



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 14th December 2023, 7.30 pm**
at the Small Memorial Hall, Church Street, Cliffe ME3 8LB.

MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Joan Darwell, Sandra Fenney, Ray Letheren, Jim Wenban, Ken Kentell, Sue McDermid, Annette Cooper, Fred Harper, Vivienne Walton.

Council Staff Present: Alex Jack – Clerk PO
Lissi Watt – RFO & Assistant Clerk

1.0 Apologies for Absence

Cllrs P Clements & S Stapleton. It was proposed by Cllr V Walton and seconded by Cllr S Fenney to accept apologies. All agreed.

2.0 Declarations of Interest

Cllr C Fribbins – Cliffe Woods Community Association, Cllrs. K Kentell, C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust.

Cllrs V Walton, F Harper & S McDermid notified the council of their resignations from Cliffe Woods Community Association committee.

Cllrs J Darwell and S Fenney notified the council of their resignations from Cliffe Memorial Hall committee.

3.0 Co-option – Currently two vacancies, one in Cliffe Village Ward and one in Cliffe Woods Ward.

No current interest.

Adjournment

Two members of the public attended - Ian Downes, Chairman of Cliffe & Cliffe Woods Community Association and the Reverend Clifford Stocking, St Helen's Church, Cliffe. Both spoke expressing the importance of receiving financial support in the form of grants from the parish council. It was expressed that without this support their respective organisations would not be able to continue their work.

Cllr Joan Darwell read the letter received from Cliffe Memorial Hall regarding their grant and this was also reviewed by the council.

4.0 Approval of Minutes of Meeting held on 16/11/23

It was proposed by Cllr R Wyatt & seconded by Cllr K Kentell to accept the minutes as an accurate representation of the meeting. All agreed.

5.0 Matters Arising from Minutes of Meeting on 16/11/23

None raised.

6.0 Report: Clerks (Clerk/PO & Assistant Clerk/RFO)

The Clerk reported that she passed the IOSH Health & Safety course and is now qualified to work on risk assessments. The Clerk also reported that both Clerks are to go on annual leave over the Christmas & new year period.

7.0 Report: Chair (Cllr Dibble)

Cllr B Dibble thanked councillors and staff for their support and service during 2023 and wished seasonal goodwill to all.

8.0 Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)

The F&GP committee met on 05/12/23 at St Helens House, Cliffe.

- a) To note financial reports (to 30/11/23)
Financial reports for the month of November were reviewed and noted. (Annex A).
- b) To note and consider Payments and Receipts and approve, as necessary.
None on this agenda.
- c) Recommendations from F&GP Committee re grant payments
The payment of grants planned for in the 2023/24 budget and precepted for were discussed. The matter has been looked into with great care and attention by the council over several months with the final vote taking place as follows.
 - i) £5,000 Memorial Hall, Cliffe
It was proposed by Cllr R Letheren and seconded by Cllr A Cooper not to pay the grant. 3 for, 8 against, 1 abstention.
It was counter proposed by Cllr J Darwell and seconded by Cllr S Fenney that the grant of £5000 be paid in full. 9 for, 2 against, 1 abstention. **Carried by majority.**
 - ii) £5,000 Cliffe Woods Community Association
Cllr Fribbins declared his interest as the treasurer of the CWCA Committee and did not take part in the discussion or vote.
It was proposed by Cllr A Cooper and seconded by Cllr R Letheren not to pay the grant. 2 for, 8 against, 1 abstention.
It was counter proposed by Cllr J Darwell & seconded by Cllr F Harper to pay the grant of £5000 in full. 8 for, 2 against, 1 abstention. **Carried by majority.**
 - iii) £1,500 St Helen's Church
It was proposed by Cllr S McDermid & seconded by Cllr V Walton to pay the grant of £1500 in full to support the churchyard maintenance. **All agreed.**

Action: RFO to pay all grants in full as agreed.

Cllr R Letheren requested that his voluntary contribution to the parish council during his term as a councillor be minuted.
- d) Other items of note from F&GP Committee (no decisions required)
It was raised by Cllr Kentell that the changing rooms are running with a direct cost deficit of approximately £4000 and hire charges should be reviewed.

9.0 **Agree the Precept amount for 2024/2025**, as circulated.

It was proposed by Cllr R Wyatt & seconded by Cllr S McDermid that the 2024/25 precept be set at £87,513. 8 for, 4 against. **Carried by majority.**

Cllrs B Dibble (Chair), J Darwell, S Fenney & F Harper were required to leave the meeting due to family commitments and shared travel arrangements. Cllr R Wyatt chaired the remainder of the meeting.

10.0 **Report: Council Assets (Cllrs Clements/Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Car Park and Buttway

Action: Clerk to resend the play area safety inspection report to Cllrs.

11.0 **Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 30/11/23 at the Emmanuel Centre, Cliffe Woods, report circulated.

