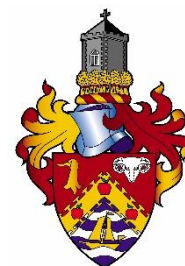


**Minutes of Meeting held at The Emmanuel Centre,  
Parkside, Cliffe Woods**



**PRESENT:** Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble (BD) – VICE CHAIR, Sue McDermid (SMD), Fred Harper (FH), Vivienne Walton (VW), Victoria Baxter (VB), Andy Keates (AK), Joan Darwell (JD), Anette Cooper (AC), Malcolm McLeod (MM)

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

This meeting opened at 8:30pm

- | <b>NO</b> | <b>ITEM</b>   |
|-----------|---|
| 27        | <b>APOLOGIES FOR ABSENCE</b><br>Cllrs Ray Letheren (Unwell), Peter Clements (Holiday), Sandra Fenney(Unwell) and Jim Wenban (Holiday)   |
| 28        | <b>DECLARATIONS OF INTEREST - None</b>  |
| 29        | <b>APPROVAL OF MINUTES OF MEETING HELD ON – 09/05/19</b><br>proposed Cllr Dibble, 2 <sup>nd</sup> - Cllr Keates- <b>ALL AGREED.</b>   |
| 30        | <b>ADJOURNMENT-</b><br>Cllr Barry Dibble introduced two members of the public, who are trying to establish a PACT Scheme (Partners and Community Together) within Cliffe Woods Village. They briefly described what is happening with trying to get the scheme set up and requested if the Parish Council would support this matter. The scheme was initiated due to the recent increase in localized crime, especially with Cliffe Woods. Chair did question whether the village of Cliffe would also be included, however it was suggested that due to lack of volunteers/helpers already that Cliffe Village has its own separate PACT Scheme (if they wish) and the two programmes can work together. Clerk PO clarified that this an Action Plan (preventative plan) working with various organizations. Cllr Dibble proposed the Parish Council support the scheme, seconded by Cllr McDermid- <b>ALL AGREED.</b><br><br>Cllr Sue McDermid was also presented with a commemorative gift, as the first lady chair of Cliffe and Cliffe Woods Parish Council. Cllr McDermid has stepped down from the chair's role, but still holds a role as a councillor. |
| 31        | <b>MATTERS ARISING FROM MEETING HELD ON 09/05/19- None</b>  |
| 32        | <b>Co-option of Parish Councillors for both Cliffe Village Ward (up to two) and Cliffe Woods (one).</b>   |
| 33        | <b>REPORT: CLERKS</b>   |
| 33.1      | <b>Matters Dealt with since last meeting –.</b> Reported elsewhere in agenda.<br><br>None   |
| 34        | <b>Report: Chair-</b> <ul style="list-style-type: none"><li>• Chair reported the continuation of the monthly written contributions to the Parish News</li><li>• Attended the Choral Evensong on the occasion of the Dedication Service for the Mayor and Councillors of Medway Council at Rochester Cathedral on Sunday 9<sup>th</sup> June</li></ul>   |

- 35        **AGAR Completion (Annual Report)**  
Last year's accounts were sent to the auditor and received back on the 15.05.19- No Comments were made, and the invoice has been received and Pg 3 signed. The Clerk (RFO) has to approve the financial statements and then the Annual Governance Statement (pg 4) and the Accounting Statements (pg5) have to be approved by the council (in that order). The AGAR can then be submitted to the external auditor and displayed on all noticeboards and the website (dates for display on the noticeboards to be set by the Clerk (RFO)).
- 35.1- The Council is requested to approve the Annual Governance Statement (Pg 4) of the AGAR-** If approved the Clerk PO and Chair will complete the page.  
Proposed by Cllr McDermid, Seconded by Cllr Walton- **ALL AGREED**
- 35.2- The council is requested to approve the Accounting Statements (Pg 5)-** This has been signed as correct by the Clerk RFO. If approved the Chair will complete the page.  
Proposed by Cllr Dibble, Seconded by Cllr McLeod- **ALL AGREED**
- 35.3- Next Steps-** The AGAR form and supplementary files will be emailed to PKF Littlejohn (External Auditors), it will also be available on the Parish Council web site and displayed on all five noticeboards. The display dates are set by the Clerk (RFO) based on guidelines – the earliest dates are June 17<sup>th</sup> to July 26<sup>th</sup> 2019.
- 36        **Report: Finance & General Purposes 4<sup>th</sup> June 2019 (Cllr Dibble/Clerks)**  
Meeting held Tuesday 4th June, 7:30pm at St Helens House, Buttway, Cliffe  
Attendance Cllr Sandra Fenney (Outgoing Chair), Cllr Naughton-Dean (Vice Chair), Cllrs Dibble, Cooper, Keates  
Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)  
Apologies Cllr Letheren (unwell)
- 36.1 Election of Chair-**  
Cllr Naughton-Dean nominated Cllr Dibble for the position, which was accepted. Proposed by Cllr Naughton-Dean, Seconded by Cllr Keates- **ALL AGREED**
- 36.2 Election of Vice-Chair-**  
Cllr Cooper opted to stand as vice-chair. This was proposed by Cllr Naughton-Dean, Seconded by Cllr Keates- **ALL AGREED**
- 36.3 Finance Report/ Draft Finance Reports Circulated-**  
Bank reconciliation, Balances, Council Detail Report- Agreed to note
- 36.4 Neighbourhood Plan Funding to Completion-**  
As per the 2019/20 Budget, there was £1,861 allocated from the precept and an Ear Marked Reserve amount of £4,090 is shown- this has now been funded by General Reserves. Further expenditure is likely, and this can be sourced from the Rural Liaison Grant funds and deferment of the second Clerk PC to next year. Opportunities for further funding will be sought, but the Locality Grant has been spent. The aim to get to the stage where Medway Council takeover the majority of the costs as soon as possible. Cllr Naughton-Dean recommended this be referred to full council, seconded by Cllr Cooper- **ALL AGREED**.  
  
