



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Draft Minutes of Meeting held at the Small Memorial Hall,  
Church Street, Cliffe  
On Thursday 9<sup>th</sup> June 2016

### PRESENT

Cllrs. Mrs Sue McDermid-Chair(SM), Mrs Lynne Bush-Vice Chair (LB)(Vice Chair), Mrs Joan Darwell (JD), Jerry Doyle (JDO), Mrs Faith Evers (FE), Mrs Sandra Fenney (SF), Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Ian Petrie (IP), Phillip Stanley (PS), Mrs Vivienne Walton (VW), Jim Wenban (JW).

Medway Cllr. Gary Etheridge (Strood Rural Ward)  
Six members of the public

Parish Clerks: Mr Chris Fribbins  
The meeting opened at 7.30 pm.

| NO   | ITEM   |
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| 14.0 | <b>APOLOGIES FOR ABSENCE</b><br>Peter Clements (PC), Derek Graves (DG), Fred Harper (FH),– <b>ACCEPTED</b><br>Note apology of Mrs Laura Farrelly (Clerk RFO)   |
| 15.0 | <b>DECLARATIONS OF INTEREST</b> - None   |
| 16.0 | <b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - 12/05/16 &amp; 26/5/16</b><br>Minutes of the Council Meeting on 12/5/16 were moved as a true record. Proposed Cllr. Walton (VW), Seconded Cllr. Stanley (PS) - ALL AGREED.<br>Minutes of the Extraordinary Meeting on 26/5/16 were moved as a true record after a minor change to clarify comments on notice period given by the Fayre to close the car park. Proposed Cllr. Doyle (JD), Seconded Cllr, Walton (VW) ALL AGREED   |
| 17.0 | <b>Adjournment</b><br>Janet Keates reiterated the history of the Buttway. It had been used for car parking for many years and was shown as a car park on Ordnance Survey maps.<br>The Chair re-iterated that the Buttway was available to all, not just the church.<br>Cllr. Gill Moore reminded the council of reports from the Cliffe at Hoo Historic Society that there could be the remains if a large building below the Buttway grassed area and we would be unable to surface it.<br>There were further comments regarding the Buttway from residents, councillors and Medway Cllr Etheridge. |
| 18.0 | <b>MATTERS ARISING FROM MINUTES OF MEETING ON 12/05/16</b>   |
|      | 5.1 Items attached on Appendix MA1606 (including resolutions)  |
| 19.0 | <b>REPORT: CLERK</b>   |
|      | 19.1 A summary of types of correspondence received was circulated to councillors with a request to consider the emails that would be forwarded. There are now > 500 emails a month and the list showed those that had been distributed to councillors in any case. It was suggested that the list cease and only key items of information and action be highlighted in future. Emails will continue to be forwarded as necessary.  |
|      | 19.2 Clerk(PO) reported on matters dealt with since last meeting:<br>The Cliffe Woods Community Association (CWCA) had been notified if a charge to use the village green, by the community centre, for their summer fete. This had not been charged before and they were informed that it would be from now on. This appears to be linked to the outsourcing of some Medway Council, Greenspace, functions to   |

