



Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mr Chris Fribbins/Mrs Sue Hibbert

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on Thursday 11th May 2017, in the Emmanuel Centre, Parkside, Cliffe Woods. (to follow annual meeting).

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 **Approval of Minutes of Meeting held on 09/03/17**
Approval of Minutes of Extraordinary Meeting held on 06/04/17
Matters raised at Annual Parish Meeting on 06/04/17

4.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)

5.0 **Matters Arising from Minutes of Meeting held on 09/03/17** (see action list with minutes)

6.0 **Report: Clerks** (Clerk PO/RFO)

6.1 Correspondence (list to be distributed at meeting)

6.2 Matters dealt with since last meeting (verbal report at meeting)

6.3 Cliffe and Cliffe Woods Anti-Social Behaviour (April/May Bank Holidays)

7.0 **Approval of Annual Report 2016/2017**

Section 1 – Annual governance statement 2016/17 (pg 2 of 6)

Section 2 – Accounting statements 2016/17 (pg 3 of 6)

Approval is sought for Clerk (RFO) and Chair to sign.

Internal Audit will then be carried out before submission to the External Auditor. (there are two opportunities for public rights to inspect the accounts – before the submission to, and after it returns from the, External Auditor.

8.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))

8.1 **Finance Report**

April reports to be circulated later as previous year end still to be completed.

8.2 **Banking Arrangements** - NatWest Online access and Debit card now available.

8.3 **Receipts & Payments approved by F&GP in April (under delegated powers)** to note

Income

| | | |
|--------------------|--|---------|
| HMRC | VAT Refund | £959.21 |
| Trojan Engineering | Damage to CW entrance Car Park Barrier | £250.00 |
| Cllr Walton | Rugby Club Catering Fee – for Changing Room Fund | £30.00 |

Payments

| | | |
|----------------|---|---------|
| Chris Fribbins | Clerk Salary, Home Allowance, Mileage, - PAYE | £579.61 |
| Vonage | Parish Phone | £10.84* |

| | | |
|----------------------|---|-----------|
| Sue Hibbert | Clerk Salary, Home Allowance, Mileage, - PAYE | £613.86 |
| Sue Hibbert | aql Website domain renewal (two yearly) previous chq 3006 now void as payment made by personal debit card | £132.08* |
| Dave Clark | March SO | £299.80 |
| | March salary/mileage balance | £88.40 |
| Mike Johnson | Caretaker holiday cover | £40.60 |
| EE | D/D Dongle March | £15.19* |
| Southern Water | D/D Allotment water (Sep16 – Mar17) chq3002 voided | £161.14 |
| Thomas Fabrications | Small Hall Car Park Barrier repair | £420.00* |
| KALC | KALC/NALC Affiliation Fee 2017/18 | £1445.21* |
| KCS | D/D Paper (white and coloured) | £47.95* |
| James Boot | NHP Consultancy | £97.35* |
| KALC | Rural Conference Fee | £72.00* |
| Cliffe Tree Services | Small Car Park/Tree Removal/Alltmnts chq2989 voided | £440.00* |
| Road Data Services | NHP Traffic Survey | £468.00* |

To note income received

| | | |
|----------------|---|-----------|
| Various | Allotment Rents (April) | £1217.40 |
| Various | Allotment Rents (May) | £299.88 |
| Medway Council | Precept/RLG/CTRS | £51722.00 |
| Medway Council | Changing Rooms 50% refund of planning fee | £192.50 |
| HMRC | VAT Refund Jan-Mar 2017 (May) | £196.70 |

To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated.

| | | |
|----------------|---|-----------|
| Chris Fribbins | Clerk Salary, Home Allowance, Mileage, - PAYE | £510.53 |
| Sue Hibbert | Clerk Salary, Home Allowance, Mileage, - PAYE | £505.20 |
| Dave Clark | Final Payment, mileage -PAYE | £175.20 |
| Mike Johnson | Caretaker pay, Mileage, - PAYE | £185.15 |
| Vonage | Parish Phone | £10.74* |
| EE | Internet Dongle | £15.56* |
| Cartridge Save | Samsung Toner Cartridge | £60.10* |
| KALC | Preparing for audit course | £36.00* |
| Groundwork UK | Return of unspent NHP grant | £3,989.91 |

8.4 **Cliffe Woods Car Park Repairs and Maintenance** – Work scheduled – Small Hall Car park complete, Cliffe Woods Car Park (**now complete, apart from signage**)

8.5 **RLG update**
RLG Outstanding - £7,271 (previous underspend + 2017/18 £4,840).

