

Minutes of Meeting held Thursday 14th July 2022

The Emmanuel Centre, Parkside, Cliffe Woods

PRESENT: Cllrs Barry Dibble (Chair, BD), Fred Harper (FH), Sandra Fenney (SF), Robert Wyatt (RW) and Joan Darwell (JD), Jim Wenban (JW), Annette Cooper (AC), Ken Kentell (KK), Peter Clements (PC), Vivienne Walton (VW)
Ward Cllr Gary Etheridge was also present



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

The meeting opened at 7:30

- | NO | ITEM |
|----|---|
| 32 | APOLOGIES FOR ABSENCE – Cllrs Sue McDermid (Covid related), Ray Letheren (Unwell), Cllr McLeod (Unknown) and Cllr Peter Moore (Unknown).
Cllr VW proposed to accept the apologies provided, seconded by Cllr FH- ALL AGREED |
| 33 | DECLARATIONS OF INTEREST – Cllrs VW (Cliffe Woods Community Association) and Cllr SF (Cliffe Memorial Hall). |
| 34 | Co-Option- There is currently one vacancy in the Cliffe Woods Ward. Cllr McLeod has now been automatically disqualified as no apologies have been received for 6 months, Cllr Keates has resigned. There are now THREE vacancies. |
| 35 | ADJOURNMENT- Ward Cllr Gary Etheridge gave an update on several items, including Trenport, Esquire, Simpkins and Redrow developments.
Ward Cllr Gary Etheridge left the meeting at 19:50 |
| 36 | APPROVAL OF MINUTES OF MEETING
a). Approval of Minutes of Meeting held on 16/6/22
b). Approval of Minutes of Extraordinary Meeting held on 30/6/22
Both items were discussed and Cllr RW proposed these as correct, seconded by Cllr FH- 9 AGREE, 1 ABSTENSION- MAJORITY DECISION. |
| 37 | MATTERS ARISING FROM MINUTES OF MEETING held on 16/6/22
None |
| 38 | REPORT: CLERKS
Nothing to report, elsewhere on agenda. |
| 39 | REPORT: CHAIR
Chair reported Cllr Andy Keates (AK) had wished to tender his resignation from the parish council. This was circulated to all members prior to the meeting and discussed with Chair and AK. After these discussions Cllr AK still wished to uphold his original decision.
Clerk PO will notify Medway Council of the additional vacancy. |
| 40 | Annual Governance and Accountability Return 2021/22 (resubmitted)
40.1 To consider the report from the Internal Auditor (External)- Noted and minor error was rectified.
40.2 To Approve the Annual Governance Statement 2021/22- Already agreed at previous meeting
40.3 To Approve the Accounting Statements for 2021/22- After discussions at the meeting Cllr RW proposed to accept the figures presented, seconded by Cllr AC- 8 AGREE, 1 AGAINST, 1 ABSTENSION- MAJORITY DECISION.
40.4 To Note the Dates for Exercise of Public Rights/Inspection- Noted |
| 41 | Report: Finance & General Purposes (Cllr Keates/Clerks)
1) To receive a report and recommendations of the F&GP meeting held Tuesday 5th July 2022 in St Helens House Cliffe
a. To note financial reports (to 30th June)- NTOD
b. To note and consider Payments and Receipts as approve as necessary- Proposed by Cllr AC, seconded by Cllr VW- 9 AGREE, 1 ABSTENSION- MAJORITY DECISION |

c. Recommendations from F&GP

i. AGAR – special item 9 on council agenda. - Already discussed

ii. Car Parks – Agree to progress repairs to Cliffe Small Hall and Cliffe Woods Exit barrier and now Cliffe Woods entry barrier following recent incident- Clerk PO reported that a contractor had been out and a quote had been received. Cllr RW proposed to accept the recommendation of repairing all barriers, seconded by Cllr FH- **ALL AGREED**

iii. Proposed to seek further quotes for electrical works at the Changing Rooms.- Proposed by Cllr VW, seconded by Cllr KK- **ALL AGREED**

iv. Proposal to agree earmarking of Cliffe Woods Platinum Jubilee grant underspend on future items for Cliffe or Cliffe Woods when received. - Proposed by Cllr FH, seconded by Cllr RW- **8 AGREE, 2 ABSTENSIONS, MAJORITY DECISION**

2) Cllr Keates has requested an item to consider further work on the Asset list, including and further items identified and insurance values/risk assessment in time for the annual insurance renewal.

