



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

On Thursday 8 February 2018

PRESENT: Cllrs Ron Naughton-Dean (RND) – Vice-chair, Annette Cooper (AC), Sandra Fenney (SF), Andy Keates (AK), Vivienne Walton (VW), Peter Clements (PC), Phillip Stanley (PS), Barry Dibble (BD), Fred Harper (FH) (7.45pm)

Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.30 pm.

NO	ITEM
129.0	APOLOGIES FOR ABSENCE Cllrs McDermid, Wenban, Letheren, - unwell, Darwell, Draper – work. AGREED
130.0	DECLARATIONS OF INTEREST - None
131.0	Councillor Co-Options Two vacancies Cliffe Village x 1, Cliffe Woods Ward x 1
132.0	APPROVAL OF MINUTES OF MEETING HELD ON 11/01/2018 - proposed Cllr Stanley, seconded Cllr Walton AGREED after slight amendment.
133.0	ADJOURNMENT – None.
	MATTERS ARISING FROM MEETING HELD ON 11/01/18 (See action list with minutes)
134.0	REPORT: CLERKS
134.1	Chair's Injury – Councillors were notified of the Chair's accident on the 29/1. The Vice-Chair will be stepping up to cover for the chair at meetings for the time being. Other implications will be discussed when her situation is clearer.
134.2	Correspondence - e-mails distributed through the month
134.3	Matters dealt with since last meeting (verbal report at meeting)
134.4	Meeting Arrangements – Council Meeting - The Emmanuel Centre, Cliffe Woods confirmed for February and March. Further locations/dates to be confirmed including Annual Parish Meeting in April) Changing Room Steering Group and Finance and GP confirmed for St Helens House Planning location at Cllr Harper's home 18 Tennyson Avenue
134.5	Community Award 2018 - The parish council's nomination is required by late January. The nomination has been made.
135.0	Changing Rooms Project An informal meeting has been held with the architect (John Alford) before he went on holiday) and VAT Advisers regarding the tax implications of the changing room build (which was considered by Finance and GP 30/1/18). A meeting of the steering group took place on 6/2/18 and minutes/reports were circulated by email before the parish council meeting. The builder has been reviewing his quote to reduce costs. The drafting of a contract has hit an issue as the digital version as withdrawn in July 2017 (cost c.£30) and the only alternative is over £300! It is intended to have a draft contract at the Steering Group and for approval at this meeting. VAT implications report from the advisers has been circulated – F&GP recommend (option 1) - the set-up of an arms-length, management company to run the changing rooms and pitch hire (and the parish council can then claim back the VAT). Other options are to (2) raise the funds (c.£24,000) or (3) 'opt to tax' and register for VAT (VAT would have to be charged for pitch hire and use of the changing rooms) output VAT could then be claimed. It has since become known that F&GP recommendation for an arms-length organisation

