

Minutes of Meeting held

Thursday 12th August 2021- Small Hall, Memorial Hall

PRESENT: Cllrs Barry Dibble (CHAIR) (BD), Andy Keates (VICE-CHAIR) (AK), Sue McDermid (SM), Sandra Fenney (SF), Fred Harper (FH), Robert Wyatt (RW), Malcolm McLeod (MM), Annette Cooper (AC)

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



The meeting opened at 7:30

- | NO | ITEM |
|----|---|
| 19 | APOLOGIES FOR ABSENCE – Cllrs Vivienne Walton (COVID Concerns), Joan Darwell (COVID Concerns), Ray Letheren (Health) Laura Farrelly (Holiday) and Jim Wenban (Car Parking availability) Cllr Clements (COVID Concerns) |
| 20 | DECLARATIONS OF INTEREST – Cllrs Sandra Fenney declared an interest in Cliffe Memorial Hall and Cliffe Woods Community Association, and Sue McDermid (Cliffe Woods Community Association) |
| 21 | Co-Option- Cllr Anna McGovern has not attended any meetings for 6 months; therefore, the automatic disqualification has been actioned. The vacancy has been notified with Medway Council and the vacancy has been advertised. |
| 22 | ADJOURNMENT- No members of the press/public were present |
| 23 | APPROVAL OF MINUTES OF MEETING ON 06/05/2021
Cllr RW proposed the minutes, seconded by Cllr SM- ALL AGREED |
| 24 | MATTERS ARISING FROM MINUTES OF MEETING held on 06/05/2021 <ul style="list-style-type: none">• Playpark Inspection- This issue was raised by Chair- this was due to be arranged for September.• CCTV Upgrade- This issue was also raised by the chair and referred to the F+GP Committee. |
| 25 | REPORT: CLERKS
Clerk RFO reported on <ul style="list-style-type: none">• Banking issue with NatWest Bank- Allotment rents were paid into the parish council bank account, over-the counter. However, despite the pin number being entered, the previous customers details had been entered manually and not cleared by cashier and the deposit went into someone else's account. Clerk RFO realised the money was missing and upon investigations and looking at the receipt noticed the problem. This was raised as a complaint with the bank and £50 compensation received and a hamper gift for Clerk RFO.• Clerk RFO also reported that the first quarterly internal audit meeting is underway with Cllr MM and a report is awaited. <p>Clerk PO mentioned about recirculating the meeting dates, these have not changed from pre-covid restrictions. Locations of meetings may have changed for the council. Finance & GP would change to the Memorial Hall (Small Hall) in the interim as it has more space than St Helen's House.</p> |
| 26 | Report: Chair-
Chair wanted to warmly welcome everyone back for the first proper indoor face-to-face meeting since March 2020. He also reported how proud he was of the Cllrs and staff adapting to the ever-changing situations over the past few months.
He also reported that a framed certificate was presented to the outgoing chairman, Cllr Naughton-Dean in recognition of the work he had done as councillor and Chair) |

Report: Finance & General Purposes (Cllr Dibble/Clerks)**1) To receive a report and recommendations of the F&GP meeting held Tuesday 8th June Online/Zoom**

- To **note** receipts & payments – payments made under Chair/Clerk delegated powers- **NOTED**
 - a. To agree recommendations - None
- To note that the relief Caretaker employment has ceased. - **NOTED**
- To note other items from the committee

Payments made June 2021- Delegated Powers

Receipts	May	June
Bank Interest	0.53	
Allotment Rent (Cash)	£41.04	
Allotment Rent (Chqs)	£584.30	
Allotment Rent (BACS)	£703.81	
Payments		
210601 Chris Fribbins	May Salary, Home Allow	
20602 Michelle Dolley	May Salary, Home Allow	
210603 John Davies	May Salary, Mileage	
210604 Vonage	Parish Phone	£10.25*
210605 HMRC	¼ PAYE Payment	£731.40
210606 Community Land Use	LH NHP Consultant	£700.00
210608 British Gas	Changing Rooms Elec Bill	£45.25*
210609 Zoom	Monthly Sub Charge	£14.39*
210610 KCS	Paper Order	£19.68*
210611 National Allot Society	Annual Sub Charge	£66.00*
210612 Local Loft	Annual Storage Fee	£520.00
210613 British Gas	Changing Rooms Elec Bill	£50.06*
		*VAT payable

