



Cliffe and Cliffe Woods Parish Council

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To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 12th March 2020, in The Emmanuel Centre, Parkside, Cliffe Woods 7:30pm**

AGENDA

1.0 **Apologies for Absence**

2.0 **Declarations of Interest**

Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.

3.0 **Adjournment** (Members of the public can question the Parish Council and raise issues) 30 minutes max, limit of 10 minutes per person. (not part of parish council meeting). Technically not part of the parish council meeting.

4.0 **Approval of Minutes of Meeting held on 13/02/20**

5.0 **Matters Arising from Minutes of Meeting held on 13/02/20** (see action list with minutes and any issues from the core minutes).

6.0 **Co-option of Parish Councillor for Cliffe Woods.**

7.0 **Report: Clerks** (Clerk PO/RFO) – To Receive a verbal report on issues dealt with since last meeting, not on the Agenda.

8.0 **Report: Chair** – tba

9.0 **Report: Finance & General Purposes (Cllr Dibble/Clerks)**

To receive a report and recommendations of the F&GP meeting held Tuesday 03rd March at St Helens House

- a) To note financial information circulated.
- b) To note receipts & payments and approve as necessary (including any updates since the F&GP)
- c) Recommended that a grant of £250 be agreed by the parish council for the Air Ambulance (Kent/Sussex/Surrey) Request received by post ALL AGREED
- d) To note recommendations agreed under delegated powers (none)
- e) To agree recommendations
 - i. **Risk Assessment and Asset List** – Recommended that the current review be noted. There will be further enhancements to reporting and asset review in the next council year.
 - ii. **Allotment and Pitch Rents.** Recommended an increase of 4% on Allotment rents and an additional £50 (+ VAT) on pitch hire for the financial year 1/4/2020 to 31/3/2021, in line with the budget. ALL AGREED
 - iii. **Terms of Reference** for the Finance and GP committee be agreed (Governance Working Party to review 9th March along with Personnel and Planning Committee) ALL AGREED (see Governance report.
 - iv. **Meeting arrangements** for the next council meeting in Cliffe in June to be reviewed.
- f) To note other items from the committee

10.0 **Allotments** – Cllrs Letheren, Clements, Clerk (RFO). To receive a verbal report on the Allotments

11.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO))

- 11.1 To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm. Terms of Reference for committee approved, although a concern about meeting being held in public, in private residence and broadband facilities due to delegated powers.
- 11.2 Other Planning Issues
- 12.0 **Cliffe and Cliffe Woods Neighbourhood Plan**
- To receive a report on the activities and progress of the Neighbourhood Plan. Subject to discussions with Medway Council it is now hoped to consult on the Draft Plan in April/May (Parish approval will be sought)
- 13.0 **Report: Other Committees**
- 13.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 13.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) (see above)
- 13.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO), Clerk (RFO) – committee to be re-constituted and review of Youth Club equipment and future arrangements/new members.
- 13.4 **Governance Working Party – Cllr Naughton-Dean**
Update from Working Party (9/1/20)
- a) **Terms of Reference for Finance and General Purposes, Planning and Personnel Committees** to be agreed
- b) **General Data Protection Regulation (GDPR)** additional documents to be agreed.
- 13.5 **Consideration of a new Communications Sub-Committee to make recommendations on email/web/social media/newsletter/leaflets**
- 14.0 **Report: Other Bodies**
- 14.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 14.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 14.4 Brett's Liaison – Cllr McDermid/Clerk (PO) (now scheduled annually next meeting Spring 2020).
- 14.5 Rural Liaison Committee – Cllr Naughton-Dean
- 14.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper
- 14.7 Police Liaison Committee & Councillor/Police Surgeries/PACT Cliffe Woods Liaison – Cllr Dibble
- 14.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/Cllr Fenney)
- 14.9 Friends of North Kent Marshes Cllr Darwell – (including VE and Summer Fair Update)
- 15.0 Other Reports
- Other items to be handed to the Clerk for the next meeting on 14th May 2020 in the Emmanuel Centre, Cliffe Woods following the ANNUAL MEETING of the Parish Council at 7:30pm.**
- Annual Parish Meeting – 16th April 2020, 7:30pm Memorial Hall (refreshments).**