



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the Emmanuel Centre,
Parkside, Cliffe Woods
On Thursday 14th July 2016

PRESENT

Cllrs Lynne Bush-Vice Chair (LB)(Vice Chair), Peter Clements (PC), Mrs Joan Darwell (JD), Derek Graves (DG), Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Ian Petrie (IP)

No members of the public

Ian Sears (Medway Council Community Warden, Strood Rural/Peninsula Wards)

Parish Clerk Mr Chris Fribbins

The meeting opened at 7.30 pm.

NO		ITEM
1.0	29.0	APOLOGIES FOR ABSENCE Cllrs Sue McDermid (Chair), Fred Harper (FH), Phillip Stanley (PS), Vivienne Walton– Holiday Cllr Wenban (JW) – Work Cllr Fenney – Unwell All Accepted Faith Evers (FE) Holiday not notified in advance. Cllr Ray Letheren gave notice that he expected to be late.
2.0	30.0	DECLARATIONS OF INTEREST - None
3.0	31.0	APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - Minutes of the Council Meeting on 9/6/16 were moved as a true record. Proposed Cllr. Naughton-Dean (RN-D), Seconded Cllr Graves (DG) - ALL AGREED.
4.0	32.0	Adjournment Mr Ian Sears (Community Warden) explained his role. He had been working the area for 2-3 months, after moving from Rainham South. He had been responding to issues of fly-tipping, dog issues. 'Policing' powers had been moved back to the Police and the role was more related to environmental issues. Councillors raised the issues of fly-tipping and where the current problems were (and how to get to them). Contact: ian.sears@medway.gov.uk He was thanked for his attendance and offered an open invitation to future meetings.
5.0	33.0	MATTERS ARISING FROM MINUTES OF MEETING ON 9/06/16
		Items attached on Appendix MA1607 (including resolutions)
6.0	34.0	REPORT: CLERK
	34.1	Edited Correspondence List circulated.
	34.2	Clerk RFO Responsibilities Additional work for Clerk (PO) currently. Bank reconciliation carried out.
	34.3	Car Parking Issues A Ford Focus Estate had been parked in the Cliffe Woods Car Park for several months. Notices had been put on the vehicle but there had been no response. Medway Council have now reported to DVLA who will inspect when they are next in the area.
	34.4	Abbey Court School – Change of Status – A consultation letter has been sent to the Chair/Vice Chair and then circulated to councillors by email. No comments received. The Chair has requested an acknowledgement be sent to the school (Clerk PO).
7.0	35.0	COUNCILLOR RESIGNATION – Cllr Doyle

