



Cliffe and Cliffe Woods Parish Council

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

MINUTES

Minutes of the meeting held on Thursday 13th July 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, Ray Letheren, Jim Wenban, Ken Kentell, Vivienne Walton.

Council Staff Present: Lissi Watt - Assistant Clerk & RFO
Alex Jack – Clerk PO

194 **Apologies for Absence**

Cllrs Fred Harper, Annette Cooper, Sandra Fenney, Sue McDermid & Joan Darwell.

It was proposed by Cllr B Dibble and seconded by Cllr C Fribbins that all apologies be accepted. All agreed.

It is also noted that Ward Cllr Turpin & Ward Cllr Williams were not present due to attendance at a meeting of Medway Council.

195 **Declarations of Interest**

Cllr S Fenney declared they are a member of the management committee for the Cliffe Memorial Hall. Cllr K Kentell declared they are a member of the Cliffe Parochial Trust. Cllrs V Walton and C Fribbins declared they are a committee member of the Cliffe Woods Community Association.

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

No current applications.

The meeting was adjourned to allow members of the public to speak.

A resident spoke regarding antisocial behaviour, drug use and bikes being used on the recreation ground. Various Councillors responded to questions regarding what the council have been doing to tackle the issues. It was noted that PC David Brett is due to attend a Parish Council meeting but as of yet has been unable to do so.

Action: Clerk to write to the community safety team regarding the issues.

Ward Cllr Gary Etheridge spoke regarding multiple local planning matters, additional bus services and local traffic. The report was noted by the council. It was also raised that these matters are in the public domain via the local press including Kent Messenger, KMTV & Kent Radio.

197 **Approval of Minutes of Meeting held on 15/06/23**

It was proposed by Cllr V Walton and seconded by Cllr R Letheren that the minutes be accepted as a true and accurate record of the PC meeting held on 15th June 2023. All agreed.

198 **Matters Arising from Minutes of Meeting on 15/06/23**

None.

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

None.

200 **Report: Chair (Cllr Dibble)**

Cllr B Dibble gave a brief verbal report. The report was noted.

Action: Requested timesheet to be sent to Cllr R Letheren.

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

The F&GP committee met on 04/07/23 at St Helens House, Cliffe.

- a) To note financial reports (to 30/06/23)
Financial reports were reviewed and noted.
- b) To note and consider Payments and Receipts and approve, as necessary.
It was proposed by Cllr V Walton and seconded by Cllr R Letheren that payments listed on the Payments Approval Sheet dated as this meeting be authorised. All agreed.

Action: RFO to make payments as agreed.

c) Recommendations from F&GP Committee

- i) To pay HMRC quarterly by direct debit
It was proposed by Cllr R Wyatt and seconded by Cllr R Letheren that a direct debit be set up by the RFO to pay any amount owed to HMRC for PAYE & Employer Liability. All agreed.

Action: RFO to set up HMRC Direct Debit.

- ii) Employer pension contributions to be 3%
It was proposed by Cllr R Wyatt and seconded by Cllr V Walton that Cliffe & Cliffe Woods Parish Council set their employer pension contribution percentage to 3% as per minimum government requirements.

Action: RFO to gain access to NEST account and set appropriate rates in NEST and parish council payroll software used.

Action: RFO to provide staff with appropriate pension documentation to allow opt in.

- iii) CCTV at Village Club to be reviewed and extended to Rec area.
Noted.

- iv) Accept quote from Structural Steel Consultancy Ltd. for swing repairs
Additional net cost for swing repair to date is £155.15.
It was proposed by Cllr J Wenban and seconded by Cllr R Wyatt that additional cost to repair the swings be approved. All agreed.

It was proposed by Cllr J Wenban and seconded by Cllr R Wyatt that the swing seats also be replaced at reasonable cost while the work takes place to the frame etc. All Agreed.

Action: Cllr Wenban to provide cost of seat replacements and circulate to the Chair & Clerk for delegated authorisation of the cost.

- v) Postpone Lee family funfair until pitch repaired
Noted.

- vi) Accept quote from Norse for repairs to both pitches.
It was proposed by Cllr R Wyatt and seconded by Cllr V Walton that the quote by Norse be accepted. All agreed.

Action: Clerk to engage Norse.

- vii) Purchase 2 x bleed control kits and stickers for existing defibrillator cabinets
It was proposed by Cllr R Wyatt and seconded by Cllr J Wenban that 2x bleed control kits be purchased at a net cost of £78 each plus stickers for the defibrillator boxes which will house them. All agreed.

Action: Clerk to order bleed control kits.

