



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 13th December 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/2019 Elections Three Vacancies Cliffe Village Ward x 2, Cliffe Woods Ward x 1

Any further vacancy that occurs on or after Wednesday 7 November 2018 would not require a bye-election to be held. However, the Parish Council may fill the vacancy by co-option (Rule 5(6) of the Local elections (Parishes and Communities) (England and Wales) Rules 2006.

4.0 Approval of Minutes of Meeting held on 08/11/18

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

6.0 Matters Arising from Minutes of Meeting held on 08/11/18 (see action list with minutes)

7.0 Report: Clerks (Clerk PO/RFO)

7.1 Correspondence (emails distributed through the month)

7.2 Matters dealt with since last meeting, not on the Agenda (verbal report at meeting)

12.0 Report: Chair

- 11 November - WW1 Commemorations
- 6 December - Meeting with John Davies, Caretaker/Groundsperson

13.0 Report: Finance & General Purposes (Cllr Fenney/Clerk (PO))

Meeting held Tuesday 4th December, 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Fenney (Chair), Cllr Naughton-Dean (Vice Chair), Cllr Dibble, Cllr Cooper
Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Keates (family), Cllr McDermid (Medical), Cllr Letheren (illness)

13.1 Finance Report –

Reports circulated- Draft reports circulated as of 1/12. NOTED

13.2 Receipts & Payments (circulated)

Initial Receipts and Payments circulated and noted. Updated versions will be distributed as necessary up to the meeting.

13.3 Council Budget 2019/20–

Informal meeting held 27/11 which discussed each budget line. Key assumptions/amendments to be agreed for Draft Budget purposes (actual amounts to be agreed by the council in due course) Reports circulated were the ones available at the time – they had been updated on 28/11 (printed for F&GP meeting and to be circulated to all after the meeting):

- a. **Allotment Rents**- An increase of 3% with effect 1/4/2019 was assumed and recommended.
- b. **Pitch Hire Fees**- An assumption of an increase to £500 + VAT (Total £600) per team for the next season 2019/20 is recommended (to be noted that this does not cover current costs).
- c. **Staff Salaries/Hours** (with effect from 1/4/2019 assumed 2% Clerks, £10 an hour Caretaker/Cleaner 3 hours per clean)- As the Clerks recommended increases are not published until later in the year/early next year, this will be reviewed when necessary. The increases for the Caretaker/Relief and Cleaner were based on the increased figures of £10 p/h.
- d. **Special items** – CCTV at Cliffe Rec/Changing Rooms, 2 x lockable noticeboards, wHOO Cares grant, new computers for clerks, email for all (GDPR), Rec/Buttway pitch/ground renovation, Changing Room costs, Neighbourhood Plan to Completion, repaint of Changing Room floor in summer (thicker waterproof/smoothed).
- e. **Suggested but not included currently** – Street CCTV, Buttway Bollards/Fencing, Caretakers equipment (poss insurance payout), Cliffe Woods in Bloom, refurb of village signs, traffic calming, Planting on verges of Cliffe Woods Car Park, Pathway renovation outside Emmanuel, Picnic tables in CW Rec, Petition for speed cameras mid-way through CW, 80th anniversary of start of WW2, more expensive cleaning equipment for changing rooms, Gill Moore memorial.
- f. **Based on budget – Precept Suggestion required** (formal decision at the January meeting) – i) Recover Budget Costs, ii) Subsidise from general reserves, iii) Make contribution to general reserves.
- g. **Reserves Status** – If spending goes as PROJECTED in the budget report, a further £14,278 will be spent from the reserves by the financial year end - leaving approx. £73,645 total reserves (some are ear-marked) - all are estimated figures and can change. This is within the band of one year and two years precept held in reserves for contingency.

13.4 **Changing Rooms Project – General Update**

Cleaner has resigned – a replacement was interviewed by the Chair and Vice Chair (30/11/18). The final snagging list is to be reviewed by Cllr Naughton-Dean with regards to the 'officials sign on door'. Hot/Cold water taps have now been put in officials room. Plaque to be agreed/made/installed.

13.5 **Parish Councillor Election**

Three vacancies remain (CW-One, Cliffe Village -two). No candidates identified have been identified yet.

13.6 **Clerk(RFO) Update.** Handover is continuing. New targets have been set, with the focus primarily on the budget for next year and allotment site visit is still to be completed.

13.7 **Relief Caretaker/Caretaker** A joint Cleaner and/or relief caretaker position has been advertised. Following the interview of Naomi, it is recommended that we appoint her as the cleaner.

13.8 **Play park repairs** SafePlay have completed the wet pour, safety surfacing damage.

13.9 **Vandalism to Cliffe Recreation Ground & Allotments** CCTV review/changes postponed for now. Arson insurance claim has been submitted and passed to the insurers by Came and Company (Brokers) to the insurers (Aviva) response awaited. All details supplied just waiting for a settlement so that the damage equipment can be disposed of (mini-skip authorised). This has been chased by the Clerk PO.

