

Minutes of Meeting held remotely on Zoom

Thursday 16th July 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), Joan Darwell(JD), Malcolm McLeod (MM), Annette Cooper (AC),



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

This meeting opened at 7:00

- | NO | ITEM |
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| 33 | APOLOGIES FOR ABSENCE – Cllrs Ray Letheren, Jim Wenban, (Technology issues) |
| 34 | DECLARATIONS OF INTEREST - None |
| 35 | ADJOURNMENT-
Representatives from Buckland Lake Fisheries were present- Mr Mark Kent made a presentation to the Parish Council regarding the new plans for the Lakes. |
| 36 | APPROVAL OF MINUTES OF MEETING ON 11/06/2020
Proposed by Cllr Keates, Seconded by Cllr McDermid- ALL AGREED |
| 37 | MATTERS ARISING FROM MINUTES OF MEETING held on 14/05/2020
These were discussed elsewhere on the agenda. |
| 38 | Co-option of Parish Councillor for Cliffe Woods/Notice of Vacancy for 2nd position.
2 Vacancies have now arisen due to the resignation of Cllr Victoria Baxter. |
| 39 | REPORT: CLERKS
Clerk RFO reported that a quarterly internal auditor has now been found with the first quarterly audit due to take place with Cllr McLeod. |
| 40 | Report: Chair-
Chair reiterated the importance of training for all Cllrs and staff members. There was also an emphasis on recruitment, specifically for the two vacancies that have arisen and the current position of relief caretaker/cleaner. He spoke about the importance of communications and emphasising what being a parish councillor entails and what the parish council is/does. This will hopefully encourage new candidates to come forward and broaden then spectrum of people on the parish council. |
| 41 | Report: Finance & General Purposes (Cllr Dibble/Clerks)
To receive a report and recommendations of the F&GP meeting held Tuesday 7th July Online/Zoom
a) To note financial information to 30/6/20 circulated.- NOTED
b) To agree receipts & payments and approve for July 2020 as necessary (including any updates since the F&GP)- Proposed by Cllr Dibble, seconded by Cllr Wyatt- 11 AGREE, 1 ABSTENSION
c) To note recommendations agreed under delegated powers – Approval of Salary payments for July 2020.- NOTED
d) To agree recommendations
a. Changing Room Floor tiling – the quote from RAD Tiling was recommended- Cllr Dibble proposed to accept the quote recommended by the F+GP Committee, seconded by Cllr Naughton-Dean- 11 AGREE, 1AGAINST- MAJORITY VOTE
e) To note other items from the committee
a. There are two vacancies for Parish Councillors for Cliffe Woods. One can be filled by co-option the other will be advertised in the first instance. – NOTED
b. Repairs carried out at Buttway (fencing/post). The soakaway is completely blocked and will need further works – report/quote awaited from Volker Highways- The report from Volker is still awaited as there were further issues raised. All fence works have been completed.
c. Cliffe Recreation Play Area – two quotes received for safety surfacing repairs as identified in the 2019 report. Awaiting 2020 report- The 2020 report has now been received and 2 areas have |

decreased in 'risk', although concern with some safety surfacing remains. The play area had a few low risk items to address.

41 A Finance Report/ Draft Finance Reports Circulated-

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

41 B Payments to be made-

Receipts	May	June
Bank Interest	£11.66	£0.62
VAT Reclaim April-June		£573.45
Payments		
200701 Chris Fribbins	June Salary, Home Allow,	
200702 Michelle Dolley	June Salary, Home Allow	
200703 John Davies	June Salary, Mileage	
200703B John Davies	Caretaker Expenses	£6.99
200704 Vonage	Parish Phone	£10.25*
200705 HMRC	PAYE ¼	£683.00
200708 British Gas	Changing Rooms Elec Bill	£30.30*
200709 Zoom	Monthly Subscription	£14.39*
200710 Local Loft	Annual Storage @ Mockbeggar	£520.00
200711 Cliffe Memorial Hall	Annual Grant 1 st ½	£2,500
200712 Cliffe Woods Community Ass	Annual Grant 1 st ½	£2,500
200713 St Helens Church	Annual Maintenance Grant	£1,000
200714 Safeplay	Annual Inspection	£350.00
200715 Findlay Fencing	Buttway Fencing Repairs	£510.00*
200716 KCFPA	Annual Subscription	£20.00
200717 Fasthosts	Annual Web Hosting/Email Subscription	£66.00*

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

Proposed by Cllr Dibble, Seconded by Cllr Wyatt- **11 AGREE, 1 OBSTENSION**

42 42..1 Cliffe Woods Car Park Barrier

A quote has been received to fix the cross member of the entrance to the car park (damaged by vehicles unknown). Since strengthening the uprights have remained undamaged. An alternative quote has been received to strengthen the horizontal bar.