8.6 **S106 Update – Changing Rooms Project**
Meeting Summary

Attendance - Sandra Fenney (Chair), R Naughton-Dean, Sue McDermid, Vivienne Walton, Chris Fribbins Clerk (PO), Ray Swatton (Cliffe Woods Colts FC)

The Planning Application has been approved (confirmation letter awaited, but will be sent via the agent – John Alford. John will be producing the working plans on his return from holiday – 4th May) – and then a more accurate cost can be calculated. Grant applications have been made to the Football Foundation and Community Asset Fund (Sport England). Veolia grant to be followed up as it may not be available in time. Justgiving suggested for small contributions and Kent

Playing Fields Association may be able to grant up to £1,000. Hugh Jarvis to be approached for possible LEADER fund grant. There had been a request from the Black Lion and Cliffe Woods Colts for cementing current football posts in position or the purchase of lighter ones – referred to F&GP.

8.7 **Staffing of Youth Clubs**

Appointment agreed – Clerk (RFO) to liaise with the Youth Committee to check details and agree employment contract etc.

8.8 **Risk Assessment Review**

Current parish council financial regulations indicate that a councillor who is not in F&GP should carry out a quarterly review of the finances – as most councillors who have a financial interest are likely to be on the committee **Recommended that the Financial Regulations should be amended to allow a councillor who is not a cheque signatory or an independent person outside of the council to carry out Interim Internal Audit Reviews.**

8.9 **Toilets and Bus Shelter – Cliffe Buttway**

Further details of the ongoing costs and responsibilities have been received. Medway Council to be contacted to see what their intentions for the building (including the bus shelter) would be if the parish council declined to take the toilets over.

8.10 **Parish Council By-Election**

Annette Cooper was elected. Her details have been added to the parish website and a email address set-up – Completed DPI required and she will need to sign the Acceptance of Office form at the May meeting.

8.11 **Family Fun Fair**

Nothing further heard from the family fun fair.

The main fun fair is from the 15th – 22nd May – Fair open Friday, Saturday and Sunday.

8.12 **Caretakers Duties**

Dave Clark has resigned with an agreement of the Chair to leave before his notice period end. Michael Johnson has been covering. Chair, Vice Chair and Clerk(RFO) are following up the advertising of the role and producing an update employment contract and work responsibility/schedule.

8.13 **Fencing/bollards at the Buttway** needs repairing – Quotes received for repair and replacement. **The Council's recommendation is sought on whole replacement, or repair in wool or metal.**

8.14 **Football Goal Posts** – There has been a request from Black Lion FC and Cliffe Woods Colts for either the purchase on new lighter goal posts or cement in the current posts (they had thought that the rugby posts had been purchased by the parish council, although they were not). After consideration F&GP **recommend no change at the current time, although football clubs may purchase their own goal posts.**

The proposal to carry out a pitch renovation of the football and rugby pitches has been agree in principle previously. £250 per pitch. **Permission is now sought for the vertical drain work (5 inches) to be carried out after the Fun Fair has visited (to 21/5/17).**

8.15 **Play Park Repairs** – Some faults had been reported by residents and Mr Hibbert had done some temporary repairs. Cllr Wenban has also checked and identified some parts that will be required. The Annual Inspection will be carried out in May, in order to carry out any urgent repairs before the summer holidays – and any further parts identified will be ordered then. Consideration will be given to appoint a contractor if necessary to carry out some works to assist Cllr Wenban.

8.16 **Outdoor Gym Equipment** – The Clerk RFO was due to meet a supplier on the 3rd May to look at potential sites and get indicative quotes. There may be a fund available in Medway Council to support this (Clerk PO to follow-up).

8.17 **NHP Grant** – The unspent balance of the Locality Grant has been returned to then along with the requested end of project report. A further grant request for 1/6/17 – 31/11/17 has been submitted (for the balance remaining from the maximum £8,000 available). £2,000 has also been granted by Medway Council towards a Housing Needs Survey. As reported at the April Extraordinary Meeting, costs arising during the gap in grants could not be charged to the Locality Grant and would need to be met by the Parish Council – one workshop session at the beginning of April had been postponed to limit these costs.