13.10 **Allotments** Police have not responded to the request for drivers details.

13.11 **Barrier- Cliffe Memorial Hall Small Hall Car Park** Since the previous incident, there has been a further one and Thomas Fabrications have provided a quote (£410+VAT) and a further quote is needed for the insurance company. Further details are required for the insurer.

13.12 **Standing Orders/Financial Regulations/Code of Councillor Conduct/GDPR/Meeting Length** Several policies, code of conduct and Personnel Advisory Committee agreed at November council, meeting to be arranged to draft replacement Standing Orders/Financial Regulations and other policy gaps. Further meeting to be arranged.

13.13 **The Buttway and Line Marking** The line marking has now been completed. Drainage Issues- Quotes are still awaited
Overnight Nuisance- Further actions still to be agreed.

13.14 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground** Site visit has now taken place and we are awaiting the report to suggest actions and identify costs.

13.15 **Recreation Ground Pitch and Buttway Grass** renovation/levelling site meeting/action plan/quote still awaited.

- 13.16 **AOB** – Email set-up to be reviewed. GDPR will require an email address for each individual (budget allocated for this)

14.0 **Allotments – General Report** – Cllrs Letheren, Clements

One new tenant has not yet completed the agreement or paid the rental due (to be chased).

There is a skip located outside the allotments being used by the pre-school to clear their plot and should be going soon. An allotment tenant has also request permission to place a skip there for their clearance.

The Clerk (RFO) will be carrying out a familiarisation of and an inspection of the allotment plots.

There has also been an informal query regarding the use of a plot for pottery firing, but also understanding that the plot must be kept clear of weeds – further investigation required.

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

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

None

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

MC/18/3461 Coronation Bungalow Cooling Street Cliffe Rochester Medway ME3 7UB

Construction of 4 new 2 bed dwelling houses with associated landscaping and parking (Demolition of existing bungalows) (Resubmission of MC/18/1017)

Response to be agreed

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

MC/18/3548 Orchard Bourne Cooling Street Cliffe Rochester Medway ME3 7UB

Variation of condition 2 to allow a minor material amendment to planning permission MC/16/3966 to allow the proposed elevations to be amended to incorporate alternative gable details to the roof, revised window sizes and positions and to revise the proposed materials choices. To substitute the approved drawings for alternative drawings, showing the proposed, revised elevations and materials, as follows:- Drawing no. 2033/105 to be substituted with drawing PL/482/02; Drawing no. 2033/106/A to be substituted with drawing PL/482/01

Response to be agreed if required.

15.4 **Other Planning Issues**

Medway Local Plan

The consultation period has now finished, although a further consultation on a Draft Plan is planned for the end of 2018.

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

Planning appeal (written representations) decision awaited.

Land West of Town Road, opposite Merryboys/Town Road Junction

Developers have met with the Neighbourhood Plan Steering Group and a subsequent meeting held with Redrow (joint with councillors and the steering group). This would include some employment land and following the discussion some bungalows. No commitment of support has been given or implied at this stage. A public exhibition was held on the 9th July. Initial pre-planning discussions have been held with Medway Planning and it is their intention to submit their full application within a month (possibly when the outcome of the Gladman's appeal is known). **The planning application has now been submitted (MC/18/2961). The applicant has asked if he can meet with the parish council to discuss his application further following the Gladman's refusal.**

Neighbourhood Plan – Site Allocation

The steering group is looking for some potential sites for the development of local needs housing (including real low cost/affordable, that could even be developed by the parish council to lock in the low-cost element) – Sites have been inspected but no conclusion currently. A meeting with our Planning Consultant and Clerk (PO) with Catherine Smith (Medway Local Plan) has taken place and the particular constraints of the parish are recognised. Details of the next stage of the Local Plan will be discussed with the group in December.

Community-Led Housing

Clerk(PO) attended a RuralKent seminar on this topic. It is an opportunity to allow a local organisation (outside the parish council) to provide low cost/affordable housing for local residents and those with a link to the village and lock-in the low cost/affordable element for future residents as well. It is something that the parish council could consider supporting – but it is reliant on a third party organisation being formed and coming forward.

16.0 Report: Other Committees

- 16.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 16.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
- 16.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)

17.0 Report: Other Bodies

- 17.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 17.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 17.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 17.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Meeting scheduled for 2019.
- 17.5 Rural Liaison Committee – Cllr Naughton-Dean
- 17.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper
- 17.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble 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 (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble.
- 17.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Chair/Cllr Fenney)
- 17.9 Friends of North Kent Marshes Cllr Darwell

18.0 Other Reports

Other items to be handed to the Clerk for the January 2019 Meeting on 10th January 2019 Small Hall, Memorial Hall, Church Street, Cliffe.