



Cliffe and Cliffe Woods Parish Council

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Parish Clerk: Mr Chris Fribbins

To all Parish Councillors

You are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on Thursday 8th September, in the Emanuel 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 11/8/16

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 11/8/16 (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 Report: Finance & General Purposes (Cllr Fenney/Clerk)

7.1 Finance Report

The accounts in ALPHA have been updated and cashbook reconciled against bank statements (to end August). Budget monitoring statements have been produced. Ear Marked Reserves established in ALPHA (Elections, RLG, Changing Room, Youth).

Post Office error in processing PAYE payment in July 2015, now appears to be resolved (applied interest charge for late payment will be withdrawn).

Corrections to the August Receipts and Payments had been reported to the Cllr Fenney (Chair F&GP) and circulated with this Agenda.

7.2 Banking Arrangements – NatWest, NS&I Investment Account

NS&I have made changes and have supplied an up to date statement which reconciles with ALPHA balance £106,779.26

NatWest – needs a visit to the branch to resolve address details.

7.3 Annual Report – No further update – response expected in September.

7.4 Pensions – Declaration of Compliance complete (25/8)

7.5 Approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated.

Chris Fribbins (Salary, RFO, Expenses, Mileage, Home Allowance, - PAYE) £654.41

Chris Fribbins (12Pay–Payroll software, annual license) £79.20 *£13.20

Chris Fribbins (Parish Phone) £7.99 *£1.33

Chris Fribbins (Key Cutting for Rugby) £7.00

Dave Clark (Salary, Mileage, Expenses, Overtime) S/O £299.80

Balance £113.80

Cllr Darwell – Cliffe Fayre Expenses (approval up to £500 supported by receipts was approved at the August meeting - awaited) £??.??

G C Ross (Cliffe in Bloom) – RECOMMENDED £400

- 7.6 Playground Inspection – report circulated. Caretaker and Cllr Wenban to review for actions and any external work required. Playground inspection training available via Allhallows PC for Dave Clark. Clerk to check with him for availability.
- 7.7 Councillor Vacancy (Cliffe Woods)–Council is now able to co-opt. Two expressions of interest (to be circulated), council to identify any further candidates for interview at October meeting.
- 7.8 Cliffe Woods Car Park – Cllr Graves has identified repairs that are required. Two quotes received, others expected. Further consideration to be given to exit barrier to reduce weight of cross beam. Pot hole repair by exit included in quotes for Small Hall Car Park.
- 7.9 Cliffe Small Hall Car Park – c. 7 potholes need to be repaired. Three contractors approached and one quote received, one expected after inspection. (c. £325+VAT). The parish website includes a call for local people/firms that are able to do small works for the council – some feedback.
- 7.10 RLG update
Cycle Racks, Cliffe Woods Shops 3x Sheffield Cycle Stand to be installed. Details sent to Medway Council, awaiting confirmation of location.
Defibrillators
Cliffe Woods Community Association (CWCA) have indicated their support for locating one on the Community Centre wall, installing and maintain. Also suggested locations in Cliffe (the current one is only available from within the doctors). Fire Station to be approached, Six Bells and Memorial Hall further suggestions. There is a discount of 35% on the defibrillators currently. **Recommended purchase of two defibrillator packages (including secure case) up to £1,821.00 (VAT £303.50) – further discount to be negotiated.** *It is also recommended that suspend financial regulations are suspended for this item due the specialist nature of the equipment, the involvement of the First Responders and SECAmb service.*
- 7.11 S106 Update – Changing Rooms Project
Meeting held earlier (SF, Chair, VW, RN-D and Clerk in attendance). Feasibility study report was very disappointing and quoted > £300k (+ VAT), £69k for completion of pre-build stages. Report does identify the list of actions that need to be done. Alternatives are under investigation. Two local architects suggested to see if they can help progress a design and planning application (ACTION Clerk).
- 7.12 Clerk (RFO) Positon
The Chair (SM), Vice Chair (LB) and F&GP Chair (SF) are progressing this and a meeting will be arranged. There have been a number of applicants and the three that applied for the Clerk(PO) position will be re-considered. Responses came from the Parish Website and the Village Voices mention. The position is also advertised on the noticeboards.
- 7.13 Review of Standing Orders
Report circulated – menu of choices distributed in July. Final comments still required (if any) for draft to be drawn up and circulated before consideration of adoption. Currently no further action.
- 7.14 Social Media Policy
Clerk(PO) had circulated a draft. The Chair will update before the meeting and it will be circulated before the council meeting – **recommended that it is adopted.**
- 7.15 Website
The website switch to Hugo Fox was carried out after the August meeting. It has been well received and has been used to advertise ‘jobs’ and ‘news’ (especially West of Town Road). Further suggestions for maintenance to the Clerk required (ongoing activity).
- 7.16 Staffing of Youth Clubs

Clerk has approached Medway Youth to see if they know of anybody in our area who could be approached and/or any current and past employees that might be interested. Suggested that parents be contacted at first meetings in September (Cliffe and Cliffe Woods)

7.17 Cliffe Fayre Funding Request (Queen's 90th Birthday)
F&GP payment of items where a purchase receipt is available (up to £500) approved at August Council Meeting. – Receipts awaited.

