



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 **Thursday 10th May 2018, in the Emmanuel Centre, Parkside, Cliffe Woods To Follow the Annual Meeting**

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 **Councillor Co-Options** Current vacancies 3x vacancies, Cliffe Village Ward x 1, Cliffe Woods Ward x 2
- 4.0 **Approval of Minutes of Meeting held on 08/03/18**
- 5.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)
Medway Youth – Update from local Senior Youth Worker Pauline Wagon
- 6.0 **Matters Arising from Minutes of Meeting held on 08/03/18** (see action list with minutes)
- 7.0 a) **Report: Clerks** (Clerk PO/RFO)
 - 7.1 Resignation of Cllr Stanley – vacancy advertised, Medway Council informed and website updated.
 - 7.2 Correspondence (emails distributed through the month)
 - 7.3 Matters dealt with since last meeting (verbal report at meeting)
 - 7.4 Meeting Arrangements – Suggested we investigate use of Cliffe Community Church for Council meetings in Cliffe.
 - 7.5 Cliffe Fair – Funds raised will go to St Helen's School rather than the Church this year. Public Indemnity Insurance to be checked for Bouncy Castle.
 - 7.6 Cllr Dibble has agreed to help maintain the parish council web site (others also welcome). Initially any updates can be put in Draft mode and approved/published by the Clerk (PO). **In line with Social Media Policy Approval to authorise Cllr Dibble is sought.**
- b) **Report: Chair**
- 8.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))
 - 8.1 **Finance Report** – Not available until close of 2017/2018 Annual Report completed. 2018/2019 Budget Report circulated.
 - 8.2 **Receipts & Payments** (circulated)

To note Income and payments made in April (by F&GP Standing Order provisions when there is no parish council meeting in that month)
To note Income and to seek approval of the Payments listed – detailed report of income and expenditure circulated.
 - 8.3 **Changing Rooms Project** –

Planning Condition discharged, so planning permission fully agreed.
VAT 'Opt to Tax' has been confirmed, implications of early withdrawal from VAT registration understood.
Building works progressing. Two stage payments made to date.
Storage container identified and second being sought for building work to be located on recreation ground behind changing rooms - (current container to be removed). The Vice Chair will circulate an update report
To Note.
 - 8.4 **Parish Councillor election**

Council can now co-opt one vacancy in Cliffe Village and Cliffe Woods. Awaiting notification from Medway Council on vacancy created by Philip Stanley's resignation. **To Note**

