



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Primary School, View Road, Cliffe Woods
On Thursday 12th January 2012

PRESENT

Cllrs. Chris Fribbins (Chairman) (CF), Ken Kentell (Vice chairman) (KK), Mrs Lynne Bush (LB), Dave Green (DG), Mrs Margaret Emblin (ME), Ray Letheren (RL), Ian Petrie (IP), Mrs Sue McDermid (SM), Robert Hunt (RH),

Parish Clerks: Mrs A Jack and Mrs L Farrelly

The meeting opened at 7.30 pm.

NO		ITEM	ACTION BY
104.0		APOLOGIES FOR ABSENCE Cllrs. Julie Moss (Ill), Lisa Mills (Ill), Colin Elliott (work), Jim Wenban (work), Gill Moore (Medway Council meeting), Joan Darwell (family), Alan Taylor (holiday) ACCEPTED	
105.0		DECLARATIONS OF INTEREST KK . Cliffe Bowls Club; Clerk RFO . Princess Posies invoice	
106.0		APPROVAL OF MINUTES Minutes of Parish Council Meeting held on 1st December 2011 were approved as presented. Proposed CF, Seconded LB - ALL AGREED	
107.0		MATTERS ARISING FROM MINUTES OF MEETING ON 01/12/11	
	Oct 19.2.7	Claim for the high vis vests and Court costs were served by Medway County Court on 27/08/11. Sutton Safety has not replied to requests for payment. Clerk (PO) has received information on enforcement proceedings . passing over to CF and KK for them to evaluate the costs	CF/KK
	Aug 54.2	Photo of JD still needed for the website (and now Gill Moore).	JD/GM
	Sep 62.3	RFO to follow up with quote from ACO landscaping systems for safety flooring around Skate Park.	Clerk(RFO)
	Oct 71.1	Mrs Dianne Foreman, a Cliffe Woods resident; reported at the October meeting that shooting was occurring whilst walking her dogs along the footpath between Perry Hill farm and the Parochial field - RS67. Referred to the Footpaths and Common Land Committee. F&CL Committee to also look at further publicity for the existing footpaths (via Clarion/Web Site/Published maps/Walk books).	F&CLRL/J M/LM/DG
	Oct 73.2.1	The damaged rubbish bin at the Ball Park - Dave Clark (Caretaker) has stored in his garage and JW will collect and reinstall as soon as he is able and the weather has improved.	JW
	Nov 83.3	GM reported a fire in North Road, Cliffe due to an old electrical box. The electrical company reported that this type of fire is fairly common - around one a month. GM requested that the Parish Council write to the electrical companies to ask them to monitor the junction boxes in the villages as they are fairly old and with heavy rain could be dangerous. GM advised that the EDF were the company to contact. The Clerk (PO) has written to EDF raising the concerns of the PC. There has been another fire since.	
	Nov	Parish Car Park and The Buttway:	

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	89.1	It was reported that the pathway needs repairing by the Community Centre and car park at Cliffe Woods. JW to contact Rutherford.	JW
	Nov 89.4	Youth Liaison Committee: Need to meet this month to discuss planned and proposed works in Cliffe and start to form the Youth Committee/Council. . RH has arranged a meeting for 20 th January	YLC RH/SM/CE/ CF
	Nov 90.3	War Memorial: JM reported a group within the village have been raising funds to have the War Memorial in Cliffe cleaned and re-carved. A local business has offered a donation. JM asked if the PC would be able to donate some money towards this project. Clerk (RFO) has sought clarification from Rural Liaison. A quote is needed to confirm claim against Rural Liaison is viable. Awaiting quote	JM/Clerk (RFO)
	Dec 98.4	The RFO emailed Peter Hicks to ask if he had any ward fund to complete the remaining path at Cliffe Woods Surgery. Peter Hicks replied there was no ward fund available at present due to a lot of other projects under consideration.	
	Dec 98.5	Cliffe Play Area . S106 Funds - Reported under Finance item 109.4	
	Dec 98.7	Lawnmower service: The RFO has contacted Medway Mowers who have quoted around £100 for a service and this would be accepted under the Honda warranty. The RFO is still awaiting a quote from Honda.	Clerk (RFO)
	Dec 99.1	Allotments: JM reported that the allotment gate is becoming very difficult to open and close. RL reported that he has looked at the gate and will pass on his suggestions to the Allotment Committee. JM also reported that the trespassing sign has deteriorated and needs replacing. JM to draft wording and forward to Clerk (PO).	JM/ Clerk(PO)
108.0		REPORT: CLERK	
	108.1	List of correspondence was emailed, delivered and circulated. Additional correspondence received from Kent Police.	
	108.2	Clerk (PO) reported on matters arising and dealt with since last meeting, main points to note: 108.2.1 The HGV parked in the school layby returned and was reported to Medway Council and the Police who advised that anyone seeing it should ring 101 at the time. 108.2.2 Dog Fouling Cleaning schedule circulated around Cllrs. 108.2.3 Dave Clark, Caretaker reported that a delivery van had driven along the pedestrian area in front of the shops at Cliffe Woods and this was reported to Medway Council and the Police with the registration no. Medway Council responded to say they would make their Civil Enforcement Officers aware and also the CCTV car. 108.2.4 Electoral Services at Medway Council were contacted and advised that Cllr Gill Moore has now been co-opted onto the Parish Council. 108.2.5 Dates for all meetings this year have been given to the booking secretaries of both the halls and confirmed. 108.2.6 Greenoak Tree Surgery put two trees up with lights above the shops at Cliffe Woods. The one above the Mini Mart was delayed due to difficulty getting access to the flat and the lights were connected in the shop. However the Clerk (PO) had to ask them to switch the lights on when she noticed they had not done so on one occasion despite a timer being	

