



PRESENT: Cllrs Barry Dibble (Chair, BD), Robert Wyatt (Vice-Chair, RW), Annette Cooper (AC), Joan Darwell (JD), Ray Letheren (RL), Peter Clements (PC), Ken Kentell (KK), Jim Wenban (JW) Sue McDermid (SM) and Peter Moore (PM)

Parish Clerks- Alex Jack (Clerk PO), Michelle Dolley (Clerk RFO)

The meeting opened at 7.30

NO ITEM

85 APOLOGIES FOR ABSENCE – Cllrs Sandra Fenney (Unwell), Fred Harper (Holiday) and Vivienne Walton (Family Illness). Cllr BD proposed to accept these apologies, seconded by RW- **ALL AGREED**.

86 DECLARATIONS OF INTEREST – Cllr SM (Cliffe Woods Community Association).

87 CO-OPTION - There are a total of three vacancies, one vacancy in the Cliffe Woods Ward and two in the Cliffe Village Ward. They can be filled by co-option and run to May 2023 only

88 ADJOURNMENT- No members of the public were present for the meeting.

89 APPROVAL OF MINUTES OF MEETING

Approval of Minutes of Meeting held on 13/10/2022- These were proposed as correct by Cllr RW, seconded by Cllr PC- **7 AGREE, 3 ABSTENSIONS- MAJORITY DECISION**

90 MATTERS ARISING FROM MINUTES OF MEETINGS None

91 REPORT: CLERKS

91.1 Clerk PO spoke about future meeting dates and the annual parish meeting for 2023. This was agreed at the meeting to be held on April 20th, 2023.

There was also discussions around ending the Zoom subscription and reverting back to face-to-face meetings for the planning committee. After discussions it was agreed to trial this in the Emmanuel Centre and Clerk PO will arrange dates and times for the meetings.

Clerk RFO reported that there were new pay scales announced by NALC, with the recommendation that these are also backdated to April 2022. After discussions it was proposed by Cllr KK, seconded by Cllr RW and **ALL AGREED**, to accept the new pay scales and backdate including to former Clerk PO, Chris Fribbins.

Clerk RFO also reported that there has been interest in the cleaner's vacancy at the changing rooms. Mrs Sue Davies. It was proposed to employ Mrs Davies, initially on a 6-month probation period and on the same terms as the caretaker. This was proposed by Cllr KK, seconded by Cllr SM and **ALL AGREED**. A handover will commence with Mr Chris Fribbins and a deep clean will be needed. A timesheet will be filled in along with an inspection checklist.

92 REPORT: CHAIR

Chair reported on the handover between Mr Chris Fribbins, and Alex Jack has been ongoing. He also reported on emails and the confidentiality aspect to both clerks.

93 Report: Finance & General Purposes (Cllr Wyatt/Clerks)

- a) To receive a report and recommendations of the F&GP meeting held 01 /11/22 at St Helens House, Cliffe
- b) To note financial reports (to 31/10/22)- **NOTED- Cllr RW checked bank statements against reconciliation, signed and dated.**
- c) To note and consider Payments and Receipts and approve as necessary. Cllr AC proposed these, seconded by Cllr BD- **8 AGREE, 2 ABSTENSIONS- MAJORITY DECISION**
- d) Recommendations from F&GP Committee
 - Parish Council banking details- Recommended addition of Mrs Alex Jack to signing authorities, contact details for account to change accordingly including debit card to be arranged.

e) Other items of note from F&GP Committee (no decisions required)

- A resident has contacted the parish council regarding hiring the recreation ground for a charity event
- CCTV was also discussed
- Noticeboard Plaques- Details need changing for new Clerk PO
- Quarterly Audit of Accounts- Report is being completed

93 B- Receipts and Payments October November

Receipts	October	November
Bank Interest		
Allotment Rents		£140.00
VAT Refund		£218.32
CWCA Jubilee Donation Refund		£1,902.41
Payments	Description	Amount
221101 Chris Fribbins	Oct Salary, Home Allow	
221102 Michelle Dolley	Oct Salary, Home Allow	
221103 John Davies	Oct Salary, Mileage	
221106 Alex Jack	Oct Salary, Mileage, Home Allow	
221105 HMRC	PAYE ½	£764.00
221111 RGP Electrical	Changing Rooms Elec Work	£1,358.26*
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
221109 ZOOM	Monthly Subscription	£14.39*
221104 Vonage	Parish Phone for July	£10.25*
221108 British Gas	Changing Rooms Elec Bill	£
221107 RBS	Asset Inventory Annual Fee	£145.20*
221110 KALC	Training Courses	84.00*
221112 KCPFA	Annual Fee	£20.00
221113 Argos	Clerk RFP Printer Ink	£21.99*
221114 A Jack	Expenses	£4.30
221115 Toner Giant	Clerk PO Printer Toner	£198.71*

- Represents VAT, Reclaimable

Cllr AC proposed to accept the payments, seconded by Cllr BD – 8 AGREE 2 ABSTENSIONS- MAJORITY DECISION

94 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Cllr RW reported that there was a site inspection with several plots that needed warning letters. Cllr PC asked the parish council if further type 1 could be purchased. This was proposed by Cllr PC, seconded by Cllr AC- **ALL AGREED**.
Further inspections will continue and any action needed will be discussed.