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|       |  | <p>Norse. Medway Cllr. Etheridge had managed to get the charge lifted for 2016, but indicated that he would need support from the parish and community groups/charities to remove the charge in future years.</p> <p>Problems with the PC printer were reported with the need to replace several toner cartridges. At worst case a new printer may be required (c. £800), at present original Brother toners will be used.</p>   |
| 19..3 | <b>Car Parking Issues</b>              | <p>A Ford Focus Estate had been parked in the Cliffe Woods Car Park for several months. Notices had been put on the vehicle but there had been no response. The MOT expired in February and the Tax had run out in the 1st June. This has now been reported to Medway Council who should be able to remove it.</p>   |
| 19.4  | <b>CW Car Park/Buttway Car Parking</b> | <p>The Clerk(PO) had distributed a report on options available to the council to help manage parking issues at the Cliffe Woods Car Park and the Buttway, these problems were generally, misuse of disabled bays, inconsiderate parking, long term parking and commercial activities such as car repair mobile business.</p> <p>At present there are no bye-laws (regulations) allowing these issues to be tackled and the council was reliant on cooperation when these issues were identified (often missing). The process for making and enforcing by-laws was reported.</p>  |
| 19.5  | <b>Buttway Suggestions</b>             | <p>A list of suggestions raised by residents and councillors to manage the car parking issues at the Buttway was circulated. The addition of width and/or height barriers had been identified earlier in the day. These had been ranked by cost/complexity.</p> <p>The Chair allowed a further Adjournment for residents and Medway Cllr. Etheridge to comment.</p>  |
|       |  | <b>Adjournment</b>   |
|       |  | <p>All members of the public were given the opportunity to comment on the proposals. There were comments that van parking was not a day time issue, only overnight when there was space. Spill over onto the grass was not suitable for all, especially in wet weather, but did occur on a regular basis, not just for special events.</p> <p>There was a question about the cost of Buttway maintenance and the Clerk (PO) reported that it can vary significantly from year to year. There were drainage problems and the barriers has seized in the open position for a prolonged period.</p> <p>Cllr Joan Darwell said that she felt that the car parking was not a large issue and that the previous recommendation to close the Buttway was excessive and would cause ill feeling with Cliffe residents.</p> <p>The Chair was asked when she saw the Buttway full of cars and she reported that she had recently seen both the tarmac and grass area full of cars.</p> <p>Janet Keates suggested that this was a community issue and there should be full involvement. It was suggested that the grass area be fenced off, with an access gate that could be used by the church and others for special events.</p> <p>Height and width restrictions should be considered.</p> <p>The Vice Chair reported that the interest from Historic England in the history of the Buttway could lead to the need for further protection in the future.</p> <p>It was also suggested that white lining and disable parking bays would help encourage better parking.</p> |
| 19.5  | <b>Buttway Suggestions (Continued)</b> |  |
|       |  | <p>The Chair Proposed, seconded by Cllr Darwell (JD), that Buttway remain open for parking and that any requests for exclusive use by any organisation will need the permission of the parish</p>  |

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|      |      | council. Up to two weeks' notice would be required for advertising the event on the Buttway. The organisation concerned must be responsible for the management of the parking and should supply parking wardens/stewards during the event itself. In favour 9, one against, three abstentions - AGREED,  |
| 20.0 |      | <b>ANNUAL RETURN 2015/16</b>   |
|      | 20.1 | <b>Internal Audit</b><br>No comments were raised by the Internal Auditor – Roxana Brammer. It was agreed to note the return and review processes during the coming year. It was suggested that the Risk Assessment does need to be reviewed, amended as necessary and agreed at a future council meeting. Proposed Cllr Fenney (SF), Seconded Cllr Naughton-Dean (RN-D) that the report be noted – AGREED.   |
| 21.0 |      | <b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>  |
|      | 21.1 | <b>Finance Report:</b><br>Notices for the public rights to examine the annual return and background accounts have been put on all five noticeboards and the web site (the return is available on the web site). This is effective from 6 <sup>th</sup> June to 15 <sup>th</sup> July, if an inspection is required an appointment with the Clerk(PO) needs to be made.<br><br>After a forecast of future cash flow, the Clerk (RFO) suggests a transfer of £50,000 from the Current Account to the National Savings Investment Account – proposed Vice Chair, Seconded Chair - AGREED  |
|      | 21.2 | <b>Approval of following payments for June:</b><br>KCS (Stationery/Youth Club Purchases) £98.62<br>Graffiti Stars (Youth Club) £454.80<br>J Darwell (NHP Signage) £144.00<br>National Allotment Society (Subs) £66.00<br>L Farrelly (additional hours/expenses/mileage/stamps) -£3.94 (Paid in)<br>C Fribbins (expenses/home allowance/mileage) £93.98<br>D Clark (expenses/mileage/petrol) £151.66<br>D Clark (May wages) £287.40<br>L Farrelly (May wages) £514.88<br>Proposed ,Cllr. Walton (VW) seconded Vice Chair - <b>ALL AGREED</b>  |
|      | 21.3 | <b>Rural Liaison Grant (RLG) - £6,238.74</b><br>Funding for bicycle rack at Cliffe Woods shops proposed. Design to be agreed and a site meeting arrange with Medway Council to agree a location. Councillors agreed in principle. Clerk (PO) to circulate possible solutions be email and then arrange the site meeting.   |
|      | 21.4 | <b>Section 106 Availability – Changing Room Project</b><br>The Access Agreement has been signed and returned to Scape. A meeting to commence the feasibility study will be arranged.<br>Fundraising will be the next issue and following a KALC training session Huw Jarvis, Kent Downs and Marshes/East Kent Leader Programme. This fund is lined to economic growth and may not be suitable, but he will advise and help where he can. He will attend the next steering group meeting. The football and rugby clubs also need to be involved to confirm requirements, agree the final design and seek funds towards the project.<br>Now that the Clerk(RFO) had resigned it was agreed that continued leadership was crucial for the project. Cllr. Fenney had agreed to take this on. |
|      | 21.5 | <b>Review of Standing Orders</b><br>The Chair proposed that the current standing orders be reviewed following some issues raised around the Extraordinary meeting and asked for further councillors to volunteer in addition to  |

