



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the
Emmanuel Centre, Cliffe Woods
On Thursday 8 June 2017

PRESENT: Cllrs Sue McDermid-Chair, Annette Cooper (AC), Faith Evers (FE), Sandra Fenney (SF), Ron Naughton-Dean (RND), Jim Wenban (JW), Vivienne Walton (VW), Ray Letheren (RL), Gary Clark (GC). Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.30 pm and a one minute silence was held for Cllr Gill Moore, recently deceased.

NO		ITEM						
16.0		APOLOGIES FOR ABSENCE Cllr Joan Darwell – health, Cllr Phil Stanley – health, Cllr Derek Graves – work, Cllr Fred Harper - holiday, Cllr Peter Clements – holiday, Cllr Lynne Bush – election duties ACCEPTED						
17.0		DECLARATIONS OF INTEREST - None						
18.0		APPROVAL OF MINUTES OF MEETING HELD ON 11/05/2017- Proposed Cllr Naughton-Dean, seconded Cllr Fenney AGREED						
19.0		ADJOURNMENT Presentation from England Coast Path Team - Sussex and Kent Area Team						
20.0		PRESENTATION – Chair thanked Dave Clark for his hard work and many years of service as caretaker to the parish council. Leaving gift and plant presented to him and his wife Linda.						
		MATTERS ARISING FROM MEETING HELD ON 11/05/17 (See action list with minutes)						
21.0		REPORT: CLERKS						
	21.1	Correspondence - e-mails distributed through the month						
	21.2	Matters dealt with since last meeting (verbal report at meeting)						
	21.3	Cliffe Crusaders Rugby Team have asked for permission to site signs at the road entrance and pedestrian access points to the recreation ground (circulated). There is not sufficient land at the entrance for the larger sign and as the road is narrow at that point, it may be too near the residential property opposite (planning permission would also be required)). There is space for the smaller sign and planning permission may not be required. Signs would have the Rugby and Football team names on them. Suggest final sizes and details be submitted and referred to Medway Planning for comment.						
22.0		APPROVAL OF ANNUAL REPORT 2016/17 – Files and Annual Return received back from Internal Auditor, no significant concerns. Annual Return has been sent to external auditors and exercise of rights (opportunity for public rights to inspect the accounts) posted on noticeboards today. AGREED TO NOTE						
23.0		REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenny/Clerk (RFO/PO))						
	23.1	Finance Report May budget report circulated – no overall issues as yet but early in the new financial year.						
	23.2	Receipts and payments To note transfer from current to investment a/c £20,000 and income below received <table><tr><td>Various</td><td>2017 allotment rent</td><td>£350.88</td></tr><tr><td>Smiths Funfair</td><td>Bond and hire of field</td><td>£1,100.00</td></tr></table>	Various	2017 allotment rent	£350.88	Smiths Funfair	Bond and hire of field	£1,100.00
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		<p>To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated</p> <table> <tr> <td>Chris Fribbins</td><td>Clerk salary, home allowance, mileage – PAYE</td><td>£</td></tr> <tr> <td>Sue Hibbert</td><td>Clerk salary, home allowance, mileage – PAYE</td><td>£</td></tr> <tr> <td>Mike Johnson</td><td>Caretaker pay, mileage, petrol – PAYE</td><td>£</td></tr> <tr> <td>Andrew Norton</td><td>Youth worker salary</td><td>£</td></tr> <tr> <td>Vonage</td><td>Parish phone</td><td>£9.13*</td></tr> <tr> <td>EE</td><td>Dongle</td><td>£15.56*</td></tr> <tr> <td>James Boot</td><td>April invoice</td><td>£434.70</td></tr> <tr> <td>Smiths Funfair</td><td>Bond return</td><td>£500.00</td></tr> <tr> <td>Road Data Services</td><td>2nd traffic survey</td><td>£180.00*</td></tr> <tr> <td>CraigDene</td><td>Playpark