

Minutes of Meeting held Thursday 16th June 2022

The Small Hall, Memorial Hall, Cliffe

PRESENT: Cllrs Barry Dibble (Chair, BD), Fred Harper (FH), Sue McDermid (SM), Andy Keates (Vice Chair, AK), Sandra Fenney (SF), Robert Wyatt (RW) and Joan Darwell (JD) Jim Wenban (JW), Annette Cooper (AC), Ken Kentell (KK) and Ray Letheren (RL)



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

The meeting opened at 7:30

- | NO | ITEM |
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| 16 | APOLOGIES FOR ABSENCE – Cllrs Peter Clements (Holiday), Peter Moore (Holiday), Vivienne Walton (Holiday) and Malcolm McLeod Cllr AK proposed to accept the apologies provided, seconded by Cllr RW- ALL AGREED |
| 17 | DECLARATIONS OF INTEREST – Cllrs SM (Cliffe Woods Community Association) and Cllr SF (Cliffe Memorial Hall). |
| 18 | Co-Option- There is currently one vacancy in the Cliffe Woods Ward. The vacancy has been re-advertised |
| 19 | ADJOURNMENT- No members of the public were present for the meeting |
| 20 | APPROVAL OF MINUTES OF MEETING ON 12/5/22 These were proposed by Cllr RW, seconded by Cllr FH- 8 AGREE, 3 ABSTENSIONS- MAJORITY DECISION |
| 21 | MATTERS ARISING FROM MINUTES OF MEETING held on 12/5/22 None |
| 22 | REPORT: CLERKS Clerk PO reported that Platinum jubilee events were both a success and the financials of these would be available soon. He also reported that the funfair was on site at Cliffe recreation ground ready for the weekend. |
| 23 | REPORT: CHAIR Chair recorded a vote of thanks for the organisers of the jubilee celebrations, including the recognition the parish council received for their funding and support in all documentation. This was seconded by Cllr RW and unanimously agreed by all members. |
| 24 | Annual Governance and Accountability Return 2021/22 24.1 To consider the report from the Internal Auditor (External) 24.2 To Approve the Annual Governance Statement 2021/22 24.3 To Approve the Accounting Statements for 2021/22 20/6/22 to 29/7/22 24.4 To Note the Dates for Exercise of Public Rights/Inspection Cllrs had not had sufficient time to consider the AGAR forms and therefore this was delayed, and an emergency meeting will be called before the deadline to agree. |
| 25 | Report: Finance & General Purposes (Cllr Keates/Clerks) 1) To receive a report and recommendations of the F&GP meeting held Tuesday 7th June 2022 in St Helens House Cliffe a. To note financial reports (to 31st May)- NOTED b. To note and consider Payments and Receipts as necessary- These were proposed by Cllr AK, seconded by Cllr RW- 7 agree, 1 against, 3 abstentions- MAJORITY DECISION c. Committee Membership – Cllr Letheren has indicated an interest in re-joining the committee. The appointment of committee members is down to the Parish Council. Cllr KK proposed to accept Cllr RL back onto the committee, seconded by Cllr AK and unanimously agreed. d. Appointment of Internal Auditor (July, October & January) to review accounts etc. This is a requirement of the approved Financial Regulations. Cllr AC and SM agreed to be the internal auditors for the 2022-2023 period. |

- e. Personnel Committee need to meet to discuss issues around staffing current and future duties. **This is being followed up by Cllr AK**
- f. To consider recommendations from F&GP
- AGAR separate item on the agenda as this must be agreed by the council. **Discussed above.**

25 1B Payments made April 2022

| Receipts | May | June |
|--|-----------------------------|------------|
| Medway Council | £66,122.00 | |
| Payments | Description | Amount |
| 220601 Chris Fribbins | May Salary, Home Allow | |
| 220602 Michelle Dolley | May Salary, Home Allow | |
| 220603 John Davies | May Salary, Mileage | |
| 220605 HMRC | PAYE ¼ | £768.02 |
| 220613B AJS Construction | Car park resurfacing | £5,610.00* |
| 220616 RB Consultants | Internal/External Auditor | £80.00 |
| 220617 Local Loft | Annual storage rent | £520.00 |
| PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS | | |
| 220609 ZOOM | Monthly Subscription | £14.30* |
| 220604 Vonage | Parish Phone for Dec | £10.25* |
| 220608 British Gas | Changing Rooms Elec Bill | £113.49* |
| 220611 Nat Allot Society | Annual Membership | £66.00 |
| 220610 KALC | Training course | £42.00* |
| 220612 St Helen's Church | Annual Maintenance Donation | £1,000 |
| 220613 AJS Construction | Car park resurfacing | £750.00* |
| 220614 Just bin bags | Caretaker black bags | £67.87* |
| 220615 Argos | Clerk RFO Printer Ink | £9.99* |

- Represents VAT, Reclaimable

Cllr AK proposed to accept the payments, seconded by Cllr RW - ALL AGREED

26 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Clerk RFO reported that allotment invoices have been issued for the 2022-2023 period.

