



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the  
Small Hall, Memorial Hall, Church Street, Cliffe  
On Thursday 11<sup>th</sup> August 2016

**PRESENT:** Cllrs Sue McDermid-Chair, Lynne Bush-Vice Chair (LB)(Vice Chair), Sandra Fenney (SF), Derek Graves (DG), Fred Harper (FH), Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Phillip Stanley (PS), Vivienne Walton, Jim Wenban (JW)

Four members of the public

Parish Clerk Mr Chris Fribbins

The meeting opened at 7.30 pm.

NO		ITEM
1.0	47.0	<b>APOLOGIES FOR ABSENCE</b> Peter Clements (PC), Mrs Joan Darwell (JD), Ian Petrie– Work All Accepted Faith Eyers (FE)
2.0	48.0	<b>DECLARATIONS OF INTEREST</b> - None
3.0	49.0	<b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING -</b> Minutes of the Council Meeting on 14/7/16 were moved as a true record. Proposed Cllr. Graves (DG), Seconded Vice Chair (LB) - ALL AGREED.
4.0	50.0	<b>ADJOURNEMENT</b> Dianne Foreman updated the parish council regarding the Cliffe Woods School regarding growth to 2 Forms of Entry (from 1.5fe) in 2017 to cater for current growth in demand for the school and the west side of Medway. They would like to re-use the old infants school building for further growth (currently occupied by MAGIC). She also thanked the parish for their earlier grant to the Girl Guides/Brownies/Rainbows.  Roger & Jo Brown and Vivienne Deakin spoke about their concerns regarding the Gladmans proposals for the West of Town Road in Cliffe Woods and mentioned that they had set-up an action group.
5.0	51.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 9/06/16</b>
		Items attached on Appendix MA1608 (including resolutions)
6.0	52.0	<b>REPORT: CLERK</b>
	52.1	Edited Correspondence List circulated.
	52.2	<b>Clerk RFO Responsibilities</b> Additional work being carried out by the Clerk (PO). CiLCA work has been delayed, although a lot of work will contribute to the submission.

	52.3	<b>Car Parking Issues</b> A Ford Focus Estate had been parked in the Cliffe Woods Car Park for several months – still with DVLA.
	52.4	<b>Cliffe Crusaders Rugby</b> – Keys handed over for access to site and storage container. Site for the pitch agreed, it will be marked and posts sourced and installed soon.
7.0	53.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>
	53.1	<b>Finance Report</b> The accounts in ALPHA have been updated and cashbook reconciled against bank statements (to end July). Budget monitoring statements have been produced. Suggested changes discussed have been implemented. Income and payments, bank reconciliation reports circulated.
	53.2	<b>Banking Arrangements</b> – NatWest, NS&I Investment Account No response from NS&I and NatWest – possible that post is still going to 131 View Road. (additional form received from NS&I 4/8, completed and returned)
	53.3	<b>Annual Report</b> – Queries from External Auditor dealt with by Clerk. Public inspection period completed 14/7, no requests received – although documentation available on our web site.
	53.4	<b>Clerk (PO)</b> – 12 months have elapsed since the resignation of the Clerk as a councillor so the role reverted to a paid one on 3 <sup>rd</sup> July 2016.
	53.5	<b>Pensions</b> – Staging Date was 1/8/16 so Clerk enrolled with NEST to provide pensions. The two current staff (Clerk and Caretaker) have been delivered the required documentation and both have declined enrolment in the scheme at this stage.
	53.6	<b>Approval of the following payments</b> (*includes VAT) – detailed report of income and expenditure circulated.
		Chris Fribbins (Salary, Expenses, Mileage, Home Allowance) £649.09 * £7.02
		Laura Farrelly (SO Paid in Error and repaid) £421.88
		Dave Clark (Salary, Mileage, Expense, Overtime) S/O £299.80 Balance £163,20 * £1.03
		HMRC £602.60
		Cllr Darwell – Cliffe Fayre Expenses (to be discussed) - approval for up to £500 agreed 07/2016 subject to receipts - awaited
		Craigdene Ltd – Annual Playground Inspection £210.00 *£35
		KCS (Stationery) £21.48 D/D * £3.58