inspection</td><td>£234.00*</td></tr> <tr> <td>Sign Studio Ltd</td><td>Barrier signage</td><td>£432.00*</td></tr> <tr> <td>National Allot Soc</td><td>2017 membership</td><td>£66.00*</td></tr> <tr> <td>Xerox</td><td>3 x toners (to be credited)</td><td>£157.00*</td></tr> <tr> <td>St Helens Church</td><td>Churchyard maintenance grant</td><td>£1,000.00</td></tr> <tr> <td>RB Consultant</td><td>2017 internal audit fee</td><td>£50.00</td></tr> <tr> <td>Cliffe Memorial Hall</td><td>50% grant</td><td>£2,500.00</td></tr> <tr> <td>CWCA</td><td>50% grant</td><td>£2,500.00</td></tr> </table> <p>PAYMENTS APPROVED, proposed Cllr Letheren, seconded Cllr Naughton-Dean - AGREED</p>	Chris Fribbins	Clerk salary, home allowance, mileage – PAYE	£	Sue Hibbert	Clerk salary, home allowance, mileage – PAYE	£	Mike Johnson	Caretaker pay, mileage, petrol – PAYE	£	Andrew Norton	Youth worker salary	£	Vonage	Parish phone	£9.13*	EE	Dongle	£15.56*	James Boot	April invoice	£434.70	Smiths Funfair	Bond return	£500.00	Road Data Services	2 nd traffic survey	£180.00*	CraigDene	Playpark inspection	£234.00*	Sign Studio Ltd	Barrier signage	£432.00*	National Allot Soc	2017 membership	£66.00*	Xerox	3 x toners (to be credited)	£157.00*	St Helens Church	Churchyard maintenance grant	£1,000.00	RB Consultant	2017 internal audit fee	£50.00	Cliffe Memorial Hall	50% grant	£2,500.00	CWCA	50% grant	£2,500.00
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23.3		Cliffe Woods Car Park Repairs and Maintenance – Repairs to both entrances and signage now complete.																																																			
23.4		<p>RLG Update</p> <p>RLG outstanding - £7,271 (previous year underspend + 2017/18 £4,840)</p> <p>Buttway fencing suggested. Changing Rooms (with possible virement from Youth ear-marked reserves).</p>																																																			
23.5		<p>S106 Update – Changing Rooms Project</p> <p>Meeting Summary</p> <p>Attendance - Sandra Fenney (Chair), G Clark, R Naughton-Dean, Sue McDermid, Vivienne Walton, Chris Fribbins Clerk (PO), Ray Swatton (Cliffe Woods Colts FC),</p> <p>Planning Permission/Building Control - John Alford has started the detailed drawings and will submit for Building Control approval.</p> <p>Cllr Fenney had identified some draft costs electricity/water/sewage connections.</p> <p>Fund Raising - Football Foundation Grant followed up by Clerk(PO). Kent County FA had been approached by the FF for their comments and their support.</p> <p>Community Asset Fund awaiting further feedback.</p> <p>Kent County Playing Fields Association – request to be submitted.</p> <p>Leader Programme – Hugh Jarvis to be approached re. possible funding.</p> <p>Build Phase - There was detailed discussion about the Build Phase. Cllr Clark will identify the parcels of work that need to be done and then Clerk (PO) will check the rules and guidelines for notification of this work on the Contractor Portal v Volunteer work. Caution was also expressed about rushing to start building works as this might mean that some grants would not be available.</p> <p>The Parish Council requested to consider extending delegated powers to councillors on this committee in relation to applying for grants, agreeing and advertising work items (including the Contractor Portal) and approving subsequent quotes (councillors with a potential conflict of interest should declare that interest and not take part in items and delegated decision making). This is to enable speedy decisions to be made now that the design and planning approval has been granted. Proposed Cllr Walton, seconded Cllr Naughton-Dean AGREED</p>																																																			

