

## Minutes of Meeting held at the Small Hall, Memorial Hall, Cliffe

On Thursday 12<sup>th</sup> October 2017



PRESENT: Cllrs Sue McDermid - Chair, Annette Cooper (AC), Ron Naughton-Dean (RND), Vivienne Walton (VW), Fred Harper (FH), Ray Letheren (RL), Joan Darwell (JD), Peter Clements (PC), Phillip Stanley (PS), Andy Keates (AK), Derek Graves (DG), Barry Dibble (BD). Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.30 pm.

NO		ITEM												
78.0		<b>APOLOGIES FOR ABSENCE</b> Sandra Fenney – holiday, Cllr Jim Wenban – work, Cllr Faith Evers - absent ACCEPTED. Cllr Lynne Bush – resigned with immediate effect.												
79.0		<b>DECLARATIONS OF INTEREST - None</b>												
80.0	80.1	<b>Councillor Co-Options</b> Nomination received for Cliffe Woods vacancy. 1) Council decision to co-opt – ALL AGREED 2) Co-option of Barry Dibble – ALL AGREED Barry Dibble to read and sign declaration of interest at next meeting. Notice of Cliffe vacancy (Cllr Bush) to be issued and put on noticeboards.												
81.0		<b>APPROVAL OF MINUTES OF MEETING HELD ON 14/09/2017-</b> proposed Cllr Walton, seconded Cllr Naughton-Dean AGREED.												
82.0		<b>ADJOURNMENT</b> – PCSO Sean Alderton introduced himself as Louise Jackson's replacement for the whole of the peninsula ward when she leaves next month. Increasing problems with anti-social behaviour and the lack of police resources were discussed. Every incident must be reported to 101 or on-line to ensure police know about the problems and can allocate resources effectively.												
		<b>MATTERS ARISING FROM MEETING HELD ON 14/09/17</b> (See action list with minutes)												
83.0		<b>REPORT: CLERKS</b>												
	83.1	<b>Correspondence</b> - e-mails distributed through the month												
	83.2	<b>Matters dealt with since last meeting</b> (verbal report at meeting)												
	83.3	<b>Cliffe Anti-Social Behaviour</b> – continues to be a major problem, especially bikes.												
	83.4	<b>Cliffe Recreation Ground – Youth Shelter removal</b> (see below 84.11)												
	83.5	<b>Cliffe Woods FP 76</b> - Request via e-mail to gate off bridleway due to motor cycle nuisance. Medway responsibility not parish council.												
	83.6	<b>Xmas Social</b> – The Council have agreed to hold on the 1 <sup>st</sup> Friday of December. This is the 1 <sup>st</sup> this year, suggestions of location welcome – to be sent in asap.												
	83.7	<b>KALC Community Award</b> – Agreed to do this again this year – proposed Chair, seconded Cllr Darwell. Nominations from councillors and community.												
84.0		<b>REPORT: FINANCE &amp; GENERAL PURPOSES (Cllr Naughton-Dean/Clerks (RFO/PO))</b>												
	84.1	<b>Finance Report</b> – Quarter 2 budget monitoring reports circulated												
	84.2	<b>Receipts and payments</b> <b>To note income below received</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">M Thomas</td><td style="width: 40%;">Allotment rent 30b</td><td style="width: 20%; text-align: right;">£25.56</td></tr> <tr> <td>Cliffe Woods Colts FC</td><td>Football pitch rent</td><td style="text-align: right;">£260.00</td></tr> <tr> <td>Cliffe Crusaders Rugby club</td><td>Outstanding rent</td><td style="text-align: right;">£10.00</td></tr> <tr> <td>NatWest</td><td>Interest</td><td style="text-align: right;">£0.16</td></tr> </table>	M Thomas	Allotment rent 30b	£25.56	Cliffe Woods Colts FC	Football pitch rent	£260.00	Cliffe Crusaders Rugby club	Outstanding rent	£10.00	NatWest	Interest	£0.16
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		Allhallows PC	Paper contribution	£2.50
		To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated		
		Chris Fribbins	Clerk salary, home allowance, mileage - PAYE	£
		Sue Hibbert	Clerk salary, home allowance, mileage PAYE	£
		Mike Johnson	Caretaker pay, mileage, petrol – PAYE	£
		Mike Johnson	Tree loppers	£38.00
		Andrew Norton	Sept hours	£
		Vonage	Parish phone	£12.25
		EE	Dongle	£15.56
		Instaprint	Clarion additional leaflet a5	£45.99
		Printerland	Black toner	£81.60
		SLCC/ALCC	C&CW & Allhallows PC membership renewal (C Fribbins)	£167.00
		ICO	Data protection renewal	£35.00
		James Boot	Aug/Sept invoice	£286.35
		HMRC Employee	PAYE July-Sept 17	£665.00
		Medway Norse	Caretaker cover (5 days x 1 hour x £35 per hour)	£175.00
		ACRK	Housing Needs Survey	£2,560.80
		Richard Jones	Clarion/Housing Needs Survey Delivery	£150.00
		PKF	External Audit fee	£360.00
		Medway Council	Planning consultancy fee	£36.00
		PAYMENTS APPROVED, proposed Cllr Stanley, seconded Cllr Letheren - AGREED		
84.3		<b>RLG update</b> £4,840 underspend transferred to Changing Rooms Project. After Buttway Fencing paid there is £942 left which is proposed to be used towards the Small Hall Barrier and Recreation Bollard repairs (£1,000). Proposed Cllr Harper, seconded Cllr Cooper - AGREED		
84.4		<b>S106 Update – Changing Rooms Project</b> <b>Meeting Summary</b> <b>Attendance - R Naughton-Dean, Vivienne Walton, S McDermid, Chris Fribbins Clerk (PO)</b> GRANTS A grant application has been made to Veolia for £50,000 (Support letters received from Memorial Hall, Jaz Minimart, Village Club, Cliffe Crusaders (Rugby) and Cliffe Woods Colts (Football)). Unable to get a letter from Black Lion. Application to Leader Programme delayed until quotes received from tender exercise. TENDER Documents published on Contracts Finder. First response within 59 minutes. Six expressions of interest, some cheaper alternative solutions proposed – deadline for tenders 27th October. Process for assessing/scoring tenders required – best value principles, rather than lowest cost. RUGBY SIGNAGE/STORAGE Clerk (PO) has had a site meeting with Medway Council Planning and suggestions discussed. Two planning applications required as two regulations – advertising and building in countryside. Details required from rugby club for planning applications to John Alford to apply on behalf of the council.		
84.5		<b>Financial Risk Assessment Review</b> Clerk (RFO) has met with Cllr Cooper. Report distributed. Quarter 2 to be carried out in October.		
84.6		<b>Parish Council By-Election</b> Medway Council invoice (and VAT invoices) received. A nomination from Barry Dibble received for the Cliffe Woods vacancy.		
84.7		<b>Relief Caretaker</b> – Thanks to councillors who helped cover for the Caretaker's holiday. Medway Norse also contracted to cover. One application for the relief position received (from Clarion advert).		
84.8		<b>Play Park Repairs</b> – Firm supplying/installing the yellow entrance/exit gate to be contacted about 'speed' setting. Scramble net removed and Cllr Wenban to look for alternative supplier. Decision not to replace rotator seat and arms at present time as equipment still being enjoyed by children.		

