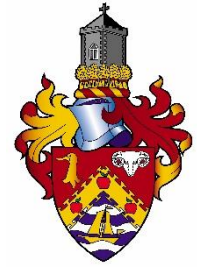


**Minutes of Meeting held at The Small Hall, Memorial Hall,
Church St, Cliffe**

PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Barry Dibble (BD), Sandra Fenney (SF), Fred Harper (FH), Vivienne Walton (VW), Annette Cooper (AC), Joan Darwell (JD), Victoria Baxter (VB), Andy Keates (AK)



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

This meeting opened at 7:30pm

- | NO | ITEM |
|-----------|--|
| 96 | APOLOGIES FOR ABSENCE
Jim Wenban (Work), Ray Letheren (Unwell) and Peter Clements (Unwell) |
| 97 | DECLARATIONS OF INTEREST - None |
| 98 | Councillor Co-Options – There are three vacancies (1xCliffe Woods, 2xCliffe). No expressions of interest received for this meeting. |
| 99 | APPROVAL OF MINUTES OF MEETING HELD ON – 13/12/18
proposed Cllr Dibble, seconded Cllr Naughton-Dean- ALL AGREED. |
| 100 | ADJOURNMENT
3 members of the public were present for this meeting to discuss various issues. Mr Ian Downes (Chair CWCA) reported later in the agenda.
A resident reported the serious road accident that took place on the 31.12.18. As this accident occurred outside his house, he was the first responder. A gentleman had seemingly collapsed at the wheel and when he went to assess the situation it was apparent that he had, had a heart attack. Resuscitation quickly proceeded and upon speaking with the ambulance service the Council's defibrillator was used. He wanted to congratulate the Council on the purchase of the defibrillator as it did save this gentleman's life.
After the ambulance had flown the gentleman to hospital, there was an issue of what to do with the defibrillator/ where to return it and to whom. A neighbour Mr took responsibility for this and did return it promptly. It was also raised that the Council has already ordered replacements and spare parts and replenished and restored the kit.

He also raised concerns about parking in Cliffe Woods. In January 2015, yellow lines were installed in parts of the village. The areas of interest, which haven't been done are View Road by Phoenix Nursery, Milton Avenue and Parkside opposite the Car Park. He has requested that the Parish Council follow this up with some vigour as it is a safety issue within the village. It was also a concern that the current lines have faded, and people have been ignoring them. The Clerk PO did report that he has followed this up with Medway Council and is due to hear back from them by next week.
It was noted that when the lines were visible there was a vast improvement. Cllr Darwell expanded on his request for lines by mentioning that the white lines along the B2000 are virtually non-existent and need chasing with The Highways Department as again, this is a health and safety concern.

Another resident discussed the proposed Neighbourhood Watch Scheme she was trying to set up in Cliffe Woods village.
After recent concerns/reports of attempted burglaries and thefts, she decided that this scheme was needed. After speaking with the Police and other organizations, she was |

allocated only one sign to put up in the village. This has been erected but there was no option as to where it would be placed. She has asked for more signs as this would hopefully help to deter people from any further criminal activities. These signs cost £10 per sign and at an estimate would need 32 to cover the village making a total of £320. Also, large signs at a costing of £15 per sign x 3= £45 and stickers for residents' windows at a cost of £36.99 for 1000. She is already promoting safety and security on local Facebook page and distributing leaflets to residents. However more volunteers are needed to cover the whole of the village. Cllr Naughton-Dean proposed that the Council has a meeting with Sonia to clarify all costings and issues arising, which will help the Council decision on whether it can help with funding. Chair also expressed that articles could be inseted in the Parish News and Village Voices to help aid promotion of the scheme.