23.6	Staffing of Youth Clubs Monthly timesheet completed. Outstanding DBS/Tax Code/Bank details received.
23.7	Risk Assessment Review Financial Regulations now updated. Cllr Cooper to carry out quarterly review.
23.8	Toilets and Bus Shelter – Cliffe Buttway Clerk (PO) has notified Medway Council of the parish council decision not to take on.
23.9	Parish Council By-Election Charge awaited from Medway Council (probably after the general election) > £4,000. Money has been earmarked in the reserves for this.
23.10	Family Fun Fair Cllr Darwell had reported that they are not interested this year.
23.11	Caretakers Duties Job advert distributed. Issues with current cover discussed and noted. Temporary cover by Mike Johnson to restart. Contractor to cut playpark grass next week, proposed Chair, seconded Cllr Clark. Closing date to be left as 16 June and interview to be held even if only one candidate, proposed Cllr Fenney, seconded Cllr Letheren. AGREED
23.12	Fencing/bollards at the Buttway – Contractors have been asked to re-quote using metal tubing that is not damaged but replacing all the oak posts.
23.13	Football Goal Posts – The decision to not concrete in or supply new posts was passed to the football clubs – Black Lion are still concerned and were given the opportunity (in writing) to come to this meeting to address these further with the parish council.
23.14	Play Park Repairs – Annual inspection report produced and now distributed to councillors. Cllr Wenban will review and identify parts and work required.
23.15	Outdoor Gym Equipment – Two sites recommended by the parish council. Following up quotes and funding sources.
23.16	Cliffe Recreation Ground – The bollards missing/removed at the entrance to the recreation ground. Clerk (RFO) following up quotes for repair. The holes had to be filled in to prevent a trip hazard for the fun fair.
23.17	Village Millstones - Cllr Letheren has arranged for a sign writer to re-paint the millstones free of charge (now complete)
24.0	Football and Rugby Pitch Hire Charges 2017/18 The terms and hire charge for the new season need to be agreed. Current rate is £250 each per team (two football teams share the one football pitch). Rugby pitch is larger but not shared. In any case, the charge would be subject to increase when the changing rooms are available for use (and to recover costs, set-aside for maintenance, repairs and eventual replacement). Comparable Medway Council fees are around £440 for a basic pitch. RECOMMENDATION REQUIRED – to be brought back to next F&GP.
25.0	REPORT: ALLOTMENTS
25.1	Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Eysers The majority of rents had been paid, 3 outstanding payments being followed up by Clerk (RFO)
26.0	REPORT: PLANNING
26.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting
	MC/17/1687 Details Pursuant to MC/14/1630 (condition 4) Enhancement of Alpha and Chalk Lake No comment MC/17/1687 Details Pursuant to MC/14/1630 (condition 7 & 8) Enhancement of Alpha and Chalk Lake MC/17/1667 No comment