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|       | <p>Cllr Petrie (IP) and Naughton-Dean (RN-D) who had agreed to do so at Finance and GP. There were no further volunteers. The Clerk (PO) has circulated the current standing orders and model set (from Local Government Explained). A meeting with the Clerk (PO) will be arranged to do this and report back through F&amp;GP and the Council.</p>  |
| 21.6  | <p><b>Social Media Policy</b><br/>A selection of policies from other parish councils will be circulated by the Clerk (PO). It was AGREED that the C&amp;CW Alerts Facebook page would be used for announcements of events, council meetings in addition to crime related issues as this has no facility for comments – which should be directed via email or letter to the council. Any comments on Facebook from councillors and clerks would be on a personal basis only and stressed that these are not on behalf of the council. Proposed Chair, Seconded Cllr Wenban (JW). This can be further explained in a future Social Media Policy.<br/>The Chair mentioned the need to engage more with residents and ensure information about PC meetings was widely available. Further use of Village Voices and the Clarion (Annual Report) and the Church Parish Magazine would be exploited. There was also a new magazine produced for Frindsbury Extra Parish residents (Medway Cllr Etheridge would forward details to the Clerk (PO)).<br/>Articles from councillors will be required for the Annual Report (Clarion) especially those with specific responsibilities.</p> |
| 21.7  | <p><b>Councillor Surgeries</b><br/>The Chair had suggested that the council should consider supporting monthly councillor surgeries, alternately, in Cliffe and Cliffe Woods. The need was driven by the responses from residents on Facebook and at the Extraordinary Meeting. It was also discussed at KALC training courses. Some concern about dealing with the public and effectiveness of surgeries was discussed, but it was felt that a trial/pilot would be useful. Participation from as many councillors as possible would also be encouraged. Proposed Chair, Seconded Cllr Evers (FE) that a six-month pilot/trial be arranged AGREED. The Chair to arrange.</p>   |
| 21.8  | <p><b>Website</b><br/>Some issues with the parish website (in particular on mobile devices) had been reported. The Clerk (PO) had carried out some updates to overcome these. A technical issue with the iPhone/iPad Safari browser remained (top menu bar not displayed) other browsers, including those on mobile devices did not have this problem.<br/>Further work on usability is required and the Clerk (PO) will investigate alternative solutions. A working party is proposed to look at this. Volunteers required.</p>   |
| 21.9  | <p><b>Staffing of Youth Clubs</b><br/>There was a need to provide additional support for the parish youth clubs. Generally, they are reliant on parish councillors and clerks, with the support of three other volunteers. The suggestion has been made that a paid Parish Youth Club worker or workers would help the sustainability of the clubs and engage with a younger generation of volunteers. A volunteer at Cliffe Woods would be prepared to consider this on behalf of the Cliffe Woods club, but was unable to cover Cliffe. Proposed – Chair, Seconded Cllr Walton (VW) that the appointment of a youth worker (or workers) be agreed in principle and that the Clerk (PO) report on financial and other implications to the next F&amp;GP committee - AGREED</p>   |
| 21.10 | <p><b>National Salary Award 2016-2018</b><br/>The agreed rates had now been received. This will result in an increase of 12p per hour for the Clerk (PO) and Clerk (RFO) positions. This is effective from 1<sup>st</sup> April. Proposed Chair, Seconded Cllr Walton (VW) that the council accept the NALC/SLCC award and backdate to 1<sup>st</sup> April 2016 AGREED</p>   |
| 21.11 | <p><b>Clerk RFO Position</b><br/>The Clerk (RFO) will be leaving the parish council on 24<sup>th</sup> June, but effectively the 21<sup>st</sup> June</p>   |

