



Minutes of Meeting held at the Cliffe Woods Community Centre, Parkside, Cliffe Woods

On Thursday 8 March 2018

PRESENT: Cllrs Ron Naughton-Dean (RND) – Vice-chair, Annette Cooper (AC), Sandra Fenney (SF), Andy Keates (AK), Jim Wenban (JW), Ray Letheren (RL), Peter Clements (PC), Phillip Stanley (PS), Barry Dibble (BD), Fred Harper (FH), Joan Darwell (JD)
Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)
The meeting opened at 7.35 pm.

NO	ITEM
151.0	APOLOGIES FOR ABSENCE Cllrs McDermid, - unwell, Draper – work, Walton - holiday. AGREED
152.0	DECLARATIONS OF INTEREST - Allotments - Cllr Clements, Letheren and Cooper.
153.0	Councillor Co-Options Two vacancies Cliffe Village x 1, Cliffe Woods Ward x 1
154.0	APPROVAL OF MINUTES OF MEETING HELD ON 08/02/2018 - proposed Cllr Stanley, seconded Cllr Dibble AGREED.
155.0	ADJOURNMENT Medway Youth – Update from local Senior Youth Worker – none due to non-attendance. Allotment holder to discuss allotments and representative from Hoo Cares.
	MATTERS ARISING FROM MEETING HELD ON 08/02/18 (See action list with minutes)
156.0	REPORT: CLERKS
156.1	Chair's Injury – Cllr McDermid is making good progress and the Vice-Chair is continuing to cover for the chair at meetings for the time being.
156.2	Correspondence - e-mails distributed through the month
156.3	Matters dealt with since last meeting (verbal report at meeting)
156.4	Meeting Arrangements –Council Meeting - locations to be booked/confirmed after April.
156.5	Council Meeting - locations to be booked/confirmed.
156.6	Community Award 2018 – the parish council's nomination has been submitted
156.7	Defibrillator at Fire Station – Move to Cliffe Doctors' no further update
156.8	Fairground visit (we will have to charge VAT, which they cannot reclaim) £500 + VAT
156.9	Annual Parish Meeting Arrangements – Clerks to be informed of any further people to invite
156.10	Weather Contingency Issues (comments from councillors and any suggestions for future actions required – notify the Clerks).
157.0	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 to site 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 Monday 12 March.
158.0	REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (RFO/PO))
158.1	Finance Report – Cashflow Report discussed, £10,000 Transfer from NS&I to Current

		account required this month (within Clerk (RFO) delegated authp
158.2		Receipts and payments (report circulated)
		To note income received
		NatWest Interest £0.41
		Groundwork UK NHP grant (remaining grant) £3,816.00
		To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated
		Chris Fribbins Clerk salary, home allowance, mileage – PAYE £
		Sue Hibbert Clerk salary, home allowance, mileage PAYE £
		Mike Johnson Caretaker pay, mileage, petrol – PAYE £
		Andrew Norton Youth worker Feb hours £
		John Davies Relief caretaker pay, mileage – PAYE £
		Vonage Parish phone £9.06*
		EE Dongle £15.56*
		Sue Hibbert M&S voucher £30.00
		Medway Council Planning application changing room bricks/tiles £58.00
		Cliffe Woods PO/Co-op Recorded delivery /book of 2nd class stamps £8.47
		SLCC 25/4 VAT course for parish councils £150.00*
		Rainbows/Guides Donation £200 each £400.00
		HMRC PAYE due Jan-Mar £540.40
		Veolia ES (UK) Ltd Landfill tax (changing rooms grant) £5,000.00
		PAYMENTS APPROVED , proposed Cllr Letheren, seconded Cllr Fenney - AGREED
158.3		Changing Rooms Project – Reported elsewhere.
158.4		Parish Council By-Election Council can now co-opt both vacancies (Cliffe Village and Cliffe Woods).
158.5		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. As MJ is on holiday from 20 March this has been changed to payment of leave, to be back-dated next month.
158.6		Play park repairs Scramble net ordered from company in Aylesford (£386+VAT) delivery could be up to 4-5 weeks.
158.7		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 to 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. Recommendation subject to further discussions on location of containers, proposed Cllr Wenban, seconded Cllr Fenney – MAJORITY AGREED WITH 2 ABSTENTIONS
158.8		Assets and Insurance Cover Further meeting of working party held before this meeting, Clerk (RFO) to contact insurance to get quotes for increasing cover for goal posts and any other under insured items and adding cover for the skate park, storage containers and play park to the policy. Completed risk assessment discussed, some changes required.
158.9		Allotment Price Increase F&GP reviewed various options and agreed to recommend an increase of 20% in line with the parish precept for next year (max increase £6.60 per year). Increase of 20% proposed Cllr Wenban, seconded Cllr Harper - AGREED with 3 abstentions (see declaration of interests above), subject to letter of explanation about the increase, including siting of sheds on the