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	KCS (Fire Extinguisher)	£55.00 D/D * £11.00
	Rialtus Business Systems – Allotments S/W Annual Charge	£113.00 *£22.60
	Rialtus Business Systems – ALPHA Accounts S/W Annual Charge	£113.00 *£22.60
53.7	<b>Playground Inspection</b> – report circulated. Caretaker and Cllr Wenban are reviewing for actions and any external work required.	
53.8	<b>Councillor Vacancy (Cliffe Woods)</b> – period for call for election has passed. Council is now able to co-opt. Two expressions of interest, councillors to also identify other candidates for potential co-option at the September meeting.	
53.9	<b>Allotments</b> – see Allotments agenda item	
53.10	<b>Cliffe Woods Car Park</b> – Cllr Graves has identified repairs that are required. Wooden bollard missing on Medway Council Land has been reported and they are ordering a replacement. Lines may need repainting. There are problems with in and out barriers top bars and signing. It has been estimated as c. £4,000 to fit new top posts and correct signage and posts. Medway Council were asked if they can repair the pothole by the exit that was missed in their last visit but there were unable to so <b>another contractor will need to be identified. Cllr Graves to report costs to the next F&amp;GP meeting for consideration before the next council meeting.</b>	
53.11	<b>Cliffe Small Hall Car Park</b> – c. 7 potholes need to be repaired. The Clerk contacted Medway Council to see if they can repair on our behalf and they were unable to. <b>Other contractors to be identified by the Clerk.</b>	
53.12	<b>RLG update F&amp;GP</b> Suggest 3x Sheffield Cycle Stand £159.84 + VAT + Fitting. Clerk(PO) meeting with Medway Council Tuesday 9 <sup>th</sup> August. <b>Actual position and a clarification of land ownership now required -Clerk/Medway Council</b>	
53.13	<b>S106 Update – Changing Rooms Project</b> Steering Group Meeting held before F&GP (SF, Chair, VW and Clerk in attendance). ‘Finger in the air’ estimates by Kier of £150-£200k and 10 months were discussed. The Feasibility study had been received after the meeting and costs had increased to > £300,000 and timescales to September 2017. £69,000 was required to go to the next step of design and planning approval (pre-build). The Changing Room Steering Group to review the study (with Kier). It looks likely that further options will be required and tenders for the work.	
53.14	<b>Clerk (RFO) Positon</b> The Chair (SM), Vice Chair (LB) and F&GP Chair (SF) to progress this. The Clerk(PO) will advise. Vacancy mentioned in next Village Voices edition (at high level)	
53.15	<b>Review of Standing Orders</b> Report circulated – menu of choices distributed in July. Final comments still required (if any) for draft to be drawn up and circulated before consideration of adoption. No comments so referred to Cllrs Naughton-Dean and Petrie (with advice of Clerk (PO)) to draw up new draft for consideration in September.	

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	53.16	<b>Social Media Policy</b> Clerk(PO) had circulated a draft. Suggestions for change incorporated and Draft Policy circulated before the council meeting. No comments received, Chair has suggestions on some re-wording and will forward to Clerk (PO) to create a draft for the next meeting. Cllr Moore commented that the policy could not prevent Friends of North Kent Marshes and personal Facebook/Tweets – and she was advised that personal use was not an issue only those that were, or could be, interpreted as coming from the parish council.
	53.17	<b>Website</b> The new website was demonstrated. Proposed Chair, Seconded Cllr Naughton-Dean that the new site be adopted by the parish council <b>ALL AGREED. (Clerk to arrange for www,cliffeandcliffewoods-pc.gov.uk to be redirected to the new site)</b>
	53.18	<b>Staffing of Youth Clubs</b> The Youth Committee have drawn up a job description/advert for advertising the role (advertised on website and in Village Voices). <b>Job description to be circulated to councillors – Clerk.</b>
	53.19	<b>Cliffe Fayre Funding Request (Queen’s 90<sup>th</sup> Birthday)</b> F&GP Suggest payment of those items where a purchase receipt is available. – Receipts awaited.
	53.20	<b>AOB – Caretakers timesheet and Risk Review checksheets to be reviewed (Chair. Vice Chair, Clerk (PO))</b> DBS (Enhanced) to be arranged for Dave Clark and Cllr Wenban <b>(Clerk (PO))</b> Rookery Lodge – Issue to be added to new website <b>(done)</b>
	53.21	<b>Date of next Finance &amp; General Purposes Committee Meeting: 30th August 2016, 7.30 pm –</b> Small Memorial Hall, Cliffe.
10.0	54.0	<b>REPORT: ALLOTMENTS</b>
	54.1	Cllr Clements has asked for an email to allotment holders regarding the possibility of an allotments committee for holders. There was interest. <b>Cllr Clements to follow up and propose the constitution and relationship with the parish council.</b> Some further allotments had been given up. One (or two) has been offered to a resident in Cliffe Woods and waiting for a response.
11.0	55.0	<b>REPORT: PLANNING</b>
	55.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: <b>MC/16/3039 33 SWINGATE AVENUE, CLIFFE, ME3 7RA</b> Construction of a single storey extension to side and porch to front - demolition of existing single storey side extension – No Objection <b>MC/16/3031 CHALK LAKE, NORTH SEA TERMINAL, SALT LANE, CLIFFE, ME3 7SX</b> Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2011 - request for a screening opinion for the proposed restoration of Chalk Lake to pre-extraction ground levels using inert materials imported by barge, boat or rail together with silt

