

**Minutes of Meeting held remotely on Zoom.**

**Thursday 6<sup>th</sup> May 2021**

**PRESENT:** Cllrs Barry Dibble (CHAIR) (BD), Andy Keates (VICE-CHAIR) (AK), Sue McDermid (SM), Sandra Fenney (SF), Peter Clements (PC), Fred Harper (FH), Robert Wyatt (RW), Joan Darwell (JD), Malcolm McLeod (MM), Annette Cooper (AC), Jim Wenban (JW), Vivienne Walton (VW), Laura Farrelly (LF), Ray Letheren (RL)



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)

This meeting opened at 7:45

- | NO | ITEM   |
|----|--|
| 1  | <b>APOLOGIES FOR ABSENCE</b> – Cllr Anna McGovern  |
| 2  | <b>DECLARATIONS OF INTEREST</b> – Cllrs Sandra Fenney declared and interest (Cliffe Memorial Hall), Vivienne Walton and Sue McDermid (Cliffe Woods Community Assoc)  |
| 3  | <b>ADJOURNMENT</b> - Two members of the parish were present for the meeting. They addressed the parish council regarding a recent planning application to their property. Cllr Wenban declared an interest here and did not take part in the discussions.  |
| 4  | <b>APPROVAL OF MINUTES OF MEETING ON 11/03/2021</b><br>Cllr Wenban raised an issue with point 16.3 (note f). These was a comment and not part of the decision – for clarification, the comment would be amended to reflect it was Clerk PO view. Cllrs Cooper and Farrelly also raised points and changes not incorporated in the minutes. Cllr Cooper proposed for her comments to be added, seconded by Cllr Farrelly- The Clerk (PO) reminded the meeting that items that were not on the Agenda for that meeting should not be minuted, but recorded by clerks for informal action. Corrections to grammar/spelling etc. could be incorporated despite advice <b>ALL AGREED</b> .<br>Cllr Walton proposed the minutes be approved subject to the changes, seconded by Cllr Cooper- <b>ALL AGREED</b> . |
| 5  | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 11/02/2021.</b><br>Elsewhere on agenda  |
| 6  | <b>REPORT: CLERKS</b><br>Clerk PO reported on: - <ul style="list-style-type: none"><li>• KALC / NALC guidance relating to remote meetings. Guidance was received on 05.05.2021 regarding face-face meetings and dates. It was advised not to meet between the 07.05.2021- 17.05.21. If a meeting had to be held between the 17.05.2021-21.06.2021 then risk assessments would need to be carried out and ensuring the venue is COVID safe.</li><li>• The Annual Parish Meeting is due to be held this year- Cllr Walton proposed this be held virtually, seconded by Cllr Wyatt- <b>10 AGREE, 1 AGAINST, 2 ABSTENSION</b>.</li></ul>   |
| 7  | <b>Report: Chair-</b><br>Chair congratulated Clerk PO on his KALC Community Award.<br>He also recognised the recent resignation of Ron Naughton-Dean and thanked him for all his hard work and dedication to the parish council.   |
| 8  | <b>Report: Finance &amp; General Purposes (Cllr Dibble/Clerks)</b><br><br>1. To receive a report and recommendations of the F&GP meeting held Tuesday 2nd March Online/Zoom<br><br>A) To note financial information to 31/03/21 as circulated- <b>NOTED</b><br>B) To note receipts & payments and approve for April 2021 under delegated powers as no Parish Council meeting in April- <b>NOTED</b><br>C) To agree recommendations <ul style="list-style-type: none"><li>• Allotment Rents 2021/22 – An increase of 4% as budgeted- Cllr Dibble proposed the 4% increase, seconded by Cllr Walton- <b>ALL AGREED</b></li></ul>   |

