



# Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

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Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

## MINUTES

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 16<sup>th</sup> November 2023, 7.30 pm at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX**

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Peter Clements, Joan Darwell, Sandra Fenney, Ray Letheren, Jim Wenban, Sue McDermid, Annette Cooper, Fred Harper, Sara Stapleton.  
Council Staff Present: Alex Jack – Clerk PO  
Lissi Watt – RFO & Assistant Clerk

### 260 **Apologies for Absence**

Cllr Ken Kentell, Cllr V Walton

It was proposed by Cllr R Wyatt and seconded by Cllr S McDermid to accept the apologies received. All agreed.

### 261 **Declarations of Interest**

Cllrs C Fribbins, S McDermid, F Harper, V Walton – Cliffe Woods Community Association, Cllrs. J Darwell, S Fenney – Cliffe Memorial Hall, Cllrs. K Kentell, C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr S Stapleton – Esquire Developments.

### 262 **Co-option – Currently two vacancies, one in Cliffe Village Ward and one in Cliffe Woods Ward.**

No expressions of interest received.

### **Adjournment**

Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).

No members of the public attended.

### 263 **Approval of Minutes of Meeting held on 12/10/23**

It was proposed by Cllr R Wyatt and seconded by Cllr S Stapleton to accept the minutes of the prior meeting as an accurate reflection of the meeting held.

### 264 **Matters Arising from Minutes of Meeting on 12/10/23**

No matters raised.

### 265 **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**

#### 265.1 Agreement of 2024 meeting dates

The 2024 meeting dates have been booked, as agreed.

**Action: Clerk** to publish dates on website and noticeboards for 2024 year.

#### 265.2 2024 KALC Community Awards Scheme

It was proposed by Cllr C Fribbins and seconded by Cllr S McDermid to once again adopt the KALC Community Awards Scheme and to ask Cllrs and residents to send their nominations before the 18<sup>th</sup> January 2024 for submission to KALC. All agreed.

**Action: Clerk** to post details on the website.

#### 265.3 Christmas refreshments

It was resolved to provide refreshments during the December Parish Council meeting.

**Report: Chair (Cllr Dibble)**

Cllr B Dibble raised that the council may wish to consider the proposal of increasing delegated powers to committees and then reducing full council meetings to 6 per year. F&GP Committee would have authority to spend according to the prior agreed budget. Planning Committee would have authority to submit responses to routine planning applications. The proposal was raised as an idea for initial discussion with decision to be taken at a future meeting.

**Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)**

The F&GP committee met on 07/11/23 at St Helen's House, Cliffe.

- a) To note financial reports (to 31/10/23)  
Financial reports for the month of October were reviewed and noted. (See Annex A for Receipts & Payments).

The External Audit reports from Mazars LLP including the Annual Governance and Accountability Return 2022/23 and the covering letter were considered and noted.

Minor scope for improvement points raised were discussed including the 2023 unmet requirement to start the period of public rights to inspect the accounts the day after the AGAR is published.

**Action: RFO** to ensure compliance in future years. Also raised was the mismatch of internal auditor and council reporting for assertion 4. The RFO and council will ensure this does not happen in future years by allowing enough time for any problems such as this to be rectified before the AGAR submission deadline.

- b) To note and consider Payments and Receipts and approve, as necessary.  
No payments to authorise beyond those discussed elsewhere on this Agenda.
- c) Parish Councillors' allowances review by Medway IRP  
It was resolved that Parish Councillors' allowances were unnecessary. Reasonable mileage expenses incurred in the process of conducting Parish Council business will be considered on an individual basis.  
**Action: RFO** to send response to Medway IRP.
- d) Recommendations from F&GP Committee
- i) 2024/2025 Budget proposals  
The budget was reviewed. See item 9 for outcome.
  - ii) Annual Play Area inspection  
It was proposed by Cllr R Wyatt and seconded by Cllr S Stapleton to accept the Safeplay quote as the cheapest provider. All agreed.  
**Action: Clerk** to book inspection.
  - iii) SSC Ltd estimate for Play Area rear gate replacement  
It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney to accept the estimate as recommended by the F&GP Committee. All agreed.  
**Action: Clerk** to order gate.
  - iv) New EMR for Events  
It was proposed by Cllr R Wyatt to transfer £4000 from General reserves to an EMR for 'Parish Events', with spending to be discussed and agreed per request. 10 agreed, 1 against. Agreed by majority.
  - v) Payment of grants for halls and churchyard  
It was proposed by Cllr R Wyatt that half of the budgeted amount for the parish community halls and the full amount of the grant for the churchyard maintenance be paid. After discussion the decision was deferred pending receipt of accounts for halls.
  - vi) Accept NALC 2022/23 pay agreement for Clerks  
It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney to accept the 2022/23 NALC pay agreement backdated to 1<sup>st</sup> April 2023. All agreed.
- e) Other items of note from F&GP Committee (no decisions required)
- i) Creation of working party for Cliffe Recreation Ground protection  
Cllr R Wyatt proposed the creation of a working party and called for interested Cllrs to make contact with him.

