



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at Small Memorial Hall, Cliffe  
On Thursday 3<sup>rd</sup> February 2011

### PRESENT

Cllrs Ken Kentell (Chairman)(KK), Chris Fribbins (Vice-Chairman) (CF), Mrs Sue McDermid (SM), Mrs Lynne Bush (LB), Mrs Lisa Mills (LM), Mrs Sam Collins (SC), Mrs Margaret Emblin (ME), Ray Letheren (RL), Mrs Gill Moore (GM), Mrs Julie Moss (JM), Robert Hunt (RH), Jim Wenban (JW), Alan Taylor (AT)  
Parish Clerks: Mrs A Jack & Mrs L Farrelly

### ABSENT

Cllr Jim Corrigan.

The meeting opened at 7.30 pm.

NO	ITEM	ACTION BY
65.0	<b>APOLOGIES FOR ABSENCE</b> Cllr. Joan Darwell (Family) - <b>ACCEPTED</b>	
66.0	<b>DECLARATIONS OF INTEREST</b> AT . Merryboys Stables KK . Governor at Cliffe Woods Primary School.	
67.0	<b>APPROVAL OF MINUTES</b> Minutes of meeting held on 6th January 2011 were approved as presented. Proposed KK, Seconded JM - <b>ALL AGREED</b>	
68.0	<b>ADJOURNMENT –</b> Mr Peachy (resident) was present at the meeting to raise his concerns over planning issues with Medway Council.	
69.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 6/1/11</b>	
Sep 11.1	Cliffe Church car park: GM Spoke to Dave Simmonds and he has two keys for the bollards. KK suggested that PC should have a key for access. GM will ask Dave Simmonds if we can have a key or have one cut.	GM
Oct 19.2.7	Risk assessment paperwork has been passed to RFO and to PO with Safety Policy. Caretaker's Risk assessment is ongoing. The Caretaker needs to have correct safety wear and equipment, it was noted that he has use of his own mobile phone in case of emergency when he is working alone. PO to order safety wear for the Caretaker - Proposed CF Seconded LM . <b>ALL AGREED</b>	Clerk (PO)
Oct 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 has now received quote from W D Rutherford - £465.00. It was proposed that PO to proceed with quote. Proposed CF Seconded RH . <b>ALL AGREED</b>	Clerk (PO)
Nov 32.4	Rural Liaison Special Grant: Special application for Church/Shine Audio equipment has been submitted. Awaiting response from Rural Liaison Committee - Peter Bown is still awaiting response/application from a few other Parishes before final decision is made.	CF/Clerk (RFO)
Nov	Ball Court Lighting:	

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	32.6	RFO has passed a copy of Minutes to Fred Dowler to show what was presented to PC and asked if he could provide an agreement from the Village Club . Awaiting a response.	Clerk (RFO)
	Nov 34.2 .1	Merryboys Plots: Reports of development started, although planning permission declined. Medway Council Planning Department have been contacted . Still awaiting response. CF to contact Medway Planning department.	CF
	Dec 44.2 .7	Justin Lucock, 107 Church St has overgrown trees from Rec hanging over into his garden and is now limiting his parking. AT and KK have spoken to resident and inspected the site. It was suggested that the Caretaker cut the trees back as not all residents want it. Proposed KK Seconded CF . ALL AGREED. Clerk (PO) has contacted Dave Clark (caretaker)	
	Dec 44.2. 10	Kent Fire and Rescue Survey was sent out to all on the 29/11 and Cllr Moss would like to stress the importance of everyone taking the time to do this so that we don't lose our fire service at Cliffe. This information was included in the Winter Clarion. CF proposed that Cllr Moss collate all the information we need to send a letter to Chairman of Fire Operations to raise the PC's concern. JM has spoken to Fire Brigade, who are going to put together information to pass to Clerk (PO).	JM/Clerk (PO)
	Dec 44.2 .11	Salt bin is now in situ and has salt and a padlock. Sign is now on salt bin. Clerk (PO) to seek additional padlock(s) for salt bin from Paul Schmoeger so that a key can be provide for shopkeepers.	Clerk (PO)
	Dec 45.1	RFO has passed on all relevant documents to Veolia . Awaiting Grant monies to be transferred.	
	Dec 45.13	School Prize and Sponsorship . Year 6 Community Award for St Helen's CEP School: Email was sent to Head Mistress asking for more information from the School regarding the Award and what is to be involved. Awaiting a response.	Clerk (RFO)
	Dec 49.5	SC shared her concern about the huge amount of congestion around Cliffe Primary School at pickup time, asking if there was any way the Cliffe Memorial Hall car park could be used to ease congestion. LB reported that Cliffe Memorial Hall will not be opening the car park for the school run due to concerns over insurance and maintenance. SC has been in contact with Sue Medus from Medway Council who has suggested a walking bus to ease congestion and this will be looked into.	SC
	Jan 56.2.4	Richard Jones has completed the Clarion delivery and is available for the next edition in March.	
	Jan 57.2	The budget/precept for 2011/12 was agreed at the January meeting and a demand for the precept for £40,492 has been sent to Medway Council. Clerk (PO) contacted Jane Ringham, Election Officer at Medway council over anticipated election costs. This information was circulated at Meeting estimate of costs are > £3,500 for each of the two wards.	
	Jan 57.4	Project . Skate park: RoSPA inspection carried out by Bryan Mooney and this was sent off to Veolia along with other required documentation. JW has repaired the pothole in the skate park and collected new sign and erected. JW said to see how repair of pothole fairs with the weather and impact. Copy of RoSPA to be forwarded to CF and Gravity raising the concerns raised by Bryan Mooney. Veolia are withholding 5% of grant monies until opening event has taken place. Clerk (RFO) to forward a copy of the Clarion and	Clerk (RFO)

