



Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mr Chris Fribbins/Mrs Sue Hibbert

The Agenda for the meeting of Cliffe and Cliffe Woods Parish Council to be held on Thursday 12th January 2017, in the Emmanuel Centre, Parkside, Cliffe Woods.

AGENDA

- 1.0 **Apologies for Absence**
- 2.0 **Declarations of Interest**
- 3.0 **Approval of Minutes of Meeting held on 8/12/16**
- 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 8/12/16** (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) Xmas arrangements
- 7.0 **KALC Community Awards Scheme 2017**

To consider a nomination for Cliffe and Cliffe Woods.
- 8.0 **Parish Council Budget 2017/2018 and Precept**

A Draft Budget was circulated at the December 2016 meeting and the Finance and General Purposes Committee on 3/1/2017. Minor alterations have been made and **a recommendation of a 2% increase in the precept is recommended by F&GP.**

 - a) **To Agree the budget for 2017/18**
 - b) **To Agree the precept for 2017/18**
- 9.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))
 - 9.1 **Finance Report**

December Budget Monitoring Report agreed. The HMRC underpayment from 2015/16 appears to have been corrected, leaving a balance of £10. Final clarification awaited.
 - 9.2 **Banking Arrangements** - NatWest Online access and signature forms, NS&I signatures and drawdown of £10,000 signed at F&GP.
 - 9.3 **Income of £123.40 to note** - £93.00 payment from Allhallows PC (APC) re. C Fribbins SLCC subscription. £30.40 from APC for printing.

To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated.

Chris Fribbins – Clerk Sal, extra hours, home allowance, mileage, -PAYE		
Chris Fribbins – EE Dongle	£15.19	*£2.53
Chris Fribbins – VONAGE Parish Phone	£9.15	*£1.53
Sue Hibbert – Clerk Sal, Home Allowance, Mileage, -PAYE		
Sue Hibbert – The Range, Hole Punch	£5.49	*£1.10
Dave Clark – (Salary monthly standing order)		
Dave Clark – extra hours, mileage, -PAYE		
HMRC – PAYE Quarter		£913.96

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| | Kent Commercial Services – A4 5 ream box | £10.74 *£1.79 |
| | Vice Chair – Expenses re-imburement | £80.00 |
| | White Hill Direct – replacement of ‘M Vyse bench’ slats x 2 ** | £129.00 *£21.50 |
| | Kent Commercial Services – Laminating pouches | £12.00 *£2 |
- 9.4 **2017/2018 Budget** – A suggested budget was circulated to all councillors and discussed at F&GP. Proposal suggested for January Parish Council – 2% increase in precept
- 9.5 **Play Area Inspection** –The Breakdown Truck – the equipment was well used and popular. Following repairs by Cllr Wenban it was fit for purpose and there is no need to replace.
- 9.6 **Cliffe Woods Car Park Repairs and Maintenance** – The acceptance of quote from Thomas Fabrications (£3,350 + VAT) was agreed at the December meeting, but there has been further damage to the entry barrier. The Clerk(RFO) has details of the person who caused the damage – who had proposed to fix the barrier himself.
Recommended that Thomas Fabrications be asked to quote for the additional work (as their quote already included some work on the entry barrier). The person who had damaged the barrier further should also be asked to quote for repairs – including the work to be carried out.
The parish council’s insurer had been contacted about the damage and responded that the exit barrier is unlikely to be covered as the damage was caused over 30 days ago (and some of the work is to improve the operation of the barrier).
- 9.7 **RLG update**
RLG Outstanding - £2420 (includes estimated dongle payments to end year, cycle hoops & planning fee for changing rooms)
Cycle Parking @ Cliffe Woods – Awaiting the installation.
Defibrillators Both have now been installed.
- 9.8 **S106 Update – Changing Rooms Project Meeting Summary**
Recommended the approval of the modified changing room design and location and to proceed to a planning application and building control approvals (subject to the approval of the Memorial Hall Committee).
- 9.9 **Staffing of Youth Clubs**
No Update.
- 9.10 **Cliffe Fayre – Funding Request** - Deadline for claim notified.
- 9.11 **EE Dongle/Remote Internet Access**
Recommended extension of equipment/service (funded through Rural Liaison Grant for the remainder of the financial year and then Computer/IT Budget head and conversion from Clerk(PO) debit card to council direct debit
- 10.0 **Report: Allotments Committee**
- 10.1 Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers
- 11.0 **Report: Planning Committee** (Cllr Harper/Clerk(PO))
- 11.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
MC/16/4452 CLIFFE WOODS PRIMARY SCHOOL, VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UJ
Reply sent - some concerns about additional traffic generated, especially parking at school drop off and pick-up, partly off-set by additional on-site parking.
MC/16/4720 2 PORTWAY ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JA
Reply sent – no objection.
MC/16/4722 SALT LANE, CLIFFE, ROCHESTER, KENT, ME3 7SU
Reply sent raising concerns about the loss of open water habitat and the impact of multiple proposals.
MC/16/4356 EASTCROFT, TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 7RL

no change to previous comments – there was a different application raised:

MC/16/4868 No concern raised.

MC/16/4688 THE SIX BELLS, 181 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7QD
No Objection

MC/16/4883 25 MILTON AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8TP
No Objection.

11.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. None

11.3 Further planning applications notified following the publication of the initial agenda and the meeting. Tba

11.4 **Other Planning Issues**

Medway Local Plan – There will be public consultation on the next stage of the Local Plan later in January, February and early March.

The council's view is requested.

12.0 **Car Parking Review – Cliffe Woods**

Medway Council are consulting on proposals to make a Traffic Regulation Order to introduce waiting restrictions at various locations in Cliffe Woods. **The council's view is requested.** Cliffe will be considered next.

13.0 **Request to locate an additional storage container on the Cliffe Recreation Ground**

The council's view is requested.

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

Nothing further to report – no planning application submitted yet.

13.0 **Report: Other Committees**

13.1 Footpaths and Common Land – General Report – Cllr Moore.

13.2 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

13.3 Rural Liaison Committee (Medway) – Cllr Stanley

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

13.4 Police Liaison – Cllr Stanley

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

13.6 Cliffe Memorial Hall – General Report – Cllr Bush

14.0 **Report: Other Bodies**

14.1 Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)

14.2 Neighbourhood Plan update – Clerk PO.

14.3 Friends of North Kent Marshes Cllr Moore/Darwell

14.4 Other Reports

15.0 **Other items to be handed to the Clerk for the next Meeting on 9th February 2017 in the Small Hall, Memorial Hall, Church Street, Cliffe.**