground. Cllr Keates requested that letter be sent to Club Secretary expressing appreciation for spirit of co-operation between Club and Parish Council. Cllr Keates also reported that she had discussed with Club Secretary matter of lighting of Ball Court. Reported under %Any Other Business+ because not relevant to this section. (See item 17.1 below)	Clerk
4.11	Revision of Standing Orders (see December item 4.15): Clerk advised that matter placed on %back burner+because budget/precept a more urgent priority at present	Clerk
4:12	Children's Play Area: Possible “Scaled Down” Project (see December item 4.18): This matter now subsumed into general topic of playground improvements. See item 9.3 below	
4.13	Resignation of Mr Clive Powell, KALC Local Councils Adviser (see December item 4.19): Suitable %retirement+card was duly sent to Mr Powell, and acknowledgement and thanks received	
4.14	Christmas Tree – Cliffe (see December item 5.2): <i>Eastborough Nurseries</i> contacted early/mid December for quote. They responded a week later and advised that nursery does not have required item in stock but would advise position shortly. Return phone	Clerk

	call made shortly after Christmas . nursery closed for festive season, but undertook to advise position early in New Year. To be pursued	
4.15	“Boundary Markers” Community Project (see December item 6.1.1): Relevant email message was duly forwarded to Cllr Moore	
4.16	Cerebral Palsy Care & Learning Services: Relaunch 25/02/09 (see December item 6.1.3): Cllr Kentell originally wished to attend but now needs to cancel. Cllr Corrigan volunteered to attend in his place. CPCLS to be advised, and Cllr Corrigan notified of details	Clerk
4.17	Landing of Helicopter on Recreation Ground 04/07/09 (see December item 6.1.4): Formal approval emailed to <i>Sky Charter UK</i> by Clerk on 16/12/08, and copied to all Parish Councillors	
4.18	“Rutting” Damage to Cliffe Village Green by Lorries (see December item 6.2): HM Land Registry has advised that village green in ownership of Medway Council, not Parish Council. Medway Council asked for advice on whether reduction of size of green can be made at Parish Council's request, or whether formal permission from Medway required. Still awaiting response. Infilling of ruts with %type One+promised by Medway Council, but not yet done. To be pursued.	Clerk
4.19	Clearance of Allotment Land Behind Norwood Close/Cooling Road, Cliffe (see December item 6.3): <i>Trenport</i> was due to commence work 15/12/08, but subsequently deferred to 05/01/09. Now completed. Some residents of Norwood Close and Cooling Road subsequently made anxious enquiries to Clerk and Cllr Keates re reason for clearance (fears expressed that land being cleared prior to being earmarked for development). Enquirers informed that land cleared in response to request from an unnamed resident of Norwood Close . this resident has now been contacted by Clerk and asked to make suitable attempts to allay fellow residents' fears	
4.20	Freedom of Information Act: Updated Publications Scheme (see December item 6.4): Draft duly converted to definitive document by Clerk and emailed to Cllr Fribbins in early December. Cllr Fribbins has not yet had opportunity to place on Parish Council's website	Cllr Fribbins
4.21	Proposals for Capital Expenditure (see December item 7.1): Suitable proposals now incorporated into 2009/10 budget. See item 8.1 below	
4.22	Budget/Precept 2009/10 (see December item 7.2): See item 8.1 below	
4.23	“BMX” Capital Fund – Permitted and Non-Permitted Expenditure (see December item 7.3): Clerk confirmed that relevant revenue items, previously wrongly debited to this Capital Fund, have now been re-debited to Revenue Reserve	
4.24	Change of Signatories on Bank Accounts (see December item 7.4): All formalities now completed. In case of both Natwest and NS&I accounts, Cllr Cunningham has replaced ex-Cllr Parker as signatory	