Cllr Dibble proposed to accept the second quote, which would strengthen the horizontal bar, seconded by Cllr McDermid- **ALL AGREED.**

43 43.1 Cliffe Fairground Proposal

There has been an approach from the annual fair ground for a weekend at Cliffe Recreation Ground. Due to their increase costs, they would not be able to pay the usual fee. They have given assurances that it would be COVID-19 compliant and a risk assessment and documentation would be provided. The council's view is sought. -

The councillors discussed the proposal and issues. An proposal to allow a fairground resulted in a tie (6-6) and the Chair agreed that the initial proposal be withdrawn and the matter be discussed further.

After discussions around the COVID-19 issues, Chair proposed to accept the fun fair proposal in principle, subject to all the relevant documentation and, if necessary, not to charge for use of the site, seconded by Cllr Keates- **8 AGREE, 3 AGAINST- MAJORITY VOTE**

44 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Cllr Clements reported that 5-6 new taps were needed at the allotments and was sourcing these. He also reported that he has applied to the Wildlife Trust to replace some of the prickly bushes that have been damaged along the perimeter fence-lines of the allotments. The noticeboard at the allotments also needs repairing/replacing and some type 1 aggregate for the access road into allotments.

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

- 45.1** 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

- a) MC/20/1083 3 Norwood Close Cliffe Rochester Medway ME3 7QJ

Conversion of garage to habitable space.

- b) MC/20/1325 Plot 1 Land West of Merryboys Farm House, Cooling Common,

Cliffe Woods ME3 7TP

Application for approval of reserved matters (Plot 1 only) for (appearance, layout and scale) pursuant to planning permission MC/17/3572 - Outline application for six self-build detached houses.

- c) MC/20/1402 Brett Marine Aggregates Ltd Salt Lane Cliffe Rochester Medway ME3 7SU

Application for non-material amendment to planning permission MC/17/1053 to enable a 6 month extension of time to submit pre-commencement schemes, prior to the re-commencement of infilling and restoration activities at Chalk Lake Kent ME3 7SU

No comments/issues raised on the above applications

45.2 Applications Received since the Planning Meeting

- d) **MC/20/1535 41 Reed Street Cliffe Rochester Medway ME3 7UL**

Construction of single storey side extension with dormers to rear and roof lights to front to provide additional living accommodation within roof space - Resubmission of MC/19/1078-

Cllr Darwell declared and interest- Cllr Harper proposed no objections, seconded by Cllr Walton- **ALL AGREED**

- e) **MC/20/1534 39 Reed Street Cliffe Rochester Medway ME3 7UL**

Construction of single storey side extension with dormers to rear and roof lights to front to provide additional living accommodation within roof space - Resubmission of MC/19/1077

Cllr Darwell declared and interest- Cllr Harper proposed no objections, seconded by Cllr Walton- **ALL AGREED.**

- f) **MC/20/1160 7 Rookery Crescent Cliffe Rochester Medway ME3 7RH**

Change of use of amenity land to residential to facilitate the installation of a vehicle crossover to front

- g) **MC/20/1465 71 View Road Cliffe Woods Rochester Medway ME3 8UD**

Construction of a dormer to front

- h) **MC/20/1584 4 Sedley Close Cliffe Woods Rochester Medway ME3 8HE**

Construction of a two-storey side extension together with associated works to create additional parking to front - demolition of porch to front and existing garage

Where no decision, these will be referred to the Planning Committee for decision under their delegated powers – ALL AGREED

45.3 Applications Received since issuing the Agenda and the meeting

i) MC/20/1578 27 Milton Avenue Cliffe Woods Rochester Medway ME3 8TP

Construction of a 2-storey side extension and single storey rear extension.

