

Minutes of Meeting held remotely on Zoom

Thursday 11th June 2020

PRESENT: Cllrs Ron Naughton-Dean (CHAIR), Barry Dibble (VICE-CHAIR) (BD), Sue McDermid (SM), Sandra Fenney (SF), Vivienne Walton (VW), 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 7:00

- | NO | ITEM |
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| 18 | APOLOGIES FOR ABSENCE – Cllrs Joan Darwell (Family), Malcolm McLeod (Family), (Annette Cooper, Ray Letheren, Jim Wenban, Technology issues) and Victoria Baxter. |
| 19 | DECLARATIONS OF INTEREST - None |
| 20 | ADJOURNMENT-
Ward Councillor Elizabeth Turpin was present for the meeting |
| 21 | APPROVAL OF MINUTES OF MEETING ON 14/05/2020
Proposed by Cllr Dibble, Seconded by Cllr Walton- ALL AGREED |
| 22 | MATTERS ARISING FROM MINUTES OF MEETING held on 14/05/2020
These were discussed elsewhere on the agenda. |
| 23 | Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods
1 vacancy remains for Cliffe Woods Ward. |
| 24 | REPORT: CLERKS
These were discussed elsewhere on the agenda. |
| 25 | Report: Chair Nothing to report |
| 26 | Report: Finance & General Purposes (Cllr Dibble/Clerks)

To receive a report and recommendations of the F&GP meeting held Tuesday 2 nd June Online/Zoom |
| | a) To note financial information to 31/5/20 circulated. - NOTED |
| | b) To agree receipts & payments and approve for June 2020 as necessary (including any updates since the F&GP) – Cllr Dibble proposed the receipts and payments, seconded by Cllr Wyatt- ALL AGREED |
| | c) To note recommendations agreed under delegated powers - None |
| | d) To agree recommendations |
| | a. Cllr Walton proposed, Cllr Keates seconded in readiness for coming out of COVID-19 restrictions, a deep clean of the changing rooms be carried out and quotes for the flooring be sought, ALL AGREED. After discussions tonight Cllr Dibble proposed that a deep clean be completed at the earliest convenience in preparation for the changing rooms being used, seconded by Cllr Walton- ALL AGREED. Clerk PO will also be sourcing two other quotes for the changing room flooring after receiving one quote already. |
| | b. Cllr Dibble proposed, seconded Cllr Keates that adverts be placed for a both/joint roles of caretaker and changing room cleaner, AGREED , one against – related to hours contracted being sufficient. Cllr Dibble proposed advertising this joint role, seconded by Cllr Keates- ALL AGREED |
| | c. Proposed Cllr Dibble, seconded Cllr Naughton-Dean that the council play equipment inspection be arranged – AGREED. Cllr Dibble proposed that the playpark inspection is carried out, seconded by Cllr McDermid- ALL AGREED. |
| | e) To note other items from the committee
Clerk PO reported that Volker Highways have been in to assess and clear the Buttway Drain on 11/06/2020. Problems still exist and a new soak-away is likely to be needed (they will provide a quote). The insurance claim for the Buttway fencing has also been processed and work is due to be completed within the next week. |

26 A Finance Report/ Draft Finance Reports Circulated-

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

26 B Payments to be made-

Receipts	May	June
Allotment Rent (BACS)		
Allotment Rent (Chqs)	£118.19	
Allotment Rent (Cash)	£76.50	
Bank Interest	£11.66	
Payments		
200601 Chris Fribbins	May Salary, Home Allow,	
200602 Michelle Dolley	May Salary, Home Allow	
200603 John Davies	May Salary, Mileage	
200604 Vonage	Parish Phone	£10.25*
200606 Community Land Use	NHP Consultant	£350.00
200608 British Gas	Changing Rooms Elec Bill	£31.75*
200609 RB Consultants	Internal Audit May 2020	£75.00
200610 Nat Allotment Society	Annual Subscription	£66.00*
200611 Just Bin Bags	Black Sack x2 Caretaker	£51.60*
200612 Southeast Marine Engineering (Multiplay unit)	Multi-play Equip Repairs	£420.00*
200613 Norton Lifelock	Annual Subscription	£83.33
200614 Zoom	Monthly Subscription	£14.39*

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

Proposed by Cllr Dibble, Seconded by Cllr Wyatt- **ALL AGREED**

27 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Clerk RFO and Cllr Letheren conducted a monthly inspection on 02/06/2020. A few plots were identified as not tended to and received a letter to tend.

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

- 28.1** To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm.

Delegated Powers

MC/20/0992 Land West of Town Road Cliffe Woods (Esquire) – Issues with proposed play area raised with Medway Planning.

MC/20/1028 87 View Road, Cliffe Woods – Request full application due to height of proposal

MC/20/1117 29 View Road, Cliffe Woods – No comment

MC/20/1083 3 Norwood Close Cliffe Rochester Medway ME3 7QJ – deferred for discussion by the planning committee.

28.2 Other Planning Issues

The three large developments (Gladmans, Simpkins and Trenport) have had no new updates.

29 Cliffe and Cliffe Woods Neighbourhood Plan The neighbourhood plan is still progressing.

30 REPORT: OTHER COMMITTEES

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

Nothing to report.

30.3 Youth Liaison- General Report- Cllr Walton

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

31 REPORT: OTHER BODIES

31.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates-

Cllr Keates reported that a meeting took place online on 09.06.2020- This was regarding the piece of land owned by the trust and the access road to the north of the Esquire development.

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

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

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

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

31.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper. No meetings due to COVID-19 restrictions.

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

31.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney. An email was circulated to Cllrs about the new ways all the surgeries are operating due to the current pandemic. This was subsequently circulated on social media.

31.9 Friends of North Kent Marshes Cllr Darwell – Nothing to report

32 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. The knife will be passed to the police.

Other items to be handed to the Clerk for the next meeting on Thursday 9th July 2020 (arrangements for meeting to be circulated dependant on COVID-19 restrictions)

Meeting Closed at 20:15

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