		Notice of vacancy in Cliffe Woods ward placed on noticeboards, website and mentioned in Village Voices article. Medway Council (Electoral Services) informed. No call for election received to date, expiry of notice is 21/7. If no election called the parish will be able to co-opt. ALL to help identify possible candidates																
8.0	36.0	ANNUAL RETURN 2015/16																
	36.1	Public Rights - No request for view of accounts received to date.																
	36.2	Submission to External Audit – The Clerk (PO) has submitted the return. No reply is expected until August at the earliest.																
9.0	37.0	REPORT: FINANCE & GENERAL PURPOSES																
	37.1	Finance Report: Budget report circulated. £50,000 transfer from current account to NS&I Investment a/c (Online payment). Bank reconciliation carried out and accounts (ALPHA) corrected and brought up to date. Report of income, detailed payments, transfers and bank balances circulated).																
	37.2	Banking Arrangements – NatWest, NS&I Investment Account																
	37.3	Approval of following payments for July: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">KCS (Stationery/Paper)</td> <td style="text-align: right;">£17.28 (VAT £2.28) (D/D)</td> </tr> <tr> <td>C Fribbins (June expenses/home allowance/mileage)</td> <td style="text-align: right;">£437.39 (VAT £63.77)</td> </tr> <tr> <td>D Clark (June wages)</td> <td style="text-align: right;">£299.80 (S/O)</td> </tr> <tr> <td>D Clark (expenses/mileage/petrol)</td> <td style="text-align: right;">£143.79 (VAT £1)</td> </tr> <tr> <td>L Farrelly (June wages)</td> <td style="text-align: right;">£421.98 (S/O)</td> </tr> <tr> <td>L Farrelly (additional/expenses/backpay/mileage)</td> <td style="text-align: right;">£18.33</td> </tr> <tr> <td>KALC (Councillors Conference)</td> <td style="text-align: right;">£72.00 (VAT £12)</td> </tr> <tr> <td>Local Loft (Parish Archive Annual Fee)</td> <td style="text-align: right;">£520.00</td> </tr> </table> Proposed ,Cllr. Naughton-Dean seconded Cllr Graves - ALL AGREED	KCS (Stationery/Paper)	£17.28 (VAT £2.28) (D/D)	C Fribbins (June expenses/home allowance/mileage)	£437.39 (VAT £63.77)	D Clark (June wages)	£299.80 (S/O)	D Clark (expenses/mileage/petrol)	£143.79 (VAT £1)	L Farrelly (June wages)	£421.98 (S/O)	L Farrelly (additional/expenses/backpay/mileage)	£18.33	KALC (Councillors Conference)	£72.00 (VAT £12)	Local Loft (Parish Archive Annual Fee)	£520.00
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	37.4	Rural Liaison Grant (RLG) - £6,238.74 (Cllr Letheren arrived 20:24) Alternative designs for the bicycle rack at Cliffe Woods shops were circulated. The committee suggested the Sheffield Loops (x 3). Proposed Cllr Naughton-Dean, Seconded Cllr Graves – ALL AGREED. A site meeting to be arranged with Medway Council to agree a location and then final cost for loops and fitting will be presented to the council (Clerk PO)																
	37.5	Section 106 Availability – Changing Room Project The steering group met (5/7) with Huw Jarvis (Leader Programme – North Downs and Marshes), representatives of the Rugby Club and the two Football teams to discuss the requirements and possible funding streams. (report of meeting circulated). A further meeting took place on the morning of 14/7 (Cllrs Fenney, Naughton-Dean and Clerk (PO) with Andrew Hewitt (Kier) to discuss the requirements and start the feasibility work. With Planning and Fund Raising timetables it was expected to take around 10 months to complete. Cost could be £150,000 to £200,000. Scape have reported that they also run a Community Fund (up to £60,000) that we can apply for as Scape customers.																
	37.6	Clerk (RFO) Position The vacancy is mentioned in outline on the parish website and in the July Village Voices article. A draft advert, based on that used in 2015 for the Clerk (PO) position has been distributed to the Chair/Vice Chair. F&GP proposed that powers be delegated to the Chair/Vice Chair and Chair of F&GP (with the Clerk (PO) advising) to progress the advertising and recruitment. Councillors to be informed at each stage. The final appointment will be made by the council – Proposed Cllr Petrie, Seconded Cllr Clements –																

	ALL AGREED.
37.7	<p>Review of Standing Orders</p> <p>A meeting was held with Cllr Naughton-Dean and the Clerk (PO), Cllr Petrie was unwell. There had been a review of the council's current Standing Orders and those of other councils. The Clerk (PO) circulated a report on the options available to the council, from no change, light touch and detailed guidelines. All Councillors to review this and suggest changes to Cllr Naughton-Dean and Petrie and Clerk (PO) to incorporate in Draft Standing Orders to be submitted to F&GP and the August council meeting.</p>
37.8	<p>Social Media Policy</p> <p>A draft policy was circulated to cover the concerns of the council at the June meeting and to incorporate policies to manage the possible use of the council website in the future (authorised user updates would be possible). All councillors to review the policy and let the Clerk (PO) know of any suggested changes. The policy to be presented to the August council meeting for approval.</p>
37.9	<p>Website</p> <p>Issues with the current website had been discussed previously and some had been overcome. The Clerk (PO) had migrated content to a free host (Hugo Fox) which supported new devices, had a better template and allowed updates from more than just one person. It also had an inbuilt facility to show planning applications in the parish area (up to two years) and a link into Medway Council's planning site for further details. It can also generate email alerts for News, Events, Jobs, 'Offers' and Planning for the area (and up to 10 miles). All councillors to review before the August meeting and any suggestions to the Clerk (PO). A demonstration will be arranged for the August meeting and approval sought to change www.cliffeandcliffewoods-pc.gov.uk to point to the new site. There are no financial implications, although email support would remain with the current supplier at the same cost (a cheaper alternative to moving to another supplier). An advisory committee is proposed to look at the ongoing support of this. Volunteers required.</p>
37.10	<p>Staffing of Youth Clubs</p> <p>Following the agreement in principle to recruit a youth worker/s to support the Cliffe (monthly, except August) and Cliffe Woods (twice a month except August, late December and Bank Holidays). Estimated hours would be Cliffe Woods – 18 days @ 3 hours. Cliffe 11 days @ 3 hours. Assumed range National Living Wage (£7.20 over 25 years old), to £10 per hour. NLW - £628.14 per annum, £8.50 per hour £739.50, £10 per hour £870.00. To be funded by increase in youth club subs to £1 per session and the youth budget (ear marked reserves). Proposed Cllr Naughton-Dean, Seconded Cllr Moore that the Youth Committee be delegated authority to advertise and recruit a youth worker (or shared if necessary) and that the councillors be kept informed. The final decision on appointment will be made by the council. ALL AGREED. The Clerk (PO) will liaise with Medway Youth for recommendations/suggestions for recruitment and appointment.</p>
37.11	<p>Cliffe Fayre and Beacon/Bonfire Event Funding Request (Cllr Darwell)</p> <p>There had been a number of special purchases for the Queen's Birthday events in Cliffe. Although there had been an agreement to consider funding before the events, this was subject to a budget forecast. It had not been possible to present this in time and the request was now for retrospective funding. F&GP had discussed and suggested approval of items that were accompanied by a receipt (consistent with the council policy for other organisations). The submitted list was for £461.10, but receipts have yet to be collated. Proposed Vice Chair, Seconded Cllr Naughton-Dean that approval be agreed for those items with a receipt to the Clerk (PO) and he be authorised to make payment up to £500. ALL AGREED Thanks also to Cllr Petrie for his professional entertainment at the Fayre again this year.</p>
37.12	Date of next Changing Rooms Steering Committee Meeting: 2nd August 2016 6.30pm –