2) To receive a report and recommendations of the F&GP meeting held Tuesday 6th July Online/Zoom

- To note receipts and payments – payments made under Chair/Clerk delegated powers (a payment for (Community Land Use NHP Consultant deferred due to amount exceeding delegated authority)- **NOTED**
- To agree recommendations of F&GP
- St Helen's Church Revenue Grant £1,500 as a special case due to COVID19 issues to be agreed and this be paid in full if agreed by the Parish Council.
- Cliffe Memorial Hall Annual Revenue Grant £7,500 as a special case due to COVID19 issues to be agreed and this be paid in two equal amounts if agreed by the Parish Council
- Cliffe Woods Community Association Annual Revenue Grant £7,500 as a special case due to COVID19 issues to be agreed and paid in two equal amounts if agreed by the Parish Council.
- Youth Summer Activities – A decision in principle was by F&GP to allow activities in both Cliffe and Cliffe Woods to be planned for late July/August. Recommended that a grant of £1,400 (to be funded from Youth Activities Budget) be approved. -
Proposed to accept the recommendations by Cllr SM seconded by Cllr MM- ALL AGREED
- To note other items from the committee

Payments made July- Delegated Powers

Receipts	June	July
Bank Interest	0.61	
Allotment Rents		£280.39
Allhallhows PC		£7.99
Payments		
210701 Chris Fribbins	June Salary, Home Allow	
210702 Michelle Dolley	June Salary, Home Allow	
210703 John Davies	June Salary, Mileage	
210704 Vonage	Parish Phone	£10.25*
210708 British Gas	Changing Rooms Elec Bill	£32.17*
210709 Zoom	Monthly Charge	£14.39
210710 Just Bin Bags	Black Bags Caretaker	£29.69*
210711 KALC	Training Course RW	£42.00*
210715 Amazon	Stationary Supplies	£21.93*
		*VAT payable

3) To receive a report and recommendations of the F&GP meeting held Tuesday 3rd August in the Small Hall, Memorial Hall, Cliffe

- To note financial reports- **NOTED**
- To agree Payments and note Receipts- **Proposed to accept by Cllr RW, seconded by Cllr SM- ALL AGREED**
- To agree recommendations
 - i. St Helen's Church Revenue Grant £1,500 as a special case due to COVID19 issues to be agreed and this be paid in full **Proposed to accept by Cllr RW, seconded by Cllr AK- ALL AGREED**
 - ii. Cliffe Memorial Hall Annual Revenue Grant £7,500 as a special case due to COVID19 issues to be agreed and this be paid in two equal amounts if agreed by the Parish Council- **Proposed to accept by Cllr RW, seconded by Cllr SM- 6 AGREE, 1 AGAINST- MAJORITY DECISION (Cllr Fenney declared an interest and did not take part in the vote).**
 - iii. Cliffe Woods Community Association Annual Revenue Grant £7,500 as a special case due to COVID19 issues to be agreed and paid in two equal amounts if agreed by the Parish Council. – **Proposed to accept by Cllr FH, seconded by Cllr AK- 5 Agree, 1 Against, 2 Abstentions- MAJORITY DECISION. (Cllrs SF and SM Declared an interest and did not take part in the vote)**

Receipts	July	Aug
Bank Interest		
Allotment Rents	£131.11	
VAT Return	£549.28	
NatWest	£50.00	
Payments		
210801 Chris Fribbins	July Salary, Home Allowance	
210802 Michelle Dolley	July Salary, Home Allowance	
210803 John Davies	July Salary, Mileage	
210804 Vonage	Parish Phone	£10.25*
210805 Community Land Use	LH NHP Consultant	£1125.00
210806 Jim Boot	JB NHP Consultant	£300.00
210808 British Gas	Changing Rooms Elec Bill	£32.86*
210809 Zoom	Monthly Subscription	£14.39*
210810 Business Stream	Water Bill	£285.46
210811 Fasthosts	Website Hosting	£66.00*
210812 Small Loads	Type 1 MOT- Allotments	£270.00
210813 Medway Council	DBS Certificates	£73.60*

210814 Timpsons	Allotment Key Cutting	£17.50
210616 Dropbox	Annual Fee	£95.88*
210617 Rialtus	Software Annual Fee	£146.80*
210618 Rialtus	Allotment Software Fee	£146.80*

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

Proposed by RW, seconded by Cllr AK- ALL AGREED

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

Cllr Cooper reported that there was a leaking tap- Clerk RFO to get this fixed.