- Kent Air Ambulance donation of £250 proposed- Cllr Dibble proposed the recommendation, seconded by Cllr Wenban- **ALL AGREED**.
- 2. To receive a report and recommendations of the F&GP meeting held Tuesday 27th April Online/Zoom
  - A) Financial Reports not available until 30/4/21 AND previous financial year closed following any issues with the accounts, raised by the Internal Auditor, have been resolved.
  - B) To agree receipts & payments and approve for May 2021, as necessary. (R&P Report circulated before the meeting)- Proposed by Cllr Keates, seconded by Cllr Walton- **ALL AGREED**.
  - C) To agree recommendations
    - Buttway Drainage – Quote from SM Excavators to install new soakaway, sump and filters be accepted on the basis of quality solution (not the cheapest quote). Further quotes from Volker Highways, received. Cllr Wyatt proposed to accept the quote from SM Excavators, seconded by Cllr Cooper- **ALL AGREED**
    - Annual Playground Inspection Report to be carried out in September rather than May (Clerk PO is seeking advice from insurers)- Clerk PO sought further clarification and there would be no impact on the policy. Cllr Wenban proposed to delay the inspection until September, seconded by Cllr Cooper- **ALL AGREED**
    - Play equipment inspection one day course to be arranged with Allhallows PC- Cllr Walton proposed to accept the training, seconded by Cllr Wenban- **ALL AGREED**.
  - D) To note other items from the committee
    - Meeting with PCSOs regarding Motorbike nuisance at the Recreation Ground (issues and potential solutions report circulated, but expensive not comprehensive)- **NOTED**
    - CCTV in Village Club disabled through hacking. Now restored with local recording. Remote access not currently working. CCTV contractor to provide quotes for upgrade to cameras and recording unit for future consideration.- **NOTED**.
- 3. The charges for Cliffe Recreation Ground pitches and Changing Rooms need to be agreed now that football has returned (it is suspected that Rugby will not return until the new season. Clerk (RFO) will report after checking with teams and will make a recommendation about charge and applicability. Cllr Farrelly proposed to keep the rents the same as last year due to COVID, seconded by Cllr Keates- **ALL AGREED**

#### 8 1A Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- **NOTED**

#### 8 1B Payments made- April- Delegated Powers

Receipts	March	April
Bank Interest	0.11	
<b>Payments</b>		
210401 Chris Fribbins	March Salary, Home Allowance	
210402 Michelle Dolley	March Salary, Home Allowance	
210403 John Davies	March Salary, Mileage	
210404 Vonage	Parish Phone	£10.25*
210406 Community Land Use	LH NHP Consultant	£350.00
210408 British Gas	Changing Rooms Elec Bill	£41.27*
210409 Zoom	Monthly Subscription	£14.39*
210316 Bloomfield	Tree Work Rec Ground	£708.00*
210410 KALC	Annual Membership	£1,678.63*
210411 KALC (Eventbrite)	KALC Course Malcolm McLeod	£42.00*

\*Includes VAT (reclaimable) \*\* VAT on receipt to be paid to HMRC.

#### APRIL PAYMENTS UNDER DELEGATED POWERS

**Payments to be made- May**

8 2B

<b>Receipts</b>	<b>April</b>	<b>May</b>
Precept	£62,974	
CTRS Grant	£2,574	
Rural Liaison Grant	£4740	
VAT Return	£199.58	
Bank Interest	£0.05	
Allotment Rents		£41.04
<b>Payments</b>	<b>Description</b>	<b>Amount</b>
210501 Chris Fribbins	April Salary+ Home Allowance +Mileage	
210502 Michelle Dolley	April Salary + Home Allowance + Mileage	
210502B Michelle Dolley	Allotment Key Deposit Return	£10.00
210503 John Davies	April Salary + Mileage	
210504 Vonage	Parish Phone	£10.25*
210509 Zoom	Monthly Sub Fee	£14.39*
210510 Business Stream	Water Bill- Allotments + Changing Rooms	£305.66
210511 Kent Air Ambulance	Donation	£250.00
210512 Pauline Bowdery	Internal Audit Fee	£80.00
210513 Southeast Marine Engineering	Breakdown Truck Repairs- Cliffe Rec Ground	£1380.00*

Payments were proposed by Cllr Keates, seconded by Cllr Walton- **ALL AGREED**

**\*Includes VAT (reclaimable)**

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**Annual Reporting (AGAR)**

If the internal audit (external) report received before the meeting, the council is asked to approve the Governance and Financial Reports of the AGAR (circulated previously).

- 1) To Agree the Governance Statement (AGAR Page 4)
- 2) To Agree the Financial Report (AGAR Page 5).

The annual report was circulated before the meeting- Cllr Dibble proposed to arrange another meeting to agree the AGAR due to late circulation of this, as auditors report was not received until the evening of 05/05/2021.

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**REPORT: ALLOTMENTS- Cllr Clements, Letheren**

Now the annual rents have been agreed, Clerk RFO will send out all annual invoices. There were a couple of free plots, however these have since been reallocated from the waiting list.

The aggregate for the access road has also been chased by Clerk PO.

**11 REPORT: - Planning Committee- (Cllr Harper/Clerk (PO))**

To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm (meeting was not held end December)

**11.1** 25<sup>th</sup> March 21 7:30pm

Delegated Powers (To Note)

- a) **MC/21/0758 Alpha Lake and Chalk Lake North Sea Terminal Salt Lane Cliffe Rochester ME3 7SX**  
No comments raised.
- b) **MC/21/0777 Commercial Unit Land West of Town Road Cliffe Woods Rochester Medway ME3 8JX**  
No comments raised.
- c) **MC/21/0657 18 Sedley Close Cliffe Woods Rochester Medway ME3 8HE**  
No comments raised  
23<sup>rd</sup> April 7:30pm

Delegated Powers (To Note)- **NOTED**

**11.2**

- a) **MC/21/0768 L'Hermitage Cooling Street Cliffe Rochester Medway ME3 7TZ** Objection raised.
- b) **MC/21/0763 Hawthorn House Merryboys Road Cliffe Woods Rochester Medway ME3 7TP**  
No Objection.
- c) **MC/21/0777 Commercial Unit Land West of Town Road Cliffe Woods Rochester Medway ME3 8JX NOW APPROVED**
- d) **MC/21/0840 2 View Road Cliffe Woods Rochester Medway ME3 8JQ**  
Foul & Surface Water only – Southern Water still have problems with drawings submitted. No comment.
- e) **MC/21/0902 Haylands Station Road Cliffe Rochester Medway ME3 7RN**  
Raise issue regarding access to be agreed before development can proceed. **OBJECTION**
- f) **MC/21/1006 30 Milton Avenue Cliffe Woods Rochester Medway ME3 8TP** APPROVED by Medway.
- g) **MC/21/1026 Land North of Merryboys Merryboys Rd Cliffe Woods Rochester Medway ME3 7TP**  
Concerns about possibility of a trojan horse application to establish residential use on the land. Stables should be located opposite not alongside residential. Concern about access onto Merryboys Road. Land north of Merryboys protected in emerging Neighbourhood Plan as protecting the gap between Cliffe and Cliffe Woods developing a precedent for development on that side of the road.- **OBJECTIONS RAISED**
- h) **MC/21/1057 Oast Cottage Station Road Cliffe Rochester Medway ME3 7RU**  
Development is still close to road and dominant. Objection raised.

**Any New Applications since publication of Agenda**

**11.3**

- a) **MC/21/1120 14 Tennyson Avenue Cliffe Woods Rochester Medway ME3 8JF**  
Construction of single storey extensions both sides and rear, open porch to side, replacement double garage to front, annexe and shed to rear - demolition of existing conservatories and garage.-  
**Cllr Harper declared an interest. It was proposed by Cllr McDermid to refer back to Medway, with regards to an ancillary, seconded by Cllr Keates- 12 AGREE, 1 ABSTENSION- MAJORITY DECISION**
- b) **MC/21/1218 140 Church Street Cliffe Rochester Medway ME3 7PY**  
Construction of a two-storey front extension with balcony, single storey rear extension, dormer window to rear, rooflights to front and first floor window to side to provide additional living accommodation within roof space - removal of existing canopy.  
**It was proposed by Cllr Harper to raise objections relating to privacy of neighbouring properties and rear of property, out of keeping, seconded by Cllr Keates- 10 AGREE, 1 AGAINST, 2 ABSTENSIONS- MAJORITY DECISION.**
- c) **MC/21/1061 50 Wadlands Road Cliffe Rochester Medway ME3 7RD**  
Conversion of garage into habitable room and construction of a porch to front-  
**No Objections- Proposed by Cllr Harper, seconded by Cllr Keates- ALL AGREED**
- d) **MC/21/1109 Plot 1 Land West of Merryboys Farmhouse Cooling Common Cliffe Woods ME3 7TP**  
Details pursuant to conditions 2 (materials) and 7 (electric vehicle charging point) on planning permission MC/20/1325 - Application for approval of reserved matters (Plot 1 only) for (appearance, layout, and scale) pursuant to planning permission MC/17/3572 - Outline application for six self-build detached houses- **Clerk PO to contact and enquire about internal roads**