- 8.5 **Relief Caretaker/Caretaker**
Michael Jonson has had a return to work interview and had a phased return. 6 month initial appraisal to be scheduled. **To Note.**
- 8.6 **Play park repairs**
Replacement net has been installed? Work to fix and service the Skate Park to be approved when work and certification has been agreed. **To Note**
- 8.7 **Vandalism to Cliffe Recreation Ground & Allotments**
There has been a request for anti-vandal paint on the current storage container (as it is due for removal, Cllr Letheren will investigate a lower cost 'grease' for the interim and temporary notice). **Recommended that we ask the Relief Caretaker to carry out this work and pay additional hour/s).**
There had been some further vandalism to the broken storage container door after somebody had managed to jam it shut.
There had been some mud over the skate park and extra caretaker hours required to clear it up (arising from the container construction)
A meeting is to be planned with our CCTV installer to discuss future options. **To Note**
- 8.8 **Assets and Insurance Cover**
Work will need to be followed up after the Clerk (RFO) leaves. **To Note**
- 8.9 **Allotments**
Some new tenants and some that have been given up, Just over 50% have paid their 2018/19 rents and others to be chased. **To Note.**
- 8.10 **Pitch Hire Fees (2018/2019 Season)**
Cliffe Woods Colts and Black Lion have agreed to pay the new rent and will play matches on Sunday mornings. **To Note**
- 8.11 **Potholes/Barrier Cliffe Woods Car Park**
Quotes had been received from Clark Clayton and Volker Highways. The quote from Volker was cheaper and included more material to be used. **Recommend acceptance of the Volker Quote, subject to agreeing the potholes to be repaired.**
Damage has been caused to the signs above the entrance cross bar. This was caused by two individual incidents and the vehicle that caused the second damage has been reported as a Virgin Media Van (the Clerk(PO) has made contact with Virgin Media to identify the driver and seek compensation.
Sign Studio have been asked to repair on the same terms as the install when the barrier was fixed.
The Exit Barrier has been fixed and now can be locked open or shut. **To Note**
- 8.12 **Pay Increases 2018/2019**
(the Clerks left the room)
Recommended that the Clerk's pay be increased by 2% in line with the National Code and Conditions for Spinal Column 26.
The pay for the Caretakers has increased in-line with the National Living Wage.
Recommended that the Youth Worker remain on £10 per hour.
- 8.13 **Strood Youth Centre Outreach**
Pauline Wagon will attend the May meeting. Lindsay Hartney has suggested repainting of the Cliffe Woods Youth Shelter and Summer events and will require some funding (amounts awaited) **Recommend consideration of funding requests from Medway Youth as identified.**
- 8.14 **Standing Order Review / Financial Regulations/Members Code of Conduct**
National Model Standing Orders have arrived and is being used as a base for new ones.
Modified Financial Regulations to be circulated for adoption.
New Code of Conduct agreed by Medway Council and recommended for review and adoption by parish councils. Clerk (PO) confirming some details with the Monitoring Officer. **To Note**
- 8.15 **General Data Protection Regulation**
Implications a little clearer and to be reviewed. It appears the council will not have to appoint a Data Protection Officer. Vice Chair is reviewing implications with the Clerk (PO), other feedback welcome. A light touch is likely to be appropriate for the council. **To Note**
- 8.16 **Parish Defibrillator (Cliffe)**
This has been replaced by a Fire Service Defibrillator. The parish one is stored at the fire station for now and it is proposed to locate this outside the Cliffe Doctor's Surgery (Fire Service can install, they are liaising). **To Note.**
- 8.17 **Buttway Ground Conditions**
There are issues with the ground conditions (especially where vehicles have been accessing the grass) and the drain still does not clear after significant rain). Potential solutions to be sought. **To Note**

- 8.18 **Recreation Ground Pitch Refurb**
The company that are doing this work have been chased and they have equipment problems at the moment and will keep the council informed. **To Note**
- 8.15 **Cliffe Parish Photo Archive**
Cllr Darwell is proposing to scan, print and store further photos (especially St Helens School photos). Cllr Darwell has asked for some financial support for photo paper, plastic pockets and ink jet cartridges for printing. **Recommended that support be given to the school photos and then a better idea of costs will be known and further consideration can be given to the rest. (Consumables (paper, plastic pockets and ink jet cartridges) to be purchased via the Clerk (PO) to enable VAT to be reclaimed and lowest costs to obtained).**
- 8.16 **Use of Cliffe Woods Car Park (part) for Custom Car Display (Cliffe Woods Social Club).**
There has been a request to use the car park to run a similar exhibition of Classic Vehicles as the 6 Bells on the Buttway.
Recommend approval for a three month trial on the basis of Marshalls in place, Plastic glasses only and rubbish cleared after the event.
- 8.17 **Cliffe Woods School Noticeboard**
Cllr Letheren has refurbished the noticeboard. Thanks to Cllrs Letheren and Wenban for dismantling and remounting. **To Note**
- 9.0 **Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements
Clerk (RFO) still awaiting notification of any further tenant changes. **To Note and consider any actions arising from the report.**
- 10.0 **Report: Planning Committee** (Cllr Harper/Clerk(PO))
- 10.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: **To Note the following Planning Responses.**
- MC/18/0907 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE**
Construction of a detached dwelling with associated parking
This application follows one granted in October 2016. It is larger and does appear to be deficient in car parking space. There is also concern about the closeness to the RAMSAR boundary at this location.
- MC/18/0931 Witham House Symonds Road Cliffe Rochester Medway ME3 7SS**
Roof alterations including increase in roof height to facilitate part first floor part 2 storey side extensions and single storey rear extension
No objection
- MC/18/0971 39 Graveney Close Cliffe Woods Rochester Medway ME3 8LB**
Construction of a single storey side/rear extension (demolition of existing covered porch)
No objection
- MC/18/1016 Rovsay 66 Town Road Cliffe Woods Rochester Medway ME3 8JU**
Installation of a vehicle crossover to front
Neighbouring properties have crossovers already, but ask that there should not be any reversing off the site.
- MC/18/1017 Coronation Bungalow And Jubilee Cooling Street Cliffe Rochester Medway ME3 7UB**
Construction of two 1-bedroomed and three 2-bedroomed dwellings with associated parking (demolition of existing dwellings)
Object – The development is out of keeping with the local area and street scene, especially the proposed housing density and housing type in an area of bungalows and larger individual properties. There is a plot left to the rear of this development that could be used for even more of these properties if this is granted.
- 10.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. **Recommend referral to the Planning Committee and delegate them to reply on behalf of the council.**
- MC/18/1262 The Evening Star 128 Church Street Cliffe Rochester Medway ME3 7PY**
Variation of condition 2 to allow a minor material amendment to planning permission MC/17/4027
Conversion of the existing public house into three 3 bedroom houses and construction of two 3 bedroom houses with associated parking (resubmission of MC/17/2015) - to enable the rear roof line to be amended and provide additional living space to the second floor level
To be considered

