

Minutes of Meeting held in the Small Hall, Memorial Hall, Church St, Cliffe

PRESENT: Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble VICE CHAIR(BD), Annette Cooper (AC), Sandra Fenney (SF), Sue McDermid (SM) Fred Harper (FH), Peter Clements (PC), Andy Keates (AK), Jim Wenban(JW)



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

This meeting opened at 7:30pm

- | | |
|-------|---|
| NO | ITEM |
| 105 | APOLOGIES FOR ABSENCE
Cllrs Victoria Baxter (Unwell), Vivienne Walton (Family), Ray Letheren (Unwell), Robert Wyatt (Family), Joan Darwell (Work) and Malcolm McLeod (Work) |
| 106 | DECLARATIONS OF INTEREST - None |
| 107 | APPROVAL OF MINUTES OF MEETING HELD ON – 10/10/19
<i>(The official version has been modified to correct those in attendance and apologies)</i>
proposed Cllr Keates, 2 nd - McDermid - ALL AGREED. |
| 108 | ADJOURNMENT - None |
| 109 | MATTERS ARISING FROM MEETING HELD ON 10/10/19-
The parking of vehicles outside and around Cliffe Woods garage was still raising concerns with some councillors. Clerk PO will be visiting the garage. |
| 110 | Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods
1 vacancy remains for Cliffe Woods Ward. |
| 111 | REPORT: CLERKS <ul style="list-style-type: none">• KALC AGM- Clerk PO reiterated that there is still places for the AGM and asked if any councillors would like a place.• DBS- Any DBS renewals should now be done. Clerk PO had forms for anyone wishing to apply. |
| 112 | Report: Chair <ul style="list-style-type: none">• Chair reported on the remembrance service at Cliffe, which he attended and laid a wreath on behalf of the Parish Council.• Appraisals are awaiting the packs, then new dates need to be arranged with both Clerks. |
| 113 | Report: Finance & General Purposes (Cllr Dibble/Clerks)
Meeting held Tuesday 5 th November 7:30pm at St Helens House, Buttway, Cliffe
Present Cllrs Dibble (Chair), Cllrs Cooper (Vice-Chair), Wenban, Letheren, Keates, Fenney
Clerks Fribbins, Dolley
Apologies Cllr Naughton-Dean (unwell), Cllr Walton (Holiday), Cllr Darwell (work) |
| 113.1 | Finance Report/ Draft Finance Reports Circulated-
Bank reconciliation, Balances, Council Detail Report- NOTED |

113.2 Payments to be made-

Receipt's	September	October
Payments	Description	Amount
191101- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
191102- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
191103- John Davies	Caretaker Salary, Mileage	
191105 Vonage	Parish Phone	£9.25*
191106 Cleaner	Changing Rooms	£126.00
191107 HMRC	PAY	£1.40
191108 Community Land Use	NHP Consultant	£525.00
191110 Printerland	Clerk Toners CF	£367.70*
191011 SLCC	MD Annual Membership	£114.00
191112 Eventbrite	MD+RND Kalc Course	£72.00*
191114 Amazon	Clerk Toners MD	£28.99*
191115 RBS	Software Additional Package	£406.20*
191116 British Gas	Changing Rooms Elec	£82.68*
191117 Chris Fribbins	Remembrance Wreath	£20.00

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

Proposed by Cllr Dibble, Seconded by Cllr Cooper- **ALL AGREED**

113.3 Changing Room Update (Clerk PO/RFO)

Fire risk assessment has now taken place. Cllr Keates reported that there are extra issues that need action. It was also recommended that the local fire brigade be contacted with regards to contents in the containers.

113.4 Relief Caretaker/Relief Cleaner to appoint

Following an interview on the 01.11.19, Cllr Dibble proposed to **recommend the Parish Council appoint Ms Whitear as relief caretaker, subject to a 6-month probation period.** Seconded by Cllr Letheren- **ALL AGREED.**

Following the recommendation, Cllr Dibble proposed the appointment on terms recommended, seconded by Cllr Keates- **1 ABSTENTION- MAJORITY VOTE AGREED**

It was also recommended that the other interested person be interviewed and placed on the waiting list, in case the probation period is not successful.

113.5 Parish Council Vacancies

There is now only one vacancy remaining - Cliffe Woods Ward.

113.6 The Buttway

Grass Surface/Vehicle Parking Entrance –

Quotes are still awaited for the lockable post; Clerk PO is chasing. It was also recommended that the level of the car park be levelled with a tilt towards the grassed area, eliminating the soakaway altogether. Clerk RFO/PO will be looking at prices for this.

Clerk RFO reported that one quote had come in for the lockable post, just before the meeting commenced. There are also two other companies that will be providing quotes for the extra work.

113.7 Cliffe Play Area-

There was an accident reported on 12.10.19- A young child was running backwards and tripped. It has been reported to the Caretaker and he has investigated, and reported in the accident book.

