

Minutes of Meeting held remotely on Zoom

Thursday 10th September 2020

PRESENT: Cllrs Ron Naughton-Dean (CHAIR), Barry Dibble (VICE-CHAIR) (BD), Sue McDermid (SM), Sandra Fenney (SF), Vivienne Walton (VW), Peter Clements (PC), Fred Harper (FH), Andy Keates, Robert Wyatt (RW), Joan Darwell(JD), Malcolm McLeod (MM), Annette Cooper (AC),

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



This meeting opened at 7:00

- | NO | ITEM |
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| 65 | APOLOGIES FOR ABSENCE – Cllrs Jim Wenban and Ray Letheren (Technical) |
| 66 | DECLARATIONS OF INTEREST - None |
| 67 | ADJOURNMENT - Nobody present |
| 68 | APPROVAL OF MINUTES OF MEETING ON 13/08/2020
Proposed by Cllr Keates, Seconded by Cllr Walton- ALL AGREED |
| 69 | MATTERS ARISING FROM MINUTES OF MEETING held on 16/07/2020
These were discussed elsewhere on the agenda. |
| 70 | Co-option of Parish Councillor for Cliffe Woods/Notice of Vacancy for 2nd position.
Both vacancies can now be filled by co-option following advertisement of the position. |
| 71 | REPORT: CLERKS
Clerk RFO reported that the council's insurance was due for renewal and this was being looked at by both Clerks. |
| 72 | Report: Chair-
Chair reported on the importance of communication, especially in acknowledgement of emails being sent.
He also reported on the Clerks pay scales, as the new recommended increases were released by NALC. Chair proposed to increase both Clerks hourly salary by the recommended amounts, seconded by Cllr Dibble- ALL AGREED .
There was also a message of thanks to the residents of Cliffe, who cleaned the ACPM ground.
Village Voices normally has an insert from the parish council included and Chair reported that if any councillors would like to add content to please contact either Clerk. |
| 73 | Report: Finance & General Purposes (Cllr Dibble/Clerks)
Report: Finance & General Purposes (Cllr Dibble/Clerks)

1) To receive a report and recommendations of the F&GP meeting held Tuesday 1st September Online/Zoom

a) To note financial information to 31/8/20 circulated.- Proposed by Cllr Keates, seconded by Cllr McLeod- ALL AGREED

b) To agree receipts & payments and approve for September 2020 as necessary (including any updates since the F&GP as indicated)- Proposed by Cllr Dibble, seconded by Cllr Keates- ALL AGREED .

c) To agree recommendations

i) Volker Highways have produced a detailed quote for investigation work and estimates for repairing the Buttway Car Park Surface (abandoning the soakaway as agreed at the August 2020 meeting). Proposed Cllr Dibble, Seconded Cllr Walton that approval be given to the quote from Volker Highways for investigative work for the Buttway Drainage solution (as agreed at the August 2020 meeting) =- ALL AGREED . After discussions Cllr |

Dibble proposed to proceed with the detailed investigation work from Volker Highways, seconded by Cllr Wyatt- **ALL AGREED.**

- ii) There had been a request from Medway Councillor Etheridge to purchase and install 'Check Speed Signs' along the B2000 in Cliffe Woods (£35 each plus fittings). It is possibility that this will be funded by Medway Council. Proposed Cllr Dibble to agree the request, in principle, with details to be discussed. 5 Agree, 1 Against – Majority Vote. Cllr Dibble proposed in principle to support the request for signs, seconded by Cllr Fenney- **11 AGREE, 1 AGAINST- MAJORITY VOTE**
- iii) Now Football and Rugby games can be played, with appropriate COVID-19 Risk Mitigation, The Clerk (RFO) requested a steer on future charges for using the pitches and changing rooms (changing rooms limited to Official and possible use of the toilets currently). Proposed Cllr Dibble, Seconded Cllr Wyatt that the Clerk (RFO) propose a pro-rata charge to cover cleaning and maintenance costs – **ALL AGREED.** After discussions Cllr Dibble proposed to make a charge on a pro-rata basis from the start dates of the clubs, on a pitch only basis but includes cover for recreational cleaning, seconded by Cllr Keates- **ALL AGREED.**
- d) To note other items from the committee
 - i) Changing Rooms – Alternate quote being sought for extending the power supply and lighting to the football container.
 - ii) An alternative quote was sought and compared to that already received. Cllr Dibble proposed to accept the cheaper quote for the supply of the electric into the container and get a different company to inspect the work and complete other checks, seconded by Cllr Walton- **ALL AGREED.**
 - iii) The Play Area surfacing repairs are scheduled for Monday 5th October.
 - iv) Cllr Letheren to be thanked for the repair/refurbishing work recently carried out in recent months.