		Small Memorial Hall, Cliffe (kitchen).
	37.13	Date of next Finance & General Purposes Committee Meeting: 2nd August 2016, 7.30 pm – Small Memorial Hall, Cliffe.
10.0	38.0	REPORT: ALLOTMENTS
	38.1	Map provided to Cllr Clements appears to be an older version. Clerk (PO) to check computer files. There is a concern about the condition of a number of plots – 2a, 6a, 7a, 10a, 11b, 30b, 32b – very bad condition and 8a, 16a, 16b, 19a – not being worked and degrading. Cllr Clements proposed condition letters be sent to these allotment holders, seconded Cllr Letheren ALL AGREED. The one outstanding rent had been identified as someone who was unable to take up the plot. Clarification is being sought regarding an allotment holder that is unwell and unable to manage his plot and remove the trailer from site currently.
11.0	39.0	REPORT: PLANNING
	39.1	Planning applications: The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: MC/16/2196 32 BROOKMEAD ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HL Construction of a part two storey front, side and rear extension – No Objection MC/16/2267 32 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JE Outline application with all matters reserved for demolition of existing bungalow and construction of one 4 bedroomed dwelling house. - Concerns expressed with outline permission (all matters reserved), would want to see actual detail. MC/16/2610 2 PORTWAY ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JA Construction of a part two storey part single storey rear extension (demolition of existing rear projection) – No objection
	39.2	The following planning applications have been circulated to and discussed by the planning committee. A response is due after this meeting MC/16/2606 22 BROOKMEAD ROAD CLIFFE WOODS ROCHESTER ME3 8HJ Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall by 3.4m The maximum height of the proposed extension from the natural ground level is 3.7m The height at eaves level of the proposed extension measured from the natural ground level is 2.5m. MC/16/0614 CART LODGE (UNIT 5), MANOR FARM, WEST STREET, CLIFFE, ROCHESTER, ME3 7TH Retrospective application for change of use of redundant farm building into 2 one-bedroom holiday lets with total building renovation and internal alterations. MC/16/0592 GRANARY AND WAGON LODGE MANOR FARM, WEST STREET, CLIFFE, ROCHESTER, ME3 7TH Retrospective application for change of use from redundant farm building to a 2-bedroomed residential unit Proposed No Objection for these applications, Cllr Naughton-Dean, Seconded Cllr Graves – ALL AGREED.
	39.3	Further planning applications notified following the publication of the agenda and the meeting. Vice Chair Cllr Bush declared an interest on this item and took no part in the discussion or decision. MC/16/2886 13 ST HELENS ROAD, CLIFFE, ROCHESTER, ME3 7EY Construction of single storey extension to front and part single/part two storey extensions to side and rear - demolition of existing rear conservatory and front single storey projection Proposed Cllr Letheren, Seconded Cllr Naughton-Dean No Objection – ALL AGREED