		A resident has contacted the council about wear on the swing chains – to be checked. Cllr Wenban had removed and replaced some chains during the summer.
	84.9	<b>Outdoor Gym Equipment</b> – The Clerk(PO) has contacted Medway Council about the availability of funding in the next financial year and are checking the terms of the s106. Response awaited.
	84.10	<b>Football and Rugby Pitch Hire Charges 2017/18</b> – Payments all received.
	84.11	<b>Youth Shelter</b> - Following the resolution at the September meeting, arrangements are being made to remove the Cliffe Recreation Ground Youth Shelter – a safe scheme of work/ public liability insurance cover required.
	84.12	<b>Dumped Car</b> - There appears to be a dumped car in the Cliffe Woods Car Park. A request for owner info will be sent to the DVLA (Clerk PO). PCSO Alderton to check on behalf of Parish Council ( <i>it has now been removed</i> )
85.0		<b>REPORT: ALLOTMENTS</b>
	85.1	<b>Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Eysers</b> Increasing issues with Anti-Social Behaviour, vandalism to crops, sheds, and equipment stolen. Consideration to be given to hiring security to patrol once/twice a night.
86.0		<b>REPORT: PLANNING</b>
	86.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting
		<p><b>MC/17/3128 39 ENGLEFIELD CRESCENT, CLIFFE WOODS, ME3 8HD</b> Construction of porch to front with pitch roof extending over garage flat roof and conversion of garage into habitable room NO OBJECTION</p> <p><b>MC/17/3077 BELL FARM HOUSE, COOLING STREET, CLIFFE, ME3 7UB</b> Construction of orangery to side of dwelling NO OBJECTION</p> <p><b>MC/17/3086 ORCHARD BUNGALOW, STATION ROAD, CLIFFE, ME3 7RU</b> Details pursuant to condition 4 of planning permission MC/14/2219 Demolition of bungalow and construction of three-bedroom bungalow with associated works NO COMMENT</p> <p><b>MC/17/3047 MERRY BOYS FARMHOUSE, COOLING COMMON, CLIFFE, ROCHESTER, ME3 7TJ</b> Variation of condition 4 on planning permission MC/11/2881 to allow commercial use on an ado basis (albeit on non-restricted basis) CONCERN RAISED REGARDING POTENTIAL VEHICLE MOVEMENTS</p> <p><b>MC/17/3228 2 THAMES TERRACE, POND HILL, CLIFFE, ROCHESTER, ME3 7QS</b> Installation of a sky light to rear extension NO OBJECTION</p>
	86.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting. NONE
	86.3	Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.
		<p>MC/17/1867 WESTCOURT FARM HOUSE, SALT LANE, CLIFFE, ROCHESTER ME3 7ST Listed Building consent for replacement of existing timber framed single glazed windows REFER TO PLANNING</p> <p><b>MC/17/3453 26 NORTH ROAD, CLIFFE, ROCHESTER, ME3 7UH</b> Construction of a single storey extension to the side – demolition of existing extension. REFER TO PLANNING</p> <p><b>MC/17/3475 2 MANOR FARM COTTAGES, WEST STREET, CLIFFE, ROCHESTER ME3 7TQ</b></p>