		<p>MC/17/1691 18 Wentworth Drive – Construction of a two storey rear extension No objection</p> <p>MC/17/1598 2 View Road – Construction of two storey side extension (to allow conversion to two separate semi-detached properties) Concerns regarding overdevelopment and parking. OBJECT</p>
	26.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		<p>MC/17/1845 LAND REAR OF 56-60 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JJ</p> <p>Construction of a detached chalet bungalow with parking and access via Milton Avenue. <i>Bungalow is behind 60 & 58 Town Road (semi-detached bungalows on the shop side of the Milton Road/Town Road junction, accessed from Milton Road. Garden area is behind the larger 56 Town Road).</i> Refer to planning to respond on behalf of parish council.</p> <p>MC/17/1834 WESTCOURT FARM, SALT LANE, CLIFFE, ROCHESTER, ME3 7ST</p> <p>Construction of two open fronted agricultural buildings (farm down Salt Lane near Bretts Yard, agricultural buildings) No objection</p>
	26.3	Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.
		<p>MC/17/1924 47 REEDHAM CRESCENT, CLIFFE WOODS, ROCHESTER, ME3 8HT</p> <p>Construction of two storey front/side extension and garage conversion together with a single storey extension to rear - demolition of existing conservatory. Refer to planning to respond on behalf of parish council.</p>
	26.3	Other Planning Issues
		<p>MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG</p> <p>Demolition of existing buildings and construction of 8 x two-bedroomed and 4 x three-bedroomed houses with associated refuse, parking and access (site 1) – Parish Council Objected, no committee date.</p> <p>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (Simpkins)</p> <p>Outline application with some matters reserved (appearance, landscaping, layout and scale) for the construction of 50 retirement homes comprising a mix of 2/3 storey apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging with new vehicular access to View Road - Objected, no committee date</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</p> <p>Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for up to 225 residential dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. Official notice of appeal received and lodged on planning portal.</p>
27.0		Car Parking Review – Cliffe Woods/Cliffe - Awaiting advertising of further restrictions and adoption.
28.0		Cliffe Small Hall Barrier – Further Damage – Clerk (RFO) following up.
29.0		Clarion Annual Report – Reports required from committees/other bodies etc.
30.0		Reports: OTHER COMMITTEES
	30.1	Footpaths and Common Land – General Report No report

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	30.2	C&CW Neighbourhood Plan Steering Group – General Report – Clerks Workshops held and planned. Locality Grant had been received.
	30.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) Busy sessions in Cliffe Woods. Cliffe not able to re-open due to lack of adult support.
31.0		REPORT: OTHER BODIES
	31.1	Cliffe and Cliffe Woods Community Trust – Cllr Bush No report
	31.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton - Successful tribute night, sale of land on-going, 24 th June Summer Fete.
	31.3	Cliffe Memorial Hall – General Report circulated – Cllr Bush No Report
	31.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - No meeting
	31.5	Rural Liaison Committee – Cllr Stanley - Next meeting in July.
	31.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper April meeting held, next meeting later in June.
	31.7	Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road.
	31.8	Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair) - No meetings
	31.9	Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) – Expression of interest submission to the Heritage Lottery Fund went in on time.
	31.10	Friends of North Kent Marshes Cllr Darwell – No report.
	31.11	Other Reports
32.0		Other items to be handed to the Clerk for the next Meeting scheduled on 13th July 2017 in the Emmanuel Centre, Parkside, Cliffe Woods

Meeting closed at 10.30 pm

13/06/17sh

Signed by..... Chairperson and dated.....

