

Minutes of Meeting held Thursday 13th October 2022

Small Hall Memorial Hall, Church Street, Cliffe



PRESENT: Cllrs Barry Dibble (Chair, BD), Robert Wyatt (Vice-Chair, RW), Annette Cooper (AC), Joan Darwell (JD), Ray Letheren (RL), Peter Clements (PC), Sandra Fenney (SF)

Parish Clerks- Chris Fribbins (PO), Alex Jack (Incoming Clerk PO), Michelle Dolley (Clerk RFO)

The meeting opened at 7.30

NO ITEM

70 APOLOGIES FOR ABSENCE – Cllrs Sue McDermid (Holiday), Ken Kentell (Holiday), Peter Moore (Unknown), Jim Wenban (Work), Fred Harper (Holiday) Vivienne Walton (Family illness)
Cllr RW proposed to accept the apologies provided, seconded by Cllr RL- **ALL AGREED**

71 DECLARATIONS OF INTEREST – Cllr SF (Cliffe Memorial Hall).

72 CO-OPTION - There are a total of three vacancies, one vacancy in the Cliffe Woods Ward and two in the Cliffe Village Ward. They can be filled by co-option and run to May 2023 only

73 ADJOURNMENT- No members of the public were present for the meeting.

74 APPROVAL OF MINUTES OF MEETING

- a) Approval of Minutes of Meeting held on 11/8/22- These were proposed as correct by Cllr RW, seconded by Cllr AC- **5 AGREE, 2 ABSTENSIONS- MAJORITY DECISION**
- b) Approval of Minutes of Extraordinary Meeting held on 30/9/22- These were proposed as correct by Cllr RW, seconded by Cllr RL- **6 AGREE, 1 ABSTENSION- MAJORITY DECISION**

75 MATTERS ARISING FROM MINUTES OF MEETINGS None

76 REPORT: CLERKS

- a) Alex Jack has accepted the offer of employment as Parish Clerk (PO) and has agreed a start date of October 12th. A handover will be agreed. **As reported, handover will begin Friday 14.10.2022**
- b) To note the AGAR External Audit Report – comments refer to the delay in publishing this year's report and therefore missing the published dates for public consultation – also delayed (will need to be acknowledged in next year's return)- **NOTED**
- c) Clerk RFO reported that budget preparations for the 2022/23 financial year will begin in November, all Cllrs to email ideas for consideration in the budget.

77 REPORT: CHAIR

Chair reported on the national Civility and Respect Campaign and reported that this is an ongoing project with Cllr RW.

78 Report: Finance & General Purposes (Cllr Wyatt/Clerk PO)

1) To receive a report and recommendations of the F&GP meeting held Tuesday 4th October 2022 in St Helens House Cliffe

- a. To note financial reports (to 30th September)- Cllr BD and SF checked the bank reconciliation against the bank statements- **NOTED**
- b. To note and consider Payments and Receipts and approve as necessary- **Cllr RW proposed the payments, seconded by Cllr RL- ALL AGREED**
- c. Recommendations from F&GP
 - i. Changing Rooms Quotes (Heaters, External Lighting Electrical Inspection etc.
Recommendation of approval required for works to ensure it can be carried out before darker evenings and colder weather-
Clerk RFO circulated both itemized quoted before the meeting. After discussion Cllr BD proposed to accept RGP Electricals' quote, seconded by Cllr AC- **6 AGREE, 1 ABSTENSION- MAJORITY DECISION.**
- d. Other items of note from F&GP (no decisions required)
 - Cliffe Woods Car Park- Awaiting insurers approval
 - Safeplay have inspected the play area and report circulated.

Receipts and Payments August/September 2022

Receipts	August	September
Bank Interest	5.41	
Allotment Rents	£466.89	
Payments	Description	Amount
220901 Chris Fribbins	Aug Salary, Home Allow	
220902 Michelle Dolley	Aug Salary, Home Allow	
220903 John Davies	Aug Salary, Mileage	
220905 HMRC	PAYE ½	£764.00
220911 Thomas Fabrications	Car park repairs	£804.00*
220912 Hugofox	Silver yearly package	£287.86*
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
220909 ZOOM	Monthly Subscription	£14.39*
220904 Vonage	Parish Phone for July	£10.25*
220908 British Gas	Changing Rooms Elec Bill	£115.78*
220906 12Pay	License renewal	£79.20*
220907 Dropbox	Annual Fee- Storage	£95.88*
220910 KCS Consumables	Paper Order	£71.98*
220913 RBS Software	MTD Digital Annual Fee	£70.80*
220914 RBS Software	Allotments License	£151.20*
220915 RBS Software	Alpha Software License	£154.80*

- Represents VAT, Reclaimable
- NO PARISH COUNCIL MEETING IN SEPTEMBER- PAYMENTS MADE UNDER DELEGATED POWERS.

