

**Minutes of Meeting held remotely on Zoom**

**Thursday 13<sup>th</sup> August 2020**

**PRESENT:** Cllrs Ron Naughton-Dean (CHAIR), Barry Dibble (VICE-CHAIR) (BD), Sue McDermid (SM), Sandra Fenney (SF), Vivienne Walton (VW), Peter Clements (PC), Fred Harper (FH), Andy Keates, Robert Wyatt (RW), Joan Darwell(JD), Malcolm McLeod (MM), Annette Cooper (AC), Ray Letheren (RL) and Jim Wenban (JW)



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)

This meeting opened at 7:00

- | NO | ITEM  |
|----|---|
| 50 | <b>APOLOGIES FOR ABSENCE</b> – None   |
| 51 | <b>DECLARATIONS OF INTEREST</b> - None  |
| 52 | <b>ADJOURNMENT</b> - Nobody present   |
| 53 | <b>APPROVAL OF MINUTES OF MEETING ON 16/07/2020</b><br>Proposed by Cllr Keates, Seconded by Cllr Wyatt- <b>ALL AGREED</b>   |
| 54 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 16/07/2020</b><br>These were discussed elsewhere on the agenda.  |
| 55 | <b>Co-option of Parish Councillor for Cliffe Woods/Notice of Vacancy for 2nd position.</b><br>Both vacancies can now be filled by co-option following advertisement of the position.  |
| 56 | <b>REPORT: CLERKS</b><br>Clerk PO reported on the request for a change in time of meetings back to 7:30- this was discussed briefly, and a decision was made to keep the start times as they are.<br>There was also a discussion on the Funfair- During the last meeting it was agreed in principle to hold the funfair at Cliffe, subject to satisfactory COVID-19 Risk Assessment and precautions. After a video was circulated from the organisers showing the COVID-19 procedures they had in place Cllr Darwell proposed to abandon the original decision and not have the funfair visit this year, seconded by Cllr Walton- <b>9 in favour, 2 Against- MAJORITY VOTE.</b> Cllr McLeod requested that his opposition to the recommendation be noted.   |
| 57 | <b>Report: Chair</b> - Nothing to report.   |
| 58 | <b>Report: Finance &amp; General Purposes (Cllr Dibble/Clerks)</b><br>To receive a report and recommendations of the F&GP meeting held Tuesday 7th August Online/Zoom<br><br>a) To note the election of Cllr Keates as Vice-Chair of F&GP for the current council year. - <b>NOTED</b><br><br>b) To note financial information to 31/7/20 circulated. - <b>NOTED</b><br><br>c) To agree receipts & payments and approve for August 2020 as necessary (including any updates since the F&GP as indicated)- Cllr Dibble proposed the payments, seconded by Cllr Wyatt- <b>ALL AGREED</b><br><br>d) To agree recommendations<br><br>a. Safety Surfacing an extra quote has been received. F&GP recommend the quote from M&M Developers LLP (they have done surfacing repairs in the playground previously and were recommended by Medway/Norse). The work to be funded from existing budget provision and general reserves.<br><br>After discussions and an Expenditure Excess sheet produced by the Clerks, Cllr McLeod proposed to fund the safety surfacing through the recommendations made, apart from the 'Village Improvements Fund', which should be kept ring fenced, seconded by Cllr Darwell. The Clerk PO commented that a source for the funding was needed so that the work could be paid for once completed and produced an amended Expenditure Excess sheet showing an alternative proposal with the funds coming from |

General Reserves, although this left the reserves slightly lower than generally recommended for Parish Councils, but this was offset by other Ear Marked Reserves. Cllr Dibble amended this proposal- Approve the playpark improvements but ring fence the 'Village Improvements Fund' and take from the current reserves, seconded by Cllr Wyatt- **ALL AGREED**.

b. Changing Rooms – Tiling complete. Suggested some minor works be carried out by Clark & Son. (electricity to container, boot scraper, opposition toilet flush). It was agreed that alternative quotes be sought for the electricity supply and the Clerk PO would contact an alternative electrician.

e) To note other items from the committee

a. The soakaway is completely blocked and will need further works – there has been further information from Volker Highways. The committee agreed to investigate the 'abandoning' of the soakaway and repair to the surfacing to remove the dip where the rainwater accumulates. Cllr Wenban proposed to look at the costs of resurfacing the area instead of a complete new soakaway, seconded by Cllr Naughton-Dean- **ALL AGREED**.

#### 58 A Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- **NOTED**

#### 58 C Payments to be made-

Receipts	July	August
Bank Interest	£0.56	
VAT Reclaim April-June	£573.45	
Payments		
200801 Chris Fribbins	July Salary, Home Allowance	
200802 Michelle Dolley	July Salary, Home Allowance	
200803 John Davies	July Salary, Mileage	
200804 Vonage	Parish Phone	£10.25*
200808 British Gas	Changing Rooms Elec Bill	£34.73*
200809 Zoom	Monthly Subscription	£14.39*
200810 Sign Studios	COVID-19 Signage for Play Area	£108.00*
200811 Peter Clements	Allotment Taps	£31.95
200812 R.A.D Tiling	Changing Rooms Flooring	£5,040.00*
200813 Rialtus	Annual Alpha License	£148.80*
200814 Rialtus	Annual Allotment License	£148.80*
200815 Blakes	Container Lock Replacements	£63.36
200816 12PAY	Annual License Renewal	£79.20*

\*Includes VAT (reclaimable) \*\* VAT on receipt to be paid to HMRC.