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		LM to speak to newspapers to include an article on the Skate Park.	LM
Jan 57.5		Project - Changing rooms: An email was received from the Football Foundation asking for information already sent in previous emails. RFO has contacted 5 different companies for new quotes with CAD drawings and the specific requirements from the Football Foundation. Two quotes have been received back. One is reasonable . around £21,000. An architect is now to be contacted in order for drawings to be drawn up and provide precise location and utility requirements.	Clerk (RFO)
Jan 57.7		Insurance Update/ Barriers: The work is now complete on both barriers. The cheque has arrived for the entry barrier. The PO has contacted the insurance company regarding exit barrier claim. Insurance company have accepted claim for exit barrier and signs . Awaiting claim payment.	Clerk (PO)
70.0		<b>REPORT: CLERK</b>	
70.1		List of correspondence was emailed, delivered and circulated. 3 items that were raised of particular interest were the Clerks & Councils Direct year books . Clerk (PO) to purchase 2 from petty cash . <b>ALL AGREED</b> . It is the Royal Legions 90 <sup>th</sup> Birthday and info on how to organise a Poppy Party was circulated. Also Medway Council have now issued new planning guidelines for residents on-line.	
70.2		Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 70.2.1 The Cliffe Woods car park barriers are now back in place. However the new entry barrier sign at the car park was slightly damaged the first week it was installed. Someone straightened it and JW has been and replaced the missing fixing bolt. For future information, if PC require to see the CCTV footage it needs to first report the incident to the Police who will then look at the film. 70.2.2 Footpath at Parkside Parade, Cliffe Woods: Emails and phone calls were made to Dave Crouch at Medway Green Spaces without a reply. Clerk (PO) contacted Cllr Mason and left a message for him. Dave Crouch has now replied after having been off work for some time and said the repairs will not be started until the next financial year in April. Clerk (PO) also complained about the wet leaves which had not been cleared and he has asked his department to clear them . this had been done and normal footpath width restored 70.2.3 Clerk (PO) reported that she hasn't been able to locate any Minutes from the APM last year and asked if Councillors had any copies. 70.2.4 Hall dates for the future PC Meetings and APM have now been booked for the forthcoming year 70.2.5 Cllr Darwell reported that rubbish has been dumped on the B2000 in the new speed watch lay-by and Medway Council removed this very promptly and advised her by phone that it had been done 70.2.6 NFU, Cliffe Pre-School and Orchard B&B have all asked for advertising costs for the next Clarion. 70.2.7 Medway Council are changing the textile recycling bin in all their car parks and would like to change the one in Cliffe Woods . <b>ALL AGREED</b>	

