



PRESENT: Cllrs Barry Dibble (Chair, BD), Robert Wyatt (Vice-Chair, RW), Fred Harper (FH), Vivienne Walton (VW), Joan Darwell (JD), Jim Wenban (JW), Ken Kentell (KK), Peter Moore (PM), Peter Clements (PC), Sue McDermid (SM) and Chris Fribbins (CF)

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

The meeting opened at 7.30

- | NO | ITEM |
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| 117 | APOLOGIES FOR ABSENCE – Cllrs Sandra Fenney (Unwell), Ray Letheren (Unwell), Annette Cooper (Holiday)
Cllr RW proposed to accept these apologies, seconded by KK- ALL AGREED. |
| 118 | DECLARATIONS OF INTEREST – Cllrs SM, VW, FH and CF (Cliffe Woods Community Association) Cllr JD (Cliffe Memorial Hall) |
| 119 | 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 |
| 120 | ADJOURNMENT - No members of the public were present for the meeting. |
| 121 | APPROVAL OF MINUTES OF MEETING
Approval of Minutes of Meeting held on 15/12/2022- Subject to a minor amendment, these were proposed as correct by Cllr RW, seconded by Cllr KK- ALL AGREED |
| 122 | MATTERS ARISING FROM MINUTES OF MEETINGS None |
| 123 | REPORT: CLERKS
123.1 Clerk PO reported on training. There is election training coming up, which will be attended. Clerk PO also reported on the Clerk in action training in preparation for the CILCA qualification. |
| 124 | REPORT: CHAIR
Chair reported that there had been a number of correspondence items dealt with. |
| 125 | Report: Finance & General Purposes (Cllr Wyatt/Clerk RFO) To receive a report and recommendations of the F&GP meeting held on 10/01/23 at St Helens House, Cliffe
a) To note financial reports (to 31/12/22)- NOTED- Cllr BD also checked the reconciliation against the bank statements.
b) To note and consider Payments and Receipts and approve as necessary.
These were proposed by Cllr RW, seconded by Cllr VW-ALL AGREED

c) Recommendations from F&GP Committee
i) Redrow allotments offer Cliffe Woods- After clarification was sought on the land ownership, Cllr KK proposed to accept these, seconded by Cllr CF- ALL AGREED
ii) Staff salary payment dates- The f and gp committee spoke about these and agreed a recommended date of the 15 th of every month. This was proposed at the meeting by Cllr RW, seconded by Cllr VW- ALL AGREED
iii) Drainage issues and tree pollarding at Memorial Hall, Cliffe-
The drainage issues were agreed to be deferred until the next finance meeting.
Tree pollarding was spoken about. Cllr KK proposed to complete these works, seconded by Cllr VW- ALL AGREED
iv) IT system update-
Clerk PO had provided a quote and circulated before the meeting. Cllr KK proposed to accept this quote, seconded by Cllr RW- 9 AGREE, 2 ABSTENSIONS- MAJORITY DECISION

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

- **Cliffe Woods car park Barrier-** It was reported that the entrance barrier is awaiting a part to be fabricated and the exit barrier is awaiting a quote.

125 B- Receipts and Payments October November

Receipts	December	January
Bank Interest	27.56	30.09
Allotment Rents	74.95	82.12
Cliffe Crusaders		720.00
Payments	Description	Amount
230102 Michelle Dolley	Dec Salary, Home Allow	
230103 John Davies	Dec Salary, Mileage	
230106 Alex Jack	Dec Salary, Mileage, Home Allow	
230110 Cliffe Woods Comm Ass	½ Annual Grant	£2,500
230111 Cliffe Memorial Hall	½ Annual Grant	£2500
230115 AQL	Website domain renewal	132.00*
230116 Robert Wyatt	Allotment Type 1	£90
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
230109 ZOOM	Monthly Subscription	£14.39*
230104 Vonage	Parish Phone for July	£10.25*
230108 British Gas	Changing Rooms Elec Bill	59.32*
230113 British Gas	Changing Rooms Elec Bill	£205.30*
230107 Argos	Clerk RFO Printer Ink	£43.68
230114 KALC	Clerk PO Training Course	£60.00*
230112 RGP Electrical	Changing Rooms Elec Work	£244.50*