95 REPORT: PLANNING COMMITTEE (Cllr Harper) The Committee met via Zoom on 27/10/22 and was attended by Cllrs Harper (Chair), Cooper, Kentell, McDermid, Wyatt & Mr Fribbins

95.1 Planning applications received:

a) MC/22/2480 - Land at Town Road Cliffe Woods Rochester Medway ME3 8JL

Application for a non-material amendment to planning permission MC/21/1287 to replace the formerly proposed pond with a mini orchard comprising of 4 cherry trees and 5 apple trees
Comment: None

b) MC/22/2438 - 43 North Road Cliffe Rochester Medway ME3 7UH

Construction of a single storey wrap around extension - demolition of existing garage.
Comment sent prior: The Parish Council would want to ensure that adequate on-site parking remains to be provided as the site is adjacent to the hammer-head at the end of North Road.

c) MC/22/2329 - St Helens Cottages 1 Buttway Lane Cliffe Rochester Medway ME3 7QT

Construction of a single storey and basement extension to rear.

Comment sent prior: The Parish Council, as the neighbouring land owner of The Buttway, has the following observations/queries: The proposal is to excavate to form the basement. There is no specific reason given for this. There has been archaeological investigations very close to the site in recent years (pre covid).

How will access to the site for excavation and soil removal be arranged (bearing in mind Parish Council's ownership)? What is the purpose of the extension element outside of the main building curtilage?

95.2 Planning applications received after publication of the Planning Committee and the Parish Council Agenda:

None

95.3 Other planning issues:

a) Trenport Land, Cliffe - Outline planning application for access has been refused by Medway Planning, planning appeal expected. Refusal decision notice not yet published.

b) MC/21/1287 Redrow (Gladmans) site west of Town Road – Planning application approved, site issues and development concerns continue to be raised with Medway Council. S278 Highways Design issues being followed up, including potential road closure/diversions.

c) Esquire – MC/21/1694 (Orchard) south of View Road – Although approved decision notice has not yet been published.

d) 2 Tennyson Avenue – Reported to Medway Council (Planning Enforcement).

e) Draft Local Plan – Medway are now planning to return to Regulation 18 which will delay the plan until early 2025.

96 Cliffe and Cliffe Woods Neighbourhood Plan

Awaiting a response from the Planning Inspector who is carrying out the examination of the Neighbourhood Plan. Chasing Medway Council for an update.

97 Report: Other Committees

97.1 Footpaths and Common Land – General Report – Cllrs Harper and Cooper-

Nothing to report

97.2 Youth Liaison – General Report - Cliffe Woods – (Cllr Vacancy), Fribbins & Dolley (Clerks)

Nothing to report (at least two councillors required to progress this).

97.3 Personnel Committee- Cllrs Dibble, Fenney, Walton & Clerks (as necessary)

Committee not met

98 Report: Other Bodies

98.1 Cliffe and Cliffe Woods Community Trust – Report – Cllr Kentell

Cllr KK reported that the charities constitution has been resubmitted. There have also been 2 letters asking to buy some of the charities land.

98.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-

Cllr SM reported that there was a tribute night on 15.10.2022. The last quiz night will be at the end of November. The planning application is still with Medway Council

98.3 Cliffe Memorial Hall- General Report- Cllr Fenney/ Cllr Darwell

Cllr Darwell reported on the fundraising that is happening to replace the kitchen with stainless steel equipment. There is also a quiz night coming up. The Santa parade is being planned also with the Memorial Halls Christmas fayre on 10.12.2022

98.4 Brett's Liaison- Nothing to report

98.5 Rural Liaison Committee- Cllr Wyatt – Nothing to report

98.6 Kent Association of Local Councils- Cllrs McDermid/Harper- Meeting took place 19.10.2022. Only four parish councils attended. There was also the KALC AGM coming up which Cllrs were circulated details of.

98.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt- Nothing to report

98.8 Patient Participation Group- Cllrs McDermid/Fenney- Cllr SM reported there was a meeting on 10.11.2022. The practice was reporting on the number of patients that did not attend (DNA) appointments was high. There is new extended opening hours for the surgeries also, which will see them open until 8pm on a Wednesday and Thursday and opening Saturday mornings.

98.9 Events- Cllr Darwell (Cliffe) and Cllr Walton (Cliffe Woods)-

Cllr JD reported on the success of the firework display. Cliffe Memorial Hall provided the refreshments for the event. Donations were received on the night.

The next event will be the Santa Parade, along with the Christmas trees.

99 Other Reports - Nothing to report

Other items to be handed to the Clerk for the next meeting on 15th December 2022 at 7:30 pm in the Small Hall, Memorial Hall, Cliffe.

MEETING CLOSED AT 21:25

SIGNED BY..... CHAIR AND DATED.....

Action List

2016	Yellow Line Restrictions – Cliffe & Cliffe Woods	Medway Council to Advertise Traffic Regulation Order/Consultation
2021/01	Dogs Bins in Remote Areas	Medway Council responsibility, have requested precise location for normal bin (Dog bins no longer supplied)
2021/01	Raw sewage on Town Road Cliffe Woods	Southern Water responsibility. Contacted 2021/1 awaiting reply. Ongoing problem exacerbated by heavy rain.
2021/03	Neighbourhood Plan	Parish Council have now approved Draft Plan and it has been formally submitted to Medway Council (1/9/21). Planning Inspection examination schedules September 2022.
	Planning 101 One session in each village, Saturday morning/Midweek evening and recorded/session for our website.	Interest has come from several residents and an external person. Medway Planning contacted for support, waiting for a response.
	Cllr AK is organising this.	
	Youth Committee – leaflet/meet with Strood Youth/Review Youth Equipment and disposal where required.	Cllr MM to arrange. CWCA would like to see equipment re-allocated and shed transferred to their ownership.