113.8 Noticeboards

The historic noticeboard located at the school, has now been repaired by Cllr Letheren, outside church and access road noticeboards have also been fixed. Two by the Charnel House need to be re-placed in the ground and the one at Pond Hill recovered from Mr Filmer and re-installed. Cllr Letheren, now has all the parts ready.

113.9 CCTV Cleaning has now been done. There was a camera that had to be realigned and some anti-spider treatment.

113.10 Cliffe Marshes Clerk PO has been dealing with an issue with land on the marshes, owned by the parish council. Someone has encroached on the land and tried to claim it for informal allotments, Documentation about the land was supplied to the RSPB and they are dealing with the matter.

113.11 Child Care Allowance

As discussed briefly at the last meeting childcare allowances could be offered, on the basis no councillor/member of staff should have to miss a meeting due to childcare costs/arrangements. It was recommended by Cllr Dibble that this be referred to the full council to discuss, seconded by Cllr Fenney- 2 Against, MAJORITY VOTE.

Following the recommendation from F&GP, Chair proposed that the affect on attendance continue to be monitored, with all absent Cllrs sending their apologies as normal. Cllr McDermid amended the proposal- As the Clerk RFO had further conversations with Cllrs that could use the proposed allowance and it would nit help the current problems, that this not be debated further but to re-consider this again when the Standing Orders are next reviewed, seconded by Cllr Dibble- **ALL AGREED**

113.12 Budget

Any initial ideas- Please pass on to Clerk RFO ready for the planning meeting in November. A draft budget will be prepared for the December meeting (final budget for approval in January). A special F&GP meeting will be arranged (open to all councillors).

Clerk RFO will also circulate the unplanned expenditure list, which includes deferred items for prioritising.

113.13 Banking Arrangements

After attending the KALC finance conference, it was brought to attention that due to insurance purposes, there should be a councillor signing off the payments to safeguard everyone. This is being checked by Clerk RFO with the current insurers. However, Unity Bank do offer this service so it could potentially be swapped over anyway, but they do not pay interest or provide a Debit Card.

Investigations continue – Barclays Bank is a possibility.

Cllr Dibble proposed that in principle to move forward to a suitable bank, seconded by Cllr Naughton-Dean- **ALL AGREED**

113.14 GDPR - Three documents have been published on our website, the fourth still has some work needed in order to publish. Historic documents also need checking within the storage unit, sending any relevant documents to Medway Archives and disposing of the rest (again brought up at finance conference, insurance). This is being referred to Governance Working party

113.15 VAT Gifting This was another item at the KALC Finance conference. we could withhold some of the grant money and make purchases on their behalf and then reclaim the VAT, gifting the item to the hall – then paying any remaining balance in the grant account at year end. This can be considered during the preparation of the 2020/2021 budget

113.16 SLCC - Clerk PO and RFO attended the SLCC branch meeting on 15.10.19. Clerk PO is already a member and Clerk RFOs membership has been priced at £106.00 + £8 joining fee total £114.00. Cllr Dibble proposed **recommending supporting the Clerk (RFO)'s membership and seek approval of the council**, Cllr Letheren seconded- **ALL AGREED**

Cllr Dibble proposed to follow the recommendation, seconded by Cllr Wenban- **ALL AGREED**

113.17 AOB

Xmas Lights- Clerk PO did source a price for solar powered lights, however it was recommended that this not go ahead this year given the budget and time constraints.

Gladmans Development - Following the duplicate application from Gladmans, they have offered 20 Allotment Plots to the Parish Council within the site (removing it from future development). Medway Council would like feedback from the parish council on this suggestion. **Agreed to discuss further at the council meeting as part of general s106 provisions. It does not prevent the council from objecting to the application on sustainability grounds.**

Cllr Harper proposed not to accept the S106 provisions, seconded by Cllr Wenban-

5 AGREE, 4 ABSTENSIONS- MAJORITY VOTE AGAINST

Meeting finished at 20:30

114 REPORT: ALLOTMENTS- Cllr Clements, Letheren

It was reported that the grass is still long beyond the allotment gates and car park. Clerk RFO will take this issue up with the caretaker.

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

- 115.1** The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

MC/19/2633 Red Barn Cottage Cooling Street Cliffe Rochester Medway ME3 7UA

Construction of a timber barn

This had been refused permission as an agricultural building and this was a standard application. It is located in land adjoining the property and if any residential development is proposed on that site it will be subject to further planning – No Objection

MC/19/2734 34 Station Road Cliffe Rochester Medway ME3 7RX

Retrospective application for the construction of a detached timber outbuilding with raised decked level to rear

Despite a concern about the retrospective aspect of the development, no objection raised. In planning such a development is regarded as regulating the planning permission and the only way to stop retrospective only to 'catch it' is by reporting it before or during development and implementing a Stop Order – however local authorities are reluctant to use these as costs could be awarded against them if this was later approved and additional costs were incurred by the applicant.

