



Minutes of Meeting held at the The Emmanuel Centre, Parkside, Cliffe Woods

On Thursday 14 June 2018 at 7:30pm

PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Annette Cooper (AC), Barry Dibble (BD), Sandra Fenney (SF), Fred Harper (FH), Vivienne Walton (VW), Jim Wenban (JW).

Parish Clerk Chris Fribbins (PO)

The meeting opened at 8.05 pm.

NO		ITEM
23.0		APOLOGIES FOR ABSENCE Cllrs Peter Clements (PC), Joan Darwell (Summer Fair) – Work, Ray Letheren (RL) unwell, Andy Keates (Holiday) – all agreed
24.0		DECLARATIONS OF INTEREST - None
25.0		Councillor Co-Options – There are now two vacancies Cliffe Village and two in Cliffe Woods Ward and the parish council may now coopt to fill these.
26.0		APPROVAL OF MINUTES OF MEETING HELD ON 10/05/2018 - proposed Cllr Naughton-Dean, seconded Cllr Dibble AGREED .
27.0		ADJOURNMENT Mrs Noble asked about the progress on yellow lines for Cliffe Woods (no progress but still chasing) and potential developments in the area (still monitoring). Doug Hilton (Buckland Fisheries) outlined plans for the lake and surrounding area and a planning application will be submitted soon. He also answered councillor's questions.
28.0		MATTERS ARISING FROM MEETING HELD ON 10/05/18 (See action list with minutes)
29.0	a)	REPORT: CLERKS
	29.1	Correspondence - e-mails distributed through the month
	29.2	Matters dealt with since last meeting – Nothing to add – reported elsewhere.
	29.3	Meeting Arrangements – Cliffe Christian Mission, Millcroft Road, Cliffe had been approached and were able to accommodate the parish council meetings on alternate months starting in July.
	29.4	Defibrillator at the Cliffe Fire Station – has now been replaced by a KFRS supplied one. Arrangements are being made to install the parish one on the outside of the Cliffe Doctor's Surgery and waiting for update.
	29.5	WHOO Cares – Grant Application towards running costs – a request had been received for £845 which was based on the parish residents that are being helped in the parish (similar requests were going to other parish councils. This was a service providing social care by volunteers that had formerly been provided by Medway Council. Referred to Finance and GP Committee.
	29.6	Fun Fair Request – June, July, August - There has been a request to hold a 'younger' fun fair in the parish area (for two consecutive weekends Thursday to Sunday). More information was required and perhaps the event should be held in Cliffe Woods and all similar events were held in Cliffe, although the only suitable land in Cliffe Woods was probably owned by Medway Council or the School.
	29.7	Use of the Buttway by the Six Bells 24/6 – This was for a junior football event during Sunday 24/6 and usual arrangements for marshalling, plastic glasses and clearing litter was accepted. The Clerk (PO) would suggest a nominal contribution from them if this was a 'commercial' event as there are a number of maintenance issues with the Buttway currently, a charitable event would be free.

