

**Minutes of Meeting held remotely on Zoom**

**Thursday 14<sup>th</sup> January 2021**

**PRESENT:** Cllrs Ron Naughton-Dean (CHAIR), Barry Dibble (VICE-CHAIR) (BD), Sue McDermid (SM), Sandra Fenney (SF), Peter Clements (PC), Fred Harper (FH), Andy Keates, Robert Wyatt (RW), Joan Darwell (JD), Malcolm McLeod (MM), Annette Cooper (AC), Ray Letheren (RL), Vivienne Walton (VW)



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

This meeting opened at 7:00

- | NO  | ITEM  |
|-----|---|
| 125 | <b>APOLOGIES FOR ABSENCE</b> – Cllrs Jim Wenban and Ray Letheren (Technical), Anna McGovern   |
| 126 | <b>DECLARATIONS OF INTEREST</b> - None  |
| 127 | <b>ADJOURNMENT</b> - Ward Cllr Elizabeth Turpin was present for the meeting to talk about the COVID-19 Vaccination programme on the Peninsula. She reported that so far there has been no new update from Kent and Medway CCG. The local MP (Kelly Tolhurst) is aware and is also trying to have a definite plan in place asap.   |
| 128 | <b>APPROVAL OF MINUTES OF MEETING ON 10/12/2020</b><br>Proposed by Cllr Wyatt, Seconded by Cllr Cooper- <b>ALL AGREED</b>   |
| 129 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 10/12/2020.</b><br>Cllr Dibble updated the council on the Santa parade that took place in Cliffe Woods raised £1,135 for Cliffe Woods Preschool.   |
| 130 | <b>Co-option of Parish Councillor for Cliffe Woods/Notice of Vacancy.</b><br>Laura Farrelly was present for the meeting-<br>After brief discussions Cllr Keates proposed to accept Laura for co-option, seconded by Cllr Wyatt- <b>ALL AGREED</b>   |
| 131 | <b>REPORT: CLERKS</b><br>Clerk PO reported on: - <ul style="list-style-type: none"><li>• Salt bins and street repairs- This was following an email from a Cllr and the reply from Medway Council was that the salt bin was the standard they now used. The long outstanding repair outside the former Evening Star is being chased by Medway Council.</li><li>• Car Parking Review- This is now back on schedule for the double yellow lines in both villages.</li><li>• There was also an enquiry to hire Cliffe Woods Recreation Ground (not parish council land) to hold a post-COVID-19 party- this has been forwarded to Medway for the purposes of hiring, the resident was advised to try the Medway ward councillors and to liaise with the Parish Council to consider grant funding.</li><li>• There were also reports that Buckland Lake had a visit from Medway Council- tai chi classes- these were subsequently deemed unsafe due to current guidelines. The Parish Council did not want to contradict the advice they received.</li></ul> |
| 132 | <b>Report: Chair-</b><br>Nothing further to report.   |
| 133 | <b>Report: Finance &amp; General Purposes (Cllr Dibble/Clerks)</b><br><br>To receive a report and recommendations of the F&GP meeting held Tuesday 1 <sup>st</sup> December Online/Zoom <ul style="list-style-type: none"><li>a) To note financial information to 31/12/20 circulated and note (some adjustments have been made to the NHP income/expenditure since the F&amp;GP meeting)- <b>NOTED.</b></li><li>b) To agree receipts &amp; payments and approve for January 2021 as necessary (including any updates since the F&amp;GP as indicated)- <b>Proposed by Cllr Keates, seconded by Cllr Dibble- ALL AGREED</b></li><li>c) To agree recommendations</li></ul>   |

- Caretaker Bonus – Cash bonus is taxable, so a Gift Card (to £50) was purchased, non-taxable. - **NOTED**
- d) To note other items from the committee
  - Budget reported at the December Parish Council meeting, no changes.
  - COVID-19 Vaccinations. Information on local roll-out limited. Highparks report availability from end of January and patients will be contacted in priority order. It was suggested that the Parish could liaise with the practice and see if there is any way to speed up/smooth the process – but it is a medical issue.
  - Water Bill unusually high due previous low estimates since August 2019 (they failed to locate the meter). There has been negligible water use by the Changing Rooms since March, so readings will reflect allotment usage. Any leaks or misuse are monitored where possible, taps recently replaced.