		<p>Retrospective application for the construction of an entrance porch to front and single storey rear extension. REFER TO PLANNING</p> <p><b>MC/17/3499 171 CHURCH STREET CLIFFE, ROCHESTER, ME3 7QB</b></p> <p>Outline application with some matters reserved (appearance, landscaping, layout, and scale) for construction of three 3-bedroomed dwellings REFER TO PLANNING</p> <p><b>20171108 ALPHA LAKE AND CHALK LAKE, NORTH SEA TERMINAL, SALT LANE, CLIFFE, ROCHESTER ME3 7SX</b></p> <p>ADDITIONAL INFORMATION RECEIVED – Details pursuant to condition 4 (Construction Environmental Management Plan) of planning permission reference GR/14/615 for ecological and landscape enhancements to Alpha Lake and Chalk Lake.</p>
	86.4	<b>Other Planning Issues</b>
		<p><b>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (Simpkins)</b></p> <p>Outline application with some matters reserved (appearance, landscaping, layout, and scale) for the construction of 50 retirement homes comprising a mix of 2/3 story apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging with new vehicular access to View Road - Objected, no committee date</p> <p><b>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Glama's)</b></p> <p>Outline planning application 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 – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. The statement of case for the parish council will be submitted before the council meeting (draft circulated to planning committee before submission) – RULE 6(6) designation applied for by PO and granted. This allows the parish council to be represented at the inquiry (November 28th for 6 days) and see all papers produced by the appellant and Medway Council and call witnesses if required. Statement of case submitted by Clerk (PO).</p> <p><b>Southend Airport Changes to PBN approaches to airport – Consultation</b></p> <p>A visit to the airport took place (15/9) and an additional two-sided A5 leaflet produced to be included with the delivery of the Clarion. Cllr Darrell arranged a stall at the Ploughing Match and prompted people to respond. A consultation response was produced and submitted on 30th September in line with the extended deadline for the parish council response.</p> <p>Two letters, 29 emails (containing 8 documents that were forwarded to LSA) – c. 1.2% of households</p>
87.0		<p><b>Car Parking Review – Cliffe Woods/Cliffe</b></p> <p>Still awaiting advertising of further restrictions and adoption.</p>
88.0		<b>Reports: OTHER COMMITTEES</b>
	88.1	<b>Footpaths and Common Land</b> – General Report – Cllrs Harper and Darwell.
	88.2.	<p><b>C&amp;CW Neighbourhood Plan Steering Group</b> – General Report – Clerks.</p> <p>Appointment of Planning Consultant (three interested parties to be interviewed and one appointed Lorraine Hart (Total proposal £6,650, lowest of the applicants)</p>
	88.3	<b>Youth Liaison</b> – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) circulated
89.0		<b>REPORT: OTHER BODIES</b>
	89.1	Cliffe and Cliffe Woods Community Trust – Report Cllr Bush (confirmation of her role will need to be agreed by the council (non-councillors can represent the council)).