29.8	Annual Playground Inspection Report – received and circulated. A printed copy would go the Cllr Wenban for review and identify any necessary action.																					
29.9	Hiring Emmanuel Centre – The parish council had been making extensive use of the Emmanuel Centre for meetings of the Parish Council, the Neighbourhood Plan Steering Group and now Councillor’s surgeries. They did not charge, although unlocking before and locking up after was an impact in them. The Clerk suggested that F&GP consider a gift in lieu of rent – two additional tables @ £147.24 each – F&GP to consider.																					
30.0	REPORT - Chair																					
30.8	The Chair reported on : <ul style="list-style-type: none"> • 17/05/18 - Attended presentation by Esquire Developments/ Redrow at NHP meeting • 22/05/18 - PC Surgery in Cliffe • 29/05/18 - Follow-up meeting with MP re: Medway Council's Local Plan • 30/05/18 - Probationary review of caretaker/groundsperson (F&GP) • 06/06/18 - Attended KALC workshop on Employment Law • Youth Engagement - follow-up • Clerk RFO Vacancy - progress to date (F&GP) • Parish News Magazine Article • Need to consider: <ul style="list-style-type: none"> ○ Additional Committees/Structure (Governance) ○ Councillor Further Roles/Responsibilities 																					
31.0	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18																					
	The Internal Audit had been completed and signed off by Mrs Roxana Bramer (no comments raised)																					
31.1	Annual Governance and Accountability Return 2017/18 Proposed Chair, Seconded Cllr Fenney that the statements be approved - AGREED																					
31.2	Accounting Statement 2017/18 Proposed Chair, Seconded Cllr Fenney that the statement be approved - AGREED																					
	Now that the relevant documents were signed, the Annual Return would be submitted to the external auditors – PFK Littlejohn. The Clerk has agreed to display the return in the parish council web site and on all five noticeboards for the statutory period (which must include the first 10 working days of July) from Monday 18 th June 2018 to Friday 27 th July 2018 (appointments can be made to examine the accounting records behind the return).																					
32.0	REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (PO)) Report for June Meeting Circulated see below.																					
32.1	Finance Report – Cashflow and budget monitoring reports are now available as the previous financial year has been closed down. Some adjustments needed during the month and Cllr Fenney helping reconcile allotment rental income. Reports circulated. Investment Policy to be considered (to limit exposure in any one bank)																					
32.2	Receipts and payments (reports circulated)																					
	To note income received (May) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Various</td> <td>Allotment Rents</td> <td style="text-align: right;">£379.83</td> </tr> <tr> <td>HMRC</td> <td>VAT Refund Jan-Feb19</td> <td style="text-align: right;">£262.76</td> </tr> <tr> <td>HMRC</td> <td>VAT Refund 20 Feb-30 April (registered)</td> <td style="text-align: right;">£2,904.76</td> </tr> <tr> <td>Cunningham Lindsey</td> <td>Virgin Media Van Damage to CW Barrier</td> <td style="text-align: right;">£180.00</td> </tr> <tr> <td>Medway Council</td> <td>50% Refund on Planning Fee re Chng Rms</td> <td style="text-align: right;">£36.30</td> </tr> <tr> <td>Smiths Funfair</td> <td>Fee + £50 retained due to lost lock</td> <td style="text-align: right;">£650.0</td> </tr> <tr> <td>NatWest</td> <td>Bank Interest</td> <td style="text-align: right;">£3.30</td> </tr> </table>	Various	Allotment Rents	£379.83	HMRC	VAT Refund Jan-Feb19	£262.76	HMRC	VAT Refund 20 Feb-30 April (registered)	£2,904.76	Cunningham Lindsey	Virgin Media Van Damage to CW Barrier	£180.00	Medway Council	50% Refund on Planning Fee re Chng Rms	£36.30	Smiths Funfair	Fee + £50 retained due to lost lock	£650.0	NatWest	Bank Interest	£3.30
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	<p>Mike Johnson Caretaker pay, mileage, petrol - PAYE £</p> <p>Andrew Norton Youth worker May hours £</p> <p>Vonage Parish phone (Db Card 3/5) £8.79*</p> <p>EE Dongle (DD 10/5) £16.20*</p> <p>Clark-Clayton Changing Rooms 3rd Invoice (PAID) £6,563.60*</p> <p>Clark-Clayton Changing Rooms 4th Invoice (PAID) £21,984.29*</p> <p>UK Power Networks Electricity Supply (PAID) £4,615.77*</p> <p>Thomas Fabrications CW Entrance Barrier Repair £816.00*</p> <p>Community Land Use NHP Planning Consultant £1,050.00</p> <p>Kent County Supplies Paper (10 reams) (dd) £31.08</p> <p>Roxana Brammer Internal Audit Fee £50.00</p> <p>St Helens Church Annual Grant for Churchyard Maint £1,000.00</p> <p>Allotments Society Annual Subscription £66.00</p> <p>Vonage Parish Phone £9.25*</p> <p>Jim Boot NHP Facilitator £224.70</p> <p>Safeplay Annual Play Equipment Inspection £216.00*</p> <p>Norton Anti-virus s/w annual fee (Db Card) £84.99*</p> <p>Kent County Supplies Black Sacks (Extra Heavy Duty) (dd) £20.10*</p> <p>Mr Mower 2xpetrol mowers, 1xpetrol strimmer service £211.22</p> <p>12PAY Payroll s/e annual fee (Db Card) £79.20*</p>
	<p>PAYMENTS APPROVED, proposed Cllr Walton. seconded Cllr Cooper - AGREED</p>
32.3	<p>Annual Report – Dealt with at 31.1/31.2</p>
32.4	<p>Changing Rooms Project – Work progressing structure almost complete, moving to internal works. Free storage container had proved to be inadequate and was not pursued. Two new containers proposed to be sited in the recreation ground next to the changing rooms, some vegetation clearance will be required and 12xsleepers for the base. Proposed Cllr Naughton-Dean, Seconded Cllr Walton that 2 x 20' containers be purchased from Steel Containers Direct at £3,500 + VAT this includes a 10% discount if ordered within supplier timescale – AGREED. Proposed Cllr Naughton-Dean, Seconded Cllr Harper that 12 x sleepers be purchased for £325 from a named supplier – AGREED The electrical supply cost was higher than budgeted and Clark Clayton also had to add the additional work of moleing for the supply cable and provision of meter/consumer unit at the changing room end – it was possible that extra cost might be needed if the road needed traffic management during the works.</p>
32.5	<p>Parish Council By-Election Council can now co-opt the two vacancies in Cliffe Woods and two in Cliffe village.</p>
32.6	<p>Relief Caretaker/Caretaker The Chair/Vice Chair have had extensive discussions with Michael Johnson as part of delayed six monthly review (following the Chair's injury and Michael Johnson's illness). There were a number of issues to be followed up so the Chair Proposed and Cllr Fenney Seonded that the probationary period be extended by a further six months AGREED.</p>
32.7	<p>Play park repairs The annual inspection has been carried out an Cllr Wenban will be reviewing the report to see if any actions are required. Cllrs Wenban and Letheren will be checking to see if netting issues in the football arena can be resolved by them.</p>
32.8	<p>Vandalism to Cliffe Recreation Ground & Allotments Anti-climb measures have been painted onto the current steel container to reduce youth climbing onto the roof and into the allotments (thanks to Cllr Letheren and Wenban) A meeting with a CCTV installer is still to be planned to discuss options.</p>
32.9	<p>Assets and Insurance Cover Work to follow-up asset review implications for insurance premiums following the departure of the Clerk (RFO) still required.</p>
32.10	<p>Allotments</p>