	39.4	<p>Other Issues MC/14/1896 Thameside Terminal Former Conoco Site, Salt Lane, Cliffe, ME3 7SU Retention of Plots 1, Part 2 and 8 for haulage and/or platform hire use with associated parking along with approximately 0.4ha of open storage – Granted with conditions e.g.</p> <ul style="list-style-type: none"> • All platforms stored on site shall be kept at their lowered position at all times unless required to be raised for maintenance/repair purposes and all other open storage that takes place within any of the plots shall not exceed a height of 4m. • No external lighting shall be erected on site or placed on any of the buildings without the prior approval of the Local Planning Authority • The number of Heavy Goods vehicle movements to and from the site shall not exceed 40 two way movements in total in any one day. Records of all HGV arriving and departing the site shall be kept and maintained by the companies operating from the site and shall be provided for inspection by the Local Planning Authority within 24 hours of written notice (which includes email). No vehicles shall arrive at or depart from the site outside of the hours 07.00 – 19:00 Monday to Friday, 07.00 -13.00 on Saturday and at no time on Sundays or Bank Holidays NOTED
	39.5	<p>Date of next Planning Committee Meeting: 28th July 2016, 7.30pm – Small Memorial Hall, Cliffe</p>
12.0	40.0	<p>Rookery Lodge Demolition and Site Redevelopment Proposals (Update) (The Chair provided a written report in her absence) A further meeting, arranged by Kelly Tolhurst MP and Medway Cllr Williams, had taken place and the Chair, Cllr Moore and Cllr Fenney were present along with Revd Wright, MHS Homes and some of the tenants. Concerns were expressed regarding the impact on the residents and their links with the community and local residents. MHS Homes had reported that the timescale for this project was currently uncertain and may be delayed until the end 2016 or start 2017. Residents would be asked their preferences (which will not include remaining).</p>
13.0	41.0	<p>Report: OTHER COMMITTEES</p>
	41.1	<p>Footpaths and Common Land</p> <ul style="list-style-type: none"> • Cllr Moore previously reported that rubbish had been dumped by Allens Pond (Pickle/Bottom of Allens Hill) – this is Common Land. Further rubbish had appeared after and required a grab lorry to clear. Further dumping behind a Wharf Farm Development property had also been reported to Medway Council, although they had problems locating it. Cllrs Moore and Darwell were able to provide the Community Warden with more location detail and hoped he was able to inform local residents about this rubbish. • A large amount of waste was dumped at the entrance to RSPB Cliffe Pools entrance and has now been cleared. • Alan Taylor, Medway Footpaths Officer had notified the council of an Application for Diversion of RS332 Salt Lane, Cliffe (Pre-Order Consultation). This moved the footpath from Bretts' Land to RSPB land. Proposed Cllr Moore, Seconded Cllr Darwell that no objection be raised, subject to the approval of RSPB – ALL AGREED
	41.2	<p>Youth Liaison Committee In the absence of Cllr Walton, the Clerk (PO) gave a brief report on the increase in numbers at both the Cliffe and Cliffe Woods Youth Clubs. The importance of the youth worker was also stressed as Cllr Walton and her husband were no longer able to help with the set-up and clear-up of the Cliffe Woods Youth Club, but would continue to help with other tasks.</p>
	41.3	<p>Cliffe Woods Community Association In the absence of Cllr Walton, the Clerk (PO) gave a brief report. The Summer Fete on Saturday 9/7 had been a success (total raised not known at time of</p>

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		meeting) but fun had by all. Thank you to Cllr Darwell for the Queen's 90 th Birthday Exhibition.
	41.4	Cliffe Memorial Hall – Nothing to report
	41.5	Police Liaison - Following the resignation of Jerry Doyle, there was a vacancy to act as the parish council's representative. Cllr. Stanley agreed to take this one – All agreed.
14.0	45.0	REPORT: OTHER BODIES
	45.1	KALC Councillor's Conference (Cllrs McDermid, Fenney, Naughton-Dean) Cllr McDermid and Naughton-Dean attended the conference in the morning and training sessions in the afternoon. Cllr Fenney had attended training in the morning. There was information about devolving responsibility for some services to parish councils.
	45.2	Care and Concern Groups (Cllrs McDermid – Cliffe Woods) The Chair provided a written report in her absence A Dementia Workshop had been held at the Cliffe Woods Community Centre on 27 th June (some councillors, members of CWCA and residents present). There are some concerns about the number of patients in the practice and there is consideration to changing the boundary in Frindsbury/Strood to reduce the catchment. The Pharmacist is in place and undergoing training.
	45.3	Neighbourhood Plan Update There will be a Local Needs Workshop on the Cliffe Woods Community Centre on Saturday 23 rd July (10am to 12:30pm). The Annual Parish Meeting invites, NHP, Councillors and Medway Councillors have been invited and it has been publicised on the NHP and Alerts Facebook pages to open it up to interested residents. This meeting will inform the NHP and also help the Cliffe and Cliffe Woods Community Trust help identify issues that they can consider for support (and potential match funding) – The preparation of this event, that actual event and the report write up has been funded by Rural Kent (c. £1,000). A meeting of the NHP will be arranged in early September. Public sessions on Draft Policies is planned for late September/October. Potential development in Cliffe Woods and Cliffe (MHS Homes) does stress the need to gather evidence and policies.
	45.4	Friends of North Kent Marshes There are concerns about the implication of BREXIT on the environmental protections that we have in the Cliffe area and these are generally EU regulations. Although it might be assumed that these will be replaced by national regulations there was a risk that these might be overlooked with the large amount of law and regulation to be unravelled in just two years. Cllr Moore asked councillors for their support in petitions and any action to ensure this does not happen.
	45.5	Other Reports – None
15.0	46.0	Other items to be handed to Clerk for next meeting: None