	89.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – report circulated.
	89.3	Cliffe Memorial Hall – Cllr Bush - The committee is looking for additional trustees – a replacement council liaison will be required.
	89.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - Report circulated
	89.5	Rural Liaison Committee – Cllr Stanley (December meeting changed to January).
	89.6	Kent Association of Parish Councils (Medway) – Meeting 18 <sup>th</sup> October and January – Cllr Stanley to attend the next meeting instead of Chair/Cllr Harper as it is the same night as an NHP meeting.
	89.7	Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. Nothing to report.
	89.8	Patient Participation Groups (Cliffe – Vice Chair, Cliffe Woods – Chair) – Cliffe nothing to report, Cliffe Woods report circulated.
	89.9	Friends of North Kent Marshes Cllr Darwell – nothing to report.
	89.10	Other Reports
90.0		<b>Other items to be handed to the Clerk for the next meeting scheduled on 9 November 2017 in the Emmanuel Centre, Parkside, Cliffe Woods.</b>

Meeting closed at 9.30 pm

25/10/17sh/cf

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

## Appendix MA1707

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 14/09/17</b>	<b>Action By</b>
May 8.4	<p><b>Changing Rooms Project</b> GRANTS A grant application has been made to Veolia for £50,000 (Support letters received from Memorial Hall, Jaz Minimart, Village Club, Cliffe Crusaders (Rugby) and Cliffe Woods Colts (Football). Unable to get a letter from Black Lion. Application to Leader Programme delayed until quotes received from tender exercise.</p> <p>TENDER Documents published on Contracts Finder. First response within 59 minutes. Six expressions of interest, some cheaper alternative solutions proposed – deadline for tenders 27th October. Process for assessing/scoring tenders required – best value principles, rather than lowest cost.</p> <p>SIGNAGE/STORAGE Clerk (PO) has had a site meeting with Medway Council Planning and suggestions discussed. Two planning applications required as two regulations – advertising and building in countryside. Details required from rugby club for planning applications from John Alford.</p>	Clerk PO/ SF/ GC
Jun 21.7	<b>Councillor Surgeries</b> –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	<b>Allotments</b> – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.	PC
Sep 66.13	<b>Standing Orders Review</b> – Clerk PO had provided a draft clause for rescinding minutes and to add 'call for extraordinary meeting'. To be reviewed as time permits. <b>(Oct17 - delegation arrangements scheme may need to be agreed/reviewed)</b>	Clerk PO
Sep 68.3	<b>Outline Planning Applications</b> – October committee date for Simpkins development to be confirmed. Gladmans gone to appeal, response from Parish Council has been sent. RULE 6(6) designation applied for by PO and granted. Clerk (PO) to represent parish council at the Gladmans appeal starting 28 November.	Clerk PO
Oct 86.2	<b>Neighbourhood Plan</b> – Workshops complete, work to start soon on draft plan. Housing needs survey <b>sent out</b> with Clarion. <b>Planning consultant Lorraine Hart appointed and work to start on preparing draft plan.</b>	Clerk (PO) NHP
May 8.14	<b>Football pitch renovation</b> - Vertical drain work still to be carried out. October	Clerk PO/RFO
May 8.16	<b>Outdoor Gym Equipment</b> - Further quotes for equipment at 2 sites and details of future maintenance costs to be investigated. Permission to be sought from Medway for potential equipment at Cliffe Woods recreation ground and follow up on funding. Parish council agreed to consider for 2018/19 budget, Clerk PO to clarify match funding position. <b>Medway Council Greenspaces checking s106 terms. (reply received)</b>	Clerk RFO/PO
Jul 39.11	<b>Caretaker Duties</b> - Vacancy for relief caretaker has been advertised, <b>one person interested to date. (a further expression of interest received)</b>	Clerk RFO/PO
Sep 69.0	<b>Cliffe Recreation Ground – Youth Shelter</b> Youth & residents to be informed of shelter removal. Suitable contractor to be found to carry out removal. VILLAGE VOICES – OCTOBER	Clerk RFO/PO

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Oct 84.8	<b>Play park repairs – Yellow gate supplier to be contacted, alternative supplier for scramble net to be identified.</b>	Clerk (RFO)/Cllr Wenban
Oct 85.1	<b>Allotments – Obtain quote from Ward Security for nightly patrols.</b>	Clerk (RFO)