MC/18/1238 Point View Buttway Lane Cliffe Rochester Medway ME3 7QW

Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall by 4m, The maximum height of the proposed extension from the natural ground level is 3m and the height at eaves level of the proposed extension measured from the natural ground level is 2.6m.

To be considered

- 10.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. **Recommend referral to the Planning Committee, if any arise, and delegate them to reply on behalf of the council.**

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10.4 **Other Planning Issues**

Medway Local Plan

– March to May Consultation launched, Consultation has been extended to June 25th, so a draft response will be circulated before the meeting and agreed at the June Parish Council Meeting.

A meeting was held with Kelly Tolhurst MP and other Hoo Peninsula Parish Chairs (and the Clerk (PO) covering for Allhallows PC). The suggestion is that individual parish responses are welcome, but to share approach. Concerns about the deliverability of the number of houses required, impact on, and lack of infrastructure and to seek further investigation into town centre locations for development. **To Note**

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

If approved there are a number of s106 conditions that would be applied with both direct and indirect implications for the parish council and local residents (to be reported). The inspector's report has been submitted to the Minister and is due to be decided by July (note there has been a change in Minister 1/5). **To Note.**

The developer of the 'Glade' (site opposite Merryboys/Town Road Junction) wants to meet with the Parish Council to discuss their modified proposals before they present to Medway Councillors). It appears a planning application submission could follow. As there is a busy agenda for this meeting, it is proposed to fit this in before the next NHP meeting 17/5/18 at the Emmanuel Centre or an alternative date – all councillors invited. Recommended that the Clerk (PO) arrange a suitable date/time and venue.

11.0 **Report: Other Committees** (subject to any changes at the Annual Meeting) **To Note**

- 11.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
11.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk.
11.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

12.0 **Report: Other Bodies** (subject to any changes at the Annual Meeting)

- 12.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)
12.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
12.3 Cliffe Memorial Hall – General Report – vacant the committee is looking for additional trustees and a liaison.
12.4 Brett's Liaison – Cllr McDermid/Clerk(PO).
12.5 Rural Liaison Committee – Replacement for Cllr Stanley sought at Annual Meeting (March meeting 6th March, also open session for all councillors)
12.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper (cover required when there are meeting clashes)
12.7 Police Liaison Committee & Councillor/Police Surgeries – A replacement for Cllr Stanley will be sought t the annual meeting. Cllr Dibble has recently indicated his interest- the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf Issues to be reported/discussed.
12.8 Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair/Cllr Fenney)
12.9 Friends of North Kent Marshes Cllr Darwell

13.0 Other Reports

Other items to be handed to the Clerk for June's Monthly Meeting scheduled on 14th June 2018 (location to be confirmed).