		allotments at 'own risk' to accompany allotment invoices.
	158.10	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). Proposed Cllr Fenney, seconded Cllr Dibble – AGREED with one abstention.
	158.11	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).
	158.12	Standing Order Review NALC working on new model standing orders – our changes to be applied when these become available.
159.0		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, it has been added to the payment list, but the decision rests with the council. Payment of £200 each proposed Cllr Naughton-Dean, seconded Cllr Stanley- AGREED.
160.0		REPORT: ALLOTMENTS
	160.1	Allotments – General Report – Clerk (RFO), Cllr Clements Two allotment holders have chosen not to renew their tenancies following 'tidy up' letter sent. Allotment holder sent 'notice to quit' letter has requested that he be allowed to retain one of his two allotments. Allotment holder to re-apply for the allotment he wants to keep, proposed Cllr Clements, seconded Cllr Naughton-Dean – AGREED.
161.00		REPORT: PLANNING
	161.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting – NONE.
	161.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		MC/18/0621 29 ROOKERY CRESCENT, CLIFFE, ROCHESTER, ME3 7RH Construction of two storey extension to side - demolition of existing side projection - No objection MC/18/00521 CARDENS ROAD, CLIFFE WOODS, ROCHESTER, ME3 8TU2 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. No objection MC/18/034534 NEW ROAD, CLIFFE, ROCHESTER, ME3 7SL 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 No objection
	161.3	Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. None
	161.4	Other Planning Issues
		Medway Local Plan – March to May Consultation launched, no sites proposed in the parish, but there could be

		<p>some limited housing need. Lack of development (and s106 funds) may lead to lack of community facility improvements, highways etc. For example, passenger trains on the Grain Freight Line are supported in the Local Plan, but there is only one station at Kingsnorth proposed and none for the 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.</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</p> <p>If approved there are number of s106 conditions that would be applied with both direct and indirect implications for the parish council and 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).</p>
162.0		Reports: OTHER COMMITTEES
	162.1	Footpaths and Common Land – General Report – Cllrs Harper and Darwell. No report
	162.2.	C&CW Neighbourhood Plan Steering Group – General Report – Clerks. Note – the Locality Grant needs to be spent by 31/3 and any balance returned.
	162.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) - report circulated.
163.0		REPORT: OTHER BODIES
	163.1	Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO) – meeting next two weeks.
	163.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – report circulated.
	163.3	Cliffe Memorial Hall – General Report - vacant - The committee is looking for additional trustees and a liaison. Cllr Fenney volunteered to attend meetings as they are every two months.
	163.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - meeting held last night. 30 lorry movements needed to ship concrete in, capacity for this within existing movements.
	163.5	Rural Liaison Committee – Cllr Stanley (6 th March, also open session for all councillors) meeting cancelled due to weather and open session rescheduled to 20/3.
	163.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper (Cllr Stanley is covering while there are conflicts with the Neighbourhood Plan meetings.
	163.7	Police Liaison Committee & Councillor/Police Surgeries – Cllrs Stanley and 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. Issues to be reported/discussed should be passed to Cllrs Stanley and Dibble. Verbal report given by Cllr Stanley.
	163.8	Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair) – No feedback.
	163.9	Friends of North Kent Marshes Cllr Darwell – No report
164.0		Other Reports Cliffe Fayre 16 June, proceeds to St Helen's School. Cliffe Woods Fayre following week.
		Other items to be handed to the Clerk for the next meeting scheduled on 10th May 2018 in the Emmanuel Centre, Parkside, Cliffe Woods.