- 101 **MATTERS ARISING FROM MEETING HELD ON 13/12/18-**
Cllr Naughton-Dean reported that the Council's Standing Orders have now been collated and are due to be sent to the Clerk PO next week.
The working Governance party is still to be established and will now be made a focus point.
- 102 **REPORT: CLERKS**
- 102.1 **Correspondence** - e-mails distributed through the month
- 102.2 **Matters Dealt with since last meeting** – The Council has now agreed their nominee for the upcoming Community Awards 2019.
The Clerk PO has also had to order a replacement printer as the official Parish printer broke this evening.
- 103 **Report: Chair-**
Following on from a lead on The Parish Council Website, further details have been sent to an applicant interested in the Relief Caretaker/Cleaners position.
Also, that the article for the Parish News has been written.
- 104 **Council Budget and Precept 2019-2020**
The Clerk RFO presented a current cashflow document to show Cllrs the current financial state and what is projected to be spent over the next 3 months to the end of the current financial year.
- 104.1 **The Budget for 2019-2020** (circulated)
The budget as circulated was an increase of 4% from the previous year. This was proposed by Cllr Naughton-Dean and seconded by Cllr Fenney. Cllr Dibble proposed an amendment, to increase the budget by 6%, this was seconded by Cllr Walton- 1 against- AMENDMENT AGREED
- 104.2 **Precept 2019-2020**
The recommendation of the precept by F&GP was to be set at £55,048, which is an increase on 4% on the previous year. Cllr Naughton-Dean proposed an increase of 10% (increase of £3,175 to take precept to a total of £58,223), seconded by Cllr Walton- 1 Against, 1 Abstention- AGREED.
- 105 **Annual Revenue Support for Village Halls**
Cllrs McDermid and Fenney declared an interest as they are Trustees for CWCA. Cllr Fenney and Cllr Walton have parish council appointments as trustees on the Cliffe Memorial Hall Committee and CWCA respectively so entitled to speak and vote.
Following discussions at the F&GP meeting, the committee recommended a review of the current policy to grant the Cliffe Memorial Hall Committee and The Cliffe Woods Community Association £5,000 per annum each.

This policy was introduced in 2009, with a signed agreement between the committees and the Parish Council that allowed free use of the facilities and restricted the use of the grants. The committees have reported the effectiveness of the grants by letter and reports to the Annual Parish Meeting over the years. There is a direct power to Parish Councils to support Village Halls and is a key spend in Cliffe Woods, where the Parish Council only has the car park and some play equipment.

Mr Ian Downes (CWCA) presented findings of the grant's effectiveness. He started by thanking the Parish Council for the years it has spent supporting Cliffe Woods Community Association. He explained that all the trustees are volunteers and do not get paid and they also regularly carry out maintenance themselves on the Hall due to limited funds. The hall is also a local polling station and historically a emergency centre.

Mr Downes explained that if the council were to remove the grant money, they would be in a deficit or unable to maintain the current building.

Mary Hooper from Cliffe Memorial Hall Committee was unable to attend but did include a printed statement.

Cllr Harper proposed that we hold back Cliffe Memorial Halls grant until their accounts had been clarified and the Cliffe Woods Community Association grant be honoured. This was seconded by Cllr Naughton-Dean.

Cllr Dibble proposed an amendment that the council note the £10K in the 2019/20 budget to facilitate a grant to the village halls and that the policy of awarding the grants be referred to the next F&GP committee, to review both hall's accounts and make a needs-based proposal for the next PC meeting. This was seconded by Cllr Baxter- 1 Against, 2 Abstentions- AGREED

106

Report: Finance & General Purposes (Cllr Fenney/Clerk (PO))

Meeting held Tuesday 2nd January, 7:30pm at St Helens House, Buttway, Cliffe
Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair), Cllr McDermid, Cllr Cooper, Cllr Wenban

Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Keates (family), Cllr Dibble (illness), Cllr Letheren (illness)

106.1 **Finance Report-** reports circulated

Draft reports circulated as od 01/01/2019

106.2 **Receipt's and Payments** (circulated)

Receipts November	Amount	
VAT Return to 30-09-19	£83.24	
Payments made		
190101- Chris Fribbins	Clerk PO Salary, Mileage, Home Allow, -PAYE	
190102- Michelle Dolley	Clerk RFO Salary, Mileage	
190103- John Davies	Caretaker Salary, Mileage, -PAYE	
190104- Andrew Norton	Youth Worker Salary	
190105- Vonage	Parish Phone	£9.25*
191109- WEL Medical	Defib replacement parts (x 3)	£132.78
190110- British Gas	Changing Rooms Elec Bill ¼	£65.96*
190111- Thomas Fabrications	Small Hall Barrier Repairs	£410.00*

*VAT items

Proposed- Cllr Naughton-Dean, Seconded- Cllr Fenney- ALL AGREED

Cllr Darwell left the meeting at 22:05

Council Budget 2019/20–

The following will be recommended to the January Council Meeting: -

106.3

a) The Budget for 2019/20

b) The 2019/2020 Parish Precept for collection by Medway Council (from 1/4/2019) Final Budget Papers circulated. With the surplus £1,861 allocated to the Neighbourhood Plan AGREED to recommend to the council.