Cllr C Fribbins gave a verbal report regarding planning matters and requested that Cllrs contact him directly to submit any comments as the next planning meeting will not be taking place due to it falling during the holiday period.

11.1 Planning applications received:

- a) **MC/23/2622** Application for a Lawful Development Certificate (proposed) for stationing of a replacement caravan - **Caravan 2 Squirrels Drey Well Penn Road Cliffe ME3 7SD**
This is a modified application and reduces the impact of the previous application that would have established residential permission on the site. **No Comments.**
- b) **TPA/23/2228** T1. Oak - Reduce height by 2m. Current height 14m leaving at 12m. Reduce radius by 2m north and east, current radius 10m leaving at 8m Reduce radius by 1m south and west, current radius 7m leaving at 6m. T2. Oak - Reduce height by 2m. Current height 14m leaving at 12m. Reduce radius by 2m south, west and east, current radius 10m leaving at 8m. - **49 View Road Cliffe Woods ME3 8UE** (granted already). **No Comments**

Planning updates:

- a) **22/00049/REF** Outline application with all matters reserved except for (access) for a residential development of up to 250 dwellings and a mixed-use community hub together with associated infrastructure including public open space and community facilities comprising a replacement sports ground and pavilion, with accesses from Church Street, Cooling Road and Buttway Lane - **Land To The East And West Of Church Street Cliffe Rochester**. The Planning Inspector has issued her decision on the Outline Application (access only) for the Trenport application for 250 homes east/west of Church Street, Cliffe and relocation of the APCM sports ground. The appeal has been upheld with conditions. The Parish Council will need to monitor this application in respect of those conditions and the C&CW Neighbourhood Plan.

11.3 Planning applications received after Planning Meeting:

- a) **MC/23/2689** Construction of a single storey rear extension and first floor side extension - **11 Marsh Lane Cliffe ME3 7UQ** - to be reviewed, although minimal impact so no comments likely to be required.
- b) **MC/23/2719** Conversion of an existing barn into a residential dwelling with associated parking, fencing and amenity area - **Jems Barn, Kirk Lane, Cooling Street, Cliffe** – to be reviewed.

11.4 Other planning issues:

- a) **MC/21/1287** Redrow site, Oakleigh Fields, Town Road, Cliffe Woods
- b) **MC/21/1694** Esquire development, View Road, Cliffe Woods
- c) **Medway Local Plan 2040**

12.0 **Report: Cliffe and Cliffe Woods Neighbourhood Plan (Cllr Fribbins)**

13.0 **Report: Other Committees**

13.1 Footpaths and Common Land – Cllr Cooper

No response yet received from Stacey McGregor.

13.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt

Nothing to report.

14.0 **Report: Other Bodies**

14.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton

Nothing to report.

14.2 Cliffe Woods Community Association Liaison – Cllr Fribbins

Nothing to report.

14.3 Cliffe Memorial Hall

Nothing to report.

14.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban

No report.

14.5 Rural Liaison Committee – Cllr Wyatt

Nothing to report.

14.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid

It was noted that 'My Community Voice' allows individuals to register to communicate directly with the police on local matters.

14.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid

Nothing to report.

14.8 Events

Nothing to report.

15.0 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **18/01/24, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods**

The meeting was closed at 20:40.

Lissi Watt

Assistant Clerk & RFO to the Council.

21st December 2023

Signed as a correct record of proceedings:

Chairman:

Date:

05/12/2023

Cliffe & Cliffe Woods Parish Council

Page 1

13:25

Current/Reserve Account

Cash Received between 01/11/2023 and 30/11/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
06/11/2023	HMRC Vat	23121nc1	Q2 VAT Return	1,946.77
30/11/2023		24121nc2	Bank Interest	83.53
Total Receipts				2,030.30

Date: 05/12/2023

Cliffe & Cliffe Woods Parish Council

Page 1

Time: 13:24

Current/Reserve Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	Gullands LLP	231201	420.00		Legal Services
01/1 1/2023	Mazars LLP	231202	378.00		Mazars LLP
01/1 1/2023	Notrhstar IT	231203	104.30		MS IT Package & Emails
01/11/2023	ICO	231204	40.00		ICO data protection fee
01/1 1/2023	Vonage	231205	1 2.42		Parish Phone
07/1 1/2023	Medway Norse Ltd	231206	2,797.20		Daily Litter Picking Services
10/11/2023	Toner Giant	231207	34 36		Clerk Toner
10/11/2023	Toner Giant	231207B	020		Clerk Toner - ADJUSTMENT
13/1 1/2023	Medway Builders	231208	90.00		Allotment Road Type 1
14/11/2023	KALC	231209	60.00		KALC New Cllr Training
15/1 1/2023					
16/11/2023	CSG Global Education (KCS)	231210	49.78		Printer Paper
17/11/2023					
21/11/2023	British Gas	231211	181.17		Changing Room Electricity

Total Payments 5,662.97