j) MC/20/1313 54 Brookmead Road Cliffe Woods Rochester Medway ME3 8HL

Neighbourhood consultation application for the construction of a single storey to rear The details submitted are as follows: The extension will extend beyond the rear wall by 4.000 metres The maximum height of the proposed extension from the natural ground level is 3.399 metres The height at eaves level of the proposed extension measured from the natural ground level is 2.400 metres

k) MC/20/1387 23 Wadlands Road Cliffe Rochester Medway ME3 7RD

Construction of a single storey extension to rear

l) MC/20/1621 1 Courtsole Farm Pond Hill Cliffe Rochester Medway ME3 7QS

Construction of a porch extension to front

m) MC/20/1634 1634 Oast Cottage Station Road Cliffe Rochester Medway ME3 7RU

Formation of a hip to gable roof to facilitate a loft conversion and the construction of dormers to front and rear Construction of a hip to gable roof extension, insertion of dormers to front and rear to facilitate living accommodation in roof space, The house is situated at an angle on the B2000 and it looks like the front and back of the house may have been switched at some point in the past. Either way you drive towards property make it look like you are driving towards to front & back of the property. Meaning the front and back of the property could easily be confused, currently the main entrance (front door) is in the back garden and is entered via a side gate. The back of the house faces a working farm

n) MC/20/1668 29 Rookery Crescent Cliffe Rochester Medway ME3 7RH

Construction of two storey extension to side with internal alterations - demolition of garage

o) MC/20/1676 13 Courtsole Farm Pond Hill Cliffe Rochester Medway ME3 7QS

Construction of a dormer to rear with roof lights to front to facilitate living accommodation within the roof space

p) MC/20/1684 Rectory House Rectory Road Cliffe Rochester Medway ME3 7RP

Details pursuant to condition 4 (Loft section detail) on planning application MC/19/0681 for Listed Building Consent for construction of a single storey extension to connect main house to two outbuildings together with a rear extension to garage to form for a storage area and conversion of garage to habitable room; change of roof design to outbuilding; replacement porch to front; loft conversion with 4 roof lights; new section of boundary wall to north east corner of driveway and upgrading/renovation of windows and doors together with internal works.

Cllr Harper proposed no objections to agenda items F, G AND K, seconded by Cllr Keates- **ALL AGREED.**

Where no decision, these will be referred to the Planning Committee for decision under their delegated powers – ALL AGREED

45.2 Other Planning Issues

An email has been copied to parishes from Hoo St Werburgh Parish Council to the Leader of Medway Council for info re. their concern about the Local Plan proposals in light of the 'closure' of a

Hoo/Stoke Medical Practice by the Care Quality Commission (alternative arrangements have been out in place for immediate issues).- provision of medical facilities is a responsibility of the NHS not Medway Council.

46 Cliffe and Cliffe Woods Neighbourhood Plan

To receive a report on the activities and progress of the Neighbourhood Plan. Subject to discussions with Medway Council it is now hoped to consult on the Draft Plan in September/October due to COVID-19 delays/restrictions. Any referendum would be delayed to April/May 2021. There will be cost implications to the parish council, but grants should be available to cover some/all.

47 REPORT: OTHER COMMITTEES

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

Nothing to report

47.2 Youth Liaison- General Report- Cllr Walton

The youth committee is liaising remotely due to current circumstances. An inventory will be taken of current assets and then a plan to progress forward will be made.

48 REPORT: OTHER BODIES

48.1 Cliffe and Cliffe Woods Community Trust – Report – Nothing to report.

48.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

The social club has now started trading again.

48.3 Cliffe Memorial Hall – General Report – Cllr Fenney –

The small hall is now opening twice a week for the pre-school.

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

48.5 Rural Liaison Committee – Cllr Naughton-Dean – Nothing new to report.

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

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

48.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney. Nothing to report

48.9 Friends of North Kent Marshes Cllr Darwell – There have been concrete blocks placed along Cliffe Pools entrances- this was done as an emergency response due to the large volumes of motorbikes/mopeds that were using the area.

49 Other Reports-

Nothing

Other items to be handed to the Clerk for the next meeting on Thursday 13th August 2020 (arrangements for meeting to be circulated dependant on COVID-19 restrictions)

Meeting Closed at 21:35

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