4.25	<p>New Caretaker, Mr Dave Clark – Contract of Employment (see December item 7.5) Draft of contract and associated documentation completed by Cllr Corrigan and distributed to Clerk and Councillors for scrutiny and comment (to Cllr Corrigan) prior to preparation of definitive document . Cllr Corrigan thanked for his efforts.</p> <p>To be placed on agenda for discussion at next meeting 05/02/09</p>	Clerk and Cllrs
4.26	<p>Cliffe Woods Car Park – Disabled Bay (see December item 11.0): <i>Freeway Signs</i> did similar job in past, but difficulty now experienced in contacting them. Medway Council contacted, and will provide quote for both bay marking and %disabled+sign.</p>	Clerk
4.27	<p>Departure from RSPB – Carol Donaldson (see December item 15.1): Cllr Moore confirmed that she had sent suitable farewell card</p>	
5.0	<p>ADJOURNMENT No items</p>	
6.0	<p>CO-OPTION OF NEW PARISH COUNCILLORS Mr Scott Burns and Mrs Lynne Bush co-opted as new Parish Councillors (Mr Burns for Cliffe Woods and Mrs Bush for Cliffe). Proposed by Cllr Fribbins, seconded by Cllr Wicks.</p> <p>New councillors read and signed appropriate Declaration of Acceptance of Office forms. Signatures duly witnessed by Clerk in his capacity as Proper Officer of the Parish Council</p>	
7.0	<p>REPORT (CLERK)</p>	
7.1	<p>Correspondence</p>	
	<p>7.1.1. No: 0901/07 E From: Sue Fill, PCSO Subject: Identification of possible locations for <i>Speedwatch</i> Clerk apologised for inadvertently leaving relevant document (copy of email message) at home. Message to forwarded to all councillors and matter to be discussed at February meeting</p>	Clerk
7.2	<p>Noticeboards Two most heavily used noticeboards in Parish (at Cliffe Woods shops and at Buttway in Cliffe) of small size and inadequate for volume of matter posted on them. By contrast, noticeboards at Norwood Corner and outside Cliffe Woods Primary School of large size and considerably underutilised. Clerk suggested that consideration be given to %swapping over+ relevant boards.</p> <p>Noticeboard outside St Helen's CE School in Cliffe located on %school+ side of fence, too far back to be reached from pavement. Noticeboard therefore inaccessible when school closed. Clerk suggested that consideration be given to moving noticeboard 1-2 feet forward from current location.</p> <p>Quotations to be obtained for work.</p>	Clerk
7.3	<p>Relief Cover for Caretaker Previous relief caretaker (Mr Dave Clark) now permanently employed in post, so new relief required.</p>	Clerk

	Mr Clark to be asked whether he knows of anyone suitable, for consideration by Parish Council. If not, suitable advertisement to be placed on noticeboards, and article submitted to <i>Cliffe, Cliffe Woods and Cooling Parish News</i>	
8.0	REPORT – FINANCE AND GENERAL PURPOSES	
8.1	<p>Draft Budget and Precept 2009/10 Cllr Wicks presented draft budget and precept for 2009/10, drawn up by Clerk and provisionally approved by Finance and General Purposes Committee [FGPC] on 06/01/09 He also outlined provisional proposals made at FGPC for (mainly capital) expenditure to reduce currently high monetary balances.</p> <p>Budget, precept and expenditure proposals all approved . proposed by Cllr Wicks, seconded by Cllr Keates. (Cllr Fribbins declared a non-pecuniary interest re item in budget to allow for financial support to village halls)</p>	
8.2	<p>Payments by cheque The following cheque payments were approved:</p> <p>#2088 G Meeser, Parish Clerk Salary and expenses . December 2008</p> <p>#2089 D Clark, Caretaker Wages and expenses . December 2008</p> <p>#2090 HM Revenue & Customs PAYE deductions . December 2008</p> <p>#2091 - £96.00 Cliffe Woods Primary School Room hire . autumn term</p>	
8.3	<p>Date of Next Finance & General Purposes Committee Meeting: Tuesday 03 February 2009, Cliffe Woods Primary School, 8pm</p>	FGPC (to note)
9.0	REPORT – RECREATION GROUND AND ALLOTMENTS	
9.1	<p>Allotments 9.1.1. Cllr Keates reported that National Society of Allotments and Leisure Gardeners (NSALG) intends publishing national article on Cliffe Allotment Gardens. In NSALG's view, community involvement used by this parish shows way forward for councils to bring allotments back into food production, and can set an example to larger authorities</p> <p>9.1.2 Two allotment holders to be sent to letters of non-cultivation+ shortly. Cllr Keates to provide details to Clerk</p>	Cllr Keates Clerk
9.2	<p>New Recreation Area (Ball Park) Cllr Copsey reported that bushes in area, provided as part of recent landscaping exercise, are in extremely poor condition. Cllr Keates to pursue</p>	Cllr Keates