It was also AGREED to recommend to the Council that the precept increases by 4% as per the figures that have already been circulated to all Cllrs.

It was AGREED to have an Agenda item at the next Council meeting to discuss the current policy of paying £5,000 to each of the village halls in Cliffe and Cliffe Woods per year (established in 2009, but not increased)

106.4

Insurance Claims - There are two outstanding claims and they continue to be chased.

a) Fire damage to container and equipment – nothing further from the loss adjusters although all information supplied. There has been a staff change at the brokers and Christmas holidays have delayed things. When settled the old container and fire damaged equipment can be cleared and disposed of. An excess of £250 will apply.

b) Small Hall Barrier Damage – all information has been supplied (including two quotes for the repair) – including driver details etc. An excess of £250 will apply

106.5

Changing Rooms Project –

The snagging list has now been completed. Although the 'Officials' sign is still to be completed (within next 2 weeks) this is a voluntary contribution and not part of the building work. Cllr Naughton-Dean proposed the final payment (2.5% retention) is paid, this was seconded by Cllr Fenney- 1 abstention- AGREED.

(The Council will need to issue a final completion certificate).

106.6

Parish Councillor Election

Three vacancies remain (CW-One, Cliffe Village -Two). No candidates have been identified.

106.7

Clerk (RFO) Update.

Handover of RFO duties continue. 12PAY Online Training is to be chased up for dates that everyone can attend (Cllr Fenney, Cllr Naughton-Dean and Clerk PO with the Clerk (RFO)). On Monday 31.12.18 RFO also completed a site visit to the allotments with a potential interested party, the party proceeded to rent an allotment.

106.8

Relief Caretaker/Cleaner

Caretaker - A relief caretaker position has been advertised and there has been interest shown following an extension of the end date. The details were passed to the Chair to follow up.

106.9

a) Cliffe Memorial Hall Small Hall Car Park - Since the previous incident there has been a further incident and Thomas Fabrications have provides a quote for the repair and a further quote has also been received from another company. This has been reported to our insurance with details awaiting confirmation of claim – Thomas Fabrications have been instructed to schedule the work as it was the lower of two quotes.

b) Entrance Barrier – Cliffe Woods Car Park

There had been reports from a resident of vehicles hitting the barrier again, but damage was very limited and would not need fixing. However, on Friday 28th December 22:45 a large van hit the barrier (and must have been at some speed) the barrier was pushed back, bending a base plate and the top bar. This was reported by the caretaker and residents on Saturday morning and councillors/clerk PO dismantled the barrier to leave it safe from causing further damage to vehicles. It has been reported to the police as criminal damage as there has been no approach from the driver.

106.10 **The Buttway and Line Marking**

The line marking has now been completed.
Drainage Issues- Quotes are still awaited
Overnight Nuisance- Further actions still to be considered.

106.11 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground**

Site visit has now taken place and we are awaiting the report to suggest actions and identify costs. Quotes awaited on recreation ground and recreation ground grass areas/pitches.
Alternative suppliers to be sought.

106.12 **AOB** – On 31.12.18 our defibrillator was used in Cliffe Woods after a bad car accident in View Road. Replacements for the Pads and starter kit have been ordered, with an additional spare set. Suggested that a third spare kit be ordered (ordered 3/1). It was recommended that we establish responsibilities for monitoring and logging with inspection reports (possibly inside unit)).

107 **REPORT: ALLOTMENTS**

Allotments Report- Cllr Clements/Letheren, Clerk (RFO)

A further tenant has been identified and inspections to be scheduled with Cllr Clements and Clerk (RFO). Following the meeting the Clerk RFO has identified a plot with the tenant and he has signed the tenancy agreement with keys to be handed over this week.

Cllr Cooper also informed the Council that she has another interested tenant for the allotments. Details have been handed to the Clerk RFO to follow up on this.