Appendix MA1703

	MATTERS ARISING FROM MINUTES OF MEETING ON 11/05/17	Action By
May 8.4	<p>Changing Rooms Project</p> <p>Planning Permission/Building Control - John Alford has started the detail drawings and will submit for Building Control approval.</p> <p>Cllr Fenney had identified some draft costs electricity/water/sewage connections.</p> <p>Fund Raising - Football Foundation Grant followed up by Clerk(PO). Kent County FA had been approached by the FF for their comments and their support. Community Asset Fund awaiting further feedback.</p> <p>Kent County Playing Fields Association – request to be submitted.</p> <p>Leader Programme – Hugh Jarvis to be approached re. possible funding.</p> <p>Build Phase - Cllr Clark will identify the parcels of work that need to be done and then Clerk (PO) will check the rules and guidelines for notification of this work on the Contractor Portal v Volunteer work.</p>	Clerk PO/ SF/ GC
Jun 21.7	<p>Annual Report – Items required from councillors (those with responsibilities). Agreed that this would not be produced for the 2016/17 council year, but prepared after Annual Parish Meeting in April and Council Annual Meeting in May.</p>	ALL
Jun 21.7	<p>Councillor Surgeries –Chair to organise six-month pilot/trial with assistance from other councillors. Chair needs feedback from councillors prepared to help with trial and will follow-up. On hold for present time.</p>	Chair/ ALL
Jun 25.0	<p>Rookery Lodge Demolition - The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS Homes Meeting to be arranged with MHS Homes as necessary.</p> <p>Further contact with resident, MP, and Medway Cllr Williams</p> <p>Review of Planning Application for demolition and replacement with 13 dwellings when submitted (no current date for submission, but now expected in January). Full planning application for two sites has been submitted and comments submitted.</p>	Clerk PO Chair Planning Committee
Aug 53.10	<p>Cliffe Woods Car Park Barrier Repairs – Cllr Graves had supplied quotes to Cllr Naughton-Dean and a recommended course of action proposed when further information received. Recommendation agreed at December F&GP meeting, but further damage reported – Insurance has been contacted. Thomas Fabrications have been contacted about revised quote. Trojan Engineering (company responsible for damage) to supply 'no charge' quote and evidence of Public Liability insurance. Revised quote from Thomas Fabrications. Small hall car park carried out, Cliffe Woods barrier has been measured up to start working on soon. Barrier work and signage complete.</p>	Clerk RFO
Aug 55.1	<p>Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.</p>	PC
Sep 66.13	<p>Standing Orders Review – Clerk PO to draft clause for rescinding minutes and to add 'call for extraordinary meeting'. To be reviewed as time permits.</p>	Clerk PO
Sep 68.3	<p>Outline Planning Applications – meeting held with Gladmans and Graham Simpkin to discuss West of Town Road and South of View Road respectively. Response to land South of View Road has been submitted, West of Town Road is</p>	Clerk PO

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	due to be submitted, by 31 st October, after November Planning Committee. Not going to November, December, or January committee. Not February or March, earliest now April. No committee date as yet.	
Oct 86.2	Neighbourhood Plan – Unspent 16/17 grant of £3,981 returned and new grant of £7,649 received. Transport & Economy workshop held on 29 April. Environment & Heritage due 17 June, Housing & Community Facilities 8 July. Housing Needs Survey to be sent to residents.	Clerk (PO) NHP
Nov 94.2	Banking Arrangements - NatWest Online access still awaited. Clerk RFO details to be added. Recommended that the NS+I and NatWest signatures be reviewed and Cllr Fenney & Cllr Naughton-Dean added to cheque signatories - Agreed. Appointment 24 th Jan with NatWest to resolve asap. Change of signatories now in place, Debit Card now required to make payments – forms submitted. Debit card received and being used to make payments. Clerk (PO) to follow up his on-line banking access at some point. Complete	Clerk(RFO)
Feb 138.0	RSPB HLF bid - Expression of Interest submitted by deadline of end of May.	Clerk (PO)
Feb 139.14	Care-taker Duties - Chair/Vice Chair and Clerk(RFO) to work on preferred option of job-share for the short term, with a view to advertising for one person to carry out the role, longer term. Final advert on noticeboards and website	Chair/Vice Chair/Clerk RFO

May 8.8	Risk Assessment Review Financial Regulations to be amended to allow for a councillor who is not an authorised signatory or an independent person outside the council to carry out Interim Audit Reviews. Financial Regulations now updated, Cllr Cooper to carry out interim audit reviews. Meeting to be arranged early July to go through audit process for 1st quarter of financial year.	Clerk RFO
May 8.13	Buttway fencing A further quote to be obtained to replace whole fencing like for like. Contractors to re-quote using metal tubing not damaged and new oak posts.	Clerk RFO
May 8.14	Football pitch renovation Vertical drain work to be carried out after Fun Fair has visited	Clerk PO/RFO
May 8.16	Outdoor Gym Equipment Further quotes for equipment at 2 sites and details of future maintenance costs to be investigated. Permission to be sought from Medway for potential equipment at Cliffe Woods recreation ground and follow up on funding.	Clerk RFO/PO
Jun 23.16	Bollards at Cliffe recreation ground/small hall car park barrier Quotes to be obtained for replacing bollards and repairing damage to small car park barrier.	Clerk RFO/PO