

Minutes of Meeting held remotely on Zoom

Thursday 15th October 2020

PRESENT: Cllrs Ron Naughton-Dean (CHAIR), Barry Dibble (VICE-CHAIR) (BD), Sue McDermid (SM), Sandra Fenney (SF), Peter Clements (PC), Fred Harper (FH), Andy Keates, Robert Wyatt (RW), Joan Darwell(JD), Malcolm McLeod (MM), Annette Cooper (AC),

Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)



This meeting opened at 7:00

- | NO | ITEM |
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| 80 | APOLOGIES FOR ABSENCE – Cllrs Vivienne Walton (Business) Jim Wenban and Ray Letheren (Technical) |
| 81 | DECLARATIONS OF INTEREST - None |
| 82 | ADJOURNMENT - NONE |
| 83 | APPROVAL OF MINUTES OF MEETING ON 10/09/2020
Proposed by Cllr Dibble, Seconded by Cllr Cooper- ALL AGREED |
| 84 | MATTERS ARISING FROM MINUTES OF MEETING held on 10/09/2020
These were discussed elsewhere on the agenda. |
| 85 | Co-option of Parish Councillor for Cliffe Woods/Notice of Vacancy for 2nd position.
Both vacancies can now be filled by co-option following advertisement of the position. |
| 86 | REPORT: CLERKS
Cllr Harper has requested a re-consideration of the start time for Thursday meetings (Planning have agreed to revert to a 7:30 start) due to personal circumstances. The council to consider starting at 7:30 in future – Recommendation sought. Cllr Harper proposed to start the meetings at 7:30, seconded by Cllr McDermid- 2 AGREE, 8 AGAINST, 1 ABSTENTION - MAJORITY DECISION - Meeting to stay at 7:00 whilst virtual meetings are taking place, these will be re-assessed when formal meetings can resume as normal.
Remembrance Sunday 8th November – Poppy Wreath purchased. There will be a much-reduced presence at the Cliffe St Helens Memorial, although final details not yet known. |
| 87 | Report: Chair - Nothing to report |
| 88 | Report: Finance & General Purposes (Cllr Dibble/Clerks)
<ol style="list-style-type: none">1) To receive a report and recommendations of the F&GP meeting held Tuesday 1st September Online/Zoom<ol style="list-style-type: none">a) To note financial information to 30/9/20 circulated. – NOTEDb) To agree receipts & payments and approve for October 2020 as necessary (including any updates since the F&GP as indicated) Salaries and Insurance Premium payments were approved by the committee under delegated powers. Payments were proposed by Cllr Keates, seconded by Cllr Wyatt- ALL AGREED.c) To agree recommendations
Check Speed Signs Recommended that the proposal for solar powered variable message signs (with recording) be investigated further re. full cost, potential locations, and procedure for installation (Medway Council Highways approval required). Chair proposed that Cllr Wyatt, investigates further with Clerk PO and reports back first to the F+GP Committee, then full council, seconded by Cllr Dibble- ALL AGREED.d) To note other items from the committee |

- The council approved the tender for the power supply extension to the Football Container at the September meeting but following further investigation some technical concerns were raised regarding the prior extension into the Rugby Container. Under delegation arrangements and in consultation with the Chair/Vice Chair the Clerk (PO) offered the work to the alternate supplier/electrician on the basis of their quote as they would also correct the issues with the original extension (cost had been included in their quote).
- AGAR (Annual Report) 2019/20 – This has been signed off by the external auditor with a comment about the Asset value stated on the return. After discussion about this, and further investigation, the committee have agreed that the 2019/2020 value will be restated in the 2020/21 return and the 2020/21 value will include corrections identified.
- BUDGET 2021//22 - Councillors are requested to provide/ideas they would like considered for the annual budget (November/December/January F&GP Meetings) to the Clerk (RFO). The budget will be agreed at the January 2021 Council meeting. The Clerk (RFO) will suggest a draft budget strategy in November following the additional/exceptions calls on the council's reserves this year. Cllr Dibble proposed to proceed with the detailed investigation work from Volker Highways, seconded by Cllr Wyatt- **ALL AGREED.**

88 A Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- **NOTED**

88 C Payments to be made-

Receipts	September	October
Bank Interest	£0.47	
VAT Return		£1148.46
Allotment Rent Income		£14.96
Payments		
201001 Chris Fribbins	Sep Salary, Home Allowance	
201002 Michelle Dolley	Sep Salary, Home Allowance	
201003 John Davies	Sep Salary, Mileage	
201004 Vonage	Parish Phone	£10.25*
201006 Community Land Use	NHP Consultant	£350.00
201009 Zoom	Monthly Subscription	£14.39*
201010 PKF LittleJohn	Annual Audit Fees	£360.00*
201011 ICO	Data Protection Fees	£40.00
201012 RBS Software	Annual Asset Manage Software	£145.20*
201013 Amazon	Black Sacks	£25.25*
201014 SLCC	CF- Annual Renewal	£180.00
201015 Came and Company	Insurance Renewal	£1528.88
201016 British Legion	Poppy Wreath	£30.00
201017 Thomas Fabrication	CW Barrier Repair	£996.00*

*Includes VAT (reclaimable) ** VAT on receipt to be paid to HMRC.

Proposed by Cllr Keates, Seconded by Cllr Wyatt- **ALL AGREED.**

89 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Clerk RFO reported that another two plots have been let. Other plot holders are being chased to keep their plots tended.