41 1B Receipts and Payments June/July 2022

Receipts	June	July
Bank interest	5.73	
Smith's Funfair	£600.00	
Allotment Rents Chqs	£446.09	
Allotment Rents BACS	£595.43	
Payments	Description	Amount
220701 Chris Fribbins	June Salary, Home Allow	
220702 Michelle Dolley	June Salary, Home Allow	
220703 John Davies	June Salary, Mileage	
220710 Community Land Use	NHP Consultant LH	£350.00
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
220709 ZOOM	Monthly Subscription	£14.30*
220704 Vonage	Parish Phone for Dec	£10.25*
220708 British Gas	Changing Rooms Elec Bill	£79.83*
220711 Argos	MD Printer Ink	£18.99*
220712 Fasthosts	MD Email upgrade	£43.02*
220713 Fasthosts	Web Hosting	£66.00*
220714 Business Stream	Water Bill	£437.97

- Represents VAT, Reclaimable

Cllr AC proposed to accept the payments, seconded by Cllr VW – 9 AGREE, 1 ABSTENSION- MAJORITY DECISION

42 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Cllr Clements reported that a few plots have some issues, which Clerk RFO is dealing with.

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

43.1 The Planning Committee met after the Councils Extraordinary Meeting 30/6/22. Attended by Cllrs Harper, Kentell, McDermid, Cooper, Wenban, Moore, Wyatt & Clerk (PO) Planning applications received:

- MC/22/1552** Land at Town Road, Cliffe Woods, ME3 8JL (Redrow) Details pursuant to condition 14 (Bat Sensitive Light) – No response required.
- MC/22/0513** Land at Town Road, Cliffe Woods, ME3 8JL (Redrow) Details pursuant to conditions 6 (materials), 21 (air quality), and 24 (CEMP) – questions raised about existing operations and allowance for public access to show homes during construction. Hours of construction in new "Construction Environment Management Plan" are 08:00 to 18:00 Monday to Friday, 08:00 to 13:00 Saturdays and no construction on Sundays and Bank Holidays – any urgent additional work to be notified to Medway Council and local residents in advance. Site construction contact details to be published (including

on-site notices). Issues with public access to site during construction to be followed up. Concern raised regarding provision of EV charging point : 1 Electric Vehicle charging point per dwelling with dedicated parking or 1 charging point per 10 spaces (unallocated parking). The latter means just 4 charging points for 15 homes and 8 affordable home with no charge points – requested at least double.

- c) **MC/22/1466** 28 Millcroft Road, Cliffe, ME3 7QN Construction of a two-storey extension to side along with single storey extension to rear – demolition of existing conservatory – No response required d) **MC/22/1605** The Grange, Town Road, Cliffe Woods, ME3 7RL Construction of a single storey extension to side with link from existing dwelling into outbuilding -No response required.

d) **MC/22/1605** The Grange, Town Road, Cliffe Woods, ME3 7RL Construction of a single storey extension to side with link from existing dwelling into outbuilding - No response required.

43.2 Further Planning Applications Received since the date of Planning Committee for decision or referral to

Simpkins- There has been no documents or dates added to the application (as of the meeting date)- deferred until next planning meeting, when plans will be available to discuss.

43.3

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. 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 and development concerns being raised with Medway Council.
- 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. STILL OUTSTANDING.

- 44 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. Online meeting is being held with Medway and our Neighbourhood Plan Consultant 15/7/22, feedback on their consultation will be supplied before then plan to share it at the meeting.

45 Report: Other Committees

- 45.1 Footpaths and Common Land – General Report – Cllrs Harper and Cooper-**
Cllr AC reported that an issue with a tree had been reported.

- 45.2 Youth Liaison – General Report - Cliffe Woods – Cllrs Wyatt, Fribbins & Dolley (Clerks)**
– Nothing to report

45.3 Personnel Committee – Cllrs Keates, Fenny, Walton + Clerks as necessary –
Meeting to be arranged to discuss roles/responsibilities of Caretaker and Cleaner.

46 Report: Other Bodies

- 46.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllrs Keates/Kentell -**
Cllr KK reported the KALC Community Award had been presented by the chair BD at the last meeting. There is also a change in the rules and trustees which is ongoing.
- 46.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-**
Cllr VW reported there is no hall bookings for the summer months of July and August.
- 46.3 Cliffe Memorial Hall- General Report- Cllr Fenney-** Cllr Fenney reported on the Wednesday Hubs that are now running again and going well. There is also a quiz night on 22.07.2022
- 46.4 Brett's Liaison-** Nothing to report
- 46.5 Rural Liaison Committee- Cllr Keates –** Nothing to report
- 46.6 Kent Association of Local Councils- Cllrs McDermid/Harper-** Next meeting on the 27.07.2022
- 46.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt-** Nothing to report
- 46.8 Patient Participation Group- Cllrs McDermid/Fenney-** Cllr Fenney reported that there is a meeting next week, which is the pre-planning agenda meeting before the meeting with the doctors.
- 46.9 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.
- 46.10 Events- Cllr Darwell (Cliffe) and Cllr Walton (Cliffe Woods)-**
Accounts for both jubilee events are now with Clerk RFO.

47 Other Reports
Nothing to report

Other items to be handed to the Clerk for the next meeting on 11th August at 7:30 pm in the Small Hall, Memorial Hall, Cliffe.

Meeting Closed at 21:15

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). 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.