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

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

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

MC/18/3522 Buckland Lake Reserve Buckland Road Cliffe Rochester Medway ME3 7RT

Change of use of various areas of Buckland Lake to include water sports, water sports centre with buildings within a compound, water based events, camping, archery, cycle hire, bushcraft, forest school, artificial reef (water burial) and island of remembrance
Suggestion – No Objection

MC/18/3569 50 Swingate Avenue Cliffe Rochester Kent ME3 7RA

Conversion of garage to facilitate additional living accommodation
Suggestion – No Objection.

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

MC/19/0015 1 Myrtle Cottages Buttway Lane Cliffe Rochester Medway ME3 7QW

Insertion of larger opening windows to front elevation and relocation of front entrance door to side elevation
Suggest No Objection

108.4 **Other Planning Issues**

Medway Local Plan The consultation period has now finished, although a further consultation on a Draft Plan is planned for the June/July 2019, after delay to process until a decision is reached on a Housing Infrastructure Fund bid of £170m (decision due Spring 2019)..

ENFORCEMENT NUMBER/PLANNING NUMBER:

MC/18/1929 30 Swingate Avenue Cliffe Rochester Medway

Demolition of an existing garage and subdivision of the plot to facilitate the construction of a detached 2-bedroom residential dwelling with associated access, parking and amenity space. Altered vehicular access and construction of two additional parking spaces to the existing dwelling.

An appeal has been lodged against Medway Councils Refusal of Planning Permission – the appeal to be dealt with by written representations.

Planning Decisions RECENTLY REFUSED

MC/18/3470 Land Rear Of 56-60 Town Road Cliffe Woods Rochester Medway ME3 8JJ

Application for non-material amendment to planning permission MC/17/1845 to alter front to gable end, the rear to a gable end, and new roof line to include barn hips, increase the size of the kitchen to align with rear of living room, new recessed balcony to master bedroom and installation of 3 roof lights to the west elevation

MC/18/2385 63 View Road Cliffe Woods Rochester Medway ME3 8U

Construction of a two storey side extension - demolition of the porch

MC/18/1998 31 View Road Cliffe Woods Rochester Medway ME3 8J

Construction of a two storey extension to rear together with installation of dormers conversion of roof space with to facilitate nursery and staff space

Planning Decisions RECENTLY WITHDRAWN

MC/18/2764 14 Wharf Lane Cliffe Rochester Medway ME3 7UE

Construction of an additional 3 bedroomed detached dwelling with associated parking together with revised parking to Plot 4 and reconfiguration of access road to facilitate the construction of the new dwelling

MC/18/2688 14 Wharf Lane Cliffe Rochester Medway ME3 7UE

Application for a non-material amendment to planning permission MC/17/2533 - to revise the roof of plot 2 to incorporate accommodation in the same manner a plot 3

MC/18/1428 Land To The South Of Westfield Town Road Cliffe Woods Rochester Medway ME3 7RL

Change of use of land from agricultural land to grazing land including provision of new vehicular access and associated hardstanding onto the B2000 - resubmission of MC/17/4014

MC/18/2351 Land North Of Merryboys Road Cliffe Woods Kent ME3 7TP

Outline application with some matters reserved (appearance, layout, scale) for construction of six self-build detached dwellings

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

The outline planning application for up to 253 dwellings was refused by Medway Council, and Gladmans Appeal, due to the size of the development the application was 'called in' for the Secretary of State for Housing, Communities and Local Government (the Minister) to make the final decision. The public inquiry was held in November/December 2017 and the inspector recommended Approval. The Minister assessed the application and disagreed with the Inspector and refused the appeal. This would normally have been the end of the process but in late December 2018 Gladmans decided to request a review of the decision in the High Court, asking for the Minister's decision to be quashed. This appeal is related to HOW the decision was made, rather than the planning principles (there was

information that came to light after the Inspectors approval – some of it was consulted on, but some was not). It may come down to whether the key additional information (new housing supply figures after changes to the NPPF) was 'government policy' where consultation is not required.