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	<p>70.2.8 The next Police Liaison Committee meeting is 29/3/11, 7pm; Hoo School conference room and they are now forwarding future info for circulation.</p> <p>70.2.9 Mrs Grace Harrington, 31 Turner St, Cliffe reported to JW a problem with youths running on her property and others on 24/1/11 between 6.30 and 7.30 pm. JW advised her to stay indoors and contacted PCSO Sue Fill with the details.</p>	
70.3	<p>Caretaker holiday: Dave Clark will be on holiday for 2 weeks from <sup>xx</sup> February returning Monday <sup>xx</sup> February and Relief Caretaker; Michael Johnson will be covering during this time.</p>	
70.4	<p>Cliffe Woods School hall hire costs: The Clerk (PO) contacted the school regarding the lack of heating at previous meetings and in particular at the last meeting where the power went off at 8pm when a presentation was being made by Richard Hicks from Medway Council on their City Status Bid. Also advised LGA 1972, section 134 (1)-(3) provides for a meeting room at a local school for free where no such other room is available in a premises that is not licensed. The Head Teacher has since advised that whilst he accepts this it does not include that heating, lighting and cleaning costs are free. It was decided to continue alternating halls as the weather is warming up and request portable heaters as previously. An alternative location at the Cliffe Woods Community Association has been investigated but it is not available on Thursdays, but could be on Wednesdays - the new council post-May could re-consider this then.</p>	Clerk (PO)
70.5	<p>Register of Members' Interests: The PC are required by law to register details of all Cllrs. personal interests within the Parish Council's Register of Members' Interests and Medway Council have asked for a copy. Clerk emailed all Cllrs. reminding them of this and asking for all to update their forms as necessary. Some new forms have been given out and the Clerk had current forms available at meeting for Cllrs to check their details. Copy of all to be forwarded to Monitoring Officer at Medway Council.</p>	Clerk (PO)
71.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>	
71.1	<p>Income and Expenditure report and the bank reconciliation were presented to F&amp;GP Committee. The Current/Reserve bank balance is at £5,097.62 (reconciled as at 28<sup>th</sup> January 2011). The NS&amp;I bank balance is at £10,176.12 (reconciled as at 30<sup>th</sup> December 2010) and there has been no movement on this account since. There has been one receipt of £35.00 for allotment rents this month. There is approximately £7,150.00 in payment requests this month, therefore, RFO recommended that a transfer of £5,000 from the NSI account to the PC's current account to cover funds until the Parish has received the rest of the grant monies from Veolia £18,525.00 and a VAT reclaim of £9,013.45. The payment of £5,000 to Medway Council is to be raised but held onto until VAT reclaim or Veolia is received into current account. Transfer from NS&amp;I - Proposed CF Seconded KK . <b>ALL AGREED.</b></p>	Clerk (RFO)
71.2	<p>Approval of the following payments: Thames Self Storage (Storage Container) £441.24- chq no 2367 City Press Rochester (Printing of Winter Clarion) £318.00 - chq no 2368</p>	

	<p>Richard Jones (Clarion delivery) £75.00 - chq no 2369  Ray-Dor Signs (Signs for grit bin &amp; Skate Park) £128.40- chq no 2370  Cliffe Woods Primary School (Hall Hire) £26.25 -chq no 2371  Plant Scape (Grit Bin) £233.83 - chq no 2372  Allied Fabrications (Repair, signage and height adjustment of Car Park barriers) £4092.00 - chq No 2373 £3816.00 &amp; chq no 2380 £276.00  Medway Council (TRF of Comma Fund for Cliffe Woods Play Park) £5,000.00 . chq no 2374  AA Baker (Christmas trees) £210.00 - chq no 2375  A Jack, Clerk (PO) . Salary and Exps £xx . chq no 2376  L Farrelly, Clerk (RFO) . Salary and Exps £xx . chq no 2377  D Clark Caretaker . Salary and Exps £xx . chq no 2378  Proposed CF Seconded SM - <b>ALL AGREED</b></p>									
71.3	<p>Mileage Claim: -Following the increase in VAT on 4/1 the mileage rates paid to the Clerks and Caretaker may need to change. However there does not appear to be any changes in the HMRC mileage allowed before tax and they remain 25p and 40p (and have done for some time). Agreed to refer back to F&amp;GP Committee for further consideration.</p>									
71.4	<p>Production of Parish Logo in proper format:  CF had problems getting the current PC logo onto a sign for the Skate Park. As a result he suggested that the Council have the logo recreated properly by a local graphic designer on Medway City Estate. The approx cost was £120 for it to be scanned and tidied up. This cost could be claimed against the RLG. <b>F&amp;GP – ALL AGREED.</b></p>									
71.5	<p>Clarion Advertising Cost: - After the delivery of the Clarion there has been some interest in future advertising space in the Clarion. It was discussed and noted that the costs of inserting an extra page in the Clarion would cost around £160.00. Therefore any adverts would need to cover this cost. Ideally the plan for the future would be that all advertising would cover the cost of printing the Clarion completely. The suggested prices for adverts were</p> <table border="1" data-bbox="391 1321 1181 1534"> <tr> <td>1/8 of Page</td> <td>£25.00</td> </tr> <tr> <td>¼ of a Page</td> <td>£45.00</td> </tr> <tr> <td>½ of a Page</td> <td>£85.00</td> </tr> <tr> <td>1 Page</td> <td>£160.00</td> </tr> </table> <p>This would be with artwork supplied. This cost would be each time the Clarion is issued. Agreed in principle by F&amp;GP. Proposed CF Seconded RL . <b>ALL AGREED.</b> Clerk (RFO) to contact interested parties with prices agreed. Artwork could be supplied at cost via the Clerk(PO)</p>	1/8 of Page	£25.00	¼ of a Page	£45.00	½ of a Page	£85.00	1 Page	£160.00	Clerk(RFO)
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71.6	<p>Risk Analysis:- The F&amp;GP went through the 09/10 asset register and noted that the printer and Skate Park needs to be added for submission to AUD.com. Further analysis of the assets will have to take place before insurance quotes are sourced to determine whether certain items need to be insured.</p>	Clerk(RFO)								
71.7	<p>Skate Park . Reported under Item 69 . Jan 57.4</p>									
71.8	<p>Project . Changing Rooms . Reported under Item 69 Jan 57.5</p>									
71.9	<p>COMMA Fund : -Paul Schomoeger has agreed for the PC to send a cheque for £5,000 (COMMA fund grant) to Medway Council, in order for</p>									