Receipts and Payments for September/ October 2022

Receipts	September	October
Bank Interest	10.44	
Hugofox refund	£23.99	
221001 Chris Fribbins	Sep Salary, Home Allow	
221002 Michelle Dolley	Sep Salary, Home Allow	
221003 John Davies	Sep Salary, Mileage	
221010 PKF Little John	AGAR Audit	£360.00*
221011 AJG	Annual Insurance payment	£2,181.37
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
221009 Zoom	Monthly Subscription	£14.39*
221004 Vonage	Parish Phone	£10.25*
221008 British Gas	British Gas	£264.24*
221005 Fasthosts	Annual email storage	£71.80*
221006 Dropbox	Computer storage	£32.69*
221007 Hugofox	Website	£23.99*
221012 ICO	Yearly Renewal Fee	£40.00
221013 RBL	Poppy Wreath	£50.00

Cllr RW proposed to accept the payments, seconded by Cllr RL – AGREED

79 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Cllr RW reported that there was a site inspection as instructed by Chair, Cllr BD. One new allotment holder has littered the plot with household furniture items from what is suspected to be a house clearance. The NAS society has been contacted for advice on the eviction.

Cllr RW, PC and Clerk RFO will make another site inspection to plan eviction letters/reminder to tend letters to associated holders.

80 REPORT: PLANNING COMMITTEE (Cllr Harper/Clerk (PO))

80.1 The Planning Committee did not meet in September.

Planning applications received (dealt with under delegated powers or parish council decision):

- a) **MC/22/1890 – Plot 5 Land West of Merryboys Farm House, Cooling Common, Cliffe Woods.** Details pursuant to condition 6 (boundary treatment) on planning permission MC/17/3572 for Outline application for six self-build detached houses with all matters reserved except access and landscaping. **No comment**
- b) **MC/22/1960 – St Helens House and Cobblecove House, Buttway Lane, Cliffe**
Change of use of non-residential area of building to residential use, and adaptation of existing residential dwelling and creation of second new residential dwelling, formation of new amenity areas, car parking and associated infrastructure. **No comment**
- c) **MC/22/1755 – RSPB Cliffe Pools, Salt Lane, Cliffe**
RSPB Cliffe Pools Nature Reserve Habitat Enhancements. Works include the creation on rills, bunding and bunding repairs and installation of hydrological controls to maintain water levels across the application area. **No comment**
- d) **MC/22/2016 – 3 New Road, Cliffe**
Neighbourhood consultation application for the construction of a conservatory to rear The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 4.3m The maximum height of the proposed extension from the natural ground level is 3.24m The height at eaves level of the proposed extension measured from the natural ground level is 2.32m. **No documents were available at time of planning meeting – Neighbourhood consultation now approved by Medway officers.**
- e) **MC/22/2020 – Westfield, Town Road, Cliffe Woods**
Change of use application incorporating part conversion of existing residential garage to sui generis beauty treatment room together with the creation of visitor parking spaces **Comments sent regarding traffic access from B2000.**
- f) **MC/22/1888 - 29 Turner Street, Cliffe, Rochester, Medway, ME3 7QL**
No documents available on 9/10
- g) **MC/22/1891 - 35 Milton Avenue, Cliffe Woods, Medway, ME3 8TS**
Construction of a two storey extension to side- demolition of garage **Objection raised regarding street parking**
- h) **MC/22/2165 - Land West of Merryboys Farm House (Plot 6) Merryboys Road, Cliffe Woods**
Variation of condition 2 (drawing numbers) of planning permission MC/21/3356 to reconfigure the approved first floor layout to provide a main family bathroom with vaulted ceiling over, reconfigured bedroom 1 to include a dressing area along with the en-suite; 3 rooflights added over en-suites to bedrooms 1 & 2, see drawing 21-29-P20 A together with roofspace over garage to be boarded to provide an office space with external staircase and 4 rooflights. **No comment**
- i) **MC/22/2277 – 3 Milton Avenue, Cliffe Woods, ME3 8Js –**
Construction of a dormer to the rear to facilitate loft conversion.- **No objection**

- j) **MC/22/2286 – Woodpeckers, Mortimers Avenue, Cliffe Woods, ME3 8JT**
Installation of Air source heat pump to side Details now available decision required.
- k) **MC/22/2326 – 75 Reed Street, Cliffe, ME3 7UJ –**
Construction of a garden room to rear – Demolition of garage **No comment**

80.2 Planning applications received after the publication of the Planning Committee and the council agenda: None

80.3 Other Planning Issues:

a) Trenport Land Cliffe – Initial Outline Planning application for ACCESS (all other matters reserved for future submission when details will be available) see MC/22/0254. No progress on consideration of initial access only submission. The Medway Planning Committee held a committee-only site meeting following the deferral their committee meeting and it is due to be re-considered later in October with a recommendation of approval.