		<p>supplied.</p> <p>108.2.7 John Haddaway from Neighbourhood Watch was contacted and a form completed so that we can now receive updated Kent community messages re local crime and any relevant will be forwarded round by the Clerk in a confidential capacity.</p>	
109.0		REPORT: FINANCE & GENERAL PURPOSES	
	109.1	<p>Receipts and payments have been updated to the Alpha program. At present costs are fairly in line with the budget. The bank accounts have been reconciled to the end December. In order to ensure there are sufficient funds in the bank account to cover all payments till the end of March . the RFO recommends that £10K is to be transferred from the NSI account.</p> <p>Total Receipts received in December are as follows: RLG £94.20; Football Rent (Cliffe Woods FC) £100.00; Allotment rent £15.99. The committee and RFO spent some more time analysing the budget for 2012/13, going through each budget head individually to ensure costs are covered. It was noted the Parish reserves is estimated at £34,897 with planned spend incorporated into this figure of £16,500 (Football changing rooms/Youth /Election costs to be carried over). This would leave the Parish Council with an anticipated reserve of £18,397. The total budget for 2012/13 is £43,252 taking into account an estimated income of £2160.</p> <p>This gives the Parish council two recommended options by F&GP for consideration at the Parish Council Meeting:</p> <p>a) Keep the parish precept at 0% to the same as last year (£40492) . this would mean allocating £2760 from the parish reserves.</p> <p>b) Increase the Parish precept by 5% (in- line with inflation) to £42,352 . this would mean allocating £900 from the parish reserves.</p> <p>These budget figures are subject to the Council tax band D equivalent which was not received till very late on the day of the Parish meeting . Therefore the budget is going to be reviewed again and decision on the precept will be made at the next Parish meeting.</p>	Clerk (RFO)
	109.2	<p>Approval of the following payments for January:</p> <p>Cliffe Memorial Hall(Hall donation) £2500.00 (Chq. No. 2536)</p> <p>Cliffe Woods Community Association(Hall donation) £2500.00 (Chq No. 2537)</p> <p>SECamb Charitable Funds (donation to Emergency Responder team)£800.00 (Chq. No. 2538)</p> <p>Princess Posies (Bud Baker Funeral Spray) £20.00 (Chq No. 2539)</p> <p>Greenoak Tree Surgery (Christmas trees) £221.96 (Chq No. 2540)</p> <p>HMRC (PAYE) £248.60 (Chq No. 2541)</p> <p>Alex Jack (exps for December) £xx (Chq No. 2542)</p> <p>Laura Farrelly (additions and exps for December) £xx (Chq. No. 2543)</p> <p>Dave Clark (additions and exps for December) £xx (Chq. No. 2544)</p> <p>Alex Jack (December wages) £xx s/o</p> <p>Laura Farrelly (December wages) £xx s/o</p> <p>Dave Clark (December wages) £xx s/o</p> <p>Proposed CF, Seconded DG . ALL AGREED</p> <p>Additional Payments subject to PC approval:</p> <p>Cliffe Memorial Hall (additional donation via RLG) £2500.00 (Chq No.2545)</p> <p>Proposed KK, Seconded RH . ALL AGREED</p> <p>Cliffe Woods Guides (donation) £200.00 (Chq No. 2546)</p>	