- **Represents VAT, Reclaimable**

Cllr RW proposed to accept the payments, seconded by Cllr VW – ALL AGREE

126 Annual budget 2023/2024 to be agreed (ClerkRFO)

Final agreement of 2023/2024 Budget following agreed amendment from December meeting, as circulated. The amendments were spoken about at the meeting. Cllr VW proposed to accept the budget, seconded by Cllr FH- **9 AGREE, 2 ABSTENSIONS- MAJORITY DECISION**

127 REPORT: ALLOTMENTS- Cllr Clements, Letheren

To receive a report on the allotments from Cllr Wyatt. The Clerk (RFO) will update the council on allotment rents received and outstanding and any actions to be taken. The report was discussed at the meeting.

128 Planning Committee (Cllr Harper) The Planning Committee did not meet in December.

128.1 Planning applications received:

a) MC/22/2963 Ashlyns, Mortimers Avenue, Cliffe Woods – Constructions of a single storey, front, side and rear extension together with dormer windows to front and side and installation of rooflights to front, side and rear to provide additional living accommodation within roof space with associated external alterations. **Comment sent: No objections.**

128.2 Nothing

128.3

Other planning issues:

Cllr PM declared an interest on 128.3(b)

- a) **MC/22/0254 Trenport land, Church Street, Cliffe** - Outline planning application for access has been refused by Medway Planning. Planning appeal expected. During discussions at the meeting, it was reported that Trenport have submitted the appeal. It was proposed at the meeting that the parish council support the community action group and also notify Dave Harris. This was proposed by Cllr FH, seconded by Cllr CF, **10 AGREE, 1 ABSTENSION- MAJORITY DECISION**
- b) **MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods** – Site issues and development concerns continue to be raised with Medway Council. UKPN works to commence 27/1/23, Town Road closure with diversion: notified dates over 5 weeks on Fridays & Saturdays 2000-0600 from 27/1/ to 26/2/23. Next site meeting 23/1/23.
- c) **Redrow land, south of Buckland Rd** – CCP, Redrow agents, distributed leaflets asking for consultation comments regarding new proposal for extra 45 houses, this land is attached to existing site development at Oakleigh Fields. CCP have requested a meeting with PC.
- d) **MC/21/1694 Esquire development, View Road, Cliffe Woods** – Natural England have expressed concerns regarding approval.
- e) 2 Tennyson Avenue, Cliffe Woods – Reported to Medway Council (Planning Enforcement).
- f) **MC/22/1713 Retirement Development, View Road, Cliffe Woods** – Permission granted subject to conditions by Medway Council.
- g) **Draft Local Plan** – Medway are now planning to return to Regulation 18 which will delay the plan until early 2025

129 Cliffe and Cliffe Woods Neighbourhood Plan

A formal complain has be lodged with Medway council over the timescales. Examiner has reviewed and raised a few queries which are being addressed. Statement of fact is due by the end on the month (Jan 2023)

130 Report: Other Committees

130.1 Footpaths and Common Land – General Report – Cllrs Cooper-

Cllr JD reported that the RSPB Warden is cleaning some vegetations and restoring a bench.

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

Cllr Dibble reported he will be withdrawing from this committee

131 Report: Other Bodies

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

Nothing to report

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

Cllr VW reported on the Coronation Event and the Fete, help will be needed for the event on the 8th May.

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

Nothing to report

131.4 Brett's Liaison- Nothing to report- Cancelled date to be rearranged.

131.5 Rural Liaison Committee- Cllr Wyatt – Nothing to report

131.6 Kent Association of Local Councils- Cllrs McDermid/Harper- Next meeting in February 22/02/2023

131.7 Patient Participation Group- Cllrs McDermid/Fenney- Next meeting on 02/02/2023

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

Cllr JD reported on the planning of the Coronation event in Cliffe

Cllr VW reported on the Coronation event in Cliffe Woods

The budget for these was spoken about, due to deposits needing to be paid. Cllr BD proposed to use the EMR funds and allocate an additional £2000 to be split evenly between the two villages. This was seconded by Cllr RW- **ALL AGREED**

132 Other Reports - Nothing to report

Other items to be handed to the Clerk for the next meeting on 16th February 2023 at 7:30 pm at the Small Hall, Memorial Hall, Cliffe.

MEETING CLOSED AT 21:40

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.