		<p>from sand and gravel washing – suggested wildlife information required as there is a loss of the lake (not listed, although the rest of Cliffe Pools area)</p> <p><b>MC/16/3043 38 STATION ROAD, CLIFFE, ROCHESTER, ME3 7RX</b></p> <p>Construction of conservatory to rear – No Objection</p>
	55.2	<p>The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting</p> <p><b>MC/16/3148 6 Green Lane, Cliffe, Kent, ME3 7UF</b></p> <p>Construction of a two storey side extension with a single storey to front incorporating alterations to existing porch - demolition of existing garage</p> <p><b>Proposed Cllr Harper, Seconded Vic Chair – No objection – all Agreed.</b></p>
	55.3	<p>Further planning applications notified following the publication of the agenda and the meeting.</p> <p>None</p>
		<p><b>Other Planning Issues</b></p>
	55.4	<p><b>Pre-Planning Consultation – Land West of Town Road, Cliffe Woods</b></p> <p>An informal meeting was held with the Chair, Planning Committee and Clerk on Wednesday 27<sup>th</sup> July. The council asked that the consultation be extended to every household in Cliffe and Cooling Street, in addition to Cliffe Woods (to be delivered by the Post Office in early August). Other issues with their consultation materials and problems with the land suggested were discussed. After this an Outline Planning Application will be submitted.</p> <p>At this stage, no objection, or support, was required. The Clerk (PO) had circulated a list of potential issues. Cllr Moore also reported a Local Landscape Character Assessment, which identified Cliffe and Cliffe Woods Farmland (in addition to the marshes and the SSSI in Cliffe Woods) - to be researched. <b>Proposed Cllr Harper – Chair of Planning, Seconded Vice Chair that the Clerk (PO) be delegated to prepare a response to the consultation and circulate to Chair/Vice Chair/Chair of Planning (Cllr Harper) for final adjustments and submission AGREED, with 1 Abstention.</b></p>
	55.5	<p><b>Date of next Planning Committee:</b> 25<sup>th</sup> August 2016, Small Hall, Memorial Hall, Church St, Cliffe at 7:30pm</p>
12.0	56.0	<p><b>Rookery Lodge Demolition and Site Redevelopment Proposals (update)</b></p> <p>Nothing further to report.</p>
13.0	57.0	<p><b>Reports: OTHER COMMITTEES</b></p>
	57.1	<p><b>Footpaths and Common Land</b> Cllr Moore previously reported that rubbish had been dumped by Allens Pond (Pickle/Bottom of Allens Hill). Further rubbish has appeared again and requires a grab lorry to clear.</p>

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	57.2	<b>Youth Liaison Committee</b> Recruitment of a Youth Worker is now a priority for the summer break. The Cliffe Youth Club in July had a small attendance as it fell just after the schools had broken up.
	57.3	<b>Cliffe Woods Community Association</b> – successful events held, volunteers are also carrying out maintenance duties.
	57.4	<b>Cliffe Memorial Hall</b> – Nothing to report
14.0	58.0	<b>REPORT: OTHER BODIES</b>
	58.1	<b>Patient Participation Groups (Cllrs Bush – Cliffe, McDermid – Cliffe Woods)</b> Cllr Bush reported on the meeting on 27 <sup>th</sup> July. The appointment system was working well. The dispensary facility is supported by trained staff and a doctor in the morning and evening, however the main staff member has retired, so the service is limited to the morning. The chemist in Cliffe Woods is available there in emergencies, Over the counter medicines, such as paracetamol were not likely to be prescribed over the counter in future (they can be brought from shops).  The practice manager, Kevin Creasey, has agreed to be the surgery representative on the Neighbourhood Plan group.
	58.2	<b>Neighbourhood Plan Update</b> There was a successful Local Needs Workshop on the Cliffe Woods Community Centre on Saturday 23 <sup>rd</sup> July with about 49 people present. The draft report has been produced and being reviewed before wider circulation. A meeting of the NHP will be arranged in early September. Public sessions on Draft Policies are planned for late September/October.  An emerging Neighbourhood Plan can be used as evidence in planning consideration, although there is much more strength behind an adopted plan that has passed a local referendum.
	58.3	<b>Friends of North Kent Marshes</b> Concerns remain about the dangers that BREXIT may lead to the loss, or weakening, of environmental regulations that help protect a lot of the parish area. Michael Heseltine is leading work on growth in the Thames Estuary and will have to be monitored.
	58.4	<b>Other Reports</b> – None
15.0	59.0	<b>Other items to be handed to Clerk for next meeting:</b> None