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109.7	Cliffe Memorial Hall charges . KK raised concerns on behalf of Cliffe Bowls club about the sudden increase in Hall charges. CF reported that the PC cannot decide the prices but can share their concerns with the Memorial Hall Committee as future bookings may be affected. LB read out a confidential statement from Cliffe Memorial Hall Committee explaining the increase in costs. LB also informed the PC that there is a meeting being held on 19 th January to discuss booking costs with local groups.	LB
109.8	Date of next Finance & General Purposes Committee Meeting: 31st January 2012, 7.30 pm . Small Memorial Hall, Cliffe (kitchen)	
110.0	REPORT: ALLOTMENTS, RECREATION GROUND & CARETAKER, CHILDREN'S PLAY AREAS	
110.1	Allotments: Clerk (PO) informed the PC that 5 allotments have been re-let to those on the waiting list, which now totals 17. We have 100% occupancy and all rents have been paid to date.	
110.2	Children's Play Area . No report	
110.3	Recreation Ground, Skate Park, Ball Court and Caretaker . No report. Clerk (PO) has informed the PC that our Caretaker is planning a holiday in March . dates to be confirmed from Dave Clark. RL and DG have offered to cover. CF thanked them both on behalf of the PC.	Dave Clark (Caretaker)
111.0	REPORT: PLANNING	
111.1	Planning applications: CF presented the following planning applications with proposed comments: MC/11/1473 – Plot 2 Merryboys Stables, Merryboys Road, Cliffe Woods, ME3 7TP . Appeal to planning inspector regarding Medway Council's refusal of permission: For information only MC/11/2881 – Merryboys Farm, Cooling Common Cliffe Woods ME3 7TJ . Construction of ménage Moved: No objection MC/11/3054 – 38 Station Road,, Cliffe , ME3 7RX . Construction of first floor rear extension.. Moved: No objection MC/11/2971 – 38 Swingate Avenue, Cliffe, ME3 7R . Construction of a single storey side/rear extension. . Moved: No objection MC/11/2691 – RSPB, Cliffe Pools, Salt Lane, Cliffe . Variation of condition 4 of planning consent ME/10/0925. Moved: No Objection Proposed CF, Seconded ME . ALL AGREED	
111.3	Date of next Planning Committee Meeting: 26 th January 2012 8pm Small Memorial Hal, Cliffe (Kitchen)	
112.0	Report – Other Committees	
112.1	Parish Car Park and The Buttway: RL reported that he had fixed the Buttway sign. KK asked if Dave Clark, Caretaker would be able to sweep the drains of leaves to see if that would help with the drainage problems	Dave Clark (Caretaker)
112.2	Clarion and Website: CF continues to update website. Next Clarion is planned for February/March . ideas needed from all Cllrs. Clerk (PO) offered to put a sign advertising this on to the noticeboards to encourage local advertising.	ALL Clerk (PO)
112.3	Footpaths and Common Land: RL reported that he has informed Medway Council that RS71 has the foot style missing. The Clerk (PO)	

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		reported that the noticeboard at Cooling Street is very difficult to get to and even read any notices due to the weeds/foliage. Suggestions were slabs/concrete to be placed under the noticeboard. RL offered to take a look and see what could be done.	RL
	112.4	Youth Liaison Committee: No report.	
113.0		REPORT: OTHER BODIES	
	113.1	The Dynamic Councillor Workshop: IP reported that this was a very interesting and useful workshop. IP found it was very practical with different scenarios that were worked through. IP felt that Cllrs especially new ones could gain a lot from attending.	
	113.2	SOS Road Show : CF attended and reported that there are many of these schemes around the country. Presentations of how to get money for different types of schemes. Lots of information surrounding the Queen's Jubilee. CF circulated a leaflet regarding the 'Big Lunch' to be held on 3 rd June 2012. Clerk (PO) also reported that in the Rural News they are offering Tree Packs for the Jubilee from the Woodland Trust . Clerk (PO) to contact for further information.	Clerk(PO)
	113.3	Parking at Cliffe Woods Surgery: KK raised his concerns regarding the amount parking from the surgery staff that seems to be dominating Cliffe Woods' car park. KK would like the issue raised to see what alternative provision they can make for their staff especially now that the Surgery has been extended. SM has said that she will mention at the next liaison meeting on 28 th January 2012.	SM
114.0		Other Items to be handed to Clerk for next meeting : None	

The meeting closed at 9.30pm.

NEXT MEETING:

2nd February 2012 – 7.30 PM – CLIFFE MEMORIAL SMALL HALL, CLIFFE

18/01/12/lmf