		Only two allotment rents outstanding after review of income by Cllr Fenney.
32.11	Potholes/Barrier Cliffe Woods Car Park	There were three recorded incidents of damage to the entrance barrier. Video/camera evidence had been recorded for the two main incidents. Virgin Media's insurance had paid £180 for the damage to the signs (the cost of Sign Studio's repair before VAT). The damage to one of the posts and the crossbars had been passed to the owner of the vehicle via Cllr Darwell and an offer to pay for the damage had been received via Cllr Darwell and Kent Police. (since payment has been followed up) – which will cover Thomas Fabrications invoice for repair (before VAT). A follow-up letter had been sent to the vehicle owner via Cllr Darwell.
32.12	Cliffe Small Hall Barrier Damage	The entrance barrier was hit by a vehicle on the 23 rd May. The vehicle and owner had been identified and a letter sent with a quote for the repair (Thomas Fabrications £890+VAT). <i>(since the meeting a letter has been received putting this in the hands of the driver's insurance company and details have been sent to them claiming the repair costs)</i>
32.13	Strood Youth Centre (SYC) Outreach/Medway Youth Projects	A request for funding towards summer activities for Cliffe and Cliffe Woods had been received from Lindsay Hartney (Hoo Peninsula Outreach Worker). Staff costs were met by SYC and no costs are expected for the Cliffe or Cliffe Woods Recreation Ground. There was no support for street artist painting of the youth shelter, owned by the parish council, in the Cliffe Woods Recreation Ground but it was recognised that some maintenance may be required soon. The activities were supported by the PC and The Chair proposed, seconded by Cllr Dibble that up to £2,000 be approved from the Youth Budget for this year's activities AGREED
32.14	Standing Order Review / Financial Regulations / Members Code of Conduct	Governance issues to be reviewed.
32.15	General Data Protection Regulation	To be considered along with other governance issues.
32.16	Fairground Visit	They were onsite Monday 14/5 to 21/5 (open 18,19 and 20/5). £600 received (although VAT will need to be deducted) and a damage waiver of £500. £450 was returned as they had lost a lock to the recreation ground barrier (a temporary replacement was found). Saturday had not been as good as previous years (Royal Wedding/FA Cup) but there was an interest in returning in future years and perhaps use Cliffe Woods Recreation Ground (subject to Medway Council permission)
32.17	Buttway Ground Conditions	There are issues with erosion of the soil where vehicles go onto the grass when the car park area is full. The drain is still not clearing rain water and there are some uneven patches on the grass area. The Clerk (PO) had not got any replies from the company who were going to do the verti-drain work on the recreation ground (their equipment has been out of action previously).
32.18	Cliffe Photo Archive	The council decisions from the May meeting had been passed to Cllr Darwell but she has been very busy organising the Cliffe Fayre so had been unable to chase this up.
32.19	Neighbourhood Plan – Locality Funding	The used grant from the previous application has been returned and a further application to 31/3/19 has been made (£6,829). <i>(after further clarifications were made this was increased and has been paid)</i>
32.20	Clerk (RFO) recruitment	Four applications, all local, have been received and the Chair, Vice Chair and Cllr Fenney will be following up.
32.21	Future Council Meeting Locations	The Cliffe Community Church (Millcroft Road, behind the Cliffe Doctor's Surgery) has been identified for the July and September meetings and alternate months likely.