73 A Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- **NOTED**

73 C Payments to be made-

Receipts	August	September
Bank Interest	£0.45	
Payments		
200901 Chris Fribbins	July Salary, Home Allowance	
200902 Michelle Dolley	July Salary, Home Allowance	
200903 John Davies	July Salary, Mileage	
200903B John Davies	Caretaker Expenses	£5.35
200904 Vonage	Parish Phone	£10.25*
200905 HMRC	PAYE 2 nd ¼	£736.40
200906 Community Land Use	NHP Consultant	£175.00
200908 British Gas	Changing Rooms Elec Bill	£29.88*
200909 Zoom	Monthly Subscription	£14.39*
200910 Business Stream	Business Stream- Water Bill	£577.82
200911 Fast Hosts	Annual Invoice- Email Storage	£67.90*
200912 Drobbox	Annual Invoice- Storage	£95.88
200913 XL Displays	Noticeboard- Allotments	£120.00*

200914 Eventbrite	CF- NALC Course	£38.93*
200915 Eventbrite	MD- Clerks Conference	£60.00*

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

Proposed by Cllr Dibble, Seconded by Cllr Keates- **ALL AGREED.**

74 **REPORT: ALLOTMENTS- Cllr Clements, Letheren**

Clerk RFO and Cllr Clements completed a monthly inspection on 06/09/2020. A broken stop-cock cover was broken and this has been fixed. Current evictions are still being processed by Clerk RFO.

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

To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm.

75.1 **Gladmans Application MC/19/0287 Land West of Town Road**

Medway Cllr Etheridge and Williams attended the committee to discuss the deferent of the Medway Council Planning Committee (19/8) on an officer recommendation to approve the application. Support was requested from the Parish Council to further challenge the officer's recommendation. It has been recognised that officer reports and submissions from the developer and other third-party statutory bodies had not helped at the Public Inquiry with the previous application and it was reported by Medway Planning Officers that the only remaining reason for refusal was the lack of an adequate bus service, which was now proposed by Arriva and the Developer. All parish councillors were sent a summary and requested to help make a case for refusal, by the Clerk (PO). A response is needed by Monday 7th September and it is planned to agree a decision on the 10th September (*later confirmed as 16/9*)

75.2

Delegated Powers (decisions to Note)

a) MC/20/1835 Rectory House Rectory Road Cliffe Rochester Medway ME3 7RP

Application for non-material amendment to planning permission MC/19/0680 to demolish and rebuild the existing outbuildings as exact copies of the originals. Replace the proposed storage area by extending the kitchen. Add one window to the kitchen. – non-material amendment, since approved by Medway.

b) MC/20/1917 Jubilee Bungalow Cooling Street Cliffe Rochester Medway ME3 7UB

Construction of a detached annexe and double car port to rear - demolition of existing garage. Proposed Cllr Harper, Second, Cllr Naughton-Dean that the committee express concern about the detached annexe and would want to see conditions applied to ensure this remained linked to the main dwelling and not separate. Otherwise No-Objection

Cllr Harper proposed no objections, seconded by Cllr Keates- **ALL AGREED**

75.3 **Applications Received since the Planning Meeting and/or decision required**

a) MC/20/2148 20 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR

Construction of a two-storey extension to side- demolition of existing, detached outbuilding/garage

b) MC/20/2129 103 View Road Cliffe Woods Rochester Medway ME3 8UG

Construction of an attached garage to side

c) MC/20/207544 North Road Cliffe Rochester Medway ME3 7UH

Construction of a two-storey side extension - demolition of garage to side.

Cllr Harper proposed these be deferred until the next planning meeting on 24/09/2020

75.4 **Applications Received since issuing the Agenda and the meeting-**

None

75.5 **Other Planning Issues**

a) Simpkins-

Approved for outline planning permission, coming up for review with Medway Council's Planning Committee on 16/09/2020.

76 Cliffe and Cliffe Woods Neighbourhood Plan

To receive a report on the activities and progress of the Neighbourhood Plan. Subject to discussions with Medway Council it is now hoped to consult on the Draft Plan in September/October due to COVID-19 delays/restrictions. Any referendum would be delayed to April/May 2021. There will be cost implications to the parish council, but grants should be available to cover some/all.

77 REPORT: OTHER COMMITTEES

77.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell – Nothing to report

77.2 Youth Liaison- General Report- Cllr Walton, McDermid, McLeod, Wyatt

Stoke take of both Cliffe Woods Community Centre and Cliffe Memorial Hall has been completed. Arrangements for meeting will be organized to formulate a plan, which will be reduced due to COVID-19 restrictions.

78 REPORT: OTHER BODIES

78.1 Cliffe and Cliffe Woods Community Trust – Report – Nothing to report.

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

The social club has now started trading again with suitable COVID-19 restrictions in place. Children's parties were originally being allowed to take place, although new restriction measures have meant this needs to be cancelled again.

78.3 Cliffe Memorial Hall – General Report – Cllr Fenney –

The small hall is now opening full time for the pre-school.

78.4 Brett's Liaison – Cllr McDermid/Clerk (PO). Nothing to report, meeting is now annually (March/April). Bretts would be asked if they could supply Type1 aggregate for the Allotment access road.

78.5 Rural Liaison Committee – Cllr Naughton-Dean – Nothing new to report, no meetings taking place.

78.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.
No meetings due to COVID-19 restrictions.

78.7 Police Liaison Committee & Councillor/Police Surgeries – Nothing new to report

78.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney. Nothing to report

78.9 Friends of North Kent Marshes Cllr Darwell – Nothing new to report.

79 Other Reports- None

Next meeting will be Thursday 15th October 2020 (location depends on COVID restrictions)

Meeting Closed at 20:45

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
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 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 September/October. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan and Delay in any referendum until May 2021 due to COVID19.	Clerk (PO) NHP