9.3	<p>Children's Play Area Cllr Keates passed to Cllr.Wicks (at his request), three quotes/drawings for Cliffe play area which had taken lengthy time to obtain due to involved nature of project. (Quotes were obtained on basis of detailed information gained from users following appeal made by children in Cliffe, and original meeting in May 2008 between Cllr Keates and Mrs Donna Haselden).</p> <p>Drawing and quotation also passed to Cllr Wicks re possible installation of item of play equipment on Cliffe Woods recreation ground, as this area has no such equipment for older children. (Application to fund this item had been made to Bretts plc . application supported, but could not be approved due to insufficient funds. Parish Council has been urged by Bretts to reapply during next round).</p> <p>Cllr Wicks stated that he was prepared to assume responsibility for this area of work, and will attempt to secure contributory funding from Medway Council for both play areas. (On condition that he has exclusive responsibility for this function). In response, Cllr Keates confirmed her previously announced intention to withdraw from all involvement in this area.</p>	Cllr Wicks
9.4	<p>Recreation Ground (Cliffe) No report</p>	
10.0	<p>REPORT - PLANNING</p>	
10.1	<p>Planning applications: Cllr Fribbins presented the following planning applications with proposed comments and they were approved:</p> <p>10.1.1. MC2008/1946 . 12 Thames View, Cliffe Woods Conversion of garage to form habitable room Objection on grounds of loss of potential vehicle parking spaces, particular due to its location in a hammerhead+</p> <p>10.1.2 MC2008/1998 -- laurel+, Mortimers Avenue, Cliffe Woods Construction of pair of semi-detached dwellings with associated parking No objection</p> <p>10.1.3 MC2008/2026 . Land adjoining 10 Wharf Lane, Cliffe (Cllr Bush declared an interest) Objection on grounds of loss of vehicle parking to Walnut Tree Cottage (10 Wharf Lane)</p> <p>10.1.4 MC2008/1741 RSPB Cliffe Pools, Salt Lane, Cliffe Proposed car park (amended drawings) No comment</p> <p>10.1.5 MC2008/0264 39 View Road, Cliffe Woods Rear and side extensions (amended drawings) No comment</p>	
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10.2	<p>Planning Application MC2008/0808 (Mockbeggar Farm, Town Road, Cliffe Woods): Site visit planned by Medway Council's Development Control Committee on Saturday 24/01/09</p>	
10.3	<p>Medway Local Development Framework [LDF] and "Call for Sites" (Strategic Land Availability Assessment): Recent letter received from Medway Council . effectively a relaunch of previously aborted LDF process. Will also provide opportunity for developers/landowners to put forward sites for possible development, which were rejected under previous LDF. Close watch needs to be kept on new LDF, but Parish Council would be in better position to challenge unwanted development if there were a Village Appraisal/Village Plan in place</p>	
10.4	<p>Parish Plan: Pursuant to final sentence of item 10.3 above, lengthy discussion followed re possibility of launching project to produce a Parish Plan. Idea was mooted at Finance & General Purposes Committee meeting on 06/01/09 by Cllr Cunningham, who subsequently emailed Clerk with outline information on topic.</p> <p>Following action to be taken:</p> <ul style="list-style-type: none"> ● Clerk to forward Cllr Cunningham's e-message to all councillors; ● Cllr Cunningham to make enquiries of KALC regarding Parish Plans generally, including information on possible grants available; and ● Item to be placed on agenda for discussion at next meeting on Thursday 05/02/09 (Cllr Cunningham to present) 	Clerk & Cllr Cunningham
10.2	<p>Date of next Planning Committee Meeting: Wednesday 28 January 2009, Cliffe Woods Primary School, 8pm</p>	Planning Committee (to note)
11.0	<p>REPORT – FOOTPATHS AND COMMONLAND No report</p>	
12.0	<p>REPORT – CLIFFE WOODS CAR PARK No report</p>	
13.0	<p>REPORT – RURAL LIAISON No report</p>	
14.0	<p>REPORT – KALC No report</p>	
15.0	<p>REPORT – BRETTS LIAISON GROUP Cllr Kentell reported content of recent liaison meeting.</p>	
15.1	<p>Proposals for Speed Limit and Traffic Calming Bretts wishes to suspend its planning application for increased lorry traffic along B2000 owing to current uncertainty re Conoco site. In meantime, Bretts has invited Parish Council to officially apply to Medway Council for 20mph speed limit and installation of gateway+ traffic calming facilities at each end of B2000 through Cliffe Woods. If this limit approved, Bretts will add Section 106 application to their planning application to finance said gateway facility.</p> <p>Necessary request to be made to Medway Council (Mr Robin Cooper, Head of Highways) . proposed by Cllr Corrigan, seconded by Cllr Keates.</p>	Clerk

		Cllr Wenban expressed view that traffic calming also needed at northern and southern extremities of B2000, and not only through Cliffe Woods. It was pointed out during the ensuing discussion that Bretts' proposals are in direct response to residents' concerns and representations re lorry traffic through Cliffe Woods	
	15.2	Action re Vehicles Travelling at Excessive Speed: If any such vehicles observed, note to be made of last three letters of registration number and reported to Bretts	
	15.3	Bretts Site Tour: Offered to groups of two or three people at a time. Anyone interested to telephone Bretts' Director, Mr Tim Palmer	
16.0		REPORT – OTHER BODIES No report	
17.0		ANY OTHER BUSINESS	
	17.1	Lighting of Ball Court: Cllr Keates advised that during her meeting with Secretary of Village Club (see section 4.10 above) it was reported that Medway Council had apparently undertaken to pay electricity bill for Ball Court illumination provided by means of lighting on roof of Club. However, bill was apparently paid for only one year, and Club has since met these costs. Cllr Keates requested that matter be taken up with Medway Council	Clerk
	17.2	Publicity: There was item on painting of the Cliffe Woods Youth Shelter in 14/11/08 issue of <i>Medway Messenger</i>	
	17.3	Contacting Clerk on Day of Monthly Meeting: Clerk requested that if Councillors wish to contact him on day of monthly meeting, such contact to be made by telephone and not email	All (to note)

The meeting closed at 9.30pm.

gm 09/01/09

**NEXT MEETING:
THURSDAY 05 FEBRUARY 2009, CLIFFE SMALL MEMORIAL HALL, 7.30PM**