33.0		REPORT: ALLOTMENTS
	33.1	Allotments – General Report – Cllr Clements/Letheren 2 rents outstanding. Two possible new tenants interested.
34.00		REPORT: PLANNING
	34.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting.
		MC/18/0799 2 View Road Cliffe Woods Rochester ME3 8JQ Partial demolition of existing dwelling and construction of a 4-bedroomed detached dwelling with associated parking, amenity space and landscaping Issues with parking and reversing off the site into View Road would be exacerbated by this application. Concern expressed.
		MC/18/1238 Point View Buttway Lane Cliffe Rochester Medway ME3 7QW 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 4m, The maximum height of the proposed extension from the natural ground level is 3m and the height at eaves level of the proposed extension measured from the natural ground level is 2.6m. No Objection (REFUSED by Medway Council - planning application not required, but may need a Lawful Development Certificate)
		MC/18/1242 Point View Buttway Lane Cliffe Rochester Medway ME3 7QW Replacement of existing glazed-doors with a bay window to front No Objection
		MC/18/1253 Tryst Merryboys Road Cliffe Woods Rochester Medway ME3 7TP Construction of a single storey extension to rear and addition of pitched roof to front dormer and insertion of two roof lights to front. No Objection
		MC/18/1262 The Evening Star 128 Church Street Cliffe Rochester Medway ME3 7PY Variation of condition 2 to allow a minor material amendment to planning permission MC/17/4027 Conversion of the existing public house into three 3 bedroom houses and construction of two 3 bedroom houses with associated parking (resubmission of MC/17/2015) - to enable the rear roof line to be amended and provide additional living space to the second floor level. No Objection
		MC/18/1539 17 Ashwood Close Cliffe Woods Rochester Medway ME3 8HQ Construction of a pitched roof over existing front projection. No Objection (The Chair declared an interest as she knew the owner of 16 next door)
	34.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. Responses Proposed Cllr Harper, Seconded, Cllr Walton – All AGREED
		MC/18/1570 Manor Farm West Street Cliffe Rochester Medway ME3 7TH Application for the conversion of an existing barn into 2 four bedroomed dwellings and the erection of replacement vernacular structures to provide 4 two bedroomed dwellings and a two-storey structure providing 4 three bedroomed dwellings along with associated infrastructure, landscape, parking and access. Approval of design, but concerns regarding ten additional dwellings in that location may been an issue – generation of vehicle movements, no immediate local services.
		MC/18/1536 Kia-ora Station Road Cliffe Rochester Medway ME3 7RN Demolition of the existing outbuildings and construction of two semi-detached, 3-bedroom dwellings with associated repositioned vehicular access, parking and amenity space Height of properties may be an issue as next to bungalows (some with dormers in roof) and forms a visible edge to the houses in that location and very visible from Station Road southbound. Issues with the current work at Kia-ora were raised with regard to asbestos (<i>since the meeting this has been followed up, it is known and advice in handling and separating is being followed</i>).