b) MC/21/1287 Redrow (Gladmans) site West of Town Road –The application has now been approved by Medway Council. Development progressing, with highways and site issues and development concerns being raised with Medway Council. S278 Highways Design now signed off – this will incur a number of road closures etc. Initial dates published 3-10/10, 24/10-30/11, 5/12-10/2 (excluding 17/12-2/1)

c) Esquire- MC/21/1694 (Orchard) South of View Road – This has now been approved, subject to comments from English Nature who did have concerns.

d) 2 Tennyson Avenue – it appears work has started, without planning permission -reported to Medway Council (Planning Enforcement)

e) Draft Medway Local Plan – awaiting an update as the publication of Draft, and Public Consultation will be further delayed, despite initial plans to publish in October 2021, it is now understood that it will regress to the previous consultation stage and mean a further delay of approx.. 18 months. THIS COULD LEAD TO APPLICATIONS AND PLANNING PERMISSIONS IN THE PARISH THAT WOULD HAVE BEEN UNLIKELY TO HAVE BEEN SUBMITTED OR GRANTED IF THERE WAS A PLAN.

81 Cliffe and Cliffe Woods Neighbourhood Plan

Awaiting a response from the Planning Inspector who is carrying out the examination of the Neighbourhood Plan. The Clerk (PO) will update the meeting if there is any further progress. The delay in Medway's Local Plan will mean that this is going to be needed to help manage the impact of any further planning applications that may arise.

82 Report: Other Committees

82.1 Footpaths and Common Land – General Report – Cllrs Harper and Cooper-
Nothing to report

82.2 Youth Liaison – General Report - Cliffe Woods – (Cllr Vacancy), Fribbins & Dolley (Clerks)
Nothing to report (at least two councillors required to progress this).

83 Report: Other Bodies

83.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Kentell/Mr Keates-
Chris Fribbins reported that works are ongoing inside the Esquire development where the trust has land. Requests for funds have been received and will be considered.

83.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton- Chris Fribbins reported that the Smilies are playing the weekend of 15.10.2022. The planning permission is still delayed with Medway Council.

83.3 Cliffe Memorial Hall- General Report- Cllr Fenney (+ one vacancy) Cllr Sandra Fenney reported there is an 80's night on Saturday 15.10.2022/ The Wednesday morning coffee hubs are still running and are well attended. Cllr JD requested to take the vacant position on the committee.

83.4 Brett's Liaison- Nothing to report. Next meeting arranged for 24.10.2022

83.5 Rural Liaison Committee- Cllr Keates – Nothing to report

83.6 Kent Association of Local Councils- Cllrs McDermid/Harper- Next meeting 19.10.2022

83.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt- Nothing to report

83.8 Patient Participation Group- Cllrs McDermid/Fenney- Cllr SF reported that there was a pre-planning meeting last week, with the actual meeting with the practice doctors the week after.

83.9 Events- Cllr Darwell (Cliffe) and Cllr Walton (Cliffe Woods)-

- Chris Fribbins reported the unused funds from the Cliffe Woods Jubilee celebrations will be refunded to the parish council shortly.
- Cllr JD reported planning a Guy Fawkes Night on 5.11.2022 at Pond Hill. It is in the early stages of planning- Guy competition, 6 minutes of fireworks etc. JD spoke about insurance and it was confirmed that if it was a parish council event the insurance would cover this but would need checking. Cllr BD proposed to accept the Guy Fawkes Night as a parish council event, seconded by Cllr RW- **6 AGREE, 1 ABSTENSION- MAJORITY DECISION.**

84 Other Reports - Nothing to report

Other items to be handed to the Clerk for the next meeting on 10th November at 7:30 pm in the Emmanuel Centre, Cliffe Woods.

MEETING CLOSED AT 21:05

SIGNED BY..... CHAIR AND DATED.....

Action List

2016	Yellow Line Restrictions – Cliffe & Cliffe Woods	Medway Council to Advertise Traffic Regulation Order/Consultation
2021/01	Dogs Bins in Remote Areas	Medway Council responsibility, have requested precise location for normal bin (Dog bins no longer supplied)
2021/01	Raw sewage on Town Road Cliffe Woods	Southern Water responsibility. Contacted 2021/1 awaiting reply. Ongoing problem exacerbated by heavy rain.
2021/03	Neighbourhood Plan	Parish Council have now approved Draft Plan and it has been formally submitted to Medway Council (1/9/21). Planning Inspection examination schedules September 2022.
	Planning 101 One session in each village, Saturday morning/Midweek evening and recorded/session for our website.	Interest has come from several residents and an external person. Medway Planning contacted for support, waiting for a response.
	Cllr AK is organising this.	
	Youth Committee – leaflet/meet with Strood Youth/Review Youth Equipment and disposal where required.	Cllr MM to arrange. CWCA would like to see equipment re-allocated and shed transferred to their ownership.