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|       |   | <p>after outstanding holiday. In the interim, the council authorise the Chair and Vice Chair to take necessary steps to cover the responsibilities and start the steps to fill the duties. Proposed Cllr Doyle, Seconded Cllr Letheren – AGREED.</p> <p>Options for filling the role were proposed:</p> <ul style="list-style-type: none"> <li>• Continue with dual clerk role of PO and RFO</li> <li>• Continue with just one clerk to cover both roles</li> <li>• Have one clerk to cover both roles, but with an assistant</li> </ul> <p>It was proposed to continue with the dual clerk role of PO and RFO and advertise the vacancy, Proposed Chair, Seconded Vice Chair – was AGREED</p>  |
| 21.12 | <b>Chair of F&amp;GP</b>  | Cllr Fenney has agreed to take on the role of Chair from July and the committee had agreed.   |
| 21.13 | <b>Date of next Changing Rooms Steering Committee Meeting: 5<sup>th</sup> July 2016 6.30pm</b>          | – Small Memorial Hall, Cliffe (kitchen).  |
| 21.14 | <b>Date of next Finance &amp; General Purposes Committee Meeting: 5<sup>th</sup> July 2016, 7.30 pm</b> | – Small Memorial Hall, Cliffe.  |
| 22.0  |   | <b>REPORT: ALLOTMENTS</b>   |
|       | 22.1  | No report   |
| 23.0  |   | <b>REPORT: PLANNING</b>   |
|       | 23.1  | <p><b>Planning applications:</b></p> <p>The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:</p> <p><b>MC/16/2091 25 REEDHAM CRESCENT, CLIFFE WOODS, ROCHESTER, ME3 8HT</b><br/>Construction of part single storey and part two storey rear extension, dormer roof extension to front over garage (demolition of existing conservatory) – No Objection</p> <p><b>MC/16/2027 25 WADLANDS ROAD, CLIFFE, ROCHESTER, ME3 7RD</b><br/>Construction of two storey extension with garage to side and single storey extension to rear – No Objection</p> <p><b>MC/16/1898 48 SWINGATE AVENUE, CLIFFE, ME3 7RA</b><br/>Construction of conservatory at rear – No Objection</p> |
|       | 23.2  | <p>The following planning applications have been circulated to and discussed by the planning committee. A response is due after this meeting</p> <p><b>MC/16/2196 32 BROOKMEAD ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HL</b><br/>Construction of a part two storey front, side and rear extension - previously notified (consultation end 17/6) – NO OBJECTION</p> <p><b>MC/16/2188 26 MILLCROFT ROAD, CLIFFE, ROCHESTER, ME3 7QN</b><br/>Construction of single storey extension and alterations to the roof space to facilitate a dormer window to rear (demolition of conservatory) (consultation end 14/6) – NO OBJECTION<br/>Proposed Vice Chair, seconded Cllr Wenban (JW) – <b>ALL AGREED</b></p>   |
|       | 23.3  | <p>Further planning applications notified following the publication of the agenda and the meeting.</p> <p><b>MC/16/2267 32 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JE</b><br/>Outline application with all matters reserved for demolition of existing bungalow and construction of one 4 bedroomed dwelling house. (Consultation end 28<sup>th</sup> June)<br/>Deferred to the Planning Committee for consideration.</p>  |
|       | 23.4  | <p><b>Other Issues</b></p> <p><b>MC/16/2149 WILLAND, 62 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JU</b><br/>Application for Lawful Development Certificate (proposed) for formation of hip to gable end roof with insertion of rear dormer and roof lights to front and rear to facilitate <b>additional living accommodation in roof space</b> - removal of existing rear dormer</p>   |