	<p>MC/18/1530 Wharf Farm, Wharf Lane, Cliffe, Rochester, Medway Construction of detached dwelling (revision to previously approved scheme MC/18/0907, Siting of dwelling moved 2.5m to the east) No objection.</p>
	<p>Cllrs Walton and Dibble left the meeting at 22:33</p>
34.3	<p>Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. None</p>
	<p>MC/18/1350 21 Shaw Close, Cliffe Woods, Rochester, Medway, ME3 8JR Retrospective application for the construction of conservatory to rear and extension to garage for conversion to gym Defer to Planning Committee</p>
	<p>MC/18/1751 8 Sedley Close Cliffe Woods Rochester Medway ME3 8HE Construction of a conservatory to rear - Demolition of existing conservatory Defer to Planning Committee</p>
34.4	<p>Other Planning Issues</p>
	<p>Medway Local Plan – The draft response was due at this meeting but had been deferred to June following an extension of the consultation period by Medway Council. A meeting with the MP and Chairs of other peninsula parish councils had been held The Parish Council response was approved Proposed Cllr Harper, Seconded Cllr Cooper – AGREED.</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) The inspector’s report has been sent to the Minister for his decision. (THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN). The minister has indicated early July as the target for the final decision.</p> <p>MC/16/3742 LAND SOUTH OF VIEW ROAD (Simpkins) The applicant has now appealed against the decision of Medway Council to refuse the application for 50 retirement homes and associated development. (THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN). It may be decided by a public inquiry due to the number of objectors, but as Planning Officers had recommended approval and the committee members overturned that recommendation (with relatively weak grounds) it may not go that far. To be monitored.</p> <p>The Glade (site opposite Cliffe Woods Recreation Ground on Town Road). A developer had approached the parish council about plans to develop the site. They had indicated that they would provide some employment on the site and were supportive of the idea of some bungalows. They had presented to Medway Planning members and there had been an assumption that the parish council were supportive – both the Clerk and Chair responded to the council to clarify the parish council’s objections to development on that side of the road. THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN</p> <p>Trenport Land, Cliffe The NHP Steering Group had been approached by agents acting for Trenport and their interest in developing their land (primarily on the east of Cliffe, with a new access road from Station Road, across Cooling Road to their new development). No support has been given at this stage and THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN. If it was to proceed it would need to be a mixed development with some shops/services as well as housing, the road access could be considered useful but would probably need a large scale development that would not be appropriate.</p> <p>The NHP Steering Group is looking for possible low scale development sites for low cost</p>

		and local needs housing.
35.0		Reports: OTHER COMMITTEES
	35.1	Footpaths and Common Land – General Report – Cllrs Harper and Darwell. No report Th Clerk so source some maps of public rights of way for Cllr Harper.
	35.2	C&CW Neighbourhood Plan Steering Group – General Report – Clerk. Reported elsewhere
	35.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) - report circulated. Nothing further to report
36.0		REPORT: OTHER BODIES
	36.1	Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO) – An additional representative from the council is required as Lynne Bush has resigned as she has moved out of the area.
	36.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – planning for the redundant land has been approved and it will go for sale soon.
	36.3	Cliffe Memorial Hall – General Report - Cllr Fenney has volunteered to attend meetings as they are every two months – next in July.
	36.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - Next meeting approx. five months.
	36.5	Rural Liaison Committee – Cllr Naughton-Dean – Latest meeting at High Halstow (12/6) discussed the Rights of Way Improvement Plan – details to be copied to Cllr Harper and Darwell when received. Next meeting 12/9.
	36.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper. Scheduled for 20/6.
	36.7	Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble. No report.
	36.8	Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair) – No feedback.
	36.9	Friends of North Kent Marshes Cllr Darwell – No report – currently dealing with Cliffe Fayre and centenary of the end of WW1.
37.0		Other Reports - None
		Other items to be handed to the Clerk for the next meeting scheduled on 12th July 2018 at the Cliffe Community Church, Millcroft Road, Cliffe.

Meeting closed at 10.53 pm

26/06/18cf

Signed by..... Chair and dated.....