90 REPORT: - Planning Committee- (Cllr Harper/Clerk (PO))

To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm.

90.1 Delegated Powers (To Note)

- a) **MC/20/2075 - 44 North Road Cliffe Rochester Medway ME3 7UH (Cllr Darwell took no part in the discussion or voting in the item due to her declared interest)**
Construction of a two-storey side extension - demolition of garage to side.
Objection to plan as submitted. Concerns raised regarding matters of privacy between the proposed side extension and neighbouring property. Also query plan details that do not appear to show any internal access to the Games Room.
- b) **MC/20/2129 - 103 View Road Cliffe Woods Rochester Medway ME3 8UG**
Construction of an attached garage to side - No Objection
- c) **MC/20/2148 - 20 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR**
Construction of a two-storey extension to side- demolition of existing, detached outbuilding/garage - No Objection
- d) **MC/20/2241 - 20 Shaw Close Cliffe Woods Rochester Medway ME3 8JR**
Construction of a two-storey extension to front/side with a single storey extension to front and rear - No Objection
- e) **MC/20/2090 3 Ham River Hill Cliffe Woods Rochester Medway ME3 8EX**
Application for a Lawful Development Certificate (Proposed) for the construction of a detached precast concrete garage- No reply required.
- f) **MC/20/2298 4 Woodside Green Cliffe Woods Rochester Kent ME3 8JZ**
Construction of a single storey extension to front. Drawings were not available at the time of the meeting. A decision was required by 15th October so dealt with under delegated powers. Planning Chair to report- This was discussed at the meeting- Objection due to the building lines- proposed by Cllr Harper, seconded by Cllr Keates- **ALL AGREED.**

90.2 Applications Received since the Planning Meeting and/or decision required

- g) **MC/20/2374 16 Milton Avenue Cliffe Woods Rochester Medway ME3 8JS**
Raising of roof height to facilitate first floor extension and construction of two storey side extension - demolition of existing shed. Decision Required- Cllr Harper proposed no objections but should consider putting the staircase inside the building, seconded by Cllr Dibble- **10 AGREE, 1 ABSTENTION - MAJORITY DECISION**

90.3 Other Planning Issues

- a) Simpkins" Detailed Planning Refused on grounds of design
- b) "Gladmans" Outline Planning Permission Granted after initial deferment. Planning officers reported no scope for refusal remained as refusal grounds on the initial application had now been resolved. Additional s106 for cycle path from development to Buckland Road has been added to overcome parish concerns that there was only one alternative to the car (Arriva peak only bus to Strood Station) – POLICY BNE25.

90.4 Future Planning

- a) **Trenport Investments (500 Homes in Cliffe)**
There was now a concern that national planning policy (and suggested changes) along with the "Gladmans" decision could encourage a planning application.
- b) **National Planning Issues** Concerns that the scope for further development in the parish area had been increased by National Planning Policies and proposed changes. Even if there was a 5-year land supply for homes, if development was not fast enough (app. 2,000 per annum) additional 20% buffer would need to be allocated. A brief verbal report on the Online meeting

with Dave Harris (Medway Planning Manager), Tuesday 6th October was held and reported by Clerk (PO), Cllrs Harper and McDermid.

91 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 September/October due to COVID-19 delays/restrictions. Any referendum would be delayed to April/May 2021. There will be cost implications to the parish council, but grants should be available to cover some/all.

92 REPORT: OTHER COMMITTEES

92.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell – Cllr McDermid reported that some of the footpaths were impassable due to overgrowth.

92.2 Youth Liaison- General Report- Cllr Walton, McDermid, McLeod, Wyatt
Clerk RFO sent an email to Cllrs requesting availability to have a meeting.

93 REPORT: OTHER BODIES

93.1 Cliffe and Cliffe Woods Community Trust – Report –

Cllr Keates reported there was a funding request from St Helens school for COVID-19 costs and children's books. £400 was allocated to them and the trust have also given the same donation to Cliffe Woods Primary School.

93.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
Nothing to report.

93.3 Cliffe Memorial Hall – General Report – Cllr Fenney –
Nothing to report

93.4 Brett's Liaison – Cllr McDermid/Clerk (PO).
A Zoom meeting was held on the 30/09/200- Cllr McDermid reported about the problems with speeding vehicles and how they are all fitted with speed monitors. Brett's reported on their business situation including reference to COVID19 issues. Brett's will be happy to supply the aggregate for the allotment access road. RSPB reported on their local activities with the majority of staff being furloughed during the lockdown.

93.5 Rural Liaison Committee – Cllr Naughton-Dean – Nothing new to report, no meetings taking place.

93.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.
A zoom meeting is scheduled for 21/10/2020.

93.7 Police Liaison Committee & Councillor/Police Surgeries – Nothing new to report

93.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney.
A virtual meeting will be taking place on 21/10/2020- Any questions should be sent to Cllr McDermid or Cllr Fenney, the answers to these will be circulated after the meeting.

93.9 Friends of North Kent Marshes Cllr Darwell – Nothing new to report.

94 Other Reports-

Cllr Darwell reported that she would like to place some solar Christmas lights around the villages- Cllr Darwell proposed that these should be purchased and installed, seconded by Cllr Dibble- **ALL AGREED.**

Next meeting will be Thursday 12th November 2020 (location depends on COVID restrictions)

Meeting Closed at 20:45

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
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. Consultation on potential Draft Version carried out July 2019 – aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in September/October. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan and Delay in any referendum until May 2021 due to COVID19.	Clerk (PO) NHP