



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 **Thursday 8th March 2018, in the Emmanuel Centre, Parkside, Cliffe Woods @ 7:30pm**

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 **Councillor Co-Options** Two Vacancies Cliffe Village Ward x 1, Cliffe Woods Ward x 1
- 4.0 **Approval of Minutes of Meeting held on 08/02/18**
- 5.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)
Medway Youth – Update from local Senior Youth Worker
- 6.0 **Matters Arising from Minutes of Meeting held on 08/02/18** (see action list with minutes)
- 7.0 **Report: Clerks** (Clerk PO/RFO)
 - 7.1 Chair's Injury Update
 - 7.2 Correspondence (emails distributed through the month)
 - 7.3 Matters dealt with since last meeting (verbal report at meeting)
 - 7.4 Meeting Arrangements –
 - 7.5 Council Meeting – locations to be booked/confirmed
 - 7.6 **Community Award 2018** – the parish council's nomination has been submitted
 - 7.7 Defibrillator at Fire Station – Move to Cliffe Doctors' Update
 - 7.8 Fairground visit (VAT Implications)
 - 7.9 Annual Parish Meeting Arrangements
 - 7.10 Weather Contingency Issues (comments from councillors and any suggestions for future actions)
- 8.0 **Changing Rooms Project**

Following the February meeting, the contract has been signed with Clark Clayton. The retention, agreed with the architect, was 5%. And the Vice-Chair will have access but any decision will need to come through the Clerk (PO), who will liaise with the Chair/Vice Chair (and others as appropriate). VAT registration is underway and option to Tax. Initial work is due to start soon.
- 9.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))
 - 9.1 **Finance Report** – Cashflow Report discussed, £10,000 Transfer from NS&I to Current A/C required this month.
 - 9.2 **Receipts & Payments** (circulated)
To note Income and to seek approval of the Payments listed – detailed report of income and expenditure circulated.
 - 9.3 **Changing Rooms Project** – Reported elsewhere
 - 9.4 **Parish Councillor election** Council can now co-opt both vacancies (Cliffe Village and Cliffe Woods)
 - 9.5 **Relief Caretaker/Caretaker**

Michael Johnson has been hospitalised again, John Davies covering.
F&GP Recommend that MJ's outstanding leave (7 hours) be carried over to 2018/19 if he does not return to work on time.
 - 9.6 **Play park repairs**

Scramble net ordered from company in Aylesfor (£386+VAT) delivery could be 4-5 weeks.

- 9.7 **Vandalism to Cliffe Recreation Ground & Allotments**
Current container is being left as-is for the time being. The caretaker equipment has been collected from various locations and has been put into the football part of the container (thanks Cllr Wenban and Dibble). F&GP now recommend three 20' storage containers – one for Football, one for Rugby (after use for building work) and one for Caretakers equipment (in allotments). Details in F&GP minutes.
- 9.8 **Assets and Insurance Cover**
Further meeting of working party to be held before this meeting. Risk assessment to be reviewed before council year end.
- 9.9 **Allotment Plot Increase**
The committee reviewed options and agreed to recommend an increase of 20% in line with the parish precept for next year (max increase, £6.60 per year).
- 9.10 **Pitch Hire Fees (2018/2019 Season)**
Now that the parish council is becoming VAT registered, it will need to be charged (20%). Recommendation £450+VAT (including use of changing rooms).
- 9.11 **General Data Protection Regulation**
Implications for the parish council not yet clear and will emerge before introduction in May (see F&GP minutes for latest position)
- 9.12 **Standing Order Review**
Clerk(PO) to check for new model and make changes to that.
- 10.0 **Grant Request from Guides/Brownies/Rainbows**
A request has been received for a £400 grant to support the hall rental costs of the Guides and Rainbows at the Cliffe Woods School. In past years this has been granted from the Youth Budget. A decision can be deferred to the F&GP committee for review, but as there is no parish council meeting scheduled in April, the council may will to decided (it has been added to the payment list, but the decision rests with the council)
- 11.0 **Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements
Clerk (RFO) still awaiting notification of any further tenant changes.
- 12.0 **Report: Planning Committee** (Cllr Harper/Clerk(PO))
- 12.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
None
- 12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
MC/18/0621 Construction of two storey extension to side - demolition of existing side projection
29 ROOKERY CRESCENT, CLIFFE, ROCHESTER, ME3 7RH
MC/18/0052 Neighbourhood consultation application for the construction of a single storey conservatory extension to rear. The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 4m The maximum height of the proposed extension from the natural ground level is 3m The height at eaves level of the proposed extension measured from the natural ground level is 2.1m
21 CARDENS ROAD, CLIFFE WOODS, ROCHESTER, ME3 8TU
MC/18/0345 An application for a Lawful Development Certificate (proposed) for the insertion of a dormer window to rear and two rooflights to front to facilitate living accommodation in the roof space
34 NEW ROAD, CLIFFE, ROCHESTER, ME3 7SL
- 12.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.
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- 12.4 **Other Planning Issues**
Medway Local Plan
– March to May Consultation launched, no sites proposed in the parish, but there could be some limited housing need. Lack of development (and s106 funds) may lead to lack of community facility improvements, Highways etc. For example, although passenger trains on the Grain Freight Line is supported in the Local Plan, there is one station at Kingsnorth and none for the B2000, Cliffe/Cliffe Woods area. There is recognition of the constraints in our area and lack of access to facilities that would be provided around Hoo.
MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

If approved there are a number of s106 conditions that would be applied with both direct and indirect implications for the parish council and local residents (to be reported). The inspector's report is due to be sent to the Minister by 31st March for his decision. (THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN.

13.0 **Report: Other Committees**

- 13.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 13.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
Note – The Locality Grant needs to be spent by 31/3 and any balance returned.
- 13.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

14.0 **Report: Other Bodies**

- 14.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)
- 14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 14.3 Cliffe Memorial Hall – General Report – vacant
the committee is looking for additional trustees and a liaison.
- 14.4 Brett's Liaison – Cllr McDermid/Clerk(PO).
- 14.5 Rural Liaison Committee – Cllr Stanley (March meeting 6th March, also open session for all councillors)
- 14.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper (Cllr Stanley is covering while there are conflicts with the Neighbourhood Plan meetings)
- 14.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf Issues to be reported/discussed should be passed to Cllr Stanley.
- 14.8 Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair/Cllr Fenney)
- 14.9 Friends of North Kent Marshes Cllr Darwell

15.0 Other Reports

Other items to be handed to the Clerk for the Annual Meeting and May's Monthly Meeting is scheduled on 10th May 2018 (location to be confirmed). In April the Annual Parish Meeting will be held on the 12th April in the Main Hall, Memorial Hall, Church Street, Cliffe (to be confirmed)