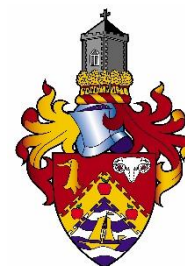


**Minutes of Meeting held at The Emmanuel Centre, Parkside,
Cliffe Woods**

On Thursday 11th October 2018 at 7:30pm



PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Victoria Baxter (VB), Barry Dibble (BD), Sandra Fenney (SF), Fred Harper (FH), Andy Keates (AK), Ray Letheren (RL), Vivienne Walton (VW),

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

This meeting opened at 7:30p.m

NO	ITEM
64	APOLOGIES FOR ABSENCE Peter Clements (Work), Joan Darwell (Unwell), Annette Cooper (Holiday), Jim Wenban (work) - all agreed
65	DECLARATIONS OF INTEREST - None
66	Councillor Co-Options – There are three vacancies (1xCliffe Woods, 2xCliffe). No expressions of interest received for this meeting.
67	APPROVAL OF MINUTES OF MEETING HELD ON - 13/09/18 proposed Cllr Walton, seconded Cllr Dibble AGREED.
68	ADJOURNMENT Two Cliffe residents were present at the meeting and discussed a planning application that was of concern to them. A planning application had been approved for 4-bedroom detached houses with garage at the rear of 14 Wharf Lane, and a new application for a 5 th house was sought, which would sit on the boundary of their house (a grade 2 listed building). They attended for the advice of the Parish Council and to seek our views on the matter.
69	MATTERS ARISING FROM MEETING HELD ON 13/09/18- None
70	REPORT: CLERKS
70.1	Correspondence - e-mails distributed through the month
70.2	Matters dealt with since last meeting – Nothing to add – reported elsewhere.
70.3	KALC Community Awards 2019 Launch –.Publicity to be arranged through the web site, Facebook, Village Voices and the Chair will arrange the Parish Magazine.
70.4	Anti-Social Behaviour Issues with local resident- It was brought to attention, from a resident her concerns with the above issues, particularly regarding the Buttway near her house. Councillors were made aware of the issues, the resident is going to install her own CCTV, which would not overlook anyone else's land/property.
70.5	Pre School- The Cliffe Pre-School have requested assistance with putting in a phone line at the Memorial Hall for Broadband (estimated costs of £6000). It was agreed that support this financial year could be a problem. The Memorial Hall also have concerns about responsibility for phone call charges if a line was installed for broadband.
70.6	Care of Special Needs School Children – Cllr Baxter has arranged a meeting at the Emmanuel Centre on the 16 th November. Copies of a flyer will be printed and further publicity arranged for the event.

71 REPORT - Chair

71.1 The Chair reported on:

- 20 September - Meeting re: Assets and Insurance Cover with Clerk PO, Clerk RFO, Vice-Chair and Chair of Finance.
- 25 September - PC Surgery at St. Helen's House in Cliffe. This was attended by Vice-Chair and in my absence, Cllr. Fred Harper and Cllr. Sandra Fenney.
- 27 September - Medway Council's Public Rights of Way Workshop at Cliffe Memorial Hall, attended with Clerk PO and Cllr. Fred Harper.
- 2 October - Second monitoring meeting with Clerk RFO.
- Caretaker and Relief Caretaker/Cleaner Vacancies – interviews were held before the meeting. Chair, Cllr Naughton-Dean and Clerk RFO met with the applicants and the recommendations put forward to the council for appointment of posts. **For the post of Caretaker(Mr John Davis) Chair proposed and seconded by Cllr Fenney- ALL AGREED, for the post of Relief Caretaker/Cleaner (Claire Bexton) Cllr Fenney proposed the appointment with Cllr Walton seconding- final contract, terms and conditions to be delegated to the Chair, Vice Chair and Chair of Finance and GP - ALL AGREED.**

72 REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (PO/RFO)

Meeting held Tuesday 4th September, 7:30 at St Helen's House, Buttway, Cliffe.

72.1 Finance Report – reports circulated.

- Reports circulated

Michelle Dolley (RFO), now has full online banking access.