Meeting closed at 10.10pm

11/089/16/cf

Next Parish Council Meeting: 11/08/16 Small Hall, Memorial Hall, Church Street, Cliffe

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Appendix MA1607

	MATTERS ARISING FROM MINUTES OF MEETING ON 09/06/16	Action By
Dec 102.9	Risk Assessment of Assets The Clerk PO advised that the council needs to perform regular risk assessment of its activities and individual assets need to be assessed for risk (some may be insured and others 'self-insured'). The Clerk RFO has drafted an assessment of assets and procedures	
	Action: Clerk PO has reviewed and circulated to the Chair and Vice –Chair for comment. Further work to review, update and agree at Council required on an annual basis.	Chair/Vice Chair, F&GP, Clerk PO
May 8.3	Rural Liaison Grant It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops	
	Action – Preferred solution agreed, Clerk PO to liaise with Medway Council to agree site and permission and to finalise costings.	Clerk PO
May 8.4	Changing Rooms Project It was proposed that the Parish Council uses the Scape Minor Works Framework to progress with this work and that a feasibility study is carried out	Clerk PO
	Action – Site meeting held with Kier (Scape Contractor) and feasibility underway.	Clerk PO/SF
May 8.8	Fire Extinguisher Inspection It was agreed that Cllr Philip Stanley (PS) would investigate as to what type of extinguisher is needed for inspection before an inspection is carried out.	
	Action – PS recommended disposal of water based extinguishers and replacement with one foam based one. (post mtg Supplier recommended Powder – purchased)	Clerk PO
Jun 19.3	Cliffe Woods Car Park – Ford Focus Estate now untaxed, reported to Medway Council for removal. Now with DVLA to remove when they are in the area.	Clerk PO
Jun 21.5	Review of Standing Orders – Meeting held and report produced. All to review options and notify Clerk, IP and RN-D on suggestions for draft to August meeting.	ALL
Jun 21.6	Social Media Policy – Clerk (PO) circulated draft policy – All to review and suggest any changes do that draft can go to August meeting for approval.	ALL
Jun 21.7	Annual Report – Items required from councillors (in particular those with responsibilities).	ALL
Jun 21.7	Councillor Surgeries – Chair to organise six-month pilot/trial with assistance from other councillors	Chair
Jun 21.8	Website – Clerk (PO) has migrated content to Hugo Fox (free solution) All to review and suggest changes before formal adoption proposal to August meeting. Volunteers required for working party to manage website on ongoing basis.	ALL
Jun 21.9	Staffing of Youth Club – Agreement to costings and implications. Youth Committee to arrange advertising and recruitment. All councillors to be kept informed and final decision on appointment/s will need to be made by the council.	Clerk PO Youth Committee
Jun 21.11	Clerk RFO Position – Arrange advertising and recruitment of replacement RFO and interim arrangements for cover	Chair/Vice Chair/Clerk PO
Jun 25.0	Rookery Lodge Demolition - The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS	Clerk PO Chair

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	Homes Meeting to be arranged with MHS Homes. Further contact with residents. Review of Planning Application for demolition and replacement with 13 dwellings when submitted (no current date for submission)	Planning Committee
Jun 27.1	Neighbourhood Plan – Community Needs Workshop arranged for 23/7 10am to 12:30pm Cliffe Woods Community Centre. Open public sessions proposed for September 2016.	ALL NHP
Jul 35.0	Councillor Vacancy – ALL to help identify potential candidates for co-option to the Cliffe Woods Ward vacancy.	ALL