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

27.1 The Planning Committee did not meet in May. Planning applications received:

- MC/22/1198 18 Higham Road Cliffe Rochester Medway ME3 7SJ**
Construction of a single-storey extension to side together with the installation of new boundary fence - demolition of existing detached garage
- MC/22/1278 Land At Town Road Cliffe Woods Rochester Medway ME3 8JL**
Details pursuant to condition 8 (levels) 25 (acoustic measures) 29 (CSWMP) on planning application MC/19/0287 - Outline planning permission with some matters reserved (appearance landscaping layout and scale) for up to 225 residential dwellings including up to 25% affordable housing, introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Town Road and associated ancillary works.
- MC/22/1295 Plot 5 Land West Of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP**
Details pursuant to condition 2 (materials) on planning permission MC/20/2842 - Application for approval of reserved matters being appearance, layout and scale (plot 5 only) pursuant to planning permission MC/17/3572 - Outline application for six self-build detached houses with all matters reserved except access and landscaping.
- MC/22/1374 Plot 6, Land West Of Merryboys Farm House Merryboys Road Cliffe Woods Rochester Medway ME3 7TP**
Details pursuant to conditions 3 (Material) on planning permission MC/21/3356 - Construction of a 5-bedroom detached dwelling with detached garage and associated landscaping.

e) MC/22/1403 The Bradbury Centre View Road Cliffe Woods Rochester Medway ME3 8UJ

Siting of 4 Portakabin classrooms to provide temporary learning space for a period of 3 years.

All the above were proposed with no objections by Cllr FH, seconded by Cllr JW- ALL AGREED

27.2 Further Planning Applications Received since the date of Planning Committee for decision or referral to None

Other Planning Issues :

- 27.3**
- 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. The APCM ground has been designated as an Asset of Community Value – if put up for sale, there are six months for the community to purchase.
 - b) MC/21/1287 Redrow (Gladmans) site West of Town Road** – application approved by Medway Council. Development progressing, with highways and site issues being raised with Medway Council to resolve.
 - c) Esquire- MC/21/1694 (Orchard) South of View Road** – No further information or date for a decision. Concerns raised by statutory consultees regarding the Chattenden Woods SSSI which directly borders the site,
 - d) Draft Medway Local Plan** – awaiting an update as the publication of Draft, and Public Consultation will be further delayed to at least **June/July 2022** with a possibility of regressing to the previous consultation stage if Medway Councillors want a significant change to the proposals.

28 Cliffe and Cliffe Woods Neighbourhood Plan

Medway Council has completed a consultation on our Draft Version. The Steering Group/Parish Council will need to consider any amendments before submitting them to a Planning Inspector (Medway are suggesting after August for this) and then the Steering Group/Parish Council will need to consider the inspector's comments and then proceed to a Referendum. If approved by a majority, it becomes Planning Policy for our area and is considered when future planning applications are submitted

29 Report: Other Committees

- 29.1 Footpaths and Common Land – General Report – Cllrs Harper and Cooper-**
Cllr AC reported that any issues have been reported to the public rights of way and have been dealt with within a 2-3 week time frame.
- 29.2 Youth Liaison – General Report - Cliffe Woods – Cllrs Wyatt, Fribbins & Dolley (Clerks)**
– Nothing to report

30 Report: Other Bodies

- 30.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllrs Keates/Kentell -**
Cllr KK reported that there is a meeting planned for Friday 24.06.2022. The access issues with Esquire have now been resolved and there is a possible name change to the trust happening.
- 30.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-**
Cllr SM reported the quiz nights are still happening and going well. The plans for the extension are still ongoing.
- 30.3 Cliffe Memorial Hall- General Report- Cllr Fenney-** Cllr Fenney reported on the jubilee event and the success of this.
- 30.4 Brett's Liaison-** Nothing to report
- 30.5 Rural Liaison Committee- Cllrs Keates –** Nothing to report
- 30.6 Kent Association of Local Councils- Cllrs McDermid/Harper-** Next meeting on the 27.07.2022
- 30.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt-** Nothing to report

30.8 Patient Participation Group- Cllrs McDermid/Fenney- Nothing to report, next meeting 18.07.2022

30.9 Sustainability Committee- Cllr RW reported that he has contacted RSPB and spoke about the idea of putting bird boxes up in the village. Clerk PO also spoke about an organisation called Grow19, which details will be passed on for.

30.10 Events- Platinum Jubilee- Cllr Darwell (Cliffe) and Cllr Walton (Cliffe Woods)-
Already covered in previous reports.

31 Other Reports
Nothing to report

**Other items to be handed to the Clerk for the next meeting on
14th July at 7:30 pm in the Emmanuel Centre, Cliffe Woods.**

Meeting Closed at 21:35

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

Action List

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| 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). Medway carrying out further stages of |
| | 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. |