Reports circulated Bank Reconciliation, Council Detail Report, Ear Marked Reserve reports circulated. The Ear Marked Reserve for the Changing Rooms is currently over spent but will be rectified when the external grants are received.

72.2 Receipts and payments (reports circulated)

To note receipts for September

HMRC	VAT Refund 310818	£5,489.00
Veolia Env Trust	Changing Room Grant – Final	£17,500.00
R Clarke	Allotment	£0.77
NatWest	Bank Interest	£1.02
(expected October)		
Leader	Changing Room Grant	£30,010.07
Allhallows Parish	Part Payment CF SLCC	£95.97
MarkerStudy	Small Hall Insurance Claim	£795.00
Cash	Small Hall Barrier Damage	£65.00

To approve payments proposed for October

181001	Chris Fribbins	Clerk PO salary, home allowance, mileage – PAYE	£
181002	Michelle Dolley	Clerk RFO salary, home allowance, mileage	£
181003	John Davies	Caretaker pay, mileage, petrol – PAYE	£
181004	Andrew Norton	Youth worker September hours	£
181005	HMRC	PAYE Quarter	£766.90*
180915	Blakes Security	Storage Container Locks (Sep)	£96.00*
181006	Vonage	Parish Phone	£9.25*
181007	EE	Dongle	£16.20*
181008	Came and Company	Insurance Additional-REFUND	£380.06
181009	ICO	Data Protection Subscription	£40.00*
181010	Kent County Supplies	Tables for Emmanuel	£292.44
181011	PKF Littlejohn	Annual Audit	£480.00*

181012	Kent County Supplies	Black Sacks	£51.48*
181013	Kent Playing Fields	Playing Fields Association	£20.00
181014	SafePlay	SkatePark Maint&Repair	£1,524.00*
181915	Clark-Clayton	2.5% Retention - CR Build	£2,952.99*
181016	MV Trading	Henry Cleaner-Changing Rooms	£220.17*
181017	KALC	Chairmanship Conference (SF)	£72.00*
181018	KALC	Annual Finance Conference (RND)	£72.00*
181001B	SLCC	CF Subscription 2018/19	£165.00

PAYMENTS APPROVED, proposed Cllr Naughton-Dean. seconded Cllr Dibble - AGREED

72.3 **Annual Report** – Feedback has now been received with no comments from auditors. It is displayed on the notice boards and website.

72.4 **Changing Rooms Project –**

- **Progress**-Cllr Naughton-Dean reported- Following the building handover, the snagging list is being worked on and currently ongoing. He also reported that a quote is being sought for a hot & cold feed tap to be placed in the Officials room to aid with cleaning.
- **Payments**- In the agreed contract there is 5% retained until after the building is handed over – 2.5% on handover and a further 2.5% when a completion certificate is issued by the parish council/agent. A final receipt has been received from Clark Clayton, 2.5% will be paid as per contract and the final 2.5% to be paid once all snagging complete (up to 6 months period after completion).
The grant funding from Veolia has been received and we are awaiting the Leader funds
- **Steel Containers**- Sleepers and containers are now installed and being used. They have also been added to the insurance renewal. Left hand storage is Football/Caretaker and right-hand side is Rugby.
- **Key Holders**- Key holder agreements have been drawn up for both the changing rooms and the containers. These currently have been issued to Cliffe Crusaders, Cliffe Woods Colts and Black Lion. Keys will also be required for the cleaner/ caretaker.
- **Cleaning**- Equipment for the cleaning of the changing rooms was discussed. Mop and bucket has problems when there is mud on the floor. A Wet/Dry Vacuum has now been purchased to aid this. Cleaning will be needed on Saturday late afternoon after Rugby (before Football on Sunday morning) , after football on Sunday afternoon and there could be mid-week training where it would also be needed.
- **Notice Board and Plaque**- The football teams have requested to install a lockable noticeboard in the entrance to the changing rooms. They will supply this and fit it, with the parish council given access with a key. This has been agreed subject to final placing. They had also suggested a white board for the Home dressing room (details awaited). A temporary Leader notice board has been put up, but it is only A3 laminated. Plaque design is still pending- Chair/Vice Chair to agree before committing to print.

72.5 **Parish Council By-Election**

Three vacancies remain (one in Cliffe Woods, 2 in Cliffe). No candidates have yet been identified.

72.6 **Clerk RFO Update**

Handover is continuing. Clerks Conference and Allotment Law courses have been attended with the Finance Conference to follow. 12Pay online training to be booked which will also be attended by Cllr Fenney and Clerk PO.

72.7 Relief Caretaker/Caretaker

The closing date for the position of Caretaker has now closed (28/09/18). John Davis has applied, with Claire Buxted interested in the Relief Caretaker/Cleaner role. Following F&GP interviews will be held and a recommendation made to the parish council meeting – now appointed.

72.8 Play park repairs

SafePlay have completed the maintenance of the Skate Park and the specialised concrete for the repair of the surface. Football area netting has been checked and repaired by Cllrs Wenban/Letheren.

72.9 Vandalism to Cliffe Recreation Ground & Allotments

CCTV review changes will now be looked at for the purposes of the changing rooms and steel containers.

Following the fire (30/7) in the current storage container, the remaining floor was destroyed. It was agreed to hire a skip to remove all the destroyed/smoke damaged items from the old container, so it can be disposed of. The Clerk RFO has sourced some overalls for anyone Cllrs willing to assist, once an insurance settlement was agreed.

72.10 Assets and Insurance Cover

Chair/Vice Chair/Cllr Fenney/ Clerk PO&RFO met to assess the information supplied from the brokers for increasing the cover and reducing a possible duplication. It was agreed to extend the cover to storage containers, increase amount for mowers/caretaker's equipment/football goal posts. The cost of cover to play equipment in the Cliffe Play area was assessed as too expensive and not taken up. A payment has been made on current basis and an extra payment will be raised when the total increase is known. (now received and with a change of insurance company there is a reduced cost and a refund will be made)

72.11 Allotments

The incident was reported to Kent Police, online, and they have been provided with CCTV footage and the vehicle registration. They have issued a formal/legal notice to the owner and we are awaiting an update (they continue to be chased).

72.12 Cliffe Small Hall Barrier Damage

Following the damage to the barrier (£860 repair needed) the vehicle owner was identified, and she has passed the claim to her insurers. We have now received full settlement of this claim.

72.13 Standing Order Review / Financial Regulations / Members Code of Conduct Governance issues

A meeting took place on the 08.10.18- Cllr Naughton-Dean & Clerks (PO & RFO)

The Members Code of Conduct was discussed and the Standing Orders.

Governance meeting still to take place.

The Clerk PO/RFO and Cllr Dibble have met to discuss the current IT set-up and arrange access to the website and Facebook.

72.14 The Buttway and Recreation Ground Conditions/Drainage

A contractor has been contacted for the quote/plan for the Buttway and recreation ground pitches and is awaited.

Yellow Hash Lines- Quotes have been received. One will cover the Buttway, yellow box at the recreation ground and the Cliffe Woods Car park (Yellow Box, disabled and normal bays). This was received at £495 and accepted with the Clerks approval.

Two quotes have been sought for the drainage issues in the corner of the car parking area. One has declined to quote, and we are awaiting feedback from Clark Clayton.

72.15 **Trees/Hedges Cliffe Memorial Hall/Recreation Ground**

A quote is awaited from the tree surveyor for the Recreation ground/ Small Hall Car Park.

72.16 **Christmas Social-** The date of 7th December was agreed previously. Clerk (RFO) is currently investigating possible venues (some sample menus were circulated)

73.0 **REPORT: ALLOTMENTS**

Allotments Report- Cllr Clements/Letheren, Clerk (RFO)

One new tenant has not yet signed the agreement or paid the rental due. A 'difficult' plot has been allocated to the neighboring plot tenant rent-free 2018/19, in order to get it used and managed.

There have been requests for permission to locate skips to help in the removal of rubbish/weeds from two tenants. Cliffe Preschool were granted permission and they have now cleared their new allotment to create a natural area. A new tenant has also requested a skip to clear the plot-granted. Due to access these skips must be allocated outside the allotment area.

It was also reported that three taps at the allotments need changing/replacing (Cllr Letheren to action).

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

74.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

MC/18/2650 Land At North Sea Terminal ('Triangle Land') Salt Lane Rochester Cliffe ME3 7S

Details pursuant to conditions 5,6,7 and 9 of planning permission MC/18/0074 Construction of a concrete segment manufacturing facility with associated concrete batching plant and rail sidings expansion

No comment necessary

MC/18/2317 51 Brookmead Road Cliffe Woods Rochester Medway ME3 8HL

Construction of a single storey front and rear extension (demolition of existing conservatory)
No objection had been agreed.

MC/18/2688 14 Wharf Lane Cliffe Rochester Medway ME3 7UE

Application for a non-material amendment to planning permission MC/17/2533 - to revise the roof of plot 2 to incorporate accommodation in the same manner as plot 3

No comment necessary

MC/18/2693 Rye Street Farm Rye Street Cliffe Rochester Medway ME3 7UD

Construction of a single storey extension to the side (including front and rear projections)

This was a small bungalow which has only recently been given residential permission and this application extends the residential space by almost double. In this case the property is behind a wall and within the confines of Rye Street Farm so has no frontage onto the road.

There is no change to the boundary proposed and access to the two car parking spaces is via the farm entrance. **On this basis no objection had been agreed.**

MC/18/14 Wharf Lane Cliffe Rochester Medway ME3 7UE

Construction of an additional 3 bedroomed detached dwelling with associated parking together with revised parking to Plot 4 and reconfiguration of access road to facilitate the construction of the new dwelling.

Objection has been raised – the property is located on the boundary of the adjacent grade 2 listed building (Walnut Tree Cottage) and would affect the outlook of that property.

74.2

The following planning applications have been circulated to the planning committee (and other councillor. A response is due after this meeting.

MC/18/2659 1 Elford Road Cliffe Rochester Medway ME3 7E

Construction of a single storey rear extension.

Cllr Harper proposed no objection, seconded by Cllr Naughton-Dean- ALL AGREED

MC/18/2834 2 Ashwood Close Cliffe Woods Rochester Medway ME3 8HQ

Conversion of garage to a habitable room, infilling of side access and part retrospective amendment of roof. There is a part retrospective element but no implication on parking or trees.

No objection proposed by Cllr Harper, seconded by Cllr Naughton-Dean- ALL AGREED

74.3

Other Planning Issues

Medway Local Plan

The consultation period has now finished, although a further consultation on a Draft Plan is planned for the end of 2018. The Clerk (PO) had attended a 'Planning for Hoo' meeting and discussed various issues including the shortage of Doctors and footpath/cycle connections to Cliffe Woods.

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

The decision by the Minister has now been delayed to October due to a technical planning issue (EU decision) expected soon. Technical responses from Gladmans/Medway Council and others have been circulated to the Planning Committee.

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)

Outline application with some matters reserved (appearance, landscaping, layout and scale) for the construction of 50 retirement homes comprising a mix of 2/3 storey apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging with new vehicular access to View Road

An appeal against the refusal of Medway Council has been lodged and is in the hands of the Planning Inspectorate. It is likely that an inquiry will be held due to the number of representations. The parish will need to consider their response/actions regarding the appeal – **the appeal will be based on written representations. Medway Planning office recommended approval – rejecting the concerns of residents and the parish council. Councillors resolved to reject the application but only on the grounds of residents unable to have pets. Response to appeal to be considered, if necessary.**

Land West of Town Road, opposite Merryboys/Town Road Junction

Developers have met with the Neighbourhood Plan Steering Group and a subsequent

meeting held with Redrow (joint with councillors and the steering group). This would include some employment land and following the discussion some bungalows. No commitment of support has been given or implied at this stage. A public exhibition was held on the 9th July. Initial pre-planning discussions have been held with Medway Planning and it is their intention to submit their full application within a month (possibly when the outcome of the Gladman's appeal is known). **Applicant partners have entered discussions with the Cliffe and Cliffe Woods Community Trust about the management of the land between their two sites and suggesting it could be managed by the developer.**

Trenport Land, Cliffe

Agents operating for Trenport have discussed a speculative plan to develop Trenport land (former APCM) on the east of Station Road/Church Street. This would involve the creation of a new road from Station Road, across to Cooling Road and into their site – providing alternate access into Cliffe. The site was indicated for housing only, but the steering group indicated that some mixed development would be needed (retail, sporting replacement, open space and possible employment land). No commitment of support has been given or implied at this stage. No indication of planning application/s were given. Sale notices for some of their land has been spotted (dated 09/2017).