- viii) Appoint internal auditor for 2023/24 year
Noted.

- ix) Appoint Health & Safety Consultant for one off visit/procedure advice
It was proposed by Cllr R Letheren and seconded by Cllr R Wyatt that Mr Michael De-Lieu be engaged at the cost of £300 to provide outside Health & Safety Consultancy regarding Council Assets. All agreed.

Action: RFO & Clerk to liaise with Mr De-Lieu.

- d) Other items of note from F&GP Committee (no decisions required)
Noted.

202

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

A verbal report was given which was noted.

Action: Clerk A letter of appreciation of the work done by plots holders is to be place on the noticeboard near the allotments.

Action: Cllr R Letheren is to provide water keys.

203

Report: Planning Committee (Cllr Fribbins)

- 203.1 Cllr C Fribbins gave verbal reports on all of the following applications:

Planning applications received:

- a) **TPA/23/1131 – 7 Archery Close, Cliffe Woods ME3 8HN** 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%.
- b) **MC/23/1170 – 59 Brewer Rd, Cliffe Woods ME3 8HY** Construction of a two storey side extension and relocation of boundary fence to side. **Comment:** No further details provided.
- c) **TPA/23/1338 – 39 View Rd, Cliffe Woods ME3 8JQ** T1 Oak - Reduce height by 2m. Current height 14m leaving at 12m. Reduce radial spread East by 2m; 7m leaving at 5m, West by 1m; 6m leaving at 5m, South by 2m; 7m leaving at 5m and North by 1m; 6m leaving at 5m. Crown lift to 5m from ground level.
- d) **MC/23/1411 - 7 Reedham Crescent Cliffe Woods Rochester Medway ME3 8HT** Construction of a single storey rear extension, demolition of the conservatory and a reduction in ground level of the patio. **No comments.**
- e) **MC/22/1960 - St Helens House And Cobblecove House Buttway Lane Cliffe Rochester ME3 7PY** Change of use of non residential area of building to residential use, and adaptation of existing residential dwelling and creation of second new residential dwelling, formation of new amenity areas, car parking and associated infrastructure. **Comment:** Application withdrawn.
- f) **MC/22/1713 – Land South of View Rd, Cliffe Woods ME3 8UE** Construction of 50 retirement homes comprising 42 apartments and 8 bungalows with communal facilities, electric scooter store and management offices with associated parking, landscape improvements and on-site allotments.

- g) **20230678 – Land South of Two Gates Hill, Town Rd, Higham, Gravesend, Kent** Use of land for the stationing of 20 caravans for occupation by seasonal agricultural workers. **Comments to Gravesham Borough Council by 19/7/23.**

The reports were noted.

203.2 Planning applications received after publication of the Parish Council Agenda:

- a) **MC/23/1462 - Land rear of 56-60 Town Rd, Cliffe Woods ME3 8JJ** Construction of a detached dwelling with associated parking, cycle storage, boundary treatment and landscaping – resubmission of MC/22/1836. Comments by 28/7.

203.3 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) **Draft Local Plan**

Noted.

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

Cllr C Fribbins gave a verbal report. The report was noted.

205 **Report: Other Committees**

205.1 Footpaths and Common Land – Cllr Cooper

Report sent to Medway Council and received in Cllr Cooper's absence –

RS272 – broken stile

RS244 – builder's debris (and reminder that asbestos, previously reported but remains uncleared)

RS84A – stinging nettles etc. to be cut back

205.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt

Verbal report noted.

206 **Report: Other Bodies**

206.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell

- a) Appointment of Trustees for next 4 year term

It was proposed by Cllr R Wyatt and seconded by Cllr B Dibble to that Cllrs C Fribbins, K Kentell & V Walton be appointed as Trustees for the Cliffe & Cliffe Woods Community Trust. 3 agreed, 3 abstentions.

206.2

Cliffe Woods Community Association Liaison – Cllr Walton

Cllr V Walton gave a verbal report. The report was noted.

206.3

Cliffe Memorial Hall – Cllrs Darwell/Fenney

No report was received.

206.4

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

Verbal report was noted.

206.5

Rural Liaison Committee – Cllr Wyatt

Verbal report was noted.

206.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – Report from meeting 21/6/23 circulated
Report was noted.

206.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid
No report was received.

207 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **10/08/23, 7.30pm at the Small Memorial Hall, Church St, Cliffe**
It was noted the churchyard at St Helen's Church may soon close as there are only 2 grave spaces now available.

Miss Lissi Watt, Assistant Clerk/RFO 20/07/23

The meeting was closed at 21:06

Signed as a correct record of proceedings:

Chairman:

Date:
