

Minutes of Meeting held remotely on Zoom

Thursday 14th May 2020

PRESENT: Cllrs Ron Naughton-Dean (CHAIR), Barry Dibble (VICE-CHAIR) (BD), Sue McDermid (SM), Sandra Fenney (SF), Vivienne Walton (VW), Malcolm McLeod (MM), Peter Clements (PC), Fred Harper (FH), Andy Keates and Robert Wyatt (RW)



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

This meeting opened at 8:30pm

- | NO | ITEM |
|----|---|
| 1 | APOLOGIES FOR ABSENCE – Cllrs Joan Darwell, Annette Cooper, Ray Letheren, Jim Wenban and Victoria Baxter. |
| 2 | DECLARATIONS OF INTEREST - None |
| 3 | ADJOURNMENT-
No members of the public requested to join the meeting. |
| 4 | APPROVAL OF MINUTES OF MEETING ON 12/03/2020
Proposed by Cllr Wyatt, Seconded by Cllr Walton- ALL AGREED |
| 5 | MATTERS ARISING FROM MINUTES OF MEETING held on 12/12/19
These were discussed elsewhere on the agenda. |
| 6 | Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods
1 vacancy remains for Cliffe Woods Ward. |
| 7 | REPORT: CLERKS
Clerk RFO reported- VE Day celebrations had to be cancelled this year due to current circumstances (COVID-19), however some residents of both villages were still decorating their houses and having socially distant street parties. With the help of Cllrs Dibble and McLeod, the Parish Council managed to get aerial images of these decorations, with prior consent. |
| 8 | Annual Governance & Accountability Return (AGAR)
The internal audit is due to be completed by the Internal Auditor (Roxana Brammer) - report will be circulated. The AGAR has now been completed for submission to PKF Littlejohn for the annual external review. Although the date for submission has been extended this year due to COVID-19, the parish is able to submit early. Due to restrictions, a copy of the AGAR will be published on the Parish Council web site (www.cliffeandcliffewoods-pc.gov.uk) and on notice boards as usual. Residents still can inspect and query the accounts if necessary. To complete the AGAR two statements, must be agreed in sequence (proposed, seconded and agreed)
A) The Annual Governance Statement be approved-
Cllr Dibble proposed to accept the Governance statement, seconded by Cllr Keates- ALL AGREED
The Annual Financial Statement has been completed and signed by the Parish Clerk (RFOB)
B) The Accounting Statements be approved.
Cllr Naughton-Dean proposed to accept the Financial statement, seconded by Cllr McLeod- 9 AGREE, 1 AGAINST. |
| 9 | Report: Chair
Chair reported that he wanted to give special thanks to all Cllrs during this difficult time of the pandemic and to both the Clerks and especially the Clerk(PO) for implementing the necessary changes to keep the parish council functioning. |
| 10 | Report: Finance & General Purposes (Cllr Dibble/Clerks)
To receive a report and recommendations of the F&GP meeting held Tuesday 5th May- Online/Zoom
a) To note financial information circulated. - NOTED. Reports for end April to be circulated when accounts closed for 2019/20 (now internal audit complete and 2020/21 information entered)
b) To note receipts & payments and approve as necessary (noting updates since the F&GP)
Cllr McLeod proposed the payments be approved, seconded Cllr McDermid- ALL AGREED |

c) To note recommendations agreed under delegated powers - **NONE**

d) To agree recommendations

- i. **Caretaker Salary** – F&GP proposed an increase on the caretaker's salary to £10 per hour effective 1st April 2020.

Cllr Walton proposed to increase the caretaker's salary to £10 p/h, seconded by Cllr Wyatt- **ALL AGREED**

- ii. **Caretaker Hours during COVID-19 Restrictions** – F&GP proposed that the caretaker be paid his full contractual hours (2 hours a day)

Cllr Dibble proposed that during the COVID-19 pandemic, the caretaker should be paid his full contracted hours, seconded by Cllr McDermid- **ALL AGREED**

- iii. **Pitch Rents 2020-21** – F&GP proposed that the issue of invoices to the football and rugby teams are not issued at this time and that the charges be reviewed in light of COVID-19 restrictions while the pitches and changing rooms cannot be used.

Cllr Dibble proposed to hold the pitch invoices until further notice, when a review maybe needed given the current circumstances, seconded by Cllr Keates- **ALL AGREED**.

- iv. **Donation Request – British Red Cross – F&GP** proposed that no donation be granted as the organisation does not have a presence in the Parish.

Cllr Dibble proposed that this donation request is denied, seconded by Cllr Fenney- **ALL AGREED**.

- v. **Medway Youth Services** applied for a grant of £2,000 to support summer activities for youth in both Cliffe and Cliffe Woods, suggesting the grant be held by them for similar activities later if COVID-19 restrictions were still in force during the school summer holidays. Item to be discussed and recommendation agreed at the council meeting,

Cllr Walton proposed that the donation request is not granted due to the current circumstances, seconded by Cllr Fenney- **9 AGREED**

Clerk PO expressed his disappointment given the agreement in principle made by the council earlier this year following problems in the previous year. The power to pay the money was still within the control of the parish council and if no summer events did happen in August, the grant could be withheld. If restrictions are relaxed at the last minute, preparations would have been made to respond quickly.

Possible activities could be planned by the parish council for later years – to be discussed with the new Youth Committee members.

10 A Finance Report/ Draft Finance Reports Circulated-

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

10 B Payments to be made-

APRIL (To Note, approved under delegated powers)

Receipt's	March	April
Medway Council- s106	£13,023.79	
Bank Interest	£2.66	
HMRC VAT Claim		£1,967.32
Medway Council- Precept 2020-2021		£60,552.00
Medway Council- CTRS Grant		£2,649.00
Medway Council- Rural Liaison		£4,730.00
Payments	Description	Amount
200401- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
200402- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
200403- John Davies	Caretaker Salary, Mileage	
200404 - Louise Whitear	Relief Caretaker	

200405 Vonage	Parish Phone	£10.25*
200406 HMRC	PAYE Final ¼	£688.40
200407 Community Land Use	NHP Consultant	£1050.00
200408 James Boot	NHP Consultant	£750.00
200409 British Gas	Changing Rooms Elec Bill	£36.75*
200410 KALC	Annual Membership	£1,655.66*
200411 AAKSS	Air Ambulance Donation	£250.00
200412 Safeplay	Skatepark repairs and upgrade	£10,236.00*
200413 RBS Software	MTD Software Support	£70.80*
200414 British Gas	Changing Rooms Elec Bill	£33.43*
200415 Zoom Video Comm	Monthly Membership	£14.39*

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

MAY- Proposed by Cllr McLeod, Seconded by Cllr McDermid- **ALL AGREED**

Receipts	April	May
Allotment Rent (BACS)	£899.06	
Allotment Rent (Chqs)	£739.92	
Allotment Rent (Cash)	£252.95	
Bank Interest	£9.45	
Payments		
200501 Chris Fribbins	April Salary, Home Allow,	
200502 Michelle Dolley	April Salary, Home Allow	
200503 John Davies	April Salary, Mileage	
200504 Vonage	Parish Phone	£10.25*
200509 HP Limited	Clerk PO Laptop	£750.04*
200510 British Gas	Changing Rooms Elec Bill	£31.04*
200511 John Davies	Expenses	£63.28
200512 Zoom Technology	Monthly Subscription	£14.39*
200513 Safeplay	Swing Seat and Fencing	£339.60*

11 REPORT: ALLOTMENTS- Cllr Clements, Letheren

All apart from 4 allotments are currently occupied, with most rents having been received already.

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

- a) The following planning applications comments were circulated and discussed at the March meeting of the Planning Committee and sent as per our Standing Orders as they were due prior to this meeting: (to note)

MC/20/0407 (Plot 2) Land West of Merryboys Farmhouse 2 Cooling Common Cliffe Woods ME3 7TJ

Details Pursuant to MC/19/0658 (Reserved matters being appearance, layout and scale for Plot 2) Condition 2 (materials) (Planning Application MC/17/3572 Outline application for six self-build detached houses with all matters reserved except access and landscaping) NO COMMENT

MC/20/0410 (Plot 3) Land West of Merryboys Farmhouse 2 Cooling Common Cliffe Woods ME3 7TJ

Details pursuant to MC/19/1587 (appearance, layout and scale) – as above. NO COMMENT

MC/20/0690 15 Mallingdene Close Cliffe Woods ME3 8TT

Construction of a single storey extension to rear with rooflights – demolition of conservatory.

No Objection

The following planning applications comments were circulated and discussed by the April meeting of the Planning Committee and sent as per our Standing Orders as they were due prior to this meeting: (to note)

MC/20/0732 103 View Road Cliffe Woods Rochester Medway ME3 8UG
Construction of a detached garage to front of property

Objection raised to the development as it is forward of the building line and on a sharp bend on the busy View Road with poor visibility (Strood direction) both from the road and from the exit onto the road.

MC/20/0656 Construction of a two-storey extension to side and porch to front - demolition of side projection 31 Rookery Crescent Cliffe Rochester Medway ME3 7RH

No objection to the principle of the development but there is a need to ensure sufficient off-road parking is provided. The planning authority should also note the large, unsightly building that has been placed in the rear garden, although this may be temporary for the construction.

MC/20/0747 Construction of a single storey rear extension - demolition of existing conservatory 30 Tennyson Avenue Cliffe Woods Rochester Medway ME3 8JG No objection raised.

MC/20/0570 Details pursuant to condition 3 (materials) on planning application MC/19/0618 for the Change of use of agricultural land to facilitate the extension to the defined curtilage of Orchard Bungalow for the provision of an extension to the driveway to provide adequate on-site access, turning and parking facilities
Orchard Bungalow Station Road Cliffe Rochester Medway ME3 7RU No objection raised.

MC/20/0805 Construction of part two storey side/part single storey side/rear together with a single storey extension to form porch to front - demolition of conservatory to rear 5 Church Street Cliffe Rochester Medway ME3 7PJ.
No objection raised – car parking access is to the rear and should be maintained.

MC/20/0600 Construction of a pair of 3-bedroom semi-detached houses with associated parking and amenity space. The Grange Town Road Cliffe Woods Rochester Medway ME3 7RL

Objection to be raised as this is a site outside the confines of the villages of Cliffe and Cliffe Woods where development would not normally be allowed (village boundaries had been dropped as a planning constraint while Medway Council could not provide sufficient 3-5 year supply of housing land, which they now can). Concern also expressed about the development in what is currently a front garden and entry/exit onto the busy/fast Town Road (B2000) at that point.

MC/20/0832 Application for non-material amendment to planning permission MC/19/3005 & MC 18/2961 - To amend plots 28-35 comprising Amendment to plots 28 - 35 comprising an existing housing mix of 6 x 4-bed and 2 x 5 bed houses and retain but realign the 5-bed houses (plots 28 and 35) and amend the remaining 6No. 4-bed houses to 3No. 4-bed houses, 3No. 3-bed Houses and 2No. 2 bed houses resulting in an additional 2No. dwellings taking the overall number of dwellings across the site from 92 to 94 in total
Land West Of Town Road Cliffe Woods Rochester Medway ME3 8JX (Esquire Development)

2x detached properties to be converted to 4 semi-detached properties (2x2). This means an increase on the housing numbers approved on the site. *No objection* to the development as it would lead to

some lower priced properties but ask Medway Planning to ensure s106 payments to mitigate the impact of the development be increased pro-rata.

**MC/20/0807 Application for Lawful development certificate (proposed) for construction of a conservatory to rear and a detached timber summerhouse to rear
3 Bronte Close Cliffe Woods Rochester Medway ME3 8TZ – No objection.**

**MC/19/2836 Application for approval of reserved matters being appearance, landscaping, layout and scale pursuant to planning permission MC/16/3742 (Allowed under appeal reference APP/A2280/W/18/3202264) - for construction of 50 retirement homes comprising a 2/3 storey block of apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging (outline granted on appeal, some changes made)
Land South Of View Road Cliffe Woods Rochester Kent**

The replacement of on-site garages with parking spaces is welcomed, but **previous concerns** about the principle, location (although these have been approved) and the design remain.

- b) **The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting**

MC/20/0841 Construction of a 3-bedroomed detached dwelling with associated parking and landscaping and alterations to two existing outbuildings. Land Between North Bank and Conway/Haylands To South West of Sunnyside Station Road Cliffe Rochester Kent ME3 7RN

Objection to development on the grounds of back land development in an area outside of any village settlement where development would not normally be allowed. Access is a poor-quality track alongside, with some concerns about ownership and access.

MC/20/0923 Application for a Lawful Development Certificate (proposed) for construction of a detached outbuilding 7 Rookery Crescent Cliffe Rochester Medway ME3 7RH

No comments on Lawful Development Certificate as this is a matter for Planning Officers.

Cllr Harper proposed to accept all comments made by the planning committee, seconded by Cllr McDermid- ALL AGREED

- c) **Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. - NONW**

180.2 Other Planning Issues- none

180.3 Medway Local Plan - No update

180.4 MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) - No update

180.5 MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins) Full application under consideration.

180.6 Land at Cliffe (Trenport) – No new update

180.7 Lower Thames Crossing – New consultation on changes to the scheme (connections to A2/M2 south of the Thames but no direct implications for the parish. NOTED

13 Cliffe and Cliffe Woods Neighbourhood Plan

The neighbourhood plan is still progressing.

14 Governance Working Party

A meeting of the governance working party took place on Monday 11th May 2020. The terms of reference for the planning committee and GDPR policy documents are seeking approval.

Terms of reference- Planning Committee- Cllr Naughton-Dean proposed to accept these, seconded by Cllr Wyatt- **ALL AGREED**

GDPR Policy Documents- Proposed by Cllr Naughton-Dean, seconded by Cllr Wyatt- **ALL AGREED.**

15 REPORT: OTHER COMMITTEES

15.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –

Nothing to report.

15.3 Youth Liaison- General Report- Cllr Walton

This committee is waiting to be established due to the current circumstances.

15.3 Consideration of a new Communications Sub-Committee to make recommendations on email/web/social media/newsletter/leaflets

Cllr McLeod offered to help with the communications sub-committee. This will also be referred to the Finance and General Purpose and Governance Working Party to progress.

16 REPORT: OTHER BODIES

16.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates Some issues with the Esquire development to be progressed. A resident had been given use of a PC for her children's use for schoolwork now that a Broadband connection had been installed.

16.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton Nothing to report

16.3 Cliffe Memorial Hall – General Report – Cllr Fenney - Nothing to report

16.4 Brett's Liaison – Cllr McDermid/Clerk (PO). Nothing to report, meeting is now annually (March/April).

16.5 Rural Liaison Committee – Cllr Naughton-Dean – Nothing new to report. Minutes of previous meeting have been circulated.

16.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper. Meeting discussed s106 issues and update from local parishes.

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

16.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Cllr McDermid/Cllr Fenney. Nothing new to report.

16.9 Friends of North Kent Marshes Cllr Darwell –

After a meeting was held, there was a decision to postpone the VE Day Celebrations. It is hoped to combine this with the Cliffe Village Fayre on the recreation ground later.

17 Other Reports Clerk RFO reported on the recent knife found in the vicinity of the skatepark and the small fires at the base of the Skatepark.

Other items to be handed to the Clerk for the next meeting on Thursday 11th June 2020 (arrangements for meeting to be circulated dependant on COVID-19 restrictions)

Meeting Closed at 21:45

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
Oct 86.2	Neighbourhood Plan – Workshops complete, work starting on draft plan. Housing needs survey sent out with Clarion. Planning consultant Lorraine Hart appointed and work to start on preparing draft plan. Low response rate (14% to HNS) Policy writing training workshop held on 28 November. Remaining grant of £3,816 agreed and needs to be spent by 31/3/18. Draft Local Plan has no site allocations in Cliffe or Cliffe Woods, consultation March to May. Steering group to look at site assessments for land in SLAA and any other land that could be developed as part of the Neighbourhood Plan. New Locality Grant bid approved and at a higher level than applied for – runs to 31/3/19. Consultation on potential Draft Version carried out July 2019 – aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in October. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan and Delay in any referendum until May 2021 due to COVID19.	Clerk (PO) NHP