



Cliffe and Cliffe Woods Parish Council

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To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 14th May 2020, a ZOOM meeting following the Annual Meeting of the Council.**

AGENDA

1.0 **Apologies for Absence**

2.0 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils. *A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.*

3.0 **Adjournment** (Members of the public can question the Parish Council and raise issues) 30 minutes max, limit of 10 minutes per person. (not part of parish council meeting). Technically not part of the parish council meeting. AGAR RECOMMENDATIONS

4.0 **Approval of Minutes of Meeting held on 12/03/20**

5.0 **Matters Arising from Minutes of Meeting held on 12/03/20** (see action list with minutes and any issues from the core minutes).

6.0 **Co-option of Parish Councillor for Cliffe Woods.**

7.0 **Report: Clerks** (Clerk PO/RFO) – To Receive a verbal report on issues dealt with since last meeting, not on the Agenda.

8.0 **Annual Governance & Accountability Return (AGAR)**

The internal audit is due to be completed by the Internal Auditor (Roxana Brammer) - report will be circulated. The AGAR has now been completed for submission to PKF Littlejohn for the annual external review. Although the date for submission has been extended this year due to COVID-19, the parish is able to submit early. Due to restrictions, a copy of the AGAR will be published on the Parish Council web site (www.cliffeandcliffewoods-pc.gov.uk) and on notice boards as usual. Residents will still have the opportunity to inspect and query the accounts if necessary. To complete the AGAR two statements have to be agreed in sequence (proposed, seconded and agreed)

- a) The Annual Governance Statement be approved.
- b) The Financial Statement has been completed and signed by the Parish Clerk (RFO), The Accounting Statements be approved.

9.0 **Report: Chair – tba**

10.0 **Report: Finance & General Purposes (Cllr Dibble/Clerks)**

To receive a report and recommendations of the F&GP meeting held Tuesday 5th May Online/Zoom

- a) To note financial information circulated.
- b) To note receipts & payments and approve as necessary (including any updates since the F&GP)
- c) To note recommendations agreed under delegated powers - None
- d) To agree recommendations
 - i. **Caretaker Salary** – Cllr Dibble proposed, Cllr Walton seconded an increase on the caretaker's salary to £10 per hour effective 1st April 2020.
 - ii. **Caretaker Hours during COVID-19 Restrictions** – Cllr Dibble proposed, Cllr Naughton-Dean seconded that the caretaker be paid his full contractual hours (2 hours a day)
 - iii. **Pitch Rents 2020-21** – Cllr Dibble proposed, Cllr Walton seconded that the issue of invoices to the football and rugby teams not be issued at this time and that the charges be reviewed in light of COVID-19 restrictions while the pitches and changing rooms cannot be used.

- iv. **Donation Request – British Red Cross** – Proposed Cllr Keates and seconded Cllr Naughton-Dean that no donation be granted as the organisation does not have a presence in the Parish.
 - v. **Medway Youth Services** applied for a grant of £2,000 to support summer activities for youth in both Cliffe and Cliffe Woods, suggesting the grant be held by them for similar activities later if COVID-19 restrictions were still in force during the school summer holidays. Item to be discussed and recommendation agreed at the council meeting,
- e) To note other items from the committee

11.0 **Allotments** – Cllrs Letheren, Clements, Clerk (RFO) To receive a verbal report on the Allotments

12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO))

12.1 To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm. Terms of Reference for committee to be discussed at the Governance Working Party, attendance for members of the public to be via ZOOM, unless resolved to hold a specific face to face meeting for any item/s.

12.2 Other Planning Issues

13.0 **Cliffe and Cliffe Woods Neighbourhood Plan**

To receive a report on the activities and progress of the Neighbourhood Plan. Subject to discussions with Medway Council it is now hoped to consult on the Draft Plan in April/May, now delayed due to COVID-19 restrictions. Any referendum would be delayed to April 2021. There will be cost implications to the parish council, but grants should be available to cover.

14.0 **Governance Working Party**

A meeting of the working party was scheduled for Monday 11th May. The Terms of Reference for the Planning Committee and GDPR policy documents will be circulated before the Parish Council meeting for approval the meeting.

15.0 **Report: Other Committees**

15.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell 2019/20.

15.2 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO), Clerk (RFO) – committee to be re-constituted and review of Youth Club equipment and future arrangements/new members 2020/21.

15.3 **Consideration of a new Communications Sub-Committee to make recommendations on email/web/social media/newsletter/leaflets**

16.0 **Report: Other Bodies**

16.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates 2019/20

16.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton 2019/20

16.3 Cliffe Memorial Hall – General Report – Cllr Fenney 2019/20

16.4 Brett's Liaison – Cllr McDermid/Clerk (PO) (now scheduled annually next meeting Spring 2020). 2019/20

16.5 Rural Liaison Committee – Cllr Naughton-Dean 2019/20

16.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper 2019/20

16.7 Police Liaison Committee & Councillor/Police Surgeries/PACT Cliffe Woods Liaison – Cllr Dibble 2019/20

16.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/Cllr Fenney) 2019/20

16.9 Friends of North Kent Marshes Cllr Darwell – (including VE and Summer Fair Update) 2019/20

17.0 Other Reports

Other items to be handed to the Clerk for the next meeting on Thursday 11th June 2020 (arrangements for the meeting to be circulated dependant on COVID-19 restrictions) at 7:30pm.