Proposed by Cllr Dibble, Seconded by Cllr Wyatt- **ALL AGREED**.

#### 59 REPORT: ALLOTMENTS- Cllr Clements, Letheren

An A1 replacement noticeboard has been acquired. Consideration needs to be given to issuing termination notices to four tenants who have failed to maintain their plot after warnings. Cllr Keates proposed to issue the eviction notices, seconded by Cllr Walton- **ALL AGREED**.

#### 60 REPORT: - Planning Committee- (Cllr Harper/Clerk (PO))

To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm.

##### 60.1 Delegated Powers (decisions to Note)

- a) **MC/20/1578 27 Milton Avenue Cliffe Woods Rochester Medway ME3 8TP**  
Some concern about on-street parking, otherwise no objection.
- b) **MC/20/1621 1 Courtsole Farm Pond Hill Cliffe Rochester Medway ME3 7QS**  
Construction of a porch extension to front No objection
- c) **MC/20/1634 1634 Oast Cottage Station Road Cliffe Rochester Medway ME3 7RU**  
Objection raised to design especially at that location.

**60.2 Applications Received since the Planning Meeting and/or decision required**

- d) **MC/20/1676 13 Courtsole Farm, Pond Hill, Cliffe, Rochester, Medway**  
There had been no information on Medway Planning Website at time of Planning Committee – unable to comment (Medway Council chased) Information was now available at the meeting and discussed. Cllr McLeod declared an interest and left the meeting for the discussions and decision. No objection but comment on the possibility of using Velux windows instead of dormer windows.
- e) **MC/20/1584 4 Sedley Close Cliffe Woods Rochester Medway ME3 8HE**  
No objection, just request to ensure adequate on-site parking.
- f) **MC/20/1397 9 View Road Cliffe Woods Rochester Medway ME3 8JQ**  
No objection
- g) **MC/20/1668 29 Rookery Crescent Cliffe Rochester Medway ME3 7RH**  
No objection, but comment on the possible need for permission to cross Amenity Grass.

Proposed as listed Cllr Harper, Seconded Cllr Walton ALL AGREED

**60.3 Applications Received since issuing the Agenda and the meeting**

These were referred to the planning committee for the 27.08.2020

- a) **MC/20/1794 8 Cooling Road Cliffe Rochester Medway ME3 7RY**
- b) **MC/20/1684 Rectory House Rectory Road Cliffe Rochester Medway ME3 7RPA**

**60.4 Other Planning Issues**

- a) The Hermitage, Cooling Street Planning Appeal to be dealt with by written representations.
- b) 2 View Road new plot up for sale.
- c) Gladmans West of Town Road, it may soon be going to the Planning Committee.
- d) (5/8) Simpkins – notifying further changes to the plans. (response required by 19/8).

**61 Cliffe and Cliffe Woods Neighbourhood Plan**

To receive a report on the activities and progress of the Neighbourhood Plan. Subject to discussions with Medway Council it is now hoped to consult on the Draft Plan in September/October due to COVID-19 delays/restrictions. Any referendum would be delayed to April/May 2021. There will be cost implications to the parish council, but grants should be available to cover some/all.

**62 REPORT: OTHER COMMITTEES**

**62.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –**

Nothing to report

**62.2 Youth Liaison- General Report- Cllr Walton, McDermid, McLeod, Wyatt**

Arrangements still to be made for meeting. Stock-take of Cliffe Woods Community Centre Youth Equipment completed.

**63 REPORT: OTHER BODIES**

**63.1 Cliffe and Cliffe Woods Community Trust – Report – Nothing to report.**

**63.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton**

The social club has now started trading again with suitable COVID-19 restrictions in place.

**63.3 Cliffe Memorial Hall – General Report – Cllr Fenney –**

The small hall is now opening twice a week for the pre-school.

**63.4 Brett's Liaison – Cllr McDermid/Clerk (PO).** Nothing to report, meeting is now annually (March/April). Bretts would be asked if they could supply Type1 aggregate for the Allotment access road.

**63.5 Rural Liaison Committee – Cllr Naughton-Dean –** Nothing new to report, no meetings taking place..

**63.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.**

No meetings due to COVID-19 restrictions.

**63.7 Police Liaison Committee & Councillor/Police Surgeries –** Nothing new to report

**63.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney.** Nothing to report

**63.9 Friends of North Kent Marshes Cllr Darwell –** Nothing new to report.

**64 Other Reports- None**

**Next meeting will be Thursday 10th September 2020 (location depends on COVID restrictions)**

Meeting Closed at 21:15

Signed by..... Chair and dated.....

**Appendix MA1903**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18</b>	<b>Action By</b>
Oct 86.2	<b>Neighbourhood Plan</b> – Workshops complete, work starting on draft plan. Housing needs survey sent out with Clarion. Planning consultant Lorraine Hart appointed and work to start on preparing draft plan. Low response rate (14% to HNS) Policy writing training workshop held on 28 November. Remaining grant of £3,816 agreed and needs to be spent by 31/3/18. Draft Local Plan has no site allocations in Cliffe or Cliffe Woods, consultation March to May. Steering group to look at site assessments for land in SLAA and any other land that could be developed as part of the Neighbourhood Plan. New Locality Grant bid approved and at a higher level than applied for – runs to 31/3/19. Consultation on potential Draft Version carried out July 2019 – aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in September/October. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan <b>and Delay in any referendum until May 2021 due to COVID19.</b>	Clerk (PO) NHP