Clerk RFO is following up 'eviction' of tenant due to not maintaining the plot despite warnings and official notice. Cllr Clements submitted a report – need for a mini digger (Clerk RFO is chasing a possible allotment holder as well as problems with evictions (plot 7B))

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

28.1 **To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm 27th May 21 7:30pm**

- a) **MC/21/1186 Buckland Lake Reserve Buckland Road Cliffe Rochester Medway ME3 7RT**
Agreement in principle and compatible with the Green Tourism aims of the emerging Neighbourhood Plan, but clarification to be sought on hours of operation, impact on wildlife.
- b) **MC/21/1275 2 Thatchers Lane Cliffe Rochester Medway ME3 7R - No Objection**
- c) **MC/21/1269 53 Reedham Crescent Cliffe Woods Rochester Medway ME3 8HT - No Objection**
- d) **MC/21/1287 Land at Town Road Cliffe Woods Rochester Medway ME3 8JL (Former Gladmans, now Redrow Site – 189 dwellings) – Detailed Objection Raised**
- e) **MC/21/1291 12 Elford Road Cliffe Rochester Medway ME3 7EF - No Objection**
MC/21/1292 12 Elford Road Cliffe Rochester Medway ME3 7EF - No Objection
- f) **MC/21/1306 Plot 3 Land West of Merryboys Farmhouse Cooling Common Cliffe Woods ME3 7ET - No Objection**
- g) **MC/21/1331 6 Goodwin Road Cliffe Woods Rochester Medway ME3 8HR - No Objection.**
- h) **MC/21/1341 Land West of Town Road Cliffe Woods Rochester Medway ME3 8JX (Esquire Development) Non-Material Amendment – No Objection**
- i) **MC/21/1372 Plot 5 Land West of Merryboys Farmhouse Cooling Common Cliffe Woods ME3 7TP – Details pursuant – No Comments**
- j) **MC/21/1489 2 View Road Cliffe Woods Rochester Medway ME3 8JQ** Details pursuant No comments at this stage (awaiting drawings but likely to be technical in nature)
- k) **TPA/21/1447 The Coach-house Rectory Road Cliffe Rochester Medway ME3 7RP** Tree Works, No Comments
- l) **MC/21/1527 25 Cooling Road Cliffe Rochester Medway ME3 7RY**
Neighbourhood consultation application No Comments

NOTED

28.2 **To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm 29th July 21 7:30pm**

- a) **MC/21/1865 - Rye Street Farm Rye Street Cliffe Rochester Medway ME3 7UD** Request for screen opinion No comments
- b) **MC/21/1921 - 106 Church Street Cliffe Rochester Medway ME3 7PT – Minimart** No Objection
- c) **MC/21/1331 - 6 Goodwin Road Cliffe Woods Rochester Medway ME3 8HR – No Objection**
- d) **MC/21/1985 - Orchard Bungalow Station Road Cliffe Rochester Medway ME3 7RU** No Objection
- e) **MC/21/2002 - 13 View Road Cliffe Woods Rochester Medway ME3 8 JQ – No Objection**
- f) **MC/21/1324 - James House Perry Hill Cliffe Rochester Medway ME3 7TX - No Objection**
- g) **MC/21/2058 - 2 View Road Cliffe Woods Rochester Medway ME3 8JQ – No Objection**
- h) **MC/21/1694 - Land South Off View Road Cliffe Woods Rochester Kent** Construction of 68 residential dwellings – Objections to be re-iterated
- i) **MC/21/2100 – 27 Milton Road Cliffe Woods Rochester Kent ME3 8TP – No Objection**
- j) **MC/21/2046 – Plot 5 Land West of Merryboys Farm Cooling Common Cliffe Woods – No Objection**