		<p>to run the changing rooms could affect the grants agreed, as these have been given to the Parish Council rather than the management committee. This could result in new grant submissions being required or grants not being given at all.</p> <p>(1) F&GP recommendation for management company (option 1 of VAT experts report) – no proposer or seconder.</p> <p>Amendment moved for (option 3) 'opt to tax' and register for VAT – proposed Cllr Walton, seconded Cllr Fenney – ALL AGREED.</p> <p>(2) Contract for works to be issued to Clark/Clayton – proposed Cllr Walton, seconded Cllr Fenney - 5 in favour, 3 abstentions, 1 against</p> <p>(a) Clerk PO to sign the contract on behalf of the Parish Council and (b) report variations on contract back to Council and discuss with John Alford retention being increased from 5% to 10% - proposed Cllr Naughton-Dean (Vice-chair), seconded Cllr Fenney – ALL AGREED.</p> <p>(3) Delegation to clerks to make 2 weekly payments for invoices relating to changing room costs only – proposed Cllr Naughton-Dean (Vice-chair), seconded Cllr Dibble – AGREED with 1 abstention.</p> <p>Clerk PO to confirm if a councillor can be supervising officer for the project rather than clerk PO.</p>																																							
136.0		REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (RFO/PO))																																							
	136.1	Finance Report – Cashflow Report discussed, £10,000 Transfer from NS&I to Current A/C complete, NHP grant £3,816 approved due to be paid direct (to be spent by 31/3/18)																																							
	136.2	<p>Receipts and payments (circulated)</p> <table> <tr> <td>NS&I</td><td>Interest</td><td>£512.67</td></tr> <tr> <td>Allhallows Parish Council</td><td>Paper contribution</td><td>£2.50</td></tr> <tr> <td>NatWest</td><td>Interest</td><td>£0.37</td></tr> <tr> <td>HMRC</td><td>3rd Qtr. VAT refund (Sept-Dec)</td><td>£1,381.83</td></tr> </table>	NS&I	Interest	£512.67	Allhallows Parish Council	Paper contribution	£2.50	NatWest	Interest	£0.37	HMRC	3rd Qtr. VAT refund (Sept-Dec)	£1,381.83																											
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		<p>To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated</p> <table> <tr> <td>Chris Fribbins</td><td>Clerk salary, home allowance, mileage - PAYE</td><td>£</td></tr> <tr> <td>Sue Hibbert</td><td>Clerk salary, home allowance, mileage PAYE</td><td>£</td></tr> <tr> <td>Mike Johnson</td><td>Caretaker pay, mileage, petrol – PAYE</td><td>£</td></tr> <tr> <td>Andrew Norton</td><td>Youth worker Jan hours</td><td>£</td></tr> <tr> <td>John Davies</td><td>Relief caretaker pay, mileage – PAYE</td><td>£</td></tr> <tr> <td>Vonage</td><td>Parish phone</td><td>£8.50*</td></tr> <tr> <td>EE</td><td>Dongle</td><td>£15.56*</td></tr> <tr> <td>Business Stream</td><td>Water bill</td><td>£270.54</td></tr> <tr> <td>KCS</td><td>Caretakers' waterproof jackets/trousers</td><td>£80.64*</td></tr> <tr> <td>KALC</td><td>GDPR update course SH 5/2</td><td>£36.00*</td></tr> <tr> <td>KALC</td><td>Governance & transparency course SH 8/2</td><td>£72.00*</td></tr> <tr> <td>Bullman Marine</td><td>Replacement storage container door (quote Dec 17)</td><td>£983.40*</td></tr> <tr> <td>My Youth Trust</td><td>2018/2019 Subscription</td><td>£99.00*</td></tr> </table> <p>PAYMENTS APPROVED, proposed Cllr Fenney, seconded Cllr Walton - AGREED</p>	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 Jan hours	£	John Davies	Relief caretaker pay, mileage – PAYE	£	Vonage	Parish phone	£8.50*	EE	Dongle	£15.56*	Business Stream	Water bill	£270.54	KCS	Caretakers' waterproof jackets/trousers	£80.64*	KALC	GDPR update course SH 5/2	£36.00*	KALC	Governance & transparency course SH 8/2	£72.00*	Bullman Marine	Replacement storage container door (quote Dec 17)	£983.40*	My Youth Trust	2018/2019 Subscription	£99.00*
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	136.3	Budget 2018/19 – To note - Approved at January meeting, 20% increase in precept agreed.																																							
	136.4	Changing Rooms Project – Reported elsewhere.																																							
	136.5	<p>Financial Risk Assessment Review - Qtr. 3 report produced by Cllr Cooper.</p> <p>Recommended that paper costs for C&CW/Allhallows be separated (two supplies to be maintained by Clerk (PO). Clerk (PO) SLCC contributions to remain with C&CW with invoice to be raised with Allhallows PC for their pro-rata share (based on annual salary).</p>																																							
	136.6	<p>Parish Council By-Election</p> <p>Council can now co-opt both vacancies (Cliffe Village and Cliffe Woods).</p>																																							

136.7	<p>Relief Caretaker/Caretaker Contract to be signed by Chair. 6 month's probationary review for Michael Johnson required (Vice Chair/Clerk(RFO))</p>
136.8	<p>Play park repairs Scramble net outstanding.</p>
136.9	<p>Vandalism to Cliffe Recreation Ground & Allotments New caretaker's door and some brackets on the storage container were fixed w/b 8/1/18, but caretaker's door smashed again two days later. Options and costs for fixing/replace discussed: a) Fix door again, b) Fix with a sturdier door (thicker steel outer shell welded on), c) Take away container and fit new 'main door' d) Replace storage container e) Leave as current (remove door) f) Weld steel plate over door opening Council recommendation is to leave door as it is for time being. Invoice for repair paid (although it only lasted two days, it was as specified/ordered). The allotment fence has been pulled over (soil very wet currently) There was discussion regarding youth issues and the Clerk(PO) has spoken to the Medway Youth Service about the criminal damage issues. Options for future security discussed – there are issues with lighting and 'covert' CCTV in that location – difficult to achieve or very costly, with limited benefit. Skate Park repairs outstanding.</p>
136.10	<p>Assets and Insurance Cover Clerk (RFO) has been discussing insurance cover with broker. Cllr Naughton-Dean to re-convene a meeting of for the review of standing orders and financial arrangements.</p>
137.0	<p>REPORT: ALLOTMENTS</p>
137.1	<p>Allotments – General Report – Clerk (RFO), Cllr Clements Clerk (RFO) still awaiting notification of any further tenant changes.</p>
138.0	<p>REPORT: PLANNING</p>
138.1	<p>The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting</p>
	<p>MC/17/4411 BEACONHURST, MORTIMERS AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8JT Construction of a dormer to the west elevation No Objection MC/18/0013 40 MILLCROFT ROAD, CLIFFE, ROCHESTER, ME3 7QN Construction of a part single/part two storey side extension with single storey extension to rear - demolition of detached garage and existing rear conservatory No Objection MC/18/0086 18 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UA Neighbourhood consultation application for the construction of a rear extension with flat roof the details submitted are as follows: The extension will extend beyond the rear wall by 8 metres The maximum height of the proposed extension from the natural ground level is 2.8 metres The height at eaves level of the proposed extension measured from the natural ground level is 2.8 metres The parish council would wish to see a full planning application due to the site location and levels. MC/18/0074 LAND AT NORTH SEA TERMINAL (TRIANGLE LAND) SALT LANE, CLIFFE, KENT ME3 7SX Construction of a concrete segment manufacturing facility with associated concrete batching plant and rail sidings expansion</p>

