

## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at Small Memorial Hall, Cliffe  
 On Thursday 7th October 2010

**PRESENT**

Cllrs Ken Kentell (Chairman) (KK), Chris Fribbins (Vice-Chairman) (CF), Jim Corrigan (JG), Mrs Sue McDermid (SM), Alan Taylor (AT), Mrs Lynne Bush (LB), Mrs Lisa Mills (LM), (JD), Mrs Margaret Emblin (ME), Mrs Julie Moss (JM).  
 Parish Clerks: Mrs A Jack & Mrs L Farrelly

**ABSENT**

Mrs Margaret Emblin.

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
14.0	<b>APOLOGIES FOR ABSENCE</b> Cllrs Rob Hunt, Jim Wenban, Mrs Joan Darwell, Mrs Gill Moore, Les Wicks	
15.	<b>DECLARATIONS OF INTEREST</b> Cllr Alan Taylor - Planning at Merryboys. Clerk Alex Jack . Planning application submitted on own property.	
16.0	<b>APPROVAL OF MINUTES</b> Minutes of meeting held 2 <sup>nd</sup> September were amended due to location change, approved as presented. Proposed KK, Seconded CF - <b>AGREED</b>	
17.0	<b>ADJOURNMENT –</b> Co-option of Parish councillors took place. Mrs Sam Collins for the Cliffe Ward Proposed KK, Seconded LM . <b>ALL AGREED</b> and Mr Ray Letheren for Cliffe Woods Ward. CF Proposed SM Seconded. 2 Cllrs Abstained and Rest <b>AGREED</b>	
18.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 2/9/10</b>	
Mar 5.7	Still Awaiting a response from LW re Cliffewoods Car park Disabled bays.	LW
Mar 9.4	CF reported that he had met with Paul Fenney re proposed changing rooms on the Rec. Spec has been sent to 3 tenderees for container conversions. Planning application needed first. Grant applied for to Football Foundation and ongoing discussion about design to get something they would approve. All ongoing.	CF
May 13	CCTV cameras for Cliffe Woods car park is to start this week 07/10/10 and should be completed in a week The beam has been established. 2 cameras will be linked to Cliffe Woods primary school and Medway Council camera room, 1 aimed at the shops and church and the other at the car park. Ongoing	
Jun 7.7	CF advised insurance claim is not yet settled for repair to car park exit barrier damage. CF has submitted quotes for the Exit barrier. Awaiting response from insurance company before claiming for Entry barrier.	CF/JW
Sep 8.2	The recreation grounds have been tided. Dave Clark has been made aware that metal can go to scrap man. Any wood can go to LM for bonfire.	
Sep	<b>Children's Play Area:</b>	

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	8.3	Medway Council Cliffe Woods play area was of some concern to JC. There is graffiti everywhere. The lights are not working. The boulders are being rolled into the shelter and the flooring has been ripped up. The No Dog fouling Signs still have not been put up. Letter has been sent to Medway Council. Awaiting Response	Clerk
Sep 11.1		Cliffe Church car park . The boulder by the bus stop has been re-set. Buttway bollard key to be sourced for future events. GM to speak Dave Simmonds to see if he is key holder	GM
Sep 7.4.2	Salt Bins	It was decided that 2 salt bins were to be ordered from the KCC catalogue, and to check that the salt can also be ordered from the catalogue. . Priced at £98.35 each 12 Bags of rock salt needed for each . To be order by Clerk and for Clerk to arrange for D Clark to be on-sight when bins are delivered	Clerk
19.0		<b>REPORT: CLERK</b>	
19.1		List of correspondence emailed, Parish News and Free Arty Autumn Family Fun Leaflet handed out at meeting	
19.2		<p>Clerk reported on matters dealt with since last meeting, main points to note</p> <p>19.2.1 Dave Crouch has agreed to repairs re footpath at Cliffe Woods. He is obtaining quotes for resurfacing. No timescale as yet. Last Contact 06/10/10</p> <p>19.2.2 Medway Council have added a yellow lines request for some road junctions following concerns expressed by the Fire Station regarding access. Fire station advised</p> <p>19.2.3 Alpha package up to date and Payroll installed. HMRC in hand</p> <p>19.2.4 Salt Bins quoted as above . seeking location and delivery to site</p> <p>19.2.5 Allotments . New tenants Mr Fish &amp; Mrs Collins have been given their new plots. Allotment meeting notices are up and hall is booked. Met with Mr Coleman's friend and gave her a key to clear shed from allotment. Shed was still there last Friday. The notice board for the allotments was ordered and has arrived. Just waiting for bracket so it can be attached to fence.</p> <p>19.2.6 Bank signatories updated at Nat West. Another letter has been sent to bank to change clerk's address to Laura Farrelly's. Letter also sent to NS&amp;I to add additional signatory and change of address</p> <p>19.2.7 Risk assessment carried out for Clerk/PO, which is now on file. Will also be doing one for RFO and Caretaker</p> <p>19.2.8 Paul Schmoeger contacted re Assessment report on boulders in Cliffe play area to see if boulders can be moved under warranty. He is investigating, no reply as yet. Paul Schmoeger unable to provide new allotment keys as present, (10 purchased . same as for Rec Barrier)</p> <p>19.2.9 Dave Cark raised concerns re ambulance access to rec. Local ambulance service contacted, they informed that they do not hold keys and if called would arrive ASAP and then ask police if they need access</p> <p>19.2.10 Free art workshop poster . will laminate and put on boards</p>	<p>Clerk/PO</p> <p>Clerk/RFO</p> <p>RH</p> <p>Clerk/PO</p>

