



# Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mr Chris Fribbins/Mrs Sue Hibbert

## AGENDA

- 1.0 **Apologies for Absence**
- 2.0 **Declarations of Interest**
- 3.0 **Approval of Minutes of Meeting held on 10/11/16**
- 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 10/11/16** (see action list with minutes)
- 6.0 **Report: Clerks** (Clerk PO/RFO)
  - 6.1 Correspondence (list to be distributed at meeting)
  - 6.2 Matters dealt with since last meeting (verbal report at meeting)  
CCTV request from Kent Police  
Kent Community Champion Award 2017  
Response from KALC re. Reasonable care  
Xmas arrangements  
2017 Dates – (APM April is currently the day before Good Friday)  
other
- 7.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))
  - 7.1 **Finance Report**
  - 7.2 **Banking Arrangements -**
  - 7.3 **To seek approval** of the following payments (\*includes VAT) – detailed report of income and expenditure circulated.

Susan Hibbert (Salary, Home Allowance, Mileage, -PAYE)		£tba
Chris Fribbins (Salary, RFO, Expenses, Mileage, Home Allowance, - PAYE)		£tba
Chris Fribbins (EE Dongle Nov)		£tba
Chris Fribbins (Parish Phone)		£tba
Chris Fribbins (Brother Printer Consumables)		£233.68 *£38.95
Dave Clark (Salary, Mileage, Expenses, Overtime)	S/O	£299.80
	Balance	£tba
Clerk (PO) SLCC Membership 2015/16, 2016/17 (£93 from AHPC)		£167.00
KCS Credit Note – Black Sacks		-£35.39 *-£5.90
  - 7.4 **2017/2018 Budget** – An initial draft budget will be presented at the meeting.
  - 7.5 **Playground Inspection** – Concerns raised about the Breakdown Truck – corrosion (identified in annual inspection. Cllr Wenban has fitted a plate to cover this. Longer term may need to be replaced.
  - 7.6 **Cliffe Small Hall Car Park / Cliffe Woods Car Park – Recommended the acceptance of quote from Thomas Fabrications (£3,350 + VAT).**
  - 7.7 **Small Works – Contractors**
  - 7.8 **RLG update**  
**RLG Outstanding - £3,162**  
**Cycle Parking @ Cliffe Woods –Recommended installation of a concrete base and the acceptance of the quote from LMC Contractors for £650 + VAT**

**Defibrillators**

Awaiting installation

7.9 **S106 Update – Changing Rooms Project**

7.10 **Staffing of Youth Clubs**

7.11 **Clerk(RFO) Salary and Home Allowance**

8.0 **Report: Allotments Committee**

8.1 Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers

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

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/16/4356 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL**

**MC/16/4370 2 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JQ**

**MC/16/4380 BUDDYS VIEW, PERRY HILL, CLIFFE, ROCHESTER, ME3 7TY**

**MC/16/4419 16 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UA**

**MC/16/4435 8 HILTON ROAD, CLIFFE WOODS, ROCHESTER, ME3 8LA**

9.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.

**MC/16/4452 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ**

**MC/16/4720 2 PORTWAY ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JA**

**MC/16/4722 SALT LANE, CLIFFE, ROCHESTER, KENT, ME3 7SU**

**MC/16/4356 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL**

– updated details submitted,

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

tba

9.4 **Other Planning Issues**

tba

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

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 Kent Association of Local Councils (Medway Committee) – Cllr Harper/McDermid

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 (Cliffe – Chair, Cliffe Woods – Vice Chair)

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 12<sup>th</sup> January 2017 in the Emmanuel Centre, Parkside, Cliffe Woods.**