**Report: Annual budget 2024/2025 (ClerkRFO)**

To consider a draft budget for 2024/2025, as circulated.

It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney that the 2024/25 budget as presented (Annex B) be accepted by the council as the budget for the 2024/25 year. 7 agreed, 4 against. Accepted by majority.

Precept to be agreed in December and submitted in January to Medway Council.

**Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)**

No report

270 **Report: Allotments (Cllrs Clements/Letheren/Wyatt & Clerk/PO)**

Type 1 stones for the allotment path were delivered, as agreed.

271 **Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 26/10/23 at the Emmanuel Centre, Cliffe Woods.

Cllr C Fribbins also gave further updates at the meeting (Annex C).

271.1 Planning applications received:

- a) **MC/23/2267 Details pursuant to condition 24 (boundary treatment)** of planning permission MC/21/1694 - Construction of 68 residential dwellings including affordable housing, associated vehicular parking, landscaping, open spaces, drainage and earthworks and formation of a new access from View Road. **Land South Of View Road Cliffe Woods**. No issues.
- b) **MC/23/2265 Details pursuant to condition 3 (cat proof fencing)** of planning permission MC/21/1694 - Construction of 68 residential dwellings, as above - **Land South Of View Road Cliffe Woods**. No issues (some questions about effectiveness).
- c) **MC/23/2266 Details pursuant to condition 16 (EV charging)** of planning permission MC/21/1694 - Construction of 68 residential dwellings, as above - **Land South Of View Road Cliffe Woods**. No issues.

271.2 Planning updates:

- a) **MC/23/1849** Construction of a part two/part single storey extension to side - demolition of existing garage - **37 Brookmead Road Cliffe Woods ME3 8HJ - REFUSED** Design issues, parking assessed as sufficient.
- b) **MC/23/1522** Application for a Lawful Development Certificate (proposed) for changing the location of the existing caravan so that it sits at a 90 degree angle to where the existing unit is sited and the proposal comprises using land for stationing a residential caravan and occupying it for independent residential accommodation on land that has been used this way for more than 10 years. (No material change of use involved.) - **Caravan 2 Squirrels Drey Well Penn Road Cliffe ME3 7SD - WITHDRAWN** (may indicate a planning application will need to be made)
- c) **MC/23/1847** Conversion of existing detached garage and pool house to create a single dwelling house with a two storey extension to side, adaptation to the lower roof form, increase in ridge height to provide a new floor. The roof form to be articulated with the addition of pitched roof dormers - **Woodfield Cooling Common Cliffe ME3 7TJ - WITHDRAWN**

271.3 Planning applications received after Planning Meeting:

- a) **MC/23/2391** Construction of a single storey extension to front, side and rear including an integral garage with pitched roof along with extensions to the dormers to front and rear to facilitate extra living space within the roof space. New gated entrance to front with a new boundary wall and alterations to the front facade to integrate the new wing. - demolition of existing garage - **Graceland Symonds Road Cliffe**.
- b) **MC/23/2433** Construction of a loft conversion with flat roof dormer to rear and small pitched roof dormer and two roof lights to the front - **1 Ham River Hill Cliffe Woods**.

271.4 Other planning issues:

- a) **MC/22/0254 (Trenport Appeal) Land to the east and west of Church Street, Cliffe**
- b) **MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods**
- c) **MC/21/1694 Esquire development, View Road, Cliffe Woods**
- d) **Medway Local Plan 2040** – Outline comments required on Regulation 18 by end October 2023. Better maps supplied and analysis of call for site distributed. Local Plan discussed in detail and draft to be circulated to Parish Councillors before submission by 31/10/23.

272 **Report: Cliffe and Cliffe Woods Neighbourhood Plan (Cllr Fribbins)**

Cllr C Fribbins gave a verbal report.

273 **Report: Other Committees**

273.1 Footpaths and Common Land – Cllr Fribbins

Cllr Fribbins stated Medway Council now have a footpaths officer, Stacey McGregor

273.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt

- a) Staff member yearly appraisal

It was reported that the Clerk had a successful yearly appraisal. The Clerk was thanked for her work.