MC/17/0279 Orchard Bourne Cooling Street Cliffe Rochester ME3 7UB

Construction of a pitched roof double garage to front

It was noted that this development had taken place. The planning application had been withdrawn by the applicant. It appears planning was not required and fell within permitted development.

There is a potential issue with excess of 1 metre on Highways Boundaries so needs referring to Medway Planning.

MC/19/2593 Land East of Merryboys Farm Cooling Common Cliffe Rochester Medway ME3 7TJ

Construction of 4 self-build dwellings with associated amenity, parking and access

The parish council object to the application due to inadequate road access to the site, development outside the 2003 Local Plan Village Boundary and establishment of a precedent and extension to ribbon development along Cooling Common on the edge of the village.

115.2 Planning Applications Received after the Planning Committee and the Agenda for this meeting

MC/19/2851 Woodfield Cooling Common Cliffe Rochester Medway ME3 7TJ

Raising of roof height to facilitate first floor extension

To be considered- What materials will be used and will existing materials be utilized from original building, were the only comments.

115.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting

MC/19/2931 Satis House Cooling Street Cliffe Rochester Medway ME3 7TZ

Construction of an agricultural barn

Deferred for the planning committee.

MC/19/2818 2 St Helens Cottages Buttway Lane Cliffe Rochester Medway ME3 7QT

Construction of a detached garage to front

Deferred for planning committee.

115.4 Other Planning Issues

Medway Local Plan

Consultation on a Draft Plan has now been unlocked following the approval of the £170m Housing Infrastructure Fund bid for road, rail improvements and country parks. Indications are that there will be very few or no housing allocations for the parish area in the Local Plan – to be confirmed in the next consultation in December/January/February – it will need to be after the general election.

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

Medway Planning are now actively considering the parallel application ***awaiting further feedback from the parish council (see F&GP item re. provision of allotments to the parish council).***

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

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited. Double Yellow lines implemented on the View Road bend, paid for by the development. A meeting has taken place between the parish council/NHP steering group and the developer. Final drawings received, **Awaiting the full application registration. Initial plans have been viewed and there are a number of concerns – accepting that access and ‘scope’ of the development has been established in the outline application.**

Land at Cliffe (Trenport)– The applicant met with the Parish Council & Neighbourhood Plan Steering Group on Wednesday 18th September. Indicative plans for their land were reviewed and some impacts discussed. Outline Planning is due for submission in February 2020 as seasonal information is required for the Environmental Impact Assessment. Residents consultation will be carried out via a leaflet to all households in the parish – no public meeting or exhibition is planned, by Trenport

Andrew's site Thameside Terminal, Cliffe There has been concern raised by a resident about activities on the site and seeking an update. The issues have been reported to Medway Planning Enforcement.

116 Cliffe and Cliffe Woods Neighbourhood Plan

Detailed feedback has been received from Medway Council re. the pre-draft Neighbourhood Plan which had been submitted to them. The comments are being reviewed and any necessary changes made, the Draft Local Plan will go to formal consultation in late December/January.

The Neighbourhood Plan will need to show it responds to local housing need – the current suggestion is to set-up a Community Housing Trust and take on some of the low cost/affordable houses in those developments that have been approved.

117 REPORT: OTHER COMMITTEES

117.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –

The footpath running alongside the Esquire development has been re-routed.

117.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) Reported earlier

117.3 Youth Liaison- General Report- Cllr Walton Nothing to report.

117.4 Governance Working Party- Cllr Naughton-Dean –

The archives data needs to be looked at in detail. ¼ly Audits will also need to be arranged. The working party will now be suspended until budget process is over.

118 REPORT: OTHER BODIES

118.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates

The trust has notified that the parish council nomination terms of Chris Fribbins and Ken Kentell as trustees of the charity have expired and seek the views of the council. Both have indicated a willingness to continue Ken Kentell chairs that trust and Chris Fribbins has been a long term trustee,. Cllr Dibble proposed to re-nominate both candidates for a further four year period, seconded by Cllr McDermid- **ALL AGREED**

118.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

Nothing to report

118.3 Cliffe Memorial Hall – General Report – Cllr Fenney No meeting to report.

118.4 Brett's Liaison – Cllr McDermid/Clerk (PO). Nothing to report, meeting is now annually (March/April). An issue with Bretts vehicles leaving the site on occasion will be reported to them.

118.5 Rural Liaison Committee – Cllr Naughton-Dean –

Nothing to report- Next meeting January 2020

118.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.

- Meeting focused on planning and transport. Total of 9 Parish Councils attended.

118.7 Police Liaison Committee & Councillor/Police Surgeries –

PACT next meeting in January 2020.

118.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Cllr McDermid/Cllr Fenney

Next meeting 4th December 2019

118.9 Friends of North Kent Marshes Cllr Darwell – Nothing to report

119 Other items to be handed to the Clerk for the next meeting on 12th December 2019 in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm..

Meeting Closed at 21.50

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
Oct 86.2	<p>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 October. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan.</p>	Clerk (PO) NHP