Appendix MA1707

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project Clark/Clayton following up availability and cost of 2 x 20ft storage containers (1 each for rugby and football teams) and 1 x 10ft storage container (for caretaker to be sited in allotments). Contract has been signed with Clark-Clayton, retention of 5% agreed with architect. Vice-Chair will have access, but any decision will need to come through the Clerk (PO), who will liaise with the Chair/Vice-chair (and others as appropriate). VAT registration and Option to Tax completed. Work underway 12 day slippage due to bad weather, but there is likely to be some catching up. Donated concrete and retaining soil in recreation ground has saved about £2k. Progress reports now being produced by RND. Payments made on invoice (delegated power to Clerks).	Clerk PO/ SF/ GC/JA RND
Jun 21.7	Councillor Surgeries –Chair to organise six-month pilot/trial with assistance from other councillors. Chair needs feedback from councillors prepared to help with trial and will follow-up. Chair is organising a ‘trial’ with the Vice Chair and any others interested in June. Trial underway, first took place at St Helen’s House 22 nd May. <i>Location in Cliffe Woods identified – Emmanuel Centre.</i> Sessions now held in both villages.	Chair/ ALL
Sep 66.13 Nov 97.14	Standing Orders Review – Clerk PO had provided a draft clause for rescinding minutes and to add ‘call for extraordinary meeting’. To be reviewed as time permits. Delegation Arrangements – as part of the pending review of Standing Orders, delegation arrangements for the F&GP committee need to be reviewed as there is a gap in financial authorisation between £250 and £1,000 (required to authorise the goalpost payment). Vice-Chair, Cllr Cooper, and Clerk PO to carry out review. Initial meeting held, follow up meeting to be arranged when NALC to review/amend new NALC Model new Standing Orders, now received. Review of new Standing Orders, Financial Regulations, Code of Councillor Conduct, committees (including Personnel) other policies and GDPR implications to be carried out by new Governance Sub-Committee/Working Party.	Clerk PO/Vice- Chair/Cllr Cooper
Oct 86.2	Neighbourhood Plan – Workshops complete, work starting on draft plan. Housing needs survey sent out with Clarion. Planning consultant Lorraine Hart appointed and work to start on preparing draft plan. Low response rate (14% to HNS) Policy writing training workshop held on 28 November. Remaining grant of £3,816 agreed and needs to be spent by 31/3/18. Draft Local Plan has no site allocations in Cliffe or Cliffe Woods, consultation March to May. Steering group to look at site assessments for land in SLAA and any other land that could be developed as part of the Neighbourhood Plan. New Locality Grant bid approved and at a higher level than applied for – runs to 31/3/19.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may should have been Spring 2018 when work carried out. Delays due to equipment failure. No replies to chasing. An alternative firm approached and a quote od expected.	Clerk PO/RFO
Oct 84.8	Play park repairs – New scramble net was collected by Cllr Wenban from Aylesford. Spec. of Skateboard Ramp to be checked and arranged if satisfactory. Work and full annual inspection carried out – Skateboard Park and netting at the	Clerk (RFO)

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	Bal Court still to do.	
Nov 96.3	Assets & Insurance Cover - Working party to risk assess assets and review insurance. To be carried out as time permits. Initial meeting held in January with follow-up meeting now carried out. Clerk (RFO) to contact insurance company to obtain quotes for items not presently covered – now Clerk (PO)	Vice-chair/Cllr Letheren/ Clerks PO & RFO.
Nov 97.11	Vandalism to Cliffe Recreation ground & allotments Skate Park – amount and specification of concrete to be obtained to see if Bretts can provide free of charge or at cost. Alternative contractor to be contacted, chair has sent details to clerks – Clerk RFO to follow up. Damaged replacement storage container door to be left as it is for time being. Alternative storage container contact has given quote. 3 storage containers agreed subject to what Clark-Clayton able to source. Location of containers agreed on Rec behind fencing/vegetation close to the Changing Rooms. Clark Clayton have identified a container, donated to the Rugby club – only delivery to pay. One or two further containers to be identified. Free container rejected as not up to standard required. Order for two new containers being drawn up.	Clerk RFO/ALL Vice Chair/ClerkPO
Nov 97.13	Annual appraisals - required for Clerk (PO), further delayed from August– Councillor input required. 6 month probationary review carried out for caretaker (MJ) – has now been carried out some issues to follow-up. He has now resigned so arrangements for cover from 1st July is in hand (Reserve Caretaker carrying this out). Plans for advertising the vancancy/ies being drawn up.	Chair/Vice Chair/Cllrs
Mar 157.9	Allotment Price Increase – Clerk (RFO) sent out letter of explanation regarding price increase (with allotment invoices). Some allotments given up but some new tenants as well. Allotment plot status carried out by Cllr Fenney. Two payments outstanding some new interest in plots – Notice to quit required. There are new people interested and arrangements are needed to show them the available plots.	Clerk (RFO) SF Clerk (PO)