274 **Report: Other Bodies**

274.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton

Cllr C Fribbins raised that there has been a potential planning enforcement issue regarding tree maintenance.

274.2 Cliffe Woods Community Association Liaison – Cllr Fribbins

It was reported that the Cliffe Woods Community Association have incurred a large increase in the electricity costs. Approximately doubling the cost.

274.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney

There are multiple upcoming Christmas events being held and a successful coffee morning.

274.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban

No report.

274.5 Rural Liaison Committee – Cllr Wyatt

No report.

274.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid

No meeting was held.

274.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) – Cllrs Fenney/McDermid

The surgery are no longer accepting sharps for disposal. The noticeboards in the surgery are being revamped. Minutes received.

**Action: Clerk** to add PPG minutes to website.

274.8 Events

Cllr J Darwell reported that the Cliffe bonfire and fireworks night was very successful. A financial breakdown will follow.

275 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **14/12/23, 7.30pm at the Small Memorial Hall, Church St, Cliffe.**

The meeting was closed at 20:13.

*Lissi Watt*

Assistant Clerk & RFO to the Council.

17<sup>th</sup> November 2023

Signed as a correct record of proceedings:

Chairman:

Date:

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**List of Payments made between 01/10/2023 and 31/10/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	Vonage	231001	11.63		Parish Phone
03/10/2023	Argos	231002	50.58		RFO Black Ink x2
15/10/2023	██████████	██████████	██████████		Staff Net Pay
██████████	██████████	██████████	██████████		██████████
20/10/2023	British Gas	231004	108.26		Changing Room Gas Bill
23/10/2023	HSQE Ltd	231005	300.00		Staff IOSH Course x2
25/10/2023	Structural Steel Cons	231006	322.88		Play Area Repairs
25/10/2023	██████████	██████████	██████████		Staff Pension
25/10/2023	██████████	██████████	██████████		HMRC Q2
27/10/2023	Business-Stream	231007	421.45		Changing Rooms Water

**Cash Received between 01/10/2023 and 31/10/2023**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/10/2023	██████████	2310Inc2	Annual Pitch Fee	792.00
27/10/2023	██████████ Insurance	2310Inc3	Insurance for hall drains work	3,750.00
09/10/2023	Hugo Fox	2310Inc1	Overpayment Refund	287.86
31/10/2023	██████████	2310Inc4	Bank Interest	91.76

	<b>2024/25</b>
	<b>Budget</b>
<b>INCOME</b>	
<i>(100) Administration</i>	
Precept – 1176 (not yet agreed)	£87,513.00
Bank Interest - 1190	800
Other Income - 1199	0
<i>(102) Grants &amp; Donations</i>	
Other Income - 1199	0
<i>(110) Allotments</i>	
Allotment Rent Income - 1000	3710
<i>(111) Play Areas/Recreation</i>	
Pitch & Facility Rent - 1001	1,386
Funfair Income - 1020	0
<b>TOTAL INCOME</b>	<b>5896</b>

	<b>2024/25</b>
	<b>Budget</b>
<b>EXPENDITURE</b>	
<i>(100) Administration</i>	
Staff Net Pay - 4000 & Staff Tax & NI - 4001	19350
Home Allowance - 4003	1440
Staff Costs Contingency Amount - No Code	1712
Staff Mileage - 4010	1300
Other Travel Expenses - 4011	100
Telephone Expenses - 4012	800
Training - 4015	1000
Staff Professional Body Fees - 4016	400
Chairmans Allowance 4017	150
Employer Pension - No Code	580
Employer NI - 4018	354
Insurance - 4020	2610
Audit Fees - 4021	858
Stationery/Printing - 4023	660
IT & Web Expenses - 4024	3250
Postage - 4025	120
Subscriptions (Professional Bodies) - 4028	1650
Storage - 4035	680
Repairs & Maintenance - 4050	500
Noticeboards - 4072	1500
Other Expenses - 4099	430
Neighbourhood Plan Funding - 4209	0