7.18 Cliffe in Bloom Funding Request
A request for a donation has been received (no specific amount requested). Receipts for expenditure of c.£800 attached, the council set a budget of £400 to support this initiative. There was discussion about how the council should handle requests like these and it was **recommended :**

- 1) **A grant of £400 be made to Cliffe in Bloom (S137 expenditure)**
- 2) **A draft Grants and Donations Policy be drafted (Chair/Clerk) for consideration at a future meeting.**

7.19 DBS (Enhanced) for Dave Clark and Cllr Wenban is underway (cost to be identified for approval at the council meeting).

7.20 Caretakers Timesheets and Asset Monitoring Sheets – issues to be reviewed by the Chair/Vice Chair.

7.21 Cllr Naughton-Dean has been appointed Vice Chair of the committee.

7.22 Leaving gift for Laura Farrelly considered – Chair to organise.

8.0 **Report: Allotments Committee**

8.1 Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers
A number of changes of tenants are ongoing. There have been some improvements on some plots but no progress on others. Some prospective tenants had not followed up their interest, but further names have been added to the waiting list. Plots 5a, 6a, 32b, 30b are available and plots 2a, 8a, 10a/11b, 17a/b, 26a/b, 27a/b giving continued cause for concern – tenants to be contacted with a view to identifying the tenants plans. Some double plots may be too much for some, recommended that a notice to quit to be issued for plot 2a. The farmer be approached to see if he can cut back the vegetation growing on the west side and overhanging the allotments.
Vacant sites to be offered to 'active' names on waiting list (priority to parish residents).

9.0 **Report: Planning Committee** (Cllr Harper/Clerk)

9.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

MC/16/3435 26 MILLCROFT ROAD, CLIFFE, ROCHESTER, ME3 7QN

Construction of single storey extension with roof lights and alterations to the roof space to facilitate a dormer and roof light window to rear - removal of conservatory and resubmission of MC/16/2188– **No Objection**

MC/16/3274 NEWLANDS FARM BUNGALOW, CLIFFE, ROCHESTER, ME3 7RU

An application for Lawful Development Certificate (existing) for use of the land as residential garden land ancillary to the residential use of Newlands Farm Bungalow. Officially a technical matter with no consultation, although a previous application was questioned by local residents and was refused. This application does acknowledge the issues with the previous application and indicates that these have been corrected.

MC/16/3300 LAND OFF TOWN ROAD, CLIFFE

Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2011 - request for a screening opinion for the residential development of up to 225 dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, vehicular access point from Town Road and associated ancillary development.

A request for EIA submitted with a list of possible areas to be covered (including ecology, heritage, landscape and agricultural land designation) was sent – Decision that no EIA required has been made by Medway Council. (there was a lot of local misunderstanding about this 'application' and there were attempts to explain this, personally

and on the parish council web site by the Clerk.

- 9.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting
- None

- 9.3 Further planning applications notified following the publication of the agenda and the meeting.

- None

9.4 **Other Planning Issues**

Pre-Planning Consultation – Land West of Town Road, Cliffe Woods

- The Pre-Planning Consultation in this site has no official end date, but an indicative date for inclusion in any Planning Application was notified to the council by Gladmans (29/8). The next stage is for them to consider the responses and decide if they wish to proceed to a planning application (most matters reserved) and include the consultation responses and the applicant's response with that application.

10.0 **Rookery Lodge Demolition and Site Redevelopment Proposals (update)**

To report on any further information and/or actions.

11.0 **Report: Other Committees**

- 11.1 Footpaths and Common Land – General Report – Cllr Moore.
- 11.2 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)
- 11.3 Rural Liaison Committee (Medway) – Cllr Stanley
- 11.4 Police Liaison – Cllr Stanley
- 11.5 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 11.6 Cliffe Memorial Hall – General Report – Cllr Bush

12.0 **Report: Other Bodies**

- 12.1 Patient Participation Groups
- 12.2 Neighbourhood Plan update – Clerk PO.
- 12.3 Friends of North Kent Marshes Cllr Moore/Darwell
- 12.4 Other Reports

13.0 **Other items to be handed to the Clerk for the next Meeting on 13th October 2016 at the Small Hall, Memorial Hall, Cliffe.**

C Fribbins Parish Clerk

31/08/2016