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		the installation of the play equipment at Cliffe Woods Play Park to be carried out by Medway Council.	
	71.10	Insurance Update . Barrier . reported under Item 69 Jan 57.7	
	71.11	Car Park Update . Reported under Item 69 Oct 23.1	
	71.12	<p>RLG :- Still waiting for the Rural Liaison committee to meet and confirm whether we are eligible for the Special Item - St Helen's Multimedia.</p> <p>The PC was allocated £4,990.00 for the year for their Rural Liaison grant. At present the PC have only spent £1,861.70. The salt bin (£233.83), signs for salt bin and Skate Park (£128.40) and the notice board for the allotments (£153.00) are to be claimed. Earmarked for spend is the line painting for car park (£1,200.00) and cost of reproducing the PC's logo (£120). Therefore there would be an unallocated amount of £1,413.00 still to spend. A suggestion was for matting around the Skate Park. RFO to seek quotes.</p>	Clerk (RFO)
	71.13	RFO raised the question of when to take outstanding holiday for both Clerks and Caretaker. The Caretaker has planned remaining holiday for the year. Clerks are not sure when to take, as it is a busy time on the Council at the minute. F&GP Agreed for remaining holiday to be carried over. Clerks also asked PC if it was ok for both to attend SLCC branch meeting (Snodland) . <b>ALL AGREED</b>	Clerks
	71.14	<b>Date of Next Finance &amp; General Purposes Committee Meeting:</b> 1 <sup>st</sup> March 2011, 7.30 pm . Small Memorial Hall, Cliffe	
72.0		<b>REPORT: RECREATION GROUND AND ALLOTMENTS</b>	
	72.1	Allotments: LM reported that she has a new name for the allotment waiting list. LM will pass to Clerk (PO). Clerk reported that there are 2 tenants with outstanding rent due for 09/10. Letter to be sent to serve notice unless rent is paid . <b>AGREED.</b>	Clerk (PO)
	72.2	Children's Play Area . No report	
	72.3	Recreation Ground, Ball Court & Caretaker: It was reported that there was some rubbish that had been dumped on the recreation ground. D Clark is aware of this. RH also reported a mobile aircraft being used on the recreation ground. The person was asked to stop by D Clark but chose to ignore him.	
	72.4	Skate Park Update: Reported under Item 69 . Jan 57.4. CF proposed (seconded KK) the appointment of a Councillor to be responsible for Health and Safety issues at future Parish Council AGMs . <b>AGREED.</b>	Clerk (PO)
73.0		<b>REPORT: PLANNING</b>	
	73.1	The following planning applications were presented with comments for approval: <b>MC/10/4386 – 14 Millcroft Road, Cliffe</b> . Recommended : no objection <b>MC/10/4477 – Merryboys Lodge, Merryboys Road, Cliffe Woods – Recommended</b> objection to the Shelter as it is outside of the village	

