

**Minutes of Meeting held at The Small Hall, Memorial Hall, Cliffe  
Thursday 12<sup>th</sup> September 2019**



**PRESENT:** Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble  
VICE CHAIR(BD), Joan Darwell (JD), Sandra Fenney (SF),  
Jim Wenban (JW), Sue McDermid (SD), Fred Harper (FH),  
Peter Clements (PC), Robert Wyatt (RW), Vivienne Walton (VW)

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

This meeting opened at 7:30pm

NO	ITEM
73	<b>APOLOGIES FOR ABSENCE</b> Cllrs Ray Letheren (Unwell), Victoria Baxter (Unwell), Malcom McLeod (Work), Andy Keates (Holiday) and Annette Cooper (Holiday)
74	<b>DECLARATIONS OF INTEREST</b> - None
75	<b>APPROVAL OF MINUTES OF MEETING HELD ON – 08/08/19</b> proposed Cllr Darwell, 2 <sup>nd</sup> - Cllr Fenney - <b>ALL AGREED.</b>
76	<b>ADJOURNMENT-</b>
77	<b>MATTERS ARISING FROM MEETING HELD ON 08/08/19-</b> None
78	<b>Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods</b> 1 vacancy remains for Cliffe Woods Ward.
79	<b>REPORT: CLERKS</b> Reported elsewhere
80	<b>Report: Chair-</b> <ul style="list-style-type: none"><li>• Chair reported on the completion of the AGAR, with no comments from the external auditors.</li><li>• Personal Development was also mentioned after recent Dynamic Councillor courses were attended by Councillors, including himself on the 12.09.19 and he stressed the importance of attending these.</li><li>• Employment Reviews have also been scheduled for the end of September for both Clerks and Caretaker.</li><li>• Chair also reported on the adoption of a 3-year financial plan as discussed at the Finance meeting. It was suggested that the Chair of Finance (Cllr Dibble), chair the committee for this. A leaflet should also suggested, to seek input from local residents over the next 3-years.</li></ul>
81	<b>Governance Working Party (Chair).</b> A meeting was held on the 09.09.19, where the Financial Regulations were looked at and updated as necessary (inform the councillors of any proposed updates or queries by 30/9 to the Clerks). Next meeting will be on the 07.10.19, where GDPR policies will be discussed.
82	<b>Report: Finance &amp; General Purposes 3rd September (Cllr Dibble/Clerks)</b>  Attendance Cllr Dibble (Chair), Cllr Cooper (Vice Chair), Cllr Naughton-Dean, Cllr Sandra Fenney, Cllr Wenban, Cllr Letheren, Cllr Keates, Cllr Darwell,  Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)  Apologies Cllr Walton (Family)

## 82.1 Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- NOTED

## 82.2 Payments to be made-

Receipt's for September		
Bank Interest	£4.66	
Payments		
Payments	Description	Amount
190901- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
190902- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
190903- John Davies	Caretaker Salary, Mileage	
190905 Vonage	Parish Phone	£9.25*
190906 Cleaner	Changing Rooms	£36.00
190910 British Gas	Changing Room Elec ¼	£295.83*
190911 Mark Harrod	White Line Marker	£383.98*
190912 Amazon	Black Sacks	£29.65*
190913 Eventbrite	Clerks Conference	£72.00*
190914 Eventbrite	Finance Conference	£72.00*
190915 Net World Sports	Boot Scraper	£268.94*
190916 Eventbrite	Dynamic Councillor	£60.00*
190917 Eventbrite	Dynamic Councillor	£60.00*
190918 Business Stream	Water Bill	£392.78
190919 Fasthosts	Email Subscription	£69.67*
190920 HMRC	Fine	£200.00
190921 Robert Wyatt	Dynamic Councillor	£60.00*
190921 PKF Littlejohn	Annual Audit Fees	£480.00*

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

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

## 82.3 Changing Room Update (Clerk PO/RFO)

The boot scraper and white line marker has been purchased. The line marker is currently in the football storage container and has been used for marking up the pitches for the first games of the new season. Opposition toilet cistern repaired by Clark Clayton who have volunteered to install the sockets for the boot scraper.

## 82.4 Relief Caretaker/Relief Cleaner to appoint

Following the advertisement there has been one interested applicant. Clerk RFO is following up.

## 82.5 Parish Council Vacancies

There is now only one vacancy remaining - Cliffe Woods Ward.