Meeting closed at 9.40 pm

22/03/18sh/cf

Signed by..... Chairperson and dated.....

Appendix MA1707

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project Clark/Clayton following up availability and cost of 2 x 20ft storage containers (1 each for rugby and football teams) and 1 x 10ft storage container (for caretaker to be sited in allotments). Contract has been signed with Clark-Clayton, retention of 5% agreed with architect. 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 and Option to Tax completed. Work underway 12 day slippage due to bad weather, but there is likely to be some catching up. Donated concrete and retaining soil in recreation ground has saved about £2k.	Clerk PO/ SF/ GC/JA
Jun 21.7	Councillor Surgeries –Chair to organise six-month pilot/trial with assistance from other councillors. Chair needs feedback from councillors prepared to help with trial and will follow-up. Chair is organising a ‘trial’ with the Vice Chair and any others interested in June.	Chair/ ALL
Aug 55.1	Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course. There is no interest in forming committee at present.	PC
Sep 66.13 Nov 97.14	Standing Orders Review – Clerk PO had provided a draft clause for rescinding minutes and to add ‘call for extraordinary meeting’. To be reviewed as time permits. Delegation Arrangements – as part of the pending review of Standing Orders, delegation arrangements for the F&GP committee need to be reviewed as there is a gap in financial authorisation between £250 and £1,000 (required to authorise the goalpost payment). Vice-Chair, Cllr Cooper, and Clerk PO to carry out review. Initial meeting held, follow up meeting to be arranged when NALC to review/amend new NALC Model new Standing Orders, now received.	Clerk PO/Vice-Chair/Cllr Cooper
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 in preparation.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may possibly be Spring 2018 when work carried out.	Clerk PO/RFO
Oct 84.8	Play park repairs – New scramble net was collected by Cllr Wenban from Aylesford. Spec. of Skateboard Ramp to be checked and arranged if satisfactory.	Clerk (RFO)
Nov 96.3	Assets & Insurance Cover - Working party to risk assess assets and review insurance. To be carried out as time permits. Initial meeting held in January with follow-up meeting now carried out. Clerk (RFO) to contact insurance company to obtain quotes for items not presently covered.	Vice-chair/Cllr Letheren/ Clerks PO &

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		RFO.
Nov 97.11	<p>Vandalism to Cliffe Recreation ground & allotments</p> <p>Skate Park – amount and specification of concrete to be obtained to see if Bretts can provide free of charge or at cost. Alternative contractor to be contacted, chair has sent details to clerks – Clerk RFO to follow up.</p> <p>Damaged replacement storage container door to be left as it is for time being. Alternative storage container contact has given quote. 3 storage containers agreed subject to what Clark-Clayton able to source. Location of containers agreed on Rec behind fencing/vegetation close to the Changing Rooms. Clark Clayton have identified a container, donated to the Rugby club – only delivery to pay. One or two further containers to be identified.</p>	Clerk RFO/ALL
Nov 97.13	<p>Annual appraisals - required for Clerk (PO), delayed from August– Councillor input required. 6 month appraisal outstanding for caretaker (MJ).</p>	Chair/Vice Chair/Cllrs
Mar 157.9	<p>Allotment Price Increase – Clerk (RFO) sent out letter of explanation regarding price increase (with allotment invoices). Some allotments given up but some new tenants as well.</p>	Clerk (RFO)