



# Cliffe and Cliffe Woods Parish Council

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Parish Clerk: Mr Chris Fribbins

To all Parish Councillors

You are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on Thursday 11<sup>th</sup> August, at the Small Hall, Memorial Hall, Church Street, Cliffe.

## AGENDA

1.0 **Apologies for Absence**

2.0 **Declarations of Interest**

Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

*A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.*

3.0 **Approval of Minutes of Meeting held on 14/6/16**

4.0 **Adjournment**

(Members of the public can question the Parish Council and raise issues)

5.0 **Matters Arising from Minutes of Meeting held on 14/6/16** (see action list with minutes)

6.0 **Report: Clerks** (Clerk PO)

6.1 Correspondence (list to be distributed at meeting)

6.2 Matters dealt with since last meeting  
(report to be distributed at meeting)

7.0 **Report: Finance & General Purposes** (Clerk(RFO))

7.1 Finance Report

7.2 Banking Arrangements – NatWest, NS&I Investment Account

7.3 Annual Report – Queries from External Auditor dealt with by Clerk. Public inspection period completes 14/7, no requests received – although documentation available on our web site.

7.4 Clerk (PO) – 12 months have elapsed since the resignation of the Clerk as a councillor so the role reverted to a paid one on 3<sup>rd</sup> July 2016.

7.5 Pensions – Staging Date was 1/8/16 so Clerk enrolled with NEST to provide pensions.

7.6 Approval of the following payments (\*includes VAT) – detailed report of income and expenditure circulated.

Chris Fribbins (Salary, Expenses, Mileage, Home Allowance)

Laura Farrelly (SO Paid in Error and repaid)

Dave Clark (Salary, Mileage, Expense, Overtime) S/O

HMRC £602.60

Cllr Darwell – Cliffe Fayre Expenses (to be discussed) £???.??

Craigdene Ltd – Annual Playground Inspection £210.00 \*£35

KCS (Stationery) £21.48 D/D \* £3.58

KCS (Fire Extinguisher) £55.00 D/D \* £11.00

7.7 Playground Inspection – report circulated. Caretaker and Cllr Wenban to review for actions and any external work required.

- 7.8 Councillor Vacancy (Cliffe Woods) –Council is now able to co-opt. One expression of interest, council to identify other candidates for possible co-option at September meeting.
- 7.9 Allotments – see Allotments agenda item
- 7.10 Cliffe Woods Car Park – Cllr Graves has identified repairs that are required.
- 7.11 Cliffe Small Hall Car Park – c. 7 potholes need to be repaired.
- 7.12 RLG update  
F&GP Suggest 3x Sheffield Cycle Stand £159.84 + VAT + Fitting.
- 7.13 S106 Update – Changing Rooms Project
- 7.14 Clerk (RFO) Positon
- 7.15 Review of Standing Orders
- 7.16 Social Media Policy  
Clerk(PO) had circulated a draft.
- 7.17 Website  
There will be a demonstration at the council meeting and a request to adopt the new version/style ([www.cliffeandcliffewoods-pc.gov.uk](http://www.cliffeandcliffewoods-pc.gov.uk) to be redirected to the new site)
- 7.18 Staffing of Youth Clubs  
The Youth Committee have drawn up a job description/advert for advertising the role
- 7.19 Cliffe Fayre Funding Request (Queen’s 90<sup>th</sup> Birthday)
- 7.20 AOB – Caretakers timesheet to be reviewed.  
DBS (Enhanced) to be arranged for Dave Clark and Cllr Wenban  
Rookery Lodge – Issue to be added to new website (done)
- 10.0 **Report: Allotments Committee**
- 10.1 Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers  
Condition of plots notices issued. Further plots given up. An email sent allotment holders to see if they are interested in forming a committee – several positive responses. Need to discuss constitution and powers.
- 11.0 **Report: Planning Committee**
- 11.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:  
**MC/16/3039 33 SWINGATE AVENUE, CLIFFE, ME3 7RA**  
Construction of a single storey extension to side and porch to front - demolition of existing single storey side extension – No Objection  
**MC/16/3031 CHALK LAKE, NORTH SEA TERMINAL, SALT LANE, CLIFFE, ME3 7SX**  
Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2011 - request for a screening opinion for the proposed restoration of Chalk Lake to pre-extraction ground levels using inert materials imported by barge, boat or rail together with silt from sand and gravel washing – suggested wildlife information required as there is a loss of the lake (not listed, although the rest of Cliffe Pools area)  
**MC/16/3043 38 STATION ROAD, CLIFFE, ROCHESTER, ME3 7RX**  
Construction of conservatory to rear – no objection  
**MC/16/3039 33 SWINGATE AVENUE, CLIFFE, ROCHESTER, ME3 7QZ**  
Construction of a single storey extension to side and porch to front - demolition of existing single storey side extension
- 11.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting  
**MC/16/3148 6 Green Lane, Cliffe, Kent, ME3 7UF**  
Construction of a two storey side extension with a single storey to front incorporating alterations to existing porch - demolition of existing garage
- 11.3 Further planning applications notified following the publication of the agenda and the meeting.
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#### 11.4 **Other Planning Issues**

##### **Pre-Planning Consultation – Land West of Town Road, Cliffe Woods**

- An informal meeting was held with the Chair, Planning Committee and Clerk on Wednesday 27<sup>th</sup> July. The council asked that the consultation be extended to every household in Cliffe and Cooling Street, in addition to Cliffe Woods (to be delivered by the Post Office in early August). Other issues with their consultation materials and problems with the land suggested were discussed. After this a Outline Planning Application will be submitted – **Councillor’s views for a response to the consultation sought.**

#### 12.0 **Rookery Lodge Demolition and Site Redevelopment Proposals (update)**

#### 13.0 **Report: Other Committees**

- 13.1 Footpaths and Common Land – General Report – Cllr Moore.
- 13.2 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)
- 13.3 Rural Liaison Committee (Medway) – Cllr Stanley
- 13.4 Police Liaison – Cllr Stanley (addition representative required)
- 13.5 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 13.6 Cliffe Memorial Hall – General Report – Cllr Bush

#### 14.0 **Report: Other Bodies**

- 14.1 Patient Participation Groups
- 14.2 Neighbourhood Plan update – Clerk PO. Draft report of meeting held 23/7 received
- 14.3 Friends of North Kent Marshes Cllr Moore/Darwell
- 14.4 Other Reports

#### 15.0 **Other items to be handed to the Clerk for the next Meeting on 8<sup>th</sup> September 2016 at the Small Hall, Memorial Hall, Cliffe.**

C Fribbins Parish Clerk

05/08/2016