**133 A Finance Report/ Draft Finance Reports Circulated-**

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

**133 B Payments to be made-**

Receipts	December	January
Bank Interest	0.14	
VAT Repayment		£4,798.97
Payments		
210101 Chris Fribbins	Nov Salary, Home Allowance	
210102 Michelle Dolley	Nov Salary, Home Allowance	
210103 John Davies	Nov Salary, Mileage	
210104 Vonage	Parish Phone	£10.25*
210106 Community Land Use	LH NHP Consultant	£175.00
210108 British Gas	Changing Rooms Elec	£40.71*
210109 Zoom	Monthly Subscription + Webinar	£91.19*
210110 Business Stream	Water Bill	£741.55
210111 Business Stream	Water Bill	£93.33
210112 Gift Card	Caretaker Bonus	£50.00
210113 Timpson's	Allotment Keys	£17.50
210114 Kwik Surveys	NHP Survey	£24.00*

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

Proposed by Cllr Keates, Seconded by Cllr Dibble- **ALL AGREED.**

**134 Budget 2021/22 – The council is requested to approve the budget-**

As there have been no changes since the draft- Cllr Dibble proposed to accept the budget, seconded by Cllr Walton- **12 AGREE, 1 AGAINST- MAJORITY DECISION**

**135 2021/2022 Precept – The council is requested to set the precept for 2021/22 and formally request from Medway Council -**

As stipulated in the budget the amount of £62,974 (4% increase)- Proposed by Cllr Walton, seconded by Cllr Dibble- **ALL AGREED.**

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

Cllr Clements reported that the access road into the allotments is now getting quite bad (potholes, getting covered by rain, hazard) Clerk PO is arranging for a load of hardcore to be delivered to compact this when the weather improves.

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

To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm (meeting was not held end December)

**137.1 Delegated Powers (To Note)**

- a. **MC/20/3134 - Brett Marine Aggregates Salt Lane Cliffe Rochester Kent ME3 7SU**  
Details pursuant to conditions 7 (management of groundwater) & 8 (disposal of surface water) on 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 7SX – No comments necessary.
- b. **MC/20/2647 - 2 View Road Cliffe Woods Rochester Medway ME3 8JQ**  
Details pursuant to condition 3 (materials) on planning permission MC/18/0799 for Partial demolition of existing dwelling and construction of a 4-bedroomed detached dwelling with associated parking, amenity space and landscaping – No comments necessary.
- c. **MC/20/3106 - Eastcroft Town Road Cliffe Woods Rochester Medway ME3**  
Application for Lawful Development Certificate (proposed) for the stationing of a caravan within the residential curtilage for ancillary residential use. - No comments necessary.

**137.2 Applications Received since the Planning Meeting**

Cllr Harper reported one new application- Simpkins Retirement Homes- This has been deferred until the next planning meeting.

**137.3 Other Planning Issues**

Clerk RFO reported on the approval of the Nuralite Industrial site in Higham- Although not in the parish, residual traffic could build up on the B2000 as access road will be Lower Rochester Road for this development.

**137.4 Future Planning-**

Hoo New Routes to Good Growth (leaflet delivered to all households)- A meeting will be held remotely between the Medway HIF team and the Parish Council - 20/01/2021 at 1:30- 3:30

**138 Cliffe and Cliffe Woods Neighbourhood Plan**

Unfortunately, the planned face to face session in Cliffe and Cliffe Woods had to be cancelled due to the local COVID19 situation. Consultation continues to January 26<sup>th</sup> then the responses will be assessed, and changes made, if necessary and then the plan submitted to Medway Council.

**139 REPORT: OTHER COMMITTEES**

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

Cllr Walton reported that many people were requesting walking routes within the villages, mainly due to current restrictions. It was agreed to organize a map showing all the walking routes, footpaths and walks with interest and Cllr Dibble would publish this on the website and across social media.

*Cllr Farrelly reported a request for dog bins on the rural roads. The Clerk (PO) would follow this up with Medway Council whose responsibility it is – Dog Bins are no longer provided and dog waste has to be deposited in regular dustbins.*

**139.2 Youth Liaison- General Report- Cllr Walton, McDermid, McLeod, Wyatt**

A meeting was scheduled for 13/01/2021- However not all Cllrs attended and there for the meeting was cancelled to be rescheduled. Cllr McCloud will now be taking over the arrangements for this.

**140 REPORT: OTHER BODIES**

**140.1 Cliffe and Cliffe Woods Community Trust – Report –**

Cllr Keates reported on the dispute regarding access to land at the back of the new Esquire development (previously agreed at the planning stage)- this now being finalized.

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

Cllr Walton reported the extension plans are now waiting on the architect.

**140.3 Cliffe Memorial Hall – General Report – Cllr Fenney – Nothing to report**

**140.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Nothing to report**

**140.5 Rural Liaison Committee – Cllr Naughton-Dean –**

Cllr Naughton-Dean reported on the issues raised at the meeting with the Amazon depot and parking issues surrounding it.

**140.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.**

Nothing to report.

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

**140.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney.**

Nothing further to report.

**140.9 Friends of North Kent Marshes Cllr Darwell – Nothing new to report.**

**141 141.0 Other Reports-**

**Community Award-** The parish council have voted and will be submitting their chosen nomination.

*Cllr Farrelly reported concern about sewage overflowing on to the B2000 in Cliffe Woods following heavy rain and there had been further occasions. The Clerk (PO) would raise this again with Southern Water.*

**Next meeting will be Thursday 11<sup>th</sup> February 2021 (Online/ZOOM)**

Meeting Closed at 22:00

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