- k) **MC/21/1925 – Land West of Merryboys Farmhouse Cooling Common Cliffe Woods** – Decided by Medway

NOTED

28.3 Other Planning Issues (27/5 & 29/7)

- a) Merryboys Farmhouse (Self-Build Plots) concerns about weekend and out of hours work. Raised with Medway Council and Medway Ward Councillors.
- b) Mockbeggar Farm Shop – out of Parish (just) but concern regarding loss of retail – subsequently refused by Medway Planning.
- c) Buddy's View – Concerns regarding further extension and deficiencies in planning documentation. Approved by Medway Planning.
- d) Trenport Land – Design Meeting held but not much notice and poor attendance from residents. Feedback to Trenport and a meeting due 12th August AM. Concerns Raised with process and plans for developing the site (Neighbourhood Plan, not sustainable).
- e) Land North of Merryboys – One house and stable in large plot was refused by Medway Planning. Applicant approached Parish Councillors to propose smaller development and allotments for the Parish Council on the same plot – reply sent regarding planning is not normally personalised and development would still 'define' the site for housing development.
- f) MC/19/2836 (MC/16/3742) Remaining reserved matters (appearance, landscaping, layout, and scale for the 50 Retirement homes (approved on appeal at outline stage) refused by Medway Planning – appeal to be decided on written representations.
- g) Planning Tracker removed from Parish Council website by suppliers as it has been moved to the silver level (our bronze level was free). Upgrade to Silver level purchased and Planning Tracker restored.
- h) MC/21/1057 Oast Cottage extension has been refused by Medway Planning
- i) Early exploratory meeting held regarding possible future infrastructure works on Cliffe Marshes, to be monitored.

Item D and G was discussed at the meeting- No Actions needed

Additional Item- MC/212055- 25 Cooling Street-

This item was for a rear and side storey extension- Cllr FH proposed no objections, seconded by Cllr RW- **ALL AGREED**

29 Cliffe and Cliffe Woods Neighbourhood Plan

New Government Regulations issued for Neighbourhood Plans in July. Our Planning Consultant needed to review and renumber parts of the reports for us (at no extra cost). Neighbourhood Plan being submitted.

30 Report: Other Committees

- 30.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell** Nothing to report
- 30.2 Youth Liaison – General Report - Cliffe Woods – Cllrs McLeod (Chair), Wyatt, Farrelly, Fribbins & Dolley (Clerks)** – Clerk PO contacted Strood Youth and they liaise and support where possible.

Nothing new to report

31 Report: Other Bodies

- 31.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates-**
Cllr Keates reported that there was a meeting with Esquire to clarify access to adjacent field for horse box/access from new development through the woods.
- 31.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-**

It was reported at the meeting that the vaccination centre will only be using the hall until the end of August. New extension plans have now been drawn up.

31.3 Cliffe Memorial Hall- General Report- Cllr Fenney- The hall is now fully open.

31.4 Brett's Liaison- The annual meeting will take place in September.

31.5 Rural Liaison Committee- Cllr Keates-

A meeting was held on the 30.06.2021- Medway Local plan & traffic management was discussed.

31.6 Kent Association of Local Councils- Cllrs McDermid/Harper-

Minutes from the last meeting have already been circulated to all Cllrs

31.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt

Email correspondence has been received from the local PCSO

31.8 Patient Participation Group- Cllrs McDermid/Fenney-

There have been no further meetings- however residents' concerns over the new Econsult system have been raised with the practice.

31.9 Friends of North Kent Marshes- Cllr Darwell-

There have been early stages of planning on the Platinum Jubilee to be held next year. Cllr Darwell has also asked Cllr McLeod to join the committee.

32 Other Reports None

Other items to be handed to the Clerk for the next meeting on

Thursday 9th September at 7:30pm at the Emmanuel Centre, Parkside.

Meeting Closed at 21:30

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 subject to non-policy amendments/corrections so that it can be formally submitted to Medway Council.
2021/04	Allotment Road – Type1 Aggregate	Clerk PO had to order aggregate from commercial supplier as Brett's did not store it at Cliffe. Work started.