## 82.6 The Buttway

Quotes are being sought by Clerk PO for a lockable post to keep cars off the grass when the entrance area is being repaired and strengthened. Cllr Dibble proposed seeking quotes for both the gate and re-turfing and locking it until established, seconded by Cllr Wenban- **ALL AGREED**.

**82.7 Cliffe Play Area –**

Quotes are still awaited for the replacing of the grass matrix tiles. The multiplay has had the chequer plates fixed, however the breakdown truck needs to be removed and refabricated offsite – refurbishment previously approved.

**82.8 Cliffe Skate Park**

The annual inspection identified a need to change the skate park to conform to current safety standards by fitting the metal ramps into the concrete rather than just resting on it. This would need the concrete areas replaced and as they are a special specification it would be expensive (c. £9,000) It was suggested that this repair is non-urgent and therefore will be deferred until the next financial year. It was recommended that this be deferred until the next financial year, proposed by Cllr Dibble, seconded by Cllr Walton- **ALL AGREED** In the meantime Cllrs Wenban and Letheren will see if some other items reported could be repaired (painting and bent spokes on the fence at the top of the slopes).

**82.9 Ball Court**

There is some fencing around the bottom edges and around the court that needs repairing. Cllr Letheren will inspect. It was reported that this has now been made safe by Cllr Letheren. The remaining gap may need to be filled later as small balls may go through the gap.

**82.10 Allotments**

Clerk RFO will be inspecting the plots and looking to issue remediation notices where required.

**82.11 Insurance and Assets**

The current insurance policy is due to be renewed on the 1st October so will need to be approved at the September council meeting. Cllr Dibble recommended to circulate both old and new insurance documents to all Cllrs.

Clerk RFO has purchased the asset software and compiled an asset list for the new system. Online training is awaited for both Clerks which will aid future year insurance requirements and ongoing maintenance.

**82.12 AOB (notified before, or at the start of the meeting)**

- It was reported that there is a caravan, which is full of horse feed, which was felt to be a fire hazard next to the B2000. It is on the Cliffe Woods Community Trust's land. The Trust have been contacted about this but do not see a problem. Issues with vehicle access alongside the railway bridge to a field for stabling horses has also been raised with the Trust. The reply was that this was a long term established use.

After discussion Cllr Naughton Dean proposed that the Parish Council goes back to the trust to see if there is a resolution to the caravan siting, seconded by Cllr Wenban- **ALL AGREED**. Cllr Wenban also mentioned the vehicle access. Clerk PO will be contacting Medway Council Planning on the matter.

- Summer Youth Projects- Cllr Dibble has been liaising with the youth activities organiser directly. It was proposed that any future/planned events be presented to the full council for consider. Cllr Fenney's family and the Clerk (PO) had attended sessions at the Cliffe Recreation Ground and they appeared well attended with youth from both Cliffe and Cliffe Woods.

- Historic Notice Boards- The historic notice board at the school has rotted at the bottom and come away and the historic display has dropped out., it has been retained by the school (*since the meeting Cllr Letheren has repaired it*). Also, the two by the Charnel House in the churchyard need re-inserting into ground, the one by the church entrance and next to parish noticeboard do need some maintenance. The one that was at the bottom of Pond Hill is currently being stored by Mr Filmer.

- Cliffe Woods Traffic/Speed- Cllr Naughton-Dean reported that he had received numerous reports of speeding incidents/near misses in the last week. Medway Councillors/Highways Department will be contacted. Cllr Dibble will publicise the issues on Facebook.

Meeting finished at 20:43

**83 REPORT: ALLOTMENTS- Cllr Clements, Letheren**

An inspection will be carried out on the plots in September

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

- 84.1** The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

**MC/19/2255 6 Sedley Close Cliffe Woods Rochester Medway ME3 8HE**

Construction of conservatory to rear

No objection

**MC/19/2012 77 View Road Cliffe Woods Rochester Medway ME3 8UD**

Application for a Lawful Development Certificate (proposed) for the installation of bi-fold doors to rear and side of existing single storey rear extension.

Matter for Medway Planning. No local concerns.

**84.2 Planning Applications Received after the Planning Committee and the Agenda for this meeting**

**MC/19/2175 Emmanuel Christian Centre Parkside Cliffe Woods Rochester Medway ME3 8HX**

Construction of a single storey flat roof extension to rear

No objection

**84.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting**

**MC/19/2373 31 Wadlands Road Cliffe Rochester Medway ME3 7RD**

Neighbourhood consultation application for the construction of a single storey extension to rear. The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 6m The maximum height of the proposed extension from the natural ground level is 2.9m The height at eaves level of the proposed extension measured from the natural ground level is 2.9m

Suggest a full planning application is required due to its size.

