



Cliffe and Cliffe Woods Parish Council

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Parish Clerk: Mr Chris Fribbins

Agenda for the meeting of Cliffe and Cliffe Woods Parish Council to be held on Thursday 14th July, at the Emmanuel Centre, Parkside, Cliffe Woods.

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 12/5/16**

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 12/5/16** (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 **Councillor Resignation – Cllr Doyle.**

The vacancy has been advertised on the website, on the noticeboards and Medway Council have been notified. There has been no call for an election, so the parish is able to co-opt. Recommend that the council advertise for candidates and discuss potential candidates at the August meeting. Mention of vacancy in next Village Voices.

8.0 **Annual Report 2015/2016** – This has been sent to the external auditor, a reply is not expected until August at the earliest. There were no requests to examine the records.

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

9.1 Finance Report

The accounts in ALPHA have been updated and reconciled against bank statements. Budget monitoring statements have been produced.

9.2 Banking Arrangements – NatWest, NS&I Investment Account

Primary name and address changes are required following the resignation of the Clerk (RFO). Online banking arrangements for the Clerk (PO) are in hand. NS&I changes require resolution of council.

9.3 Approval of the following payments (*includes VAT)

A new style payments and receipts list was produced and some formatting changes suggested (this contains a full breakdown of the payments below)

Chris Fribbins (Expenses, Mileage, Home Allowance)	£xxx.xx
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Laura Farrelly (Salary, Home Allowance, Mileage, Backpay) S/O	£xxx.xx
Balance	£xx.xx

Dave Clark (Salary, Mileage, Expense, Overtime) S/O	£xxx.xx
Balance	£xxx.xx

KALC Councillors Conference – Cllr Fenney	£72.00 * £12
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- Cllr Darwell – Cliffe Fayre Expenses (to be discussed) £???.??
- KCS (Stationery) £17.28 D/D * £2.28
- 9.4 RLG update
F&GP Suggest 3x Sheffield Cycle Stand £159.84 + VAT + Fitting.
Clerk(PO) now to liaise with Medway Council to seek their approval
- 9.5 S106 Update – Changing Rooms Project
Report attached. SCAPE Project Request Form completed and sent.
- 9.6 Clerk (RFO) Position
Draft Advert produced, to be worked on in July and dates for application, shortlist and interview agreed. Final decision to be made by council. F&GP Recommend delegated powers to the Chair (SM), Vice Chair (LB) and F&GP Chair (SF) to progress this. The Clerk(PO) will advise. Vacancy mentioned in next Village Voices edition (at high level)
- 9.7 Review of Standing Orders
Report circulated – decisions required. F&GP Suggest councillors review document in July and agree changes at the August Meeting
- 9.8 Social Media Policy
Clerk(PO) had circulated a draft. Suggest councillors review document in July and agree changes at the August Meeting
- 9.9 Website
Clerk(PO) had created a new website hosted by Hugo Fox (free service). Suggest councillors review new website in July and decide on adoption at the August Meeting (and switch the target of the cliffeandcliffewoods-pc.gov.uk). Email will remain with Fasthosts (at cost) for now.
- 9.10 Staffing of Youth Clubs
Clerk(PO) produced costings of youth worker/s to assist at the Cliffe and Cliffe Woods Youth Clubs. F&GP suggest creation of job description, job advert, recruitment – paid for by the Youth Budget (incorporating subscription and tuck shop income)
- 9.11 Cliffe Fayre Funding Request
F&GP Suggest payment of those items where a purchase receipt is available.
- 10.0 **Report: Allotments Committee**
- 10.1 Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers
- 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/16/2196 32 BROOKMEAD ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HL
Construction of a part two storey front, side and rear extension – No Objection
MC/16/2267 32 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JE
Outline application with all matters reserved for demolition of existing bungalow and construction of one 4 bed roomed dwelling house. - Concerns expressed with outline permission (all matters reserved), would want to see actual detail.
MC/16/2610 2 PORTWAY ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JA
Construction of a part two storey part single storey rear extension (demolition of existing rear projection) – No objection
- 11.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting
MC/16/2606 22 BROOKMEAD ROAD CLIFFE WOODS ROCHESTER ME3 8HJ
Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall by 3.4m The maximum height of the proposed extension from the natural ground level is 3.7m The height at eaves level of the proposed extension measured from the natural ground level is 2.5m
MC/16/0614 CART LODGE (UNIT 5), MANOR FARM, WEST STREET, CLIFFE, ROCHESTER, ME3 7TH

Retrospective application for change of use of redundant farm building into 2 one-bedroom holiday lets with total building renovation and internal alterations.

MC/16/0592 GRANARY AND WAGON LODGE MANOR FARM, WEST STREET, CLIFFE, ROCHESTER, ME3 7TH

Retrospective application for change of use from redundant farm building to a 2-bedroomed residential unit

- 11.3 Further planning applications notified following the publication of the agenda and the meeting.
tba
- 11.4 **Other Planning Issues**
tba
- 12.0 **Rookery Lodge Demolition and Site Redevelopment Proposals (update)**
A further meeting has taken place, Chair to report. Mention of Parish Council's support for residents and concerns included in next Village Voices edition.
- 13.0 **Report: Other Committees**
- 13.1 Footpaths and Common Land – General Report – Cllr Moore.
Application for diversion of RS332 Salt Lane, Cliffe (Bretts onto RSPB land)
- 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 KALC Councillor's Conference 14/7 – Cllrs Naughton-Dean, Fenney (Chair)
- 14.1 Care and Concern Groups
- 14.2 Neighbourhood Plan update – Clerk PO.
- 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 14th August 2016 at the Small Hall, Memorial Hall, Cliffe.**