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

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. **Planning appeal (written representations) – Appeal allowed (31/12)**

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

Developers have met with the Neighbourhood Plan Steering Group and a subsequent meeting held with Redrow (joint with councillors and the steering group). This would include some employment land and following the discussion some bungalows. No commitment of support has been given or implied at this stage. A public exhibition was held on the 9th July. Initial pre-planning discussions have been held with Medway Planning and it is their intention to submit their full application within a month (possibly when the outcome of the Gladman's appeal is known). The planning application has now been submitted (MC/18/2961). The applicant has asked if he can meet with the parish council to discuss his application further following the Gladman's refusal.

Neighbourhood Plan – Site Allocation

The steering group is looking for some potential sites for the development of local needs housing (including real low cost/affordable, that could even be developed by the parish council to lock in the low-cost element) – Sites have been inspected but no conclusion currently. A meeting with our Planning Consultant and Clerk (PO) with Catherine Smith (Medway Local Plan) has taken place and the particular constraints of the parish are recognised. Details of the next stage of the Local Plan will be discussed with the group in December.

Community-Led Housing

Clerk(PO) attended a RuralKent seminar on this topic. It is an opportunity to allow a local organisation (outside the parish council) to provide low cost/affordable housing for local residents and those with a link to the village and lock-in the low cost/affordable element for future residents as well. It is something that the parish council could consider supporting – but it is reliant on a third party organisation being formed and coming forward.

Cllr Dibble left the meeting at 10:23

109. **REPORT: OTHER COMMITTEES**

109.1 **Footpaths and Common Land – General Report – Cllrs Harper/Darwell**
Nothing to report

109.2 **C&CW Neighbourhood Plan Steering Group – General Report – Clerks**
Reported on current work and the new projected completion of December 2019. There is likely to be an implication on costs although the final stages are paid for by Medway Council. Nothing new to report- ongoing

109.3 **Youth Liaison- General Report**
Cllr Walton left the meeting at 10:26

110 **REPORT: OTHER BODIES**

110.1 **Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)**
Nothing to report- meeting next week

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

Nothing to report

- 110.3 **Cliffe Memorial Hall – General Report** – Cllr Fenney.

Nothing to report.

- 110.4 **Brett's Liaison** – Cllr McDermid/Clerk (PO).

Nothing to report, next meeting scheduled for March/April 2019.

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

Nothing to report

- 110.6 **Kent Association of Local Councils (Medway)** – Chair/Cllr Harper.

Nothing to report

- 110.7 **Police Liaison Committee & Councillor/Police Surgeries** – Cllr Dibble The committee meets on an ad-hoc basis and has moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble. Nothing further to add.

- 110.8 **Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)**- Chair/Cllr Fenney

Following the merger the practice is now collectively called The Highparks Medical Practice

- 110.9 **Friends of North Kent Marshes** Cllr Darwell –

Nothing to report

- 111 Other Reports -

Other items to be handed to the Clerk for the next meeting scheduled on 14th February 2019 at The Emmanuel Centre, Parkside, Cliffe Woods

Meeting Closed at 22:30

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

Appendix MA1811

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project - Work now complete subject to snagging. 2.5% of building costs retained until snagging and completion certificate issued by council. John Alford has visited between holidays. Final Certificate and final payment made 18/1/19.	Clerk PO/ SF/ GC/JA RND
Sep 66.13 Nov 97.14	Standing Orders Review – Clerk PO had provided a draft clause for rescinding minutes and to add 'call for extraordinary meeting'. To be reviewed as time permits. Delegation Arrangements – as part of the pending review of Standing Orders, delegation arrangements for the F&GP committee need to be reviewed as there is a gap in financial authorisation between £250 and £1,000 (required to authorise the goalpost payment). Vice-Chair, Cllr Cooper, and Clerk PO to carry out review. Initial meeting held, follow up meeting to be arranged when NALC to review/amend new NALC Model new Standing Orders, now received. Review of new Standing Orders, Financial Regulations, Code of Councillor Conduct, committees (including Personnel) other policies and GDPR implications to be carried out by new Governance Sub-Committee/Working Party. Formal agreement for Governance Working Party, Code of Conduct, Creation of Personnel Advisory Committee, Various policies AGREED at November 18 meeting. Meeting to be arranged	Clerk PO/Vice-Chair/Cllr Cooper
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. Plan adoption start 2020.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may should have been Spring 2018 when work carried out. Delays due to equipment failure. No replies to chasing. An alternative firm approached, and a quote is expected. Further firms being approached.	Clerk PO/RFO