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|      | 23.5 | <b>Date of next Planning Committee Meeting: 30<sup>th</sup> June 2016, 7.30pm</b> – Small Memorial Hall, Cliffe  |
| 24.0 |      | <p><b>Cliffe Fort (Safety Concerns)</b> (Cllr Fenney)</p> <p>The fort is in the ownership of the Brett Group and they have put up signs and have tried to secure the site as much as possible, however there is often trespass and recently someone was hurt. Cliffe Fort is a historic building and is listed in the ‘The Heritage at Risk Register’. The Brett group acknowledge their responsibilities and piled up aggregate at the ‘entrance’ to the fort. Many want to see access to the fort, or at least no external obstructions. Brett’s responsibility is to protect the structure and ensure it is safe (and have been unwilling to improve access due to the cost and safety issues. It has been reported that the entrance had been opened and that structures inside were unsafe and led to an injury of young resident. An item has been placed on the agenda, by the Clerk (PO) for the forthcoming Brett Liaison Meeting (22<sup>nd</sup> June) when safety issues and Brett’s future plans for the historic monument can be discussed</p>   |
| 25.0 |      | <p><b>Rookery Lodge Demolition and Site Redevelopment Proposals</b></p> <p>MHS Homes have contacted local residents in Rookery Lodge, Thatchers Lane, regarding plans to redevelop the site. They have contacted the parish (via Clerk and direct to councillors) about these plans.</p> <p>The Chair and Cllr Fenney (SF) attended a meeting between MHS Homes and residents. There was community concern about the loss of the sheltered housing in the parish (to be replaced with 13 individual properties for rent and sale) and the effect it would have on the current residents. There was no promise of alternative accommodation in Cliffe and some residents have lived here for many decades. Accommodation may be available in Medway or elsewhere. Financial compensation is limited and some has to be applied for with no guarantee of an award. MHS (Homes) have indicated that they would meet with the parish council and discuss their proposals and our concerns.</p> <p>Medway Cllr Etheridge reported that he was having a meeting with Dave Harris (Medway Planning Manager) and NHS regarding the planning issues soon and would like to be involved in any meeting arranged by the parish.</p> <p>The planning application for demolition of the existing building and construction of replacement dwellings was expected by the end of the month – and there is already a petition against it. It will be for the council to consider their consultation response in regard to planning, but the need for the current provision could be a material consideration if evidence could be presented. If the Neighbourhood Plan was more advanced, this could have been a local policy.</p> |
| 26.0 |      | <b>Report: OTHER COMMITTEES</b>  |
|      | 26.1 | <p><b>Footpaths and Common Land</b></p> <ul style="list-style-type: none"> <li>• Cllr Moore had reported that asbestos had been dumped by Allens Pond (Pickle/Bottom of Allens Hill) – this is Common Land. It has now been cleared.</li> <li>• A large amount of waste has been dumped at the entrance to RSPB Cliffe Pools entrance (and led to closure for the time being), This was several tonnes – responsibility for clearance is with the land owner which likely to be RSPB – if it had encroached on the highway or footpath, Medway Council would have been responsible – it is hoped that Medway and RSPB can cooperate in the clearance – and practical evidence of the criminals that did this would be welcome.</li> <li>• Alan Taylor, Medway Footpaths Officer had been contacted about ongoing issues with crops covering footpaths in Cliffe – RS67 to Perry Hill and RS64 Chancery Road/Quickrells Avenue. He had reported that the footpaths area has suffered due to further budget cuts and he would do what he could.</li> <li>• Mr Bullen of 1a Church Close has reported a problem with a tree overhanging his property from the common land (at the bottom of Pond Hill) he had been advised that it was Parish Council land, but there are no records reflecting that and it appears that the</li> </ul>   |

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|      |  | land may not be in anybody's ownership. 1a was an additional property added to Church Close after the road was completed – and there was no overhanging.   |
| 26.2 | <b>Youth Liaison Committee</b>                             | Issues with youth worker support were discussed earlier. Numbers at Cliffe Woods had grown to over 30 (two Mondays a month). Iain Walton and Cllr Walton had indicated that they were unable to carry on supporting the youth club nights due to health concerns but were willing to continue their background activities.<br>The Cliffe Youth Club has regular numbers of about 15 (once a month) but were constrained by the capacity of the Small Hall. |
| 26.3 | <b>Cliffe Memorial Hall –</b>                              | Nothing to report  |
| 26.4 | <b>Cliffe Woods Community Association</b>                  | Issues regarding the summer fete were discussed earlier.<br>Events continue with cabaret nights and regular monthly quizzes. The old charity (Cliffe Woods Community Association (Village Hall) had now been formally closed with all assets and liabilities transferred to the new Cliffe Woods Community Association – a Charity Incorporated Organisation.  |
| 27.0 |  | <b>REPORT: OTHER BODIES</b>  |
| 27.1 | <b>Neighbourhood Plan</b>                                  | A meeting has been arranged between the NHP Chair and Clerk (PO) 6pm Friday 10 <sup>th</sup> June to discuss dates for future meetings, actions and consultations. Dates for the Rural Needs discussion have not been agreed and are now likely to be July.  |
| 27.2 | <b>Friends of North Kent Marshes</b>                       | Summer Fayre preparations are underway and a leaflet has been delivered to every household. Cllr Moore thanked those that have offered to help set-up and at the event itself.   |
| 12.4 | <b>Other Reports –</b>                                     | None   |
| 28.0 | <b>Other items to be handed to Clerk for next meeting:</b> | None<br>The Chair gave apologies for the next meeting as she will be away on holiday.  |