Neighbourhood Plan – Site Allocation

The steering group is looking for some potential sites for the development of local needs housing (including real low cost/affordable, that could even be developed by the parish council to lock in the low-cost element) – Sites have been inspected but no conclusion currently. **A meeting with our Planning Consultant and Clerk (PO) with Catherine Smith (Medway Local Plan) is being arranged to consider the implications of the recent NPPF update and Medway Council's suggestions for land allocations following this year's consultation.**

75.0 REPORT: OTHER COMMITTEES

75.1 Footpaths and Common Land – General Report – Cllrs Harper

A meeting was held in the Cliffe Memorial Hall (27th September) to discuss the Rights of Way Improvement Plan (ROWIP) along with other interested parties. Issues were reported and suggestions of where improvements could be made raised. A formal response from the Parish Council is sought by Monday 3rd December 2018.

75.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks

Reported on current work.

76.0 REPORT: OTHER BODIES

76.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)

Nothing to report

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

Nothing to report.

76.3 Cliffe Memorial Hall – General Report – Cllr Fenney.

The hall are looking at 4 CCTV cameras and an increase in their hire prices.

76.4 Brett's Liaison – Cllr McDermid/Clerk (PO).

Nothing to report.

75.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO).
Nothing further to report.

Rural Liaison Committee – Cllr Naughton-Dean

Next meeting 11.12.18

62.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper. Meeting to be scheduled.

62.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble.
Reports of a pony and trap trespassing on the fields and land at Cliffe Woods and Cliffe.

62.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Chair/Cllr Fenney
As of 01.10.18 the Highcliffe Practice is now running with all four surgeries merged.

62.9 Friends of North Kent Marshes Cllr Darwell – No report

63 Other Reports -

**Other items to be handed to the Clerk for the next meeting scheduled on 8th
November 2018 location to be advised – None
(Cliffe Memorial Hall, Small Hall, Church Street now confirmed)**

Meeting Closed at 21:45

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

Appendix MA1811

	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. Progress reports now being produced by RND. Payments made on invoice (delegated power to Clerks). Work now complete subject to snagging. 2.5% of building costs retained until snagging and completion certificate issued by council.	Clerk PO/ SF/ GC/JA RND
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. Review of new Standing Orders, Financial Regulations, Code of Councillor Conduct, committees (including Personnel) other policies and GDPR implications to be carried out by new Governance Sub-Committee/Working Party. Formal agreement for Governance Working Party, Code of Conduct, Creation of Personnel Advisory Committee, Various policies sought at November 18 meeting.	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 approved and at a higher level than applied for – runs to 31/3/19.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may should have been Spring 2018 when work carried out. Delays due to equipment failure. No replies to chasing. An alternative firm approached, and a quote is expected when the pitches have had some rain.	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. Work and full annual inspection carried out – Skateboard Park maintenance complete (damaged concrete now fixed) and netting at the Ball Court also completed by Cllr Letheren. Repair of soft surface around one piece of equipment required – Safeplay asked to quote.	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	Vice-chair/Cllr Letheren/

	<p>follow-up meeting now carried out. Clerk (RFO) to contact insurance company to obtain quotes for items not presently covered – now Clerk (PO). Completed Chair/Vice Chair and Cllr Fenney agreed items to add to insurance cover and those that not need cover (i.e. Play Equipment), Arranged to coincide with the renewal 1/10/18 – along with change of insurer meant a refund which has been paid - COMPLETE</p>	Clerks PO & 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. Free container rejected as not up to standard required. Order for two new containers was raised and delivery has taken place – now in use (and insured)</p>	Clerk RFO/ALL Vice Chair/ClerkPO