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	<p>envelope where new developments are not allowed unless they meet strict criteria.  <b>MC/10/0106 11 Brookmead Road, Cliffe Woods</b> – Recommended no objection  <b>MC/10/4642 Land adjacent to 23 Cooling Road, Cliffe</b> – Recommended no objection  <b>MC/11/0149 25 Turner Street, Cliffe</b> – Recommended no objection  <b>MC/11/0203 Granary &amp; Wagon Lodge, West Street, Cliffe</b> - Recommended no objection  <b>MC/11/0258 75 Reed Street, Cliffe</b> – this was discussed in outline at Planning meeting - Recommended no objection.  <b>MC/10/0067 Bryn Menai, Symonds Road, Cliffe</b> - this was discussed in outline at Planning meeting - Recommended no objection.  <b>MC/11/0254 Former Victoria Inn, Church Street, Cliffe</b> – Plans not yet reported on weekly planning list and therefore not seen by Planning Committee meeting as yet. . No recommendation made, as plans need more evaluation.  Proposed CF Seconded LM - <b>ALL AGREED</b></p>	
73.2	<p>Outstanding Issues:  Unauthorized developments at rear of Merryboys Lodge, Merryboys Road, Cliffe Woods -.  A letter has been received from Mr Gillø new agent and CF will draft a reply for Clerk (PO) to send.  Draft Validation checklists and guidance - No issues for the PC.  Submission of planning applications to these standards may improve the quality of some seen in the past.</p>	CF/ Clerk(PO)
73.3	<p>Lower Thames Crossing:  Meeting was held at Higham. There were approx 600 attendees . 99% of these were against the plans. Costing was not precise. The Government appear to be interested but have no funding to back it. PC will keep monitor as a neighbouring authority.</p>	
73.4	<p><b>Date of next Planning Committee Meeting:</b>  24<sup>th</sup> February 2011 at 8pm, Cliffe Memorial Hall, Small Kitchen, Cliffe</p>	
74.0	<p><b>Report – Other Committees</b></p>	
74.1	<p>Parish Car Parks . Reported under Item 69 Oct 23.1</p>	
74.2	<p>Clarion and Website:  CF reported that he is still updating the Website. CF asked for background information on Cllrs and nominations.  The Clarion is to be sent out in March . Info need urgently.</p>	ALL
74.3	<p>Footpaths and Common Land:  RL reported that footpath has disappeared by the Fishery. GM is going to look into this.</p>	GM
75.0	<p><b>REPORT: OTHER BODIES</b></p>	
75.1	<p>Chairmanø Report:  KK attended a talk on Carbon Capture at EON Power Station. The power station plan to run for two more years and then close and remove the building, which will take around 2 years. Future plans are to keep the site.  KK had also received an email supporting the airport from a Higham resident.</p>	
75.2	<p>Rural Liaison Committee Meeting . ME attend this meeting and reported</p>	

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		that Medway Council are planning on making changes to how planning applications are sent to reduce paper and will contact all PCs with a date for a meeting to get their input. ME also reported that a Census is to be filled in by all residents very soon. A team of staff from Medway Council will be available to help residents complete this survey. Next Rural Liaison Committee Meeting is to be held on 29 <sup>th</sup> March at Gun Wharf, 6pm.	
	75.3	KALC - No report.	
	75.4	Parking Outside Cliffe Primary School . Reported under Item 69 Dec 49.5	
	75.5	Cliffe and Cliffe Woods Liaison Committee (Bretts) . Next Meeting 16/3/11 at Bretts Landscaping. SM is unable to attend. AT to confirm if able to attend	AT
	75.6	Cliffe Memorial Hall . LB reported that a Hall committee meeting was held. LB said that they were really pleased with article in the Clarion and really interested in advertising. The Memorial Hall has applied for grants and has been declined. Therefore they are seeking help from PC with help to get grants. KK said that Catherine Smith from Medway Council has a new fund specifically for village halls.	
	75.7	Cliffe Woods Community Hall . CF attended their committee meeting and reported that they are considering bigger projects for an extension to the current building.	
	75.8	JW raised his concerns about the tractors driving through the villages particularly the Lanes Farm. The mud on the road and spraying along the roadside at other vehicles and residents is unacceptable. By law they should be washing their vehicles before entering a main road. KK suggested an email raising concerns to the farms concerned	Clerk (PO)
76.0		<b>Other Items to be handed to Clerk for next meeting - None</b>	

The meeting closed at 10.05pm.

14/02/11/lmf

**NEXT MEETING:**

**3<sup>rd</sup> March 2011 – 7.30 PM – CLIFFE WOODS PRIMARY SCHOOL**