		<p>Due to the sensitivity of the site, care needs to be taken to mitigate noise and light pollution. Although aggregate and sand is delivered to the site by river via Alpha Jetty, there are also 40 lorry movements a day for cement - disappointment as the site does produce concrete and concrete landscape materials already and it does not seem to be mentioned why the import is required (probably capacity). Regulation and monitoring of the lorry movements suggested as well as an investigation into rail freight movements to allow access, in the Strood direction, at Hoo Junction.</p> <p>MC/17/4014 LAND TO THE SOUTH OF WESTFIELD BUNGALOW, B2000, CLIFFE WOODS, ROCHESTER, KENT, ME3 7RL</p> <p>Change of use of land from agricultural land to grazing land.</p> <p>Agreement in principle to the use, but care required to prevent highway safety concerns at that location – noting the track provided to the entrance gate so vehicles can get off the road to open the gate etc.</p>
	138.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		None currently.
	138.3	Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. TBA
	138.4	Other Planning Issues
		<p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</p> <p>If approved there are a number of s106 conditions that would be applied with both direct and indirect implications for the parish council and local residents (to be reported).</p>
139.0		Reports: OTHER COMMITTEES
	139.1	Footpaths and Common Land – General Report – Cllrs Harper and Darwell. No report
	139.2.	C&CW Neighbourhood Plan Steering Group – General Report – Clerks. Next stage of Local Plan within next couple of weeks, includes site allocations for consultation in March. Remaining NHP grant needs to be spent by 31/3/18.
	139.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) circulated.
140.0		REPORT: OTHER BODIES
	140.1	Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)
	140.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – circulated.
	140.3	Cliffe Memorial Hall – General Report - vacant - The committee is looking for additional trustees and a liaison.
	140.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - No meeting scheduled.
	140.5	Rural Liaison Committee – Cllr Stanley – Apologies from Cllr Stanley for missing last meeting. March special meeting is open to all councillors and will include Local Plan and Councillors Code of Conduct.
	140.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper (Cllr Stanley is covering while there are conflicts with the Neighbourhood Plan meetings.
	140.7	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.

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	140.8	Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair)
	140.9	Friends of North Kent Marshes Cllr Darwell – No report
150.0		Other Reports Funfair requesting use of recreation ground this May. Will be on same terms and conditions as last year – proposer Cllr Fenney, seconded Cllr Harper, ALL AGREED.
		Other items to be handed to the Clerk for the next meeting scheduled on 8th March 2018 in the Emmanuel Centre, Parkside, Cliffe Woods.

Meeting closed at 9.30 pm

17/02/18sh/cf

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

Appendix MA1707

	MATTERS ARISING FROM MINUTES OF MEETING ON 11/01 /17	Action By
May 8.4	Changing Rooms Project John Alford and Jamie Clayton to visit suppliers and get brick/tile samples. John Alford to complete JCT contract (minor works) for signing by Clerk PO. Contract to be issued to Clark-Clayton (agreed contractor). Opt to tax and VAT registration to be followed up by Clerks. Clerk PO to clarify whether 5% retention in the contract can be increased to 10% and if a councillor can be appointed Supervising Officer instead of the Clerk PO. 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).	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. On hold for present time.	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.	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.	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. Next stage of Local Plan within next couple of weeks. Report will include site allocations, for consultation in March.	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 – Cllr Wenban obtaining new scramble net.	Cllr Keates/ 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 to be arranged.	Vice-chair/Cllr Letheren/ Clerks PO & RFO.
Nov 97.11	Vandalism to Cliffe Recreation ground & allotments 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.	Clerk RFO

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	Damaged replacement storage container door to be left as it is for time being. Clerk (RFO) to chase alternative storage container contact provided by Cllr Wenban.	
Nov 97.13	Annual appraisals - required for Clerk (PO), delayed from August and Clerk (RFO) anniversary of appointment – Councillor input required.	Chair/Cllrs