**11.4 Other Planning Issues**

- a) Redrow have announced that they have purchased the Gladman's site and will be submitting design and landscaping. (later received an email and indicative plan for site and opportunity to consult with Parish Council. While reserving right to object to any detail, would seek to open up discussion about previous approved details that could be changed and s106 commitments to be discussed at Council meeting).
- b) Buddy's View – Additional residential caravans. Recommended for approval at Medway Planning Committee (28/4). Concerns about lack of information/incorrect, not showing other properties on site. Suggest a site visit, correction of details. Clerk has contacted Medway Councillors (Strood Rural) about concerns- **Deferred by Medway Council**

**12 Cliffe and Cliffe Woods Neighbourhood Plan**

The report of the Neighbourhood Plan Steering Group (29/4/21) will be submitted.

To agree to adopt the Cliffe and Cliffe Woods Neighbourhood Plan and delegate to the Neighbourhood Plan Steering Group any (non-policy) changes for submission to Medway Council.

To note – Due to COVID and delays to responses from Medway Council, there is a financial implication to the completion of the 'submission pack' A Basic Condition Statement needs to be prepared and the Consultation Statement needs to be updated. The Clerk PO will report on the estimate for this work and will see if any grants are available.

Cllr Walton proposed to accept the draft plan, seconded by Cllr McDermid- **11 AGREE, 2 ABSTENSIONS- MAJORITY DECISION**

The costs to get the draft plan to Medway Council with consultation statement from the planning consultants were up to £4500- This was proposed to accept this by Cllr McDermid, seconded by Cllr Cooper- **10 AGREE, 3 ABSTENSIONS- MAJORITY DECISION**

**13 REPORT: OTHER COMMITTEES**

**13.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –**

Nothing new to report.

**13.2 Youth Liaison- General Report- Cllr Walton, McDermid, McLeod, Wyatt**

Cllr McLeod reported that a draft questionnaire is nearing completion and a course has been booked for him with KALC (Engaging with Youth)

**14 REPORT: OTHER BODIES**

**14.1 Cliffe and Cliffe Woods Community Trust – Report –**

Nothing to report

**14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton**

Cllr Walton reported the vaccination centre will be running until August. The Social club temporarily had to close and the caretaker had left but a new one was appointed.

**14.3 Cliffe Memorial Hall – General Report – Cllr Fenney –**

Cllr Fenney reported the hall are looking forward to reopening and that the roof had some leaks that needed to be fixed.

**14.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Nothing to report**

**14.5 Rural Liaison Committee –**

Nothing to report.

**14.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.**

Nothing to report.

**14.7 Police Liaison Committee & Councillor/Police Surgeries – Nothing new to report**

**14.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney.**

Cllr McDermid reported that a meeting is scheduled for 16/05/2021- The practice have asked for any

questions in writing.

**14.9 Friends of North Kent Marshes** Cllr Darwell – Nothing new to report.

**15 Other Reports-**

Cllr Harper raised an issue with communications and the sharing of information. Chair addressed the issue and commented on his views and any future correspondence cannot come direct from Clerks or any member of the council before prior consideration from the Parish Council/ Councillors.

**Next meeting arrangements to be decided (Covid19 Restrictions etc.) Zoom meeting not allowed.**

Meeting Closed at 21:30

Signed by..... Chair and dated.....

**Action List**

2016	Yellow Line Restrictions – Cliffe & Cliffe Woods	Medway Council to Advertise Traffic Regulation Order/Consultation
2021/01	Dogs Bins in Remote Areas	Medway Council responsibility, have requested precise location for normal bin (Dog bins no longer supplied)
2021/01	Raw sewage on Town Road Cliffe Woods	Southern Water responsibility. Contacted 2021/1 awaiting reply. Ongoing problem exacerbated by heavy rain.
2021/03	Neighbourhood Plan	Parish Council have now approved Draft Plan subject to non-policy amendments/corrections so that it can be formally submitted to Medway Council.
2021/04	Allotment Road – Type1 Aggregate	Clerk PO is following up offer of aggregate from Bretts, but no reply to date.