- 8.18 **Cliffe Fayre – Request to consider funding** – Cllr Darwell has asked the parish council to consider a grant towards the 2017 Cliffe Fayre. Members of F&G understood that grant support had been granted in ‘special years’ such as the Jubilee and the Queen’s Birthday and not as a matter of course. **The recommendation is that the request be declined and that costs should be met by the income.**
- 8.19 **Employee Timesheet Access** – There had been a request that employee timesheets be made available to all councillors, as a matter of course, at the Extraordinary Meeting. F&GP suggest that this is not appropriate as they are checked by the F&GP Chair/Vice Chair on a monthly basis, although as council record, they are available on request on an exceptional basis.
- 8.0 **Report: Allotments Committee**
- 8.1 **Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements, Evers
The majority of rents had been paid. Although further allotments have been vacated, as expected, these have been taken up.
- 9.0 **Report: Planning Committee** (Cllr Harper/Clerk(PO))
- 9.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
- MC/17/0873 64 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UG**
Construction of a part two storey side extension incorporating garage/part single storey rear extension with roof lights, together with a first floor window to side - demolition of existing garage. – No Objection
- MC/17/0867 MANOR FARM, WEST STREET, CLIFFE, ROCHESTER, ME3 7TH**
Partial conversion of garage/store to habitable space incorporating a minor reduction to the floor area and creation of a canopy to side to facilitate guest accommodation and summer room. - The parish council would want to ensure that appropriate conditions are applied to restrict occupation to non-residential, otherwise the council has no objection.
- MC/17/0983 10 SHAW CLOSE, CLIFFE WOODS, ROCHESTER, ME3 8JR**
Construction of a two storey side extension (demolition of existing garage) - no objection in principle, but would want the planning authority to ensure adequate on-site car parking is provided and protected.
- MC/17/0962 LAND SOUTH OF MERRYBOYS ROAD, CLIFFE WOODS, ROCHESTER, KENT, ME3 7TP**
Construction of eleven detached and two semi-detached dwellings with associated parking - The parish council note that this site is outside of the village envelope as specified in the Local Plan 2003. The case was made for an exception site previously at Outline (MC/15/0504) for for the construction of 9 detached houses with detached garages and outbuildings - on the basis of evidence collected by the applicant for self-build properties - this has not proceeded to any detailed applications. This application is for a further four properties.
The reasons for objection are:
Over-development of the site and out of keeping with the street scene (in an area of mainly single detached properties with only example of elderly terraced cottages). As this site borders on the Cliffe Woods Primary School we support the concerns of the school as the application proposes two rows of houses (one at the front and one to the back of the site, with properties on the connecting road between the two). There are also flood concerns with the site (as the rear should operate as a drain for the wider area).
- MC/17/1053 SALT LANE, CLIFFE, ROCHESTER, KENT, ME3 7SU**
Restoration of Chalk Lake to pre-extraction ground levels using inert materials - objection for the same reasons as the previous application and have not identified any additional reasons to reverse the planning authorities’ decision of refusal.
- MC/17/1089 | 47 REED STREET, CLIFFE, ROCHESTER, ME3 7UL**
Construction of a single storey side extension and dormer window to rear to provide additional living accommodation within roof space (demolition of existing conservatory) – no objection
- MC/17/1059 131 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UH**

Part retrospective application for construction of a single storey rear extension and construction of a single storey front extension with canopy – No Objection

MC/17/0989 32 GRAVENEY CLOSE, CLIFFE WOODS, ROCHESTER, ME3 8LB

Construction of single storey extension to side/rear with alterations to roof of existing single storey side extension – No Objection

- 9.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.

MC/17/1524 - 120 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PU

Construction of a 2 storey side and single storey rear extension and porch to front - Demolition of an existing single storey garage to side

- 9.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. Tba

9.4 **Other Planning Issues**

Medway Local Plan –

The parish council response was submitted, although the consultation date was extended further, to the 30th of May on the previous close date.

MC/17/0410 ROOKERY LODGE, THATCHERS LANE, CLIFFE, ROCHESTER, ME3 7RG

Demolition of existing buildings and construction of 8 x two-bedroomed and 4 x three-bedroomed houses with associated refuse, parking and access (site 1) – Parish Council Objected, no committee date.

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (Simpkins)

Outline application with some matters reserved (appearance, landscaping, layout and scale) for the construction of 50 retirement homes comprising a mix of 2/3 storey apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging with new vehicular access to View Road - Objected, no committee date

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for up to 225 residential dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. No official notice of any appeal at this stage.

10.0 **Car Parking Review – Cliffe Woods/Cliffe**

Meeting held with Medway Council, and awaiting advertising of further restrictions and adoption.

12.0 **Report: Other Committees**

- 12.1 Footpaths and Common Land – General Report – Cllr Moore
- 12.2 C&CW Neighbourhood Plan Steering Group – General Report - Clerks
- 12.2 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

13.0 **Report: Other Bodies**

- 13.1 Cliffe and Cliffe Woods Community Trust – Report Cllr Bush
- 13.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 13.3 Cliffe Memorial Hall – General Report – Cllr Bush
- 13.4 Brett's Liaison – Cllr McDermid/Clerk(PO), Meeting held 18/1/17
- 13.5 Rural Liaison Committee – Cllr Stanley no further meeting since report in March.
- 13.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper April meeting held
- 13.7 Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road.

- 13.8 Patient Participation Groups (Cliffe – Chair, Cliffe Woods – Vice Chair)
- 13.9 Hoo Peninsula Landscape Partnership Bid (Heritage Lottery Fund) – Clerk(PO) open meeting for all stakeholders and regular meetings of the steering committee held, leading to site visit by Heritage Lottery Fund and on target for expression of interest in late May.
- 13.10 Friends of North Kent Marshes Cllr Moore/Darwell
- 13.11 Other Reports
- 14.0 **Other items to be handed to the Clerk for the next Meeting scheduled on 8th June 2017 in the Small Hall, Memorial Hall, Church Street, Cliffe, 7:30pm. As *the hall will be used for a General Election Polling Station on that day, agreement to either move location, or move date is sought.***

C Fribbins Parish Clerk (PO)

05/05/2017