Meeting closed at 10.29pm

10/06/16/cf

**Next Parish Council Meeting: 14/07/16 Emmanuel Centre, Parkside, Cliffe Woods**

**Appendix MA1606**

|           | <b>MATTERS ARISING FROM MINUTES OF MEETING ON 09/06/16</b>  | <b>Action By</b>                |
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| Dec 102.9 | <b>Risk Assessment of Assets</b><br>The Clerk PO advised that the council needs to perform regular risk assessment of its activities and individual assets need to be assessed for risk (some may be insured and others 'self-insured'). The Clerk RFO has drafted an assessment of assets and procedures |                                 |
|           | <b>Action:</b><br>Clerk PO has reviewed and circulated to the Chair and Vice –Chair for comment. Further work to review, update and agree at Council required on an annual basis.   | Chair/Vice Chair,F&GP, Clerk PO |
| May 8.3   | Rural Liaison Grant<br>It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops   |                                 |
|           | <b>Action –</b> Clerk PO to circulate possible alternatives to councillors and then contact Medway Council to arrange site visit to finalise costings.  | Clerk PO                        |
| May 8.4   | Changing Rooms Project<br>It was proposed that the Parish Council uses the Scape Minor Works Framework to progress with this work and that a feasibility study is carried out   | Clerk PO                        |
|           | <b>Action –</b> Clerk PO/SF to arrange a site meeting for feasibility study to be carried out.  | Clerk PO/SF                     |
| May 8.8   | Fire Extinguisher Inspection<br>It was the agreed that Cllr Philip Stanley (PS) would investigate as to what type of extinguisher is needed for inspection before an inspection is carried out.   |                                 |
|           | <b>Action –</b> PS recommended disposal of water based extinguishers and replacement with one foam based one.   | Clerk PO                        |
| May 12.3  | <b>Care and Concern Group (Cliffe Woods)</b><br>The Carer's Afternoon will be held on the 25 <sup>th</sup> May and JDo asked for the Clerk PO to advertise this on the Cliffe and Cliffe Woods Alerts page.   | Clerk PO                        |
|           | <b>Action –</b> Clerk PO to publicise via the Facebook alerts page. Apologies that this was not done as other events overtook it (Extraordinary Meeting). Cllr Doyle does have access to do this himself.   |                                 |
| Jun 19.3  | <b>Cliffe Woods Car Park –</b> Ford Focus Estate now untaxed, reported to Medway Council for removal.   | Clerk PO                        |
| Jun 21.1  | <b>Transfer £50,000 to NSI Account</b>  | Clerk RFO                       |
| Jun 21.5  | <b>Review of Standing Orders</b>  | IP, RN-D, Clerk PO              |
| Jun 21.6  | <b>Social Media Policy –</b> Clerk (PO) to circulate examples from other parish councils  | Clerk PO                        |
| Jun 21.7  | <b>Annual Report –</b> Items required from councillors (in particular those with responsibilities).   | ALL                             |
| Jun 21.7  | <b>Councillor Surgeries –</b> Chair to organise six-month pilot/trial with assistance from other councillors  | Chair                           |
| Jun 21.8  | <b>Website –</b> Clerk (PO) to continue maintenance and look at alternative support and provision. Volunteers required for working party.   | Clerk PO<br>ALL                 |

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| Jun 21.9  | <b>Staffing of Youth Club</b> – Implications including cost to be presented to July F&GP  | Clerk PO                                   |
| Jun 21.20 | <b>National Salary Award 2016-18</b> – Backpay to 1/4 to be arranged for Clerk RFO  | Clerk PO & RFO                             |
| Jun 21.11 | <b>Clerk RFO Position</b> – Arrange advertising and recruitment of replacement RFO and interim arrangements for cover   | Chair/Vice<br>Chair/Clerk<br>PO            |
| Jun 24.0  | <b>Cliffe Fort – Safety Concerns</b> – to be discussed with Bretts at Liaison meeting 18/6  | Various                                    |
| Jun 25.0  | <b>Rookery Lodge Demolition</b> - The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS Homes Meeting to be arranged with MHS Homes.<br>Further contact with residents.<br>Review of Planning Application for demolition and replacement with 13 dwellings when submitted (end June) | Clerk PO<br>Chair<br>Planning<br>Committee |
| Jun 27.1  | <b>Neighbourhood Plan</b> – Clerk PO to meet with NHP chair 10/6 to resolve dates and outstanding actions.  | Clerk PO                                   |