**84.4 Other Planning Issues**

**Medway Local Plan**

Consultation on a Draft Plan was planned for the June/July 2019, but has been delayed further until a decision is reached on a Housing Infrastructure Fund bid of £170m (was due Spring 2019) for road and rail improvements and community infrastructure from the Government.

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

Cllrs McDermid, Harper and Clerk (PO) attended both days of the High Court hearing. The decision has been received The High Court Judge (Planning) has handed down a dismissal of Gladmans claims so the application stands REFUSED. There is still a duplicate application pending a decision,

but unless this application overcomes the grounds for refusal that should also be refused. **Medway Planning are now actively considering the parallel application.**

**MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)**

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited. Double Yellow lines implemented on the View Road bend, paid for by the development. A meeting has taken place between the parish council/NHP steering group and the developer. A full application will follow in the coming weeks.

**Land West of Town Road, opposite Merryboys/Town Road Junction**

This was approved in April and preliminary works have started. It is planned that the first residential occupancy will be November 2020 and it appears that the business units (majority local people) and the nursery already have firm interest

**Land at Cliffe** – The applicant will meet with the Parish Council & Neighbourhood Plan Steering Group on Wednesday 18th September (location will depend on numbers attending).

**Neighbourhood Plan – Site Allocation (Community-Led Housing)**

The Neighbourhood Plan will need to show it responds to local housing need – the current tactic is to set-up a Community Housing Trust and take on some of the low cost/affordable houses in those developments that have been approved.

**85 Cliffe and Cliffe Woods Neighbourhood Plan**

Awaiting feedback from Medway Council re. the draft local plan which has been submitted to them. After their comments have been reviewed and any changes made, the Draft Local Plan will go to formal consultation in October.

**86 REPORT: OTHER COMMITTEES**

**86.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell**

Fly tipping has been reported to Medway council. There is also a local Cliffe Woods Litter Pickers Group on Social Media, which has also been reporting and clearing various fly tipping issues around the village.

**86.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) Reported earlier**

**86.3 Youth Liaison- General Report- Cllr Walton** Nothing to report

**86.4 Governance Working Party- Cllr Naughton-Dean** – Financial Regulations reviewed and GDPR will be a priority for the next meeting.

**87 REPORT: OTHER BODIES**

**87.1 Cliffe and Cliffe Woods Community Trust – Report** – Cllr Keates, Clerk (PO) – Issues with community land access to B2000 has been raised. A field (by Rectory Road had been affected by a mains sewer break. The land has been contaminated and will need restoration. The horses will need to be relocated in the meantime.

**87.2 Cliffe Woods Community Centre Liaison** – General Report – Cllr Walton

The land sale has now all been completed and consideration is being given to raising additional funds and prioritising improvements. The Smilies will be performing in October.

**87.3 Cliffe Memorial Hall – General Report** – Cllr Fenney No meeting to report.

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

**87.5 Rural Liaison Committee** – Cllr Naughton-Dean – minutes awaited. Medway Councillor Sands has

been elected to Chair the committee.

**87.6 Kent Association of Local Councils (Medway)** – Chair/Cllr Harper. Nothing to report

**87.7 Police Liaison Committee & Councillor/Police Surgeries** – Cllr Dibble reported on an approach from the newly formed Cliffe Woods PACT (Partners and Community Together) about the need to identify somebody locally that would monitor and maintain PACT signage on lampposts on Cliffe Woods streets and suggesting that the parish council take on the responsibility. There was some concern about the scope and commitment of that work, but local monitoring by residents is to be encouraged initially. Principle agreed, detail to be assessed - CW PACT to be notified.

**87.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)**- Cllr McDermid/Cllr Fenney  
Nothing to report

**87.9 Friends of North Kent Marshes** Cllr Darwell – Nothing to report

**88 Next meeting is 10th October 2019 in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm.**

Meeting Closed at 21.20

Signed by..... Chair and dated.....

## Appendix MA1903

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18</b>	<b>Action By</b>
Oct 86.2	<b>Neighbourhood Plan</b> – 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 – <b>aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in October.</b>	Clerk (PO) NHP