<u>(102) Grants &amp; Donations</u>	
Grants S137 - 4202	2500
Donations - 4203	1500
C&CW Community Centre Grant - 4204	5000
Cliffe Memorial Hall - 4205	5000
St Helen's Church Yard Maint Grant - 4206	1500
<u>(110) Allotments</u>	
Repairs & Maintenance - 4050	500
Allotment Expenditure - 4080	500
<u>(111) Play Areas/Recreation</u>	
Repairs & Maintenance - 4050	12000
Play Park & Recreation Ground - 4081	4,240
Buttway - 4083	1000
<u>(112) Youth Projects</u>	
Skate Park Maintenance	1200
<u>(113) Car Parks</u>	
Salt Bins & Salt - 4041	100
Repairs & Maintenance - 4050	2500
<u>(114) Changing Rooms</u>	
Utilities - 4032	4725
Repairs & Maintenance - 4050	
Changing Rooms Expenditure - 4082	1200
<u>(115) CCTV</u>	
CCTV - 4060	250
<u>(116) Community De-Fibs</u>	
De-fibs	250
<u>(200) Capital Projects</u>	
Village Improvements	0
Car Park Resurfacing (EMR)	10000
<u>(900) Spend from EMRs</u>	
Youth	0
<b>TOTAL EXPENDITURE</b>	<b>93409</b>

**Cliffe and Cliffe Woods Parish Council**  
**Planning Update for Parish Council Meeting**  
**16/11/23**

There has been a lot of updates to plans in our parish in recent days, summary below:

**Applications Withdrawn**

**MC/23/1522** | Application for a Lawful Development Certificate (proposed) for changing the location of the existing caravan so that it sits at a 90 degree angle to where the existing unit is sited and the proposal comprises using land for stationing a residential caravan and occupying it for independent residential accommodation on land that has been used this way for more than 10 years. (No material change of use involved.) | Caravan 2 Squirrels Drey Well Penn Road Cliffe Rochester Medway ME3 7SD

**MC/23/2006** | Variation of condition 2 (approved drawings) to allow a minor material amendment to planning permission MC/19/0379 to amend position of house 4 fence line to be 8m from the house. | 29 View Road Cliffe Woods Rochester Medway ME3 8JQ

**MC/23/1821** | Variation of condition 1 (Plans) on planning permission MC/22/3020 for a minor material amendment and plot substitutions for different house types and a revised layout of the scheme, particularly for planting layout | Land At Town Road Cliffe Woods Rochester Medway ME3 8J

**Applications Refused**

**MC/23/1849** | Construction of a part two/part single storey extension to side - demolition of existing garage. | 37 Brookmead Road Cliffe Woods Rochester Medway ME3 8HJ

**Applications Approved (with conditions)**

**MC/23/1671** | Retrospective advertisement consent for the installation of one internally illuminated totem sign | Land At Town Road Cliffe Woods Rochester Medway ME3 8JL

**MC/23/2013** | Construction of a first floor side extension | 9 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR

**Applications Pending (key ones only)**

**MC/23/2391** | Construction of a single storey extension to front, side and rear including an integral garage with pitched roof along with extensions to the dormers to front and rear to facilitate extra living space within the roof space. New gated entrance to front with a new boundary wall and alterations to the front facade to intergrate the new wing. - demolition of existing garage | Graceland Symonds Road Cliffe Rochester Medway ME3 7SY

**MC/23/2433** | Construction of a loft conversion with flat roof dormer to rear and small pitched roof dormer and two roof lights to the front. | 1 Ham River Hill Cliffe Woods Rochester Medway ME3 8EX

**MC/23/0531** | Construction of 45 dwellings (25% of which will be affordable), together with access, public open space and landscaping and associated works. | Land South Of Buckland Road Cliffe Woods Rochester Medway

**TPA/23/1131** | T5 - Oak - Crown reduction and thin. Finished crown dimensions of height 15 meters above ground level and 6 meters crown radius measured from stem removing 2 meters of growth

from height of tree and 2 meters of growth from radial spread all round. Thin canopy by 30%. T6 - Oak - Crown reduction and thin. Finished crown dimensions of height 15 meters above ground level and 6 meters crown radius measured from stem removing 2 meters of growth from height of tree and 2 meters of growth from radial spread all round. Thin canopy by 30%. | 7 Archery Close Cliffe Woods Rochester Medway ME3 8HN *SPLIT DECISION – Crown Lift refused as excessive, minor works approved.*

**NEW APPLICATION MC/23/2541** | Retrospective application for the Installation of a digital subscriber line access multiplexer (DSLAM) Cabinet | 162 Church Street Cliffe Rochester Medway ME3 7QB *No issue, already in place, but further, minor, obstruction on pavement.*

**AOB**

The Medway Council Planning Committee has an agenda item at their next meeting on Planning Enforcement. There was no mention of the C&CW Neighbourhood Plan and there could be breaches so this has been brought to the attention of the Planning Manager.

*Chris Fribbins, Chair C&CW Planning Committee*