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19.3	Remembrance Day Wreath to be ordered from Martin's Newsagent. Request to have Parish Crest put into centre of wreath	Clerk/PO
19.4	Review of Proper Officer - As agreed at the June meeting on the appointment of AJ to the position of Clerk (Proper Officer), a three month review was carried out by KK and CF. Input was received from some councillors, all very positive. All parties agreed that the position is working well especially in coping with the resignation of the other joint clerk (Lorraine Prior). Agreed to keep the joint clerking situation under review (Laura Farrelly new to position of Clerk (RFO)) with more responsibility to the joint clerks to manage and distribute workload between them.	
20.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
20.1	The new Alpha system has been updated with all payments and receipts to the end of September. The receipt & payments report and bank reconciliation were presented at the Finance meeting. It was agreed that it is early days with the new reporting method of Alpha. Learning the layout of the reports and fine tweaking of certain budget figures will make a better understanding of the financial position of the council. RFO informed the committee that had been a deposit of £586.29 to the bank for allotment rents, along with a pending deposit of £17.50. A lost chq made payable to the HMRC for £172.80 was cancelled. Also a chq made payable to J Keates for £20.00 was also deemed cancel as it is out of date.	
20.2	Rural Liaison Grant- Parish council to claim back new software packages and new printer (minus £150 cashback). Peter Bown to be contacted by RFO with relevant documents. It was also noted that the Salt bins could be claimed against RLG once they arrive. It was suggested that Dave Clark could meet the delivery of salt bins to show where to be placed in Cliffe Woods. It was also suggested that the remaining fencing for the allotments might also be able to be claimed against the RLG. RFO to look into getting quotes for fencing.	Clerk/RFO
20.3	Approval of the following payments: Cliffe Woods Primary School (Hall Rent) £77.50 RBS Software solutions (Alpha package) £850.00 KCC Supplies (Stationary) £59.21 Supplies Team (Ink Cartridges) £40.10 Southern Water (Allotment Exp) £272.91 d/d KCPFA Subs £20.00 HMRC 09/10 Final payment £26.33 HMRC 10/11 payment to End of Sep 10 £437.68 Cliffe Woods Girl Guides (donation of rent) £200.00 A Jack, Clerk/PO . Salary & exps £xx L Farrelly, Clerk/RFO . Salary & exps £xx D Clark, Caretaker . Salary & exps £xx M Johnson, Caretaker (holiday cover) £xx	
20.4	Subscriptions . KCPFA & Open spaces . It was decided that the KCPFA subscriptions be renewed. The Open spaces Subs to be declined.	

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20.5	<p>Skateboard Park . Opening Event CF suggested an event that involves a stunt group. Gravity provides this sort of event for around £1500.00. It was suggested approaching the grant providers to see if they could pay for this and inform them of press coverage they could receive for this event. RFO to create a poster to inform the local youths of what is being built and to discourage vandalism. Toby, youth involved in project to be emailed with progress</p>	<p>CF Clerk/RFO</p>
20.6	<p>Budget Commitments a) Changing rooms . Paul Fenney to be emailed informing that Chris, the Architect and himself need to meet in order to finalise designs with costs, The planning application is to be drawn up by Paul and his architect and then the parish council can submit this (no charge) b) The notice board has arrived and awaiting fixing c) Precept 2011/12 . the budget needs to be in place by December. CF asks if any Cllrs have any ideas as to items that could or need to be included in next year's budget.</p>	<p>Clerk/RFO</p>
20.7	<p>Insurance . The exit barrier quotes have been sent off to insurance company. Awaiting a decision from them before submitting claim for entry barrier. A reminder that the parish have agreed to top up the insurance money with c£900 to increase the height. Received a quote for entry Barrier £640. Review of Insurance Policies . A risk analysis and inventory of assets around the villages. LM suggested that Dave could go around creating the list with photos for a record and any future claims that may arise. There is an existing asset file, which needs updating with play equipment changes in March.</p>	
20.8	<p>Grant for Cliffe Woods Guides . A card received from Cliffe Woods Guides kindly requesting a donation to help towards their rent of premises at Cliffe Woods. They requested £200.00 Proposed CF, Seconded SM, <b>ALL AGREED</b></p>	
20.9	<p>Working From Home Allowance &amp; Minimum Wage Rate. . Job descriptions &amp; contracts were circulated. Proposed CF, Seconded LB <b>-ALL AGREED</b> The two clerk's contracts state they are entitled to reimbursement of the use of their homes as offices. After seeking advice from the SLCC it was suggested £xx per month per clerk seemed reasonable to be backdated to date of commencement. Proposed KK, Seconded CF . <b>ALL AGREED</b> As the minimum wage rate had slightly increase it was all suggested that D Clark's &amp; M Johnson's wage rate should also be increased to £xx per hour Proposed CF, Seconded LB, <b>ALL AGREED</b></p>	
20.10	<p>Other Business . Yvonne Kingman (Church rep and Shine) asked if any grant funding was available for new audio equipment costing £8k for the church. An application to the special rural liaison grant is to be processed. Proposed CF, Seconded LB, <b>ALL AGREED</b></p>	
20.11	<p><b>Date of Next Finance &amp; General Purposes Committee Meeting:</b> 2<sup>nd</sup> November 2010, 7.30 pm . Small Memorial Hall, Cliffe (kitchen)</p>	
21.0	<p><b>REPORT: RECREATION GROUND AND ALLOTMENTS</b></p>	
21.1	<p><b>Allotment Report:</b> JM reported that the new notice board has arrived and is just awaiting brackets so that it can be fixed to the fence.</p>	