Meeting closed at 10.25 pm

15/08/16/cf

**Next Parish Council Meeting: 08/09/16 Emmanuel Centre, Parkside, Cliffe Woods**

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**Appendix MA1608**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 09/06/16</b>	<b>Action By</b>
Dec 102.9	<b>Risk Assessment of Assets</b> 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	
	<b>Action:</b> 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	<b>Rural Liaison Grant</b> It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops	
	<b>Action:</b> Preferred solution agreed, Clerk PO to liaise with Medway Council to agree site and permission and to finalise costings.	Clerk PO
May 8.4	<b>Changing Rooms Project</b> 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
	<b>Action:</b> Site meeting held with Kier (Scape Contractor) and feasibility report produced. To be reviewed and other options considered.	Clerk PO/SF
Jun 19.3	<b>Cliffe Woods Car Park –</b> 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	<b>Review of Standing Orders –</b> Meeting held and report produced. No comments received, Clerk, IP and RN-D to create draft for September meeting.	ALL
Jun 21.6	<b>Social Media Policy –</b> Clerk (PO) circulated draft policy – No comments received, final comments to Clerk so that a draft can go to September meeting for approval.	ALL
Jun 21.7	<b>Annual Report –</b> Items required from councillors (in particular those with responsibilities).	ALL
Jun 21.7	<b>Councillor Surgeries –</b> Chair to organise six-month pilot/trial with assistance from other councillors	Chair
Jun 21.8	<b>Website –</b> Clerk (PO) has migrated content to Hugo Fox (free solution) Volunteers required for working party to manage website on ongoing basis. Now adopted, <a href="http://www.cliffeandcliffewoods-pc.gov.uk">www.cliffeandcliffewoods-pc.gov.uk</a> to be redirected to Hugo Fox site.	ALL Clerk PO
Jun	<b>Staffing of Youth Club –</b> Agreement to costings and implications. Youth Committee	Clerk PO

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21.9	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.	Youth Committee
Jun 21.11	<b>Clerk RFO Position</b> – Arrange advertising and recruitment of replacement RFO and interim arrangements in place for cover from Clerk PO	Chair/Vice Chair/SF
Jun 25.0	<b>Rookery Lodge Demolition</b> - The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS 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)	Clerk PO Chair Planning Committee
Aug 58.2	<b>Neighbourhood Plan</b> – Committee and Public meetings scheduled for the emerging Draft Neighbourhood Plan in September/October.	NHP
Jul 35.0	<b>Councillor Vacancy</b> – ALL to help identify potential candidates for co-option to the Cliffe Woods Ward vacancy.	ALL
Aug 53.10 53.11	<b>Cliffe Woods Car Park/Small Hall Car Park Cliffe</b> – contractor to be identified for potholes.	Clerk PO
Aug 53.10	<b>Cliffe Woods Car Park Barrier Repairs</b> – Cllr Graves to supply quotes to F&GP Meeting 30/8 for consideration	DG
Aug 43.20	<b>DBS (Enhanced) certificates to be arranged for Dave Clark and Cllr Wenban.</b>	Clerk PO
Aug 55.1	<b>Allotments</b> – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership and relationship with council)	PC
Aug 53.19	<b>Queen’s Birthday Event Grant</b> – Receipts required – Cllr Darwell	JD
Aug 55.4	<b>Pre-Planning Consultation – Land West of Town Road, Cliffe Woods</b> – Clerk PO to produce response and agree with Chair/Vice Chair and Cllr Harper Chair of Planning before submission.	Clerk PO Chair/Vice Chair/ FH