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		There are two people now on the waiting list waiting for specific plots. There are 3 vacant plots available. Allotment meeting for Allotment holders is due to be held on the 14 <sup>th</sup> October 7.30pm at the Small Memorial Hall	
	21.2	<b>Recreation Ground, Ball Court &amp; Caretaker:</b> AT nothing really to report other than right hand corner of Recreation ground has been tided up (covered with excess soil from Skateboard Park works).	
	21.3	<b>Skate Park:</b> Reported under Item 20.5.	
22.0		<b>REPORT: PLANNING</b>	
	22.1	<b>Planning applications:</b> CF presented the following planning applications with proposed comments: MC/10/3184 . 17 Graveney Close, Cliffe Woods . no objection (noted declaration of AJ (Clerk PO) and she left the room while the item was discussed. This is also the registered address of the parish council. MC/10/3190 . Homeside, Symonds Rd Cliffe . no objection. MC/10/3191 . Merryboys Plot1, Merryboys Rd, Cliffe Woods. Objection MC/10/3259 . Merryboys Stable, Merryboys Rd, Cliffe Woods- Objection. MC/10/3389 . 24 Turner Street, Cliffe - No Objection MC/10/3476 . Sunnyside, Mortimers Ave, Cliffe Woods . No Objection MC/10/3588 . 2 Ham River Hill, Cliffe Woods . No Objection Proposed CF, Seconded LM . <b>AGREED.</b>	
	22.2	RSPB, Cliffe Pools, Salt Lane . Medway Council have granted permission for the non-material amendment to MC/10/0925 . No further action required by Parish Council	
	22.3	Victoria Inn, Church Street, Cliffe . Development concerns due to historic character of building - Planning permission has been refused by Medway Council.	
	22.4	<b>Date of next Planning Committee Meeting:</b> 28 <sup>th</sup> October (last Thursday of each month) 8 pm . Small Memorial Hall, Cliffe (kitchen)	
23.0		<b>Report – Other Committees</b>	
	23.1	Parish Car Parks . It was reported that there is a crack by the drain at Cliffe Woods Car Park and uneven surface by the entrance to the Community Centre. This needs to be repaired. Clerk to ask W D Rutherford to look at Car Park	Clerk/PO
	23.1.1	New recycling Services . LB and KK attended a presentation at Medway Council. They were promoting the new recycling services about to be implemented. Blue recycling bags and boxes will take paper and cardboard. New white bags (to be issued) will take tins/glass/plastic. New recycling dustcarts will have split sections at the back to take the different types of recycling.	
	23.2	Clarion and Website: CF reported the Parish Council website is now linked to a weather station for local weather. CF & JM would like to release an Oct/Nov Copy of the Clarion. Articles wanted from councillors. Needed before the next meeting	ALL
	23.3	Footpaths and Common Land . No report	

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24.0		<b>REPORT: OTHER BODIES</b>	
	24.1	Chairman's Report . New poster of neighbourhood police team presented at meeting . Copies to be circulated to Cllrs and put on notice boards. Police informed lots of number plates are being stolen. A new type of screw is being issued to stop theft. A drug stop and search was carried out at Strood station and was a huge success that more train stations are going to be covered. A cannabis factory was also discovered in Hoo.	
	24.2	C&CW Liaison Committee . Next committee confirmed as 13/10/10 7pm at Bretts Landscaping Offices. LB/CF/and AT confirmed they would be attending.	
25.0		<b>Other Items to be handed to Clerk</b>	
	25.1	Rural transport Seminar at Medway Council. Explained the Medway transport plan. Currently problems at the Chattenden. There are plans for a bus only connection between Strood Station (Canal Road) and Medway City Estate in the next six months. Main concerns raised by parish councils . No buses that run in the evening from villages and cost of fares.	

The meeting closed at 9.15pm.

12/10/10/lmf

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**NEXT MEETING:**

**4 November 2010 – 7.30 PM – CLIFFE SMALL MEMORIAL HALL**

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