Cllr Naughton-Dean proposed this be finished as soon as possible, especially considering the amount of work that has already taken place. Seconded by Cllr Walton- **ALL AGREED**
- 36.5 AGAR-**  
Dealt with elsewhere in agenda

**36.6 Payments to be made-**

Cllr Fenney recommended at cut-of date for payments to be added to the R+P Sheet be set. Chair expanded on the above by recommending the day should be, the day of the F+GP Meeting and any additional payments be separated and added to agenda separately, which was seconded by Cllr Fenney. Cllr Naughton-Dean proposed that the above be deferred to the Governance Working Party, seconded by Cllr Keates- **ALL AGREED** Otherwise all payments recommended for approval

<b>Receipt's for June</b>		
Funfair Income	£660.00*	
Allotment Rents	£284.73	
Bank Interest	£7.71	
<b>Payments</b>	<b>Description</b>	<b>Amount</b>
190601- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
190602- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
190603- John Davies	Caretaker Salary, Mileage	
190604- Andrew Norton	Youth Worker Salary	
190605- Vonage	Parish Phone	£9.25*
190606- Cleaner	Changing Rooms Cleaning	£36.00
190517- Printerland	Clerks Toner	£341.34*
190607- RB Consultants	Internal Audit Fees	£60.00
190518- HP	Clerk RFO PC	£895.20*
190608 Sign Studios	Chevron Sign	£132.00*
190610- Amazon	Gloves	£6.44
190611- Amazon	Chainsaw Helmet	£8.98
190612- Amazon	Safety Gloves	£18.98*
190613- Wilkinsons	Consumables	£28.75*
190614- Community Land Use	NHP Consultant	£700.00
190615- Nat Allotment Society	Membership Renewal	£66.00*
190616- Allotment Supplies	Fencing	£58.28
190617- KALC	Training Course	£72.00*
190618- Local loft	Yearly Storage Fees	£520.00
190619- Norton	Anti-Virus Multiple PC's	£84.99*

\*Includes VAT (reclaimable)

Proposed by Cllr Dibble, Seconded by Cllr Baxter- **ALL AGREED**

**36.7 S106 Monies Cliffe Woods-**

Following an email there has been various suggestions for allocations of the S106 money that has been given following the Esquire development. Any further suggestions, please supply them to Clerk PO. Chair recommended Cliffe Woods Changing Rooms with associated car park and the shop car park be put forward as possible village enhancements. This was proposed by Cllr Fenney, seconded by Cllr Cooper- **4 AGREED, 1 ABSTENSION.**

**36.8 Grants and Donations-**

A grants and donations form have been sent to Cliffe Brownies and Medway Youth Centre, following requests received by email. Medway Youth did send their form back in time for this meeting. Cllr Dibble proposed a donation

of £1000 (£500 per ward), with the understanding that advertising for sessions are clearly done, seconded by Cllr Walton- **ALL AGREED.**

There was also a donation request from St Helen's Church (£1000). This has been granted each year by the Parish Council and was added to the 2019/20 Budget. Chair proposed the Parish Council release the £1000 grant, Seconded by Cllr Darwell- **9 Agreed, 1 Against- MAJORITY DECISION.**

Still awaiting completed form from Brownies.

**36.9 Changing Room Update (Cllr Naughton-Dean/Clerk PO)**

A site meeting was held with Mr Tom Fenney and a suggestion was made to apply an improved flooring solution during the summer months. A quote from Polycoat flooring is being obtained for the flooring issues (other quotes will be required). Cllr Naughton-Dean has also met with the builders and has had assurances that the floor was sealed and screeded. Cllr Wenban is sourcing costings for quarry tiles as an additional flooring quote. It was also noted that a full deep clean will be needed before the start of the next season, along with a heating system drain. It was also recommended that the boot scrapers/cleaners be purchased before the start of the next season. Cllr Naughton-Dea proposed that the Manager/Responsible Adult of the team be responsible for the appearance of the changing rooms, once a game has finished after matches, this was seconded by Cllr Fenney- **ALL AGREED.**

**36.10 Relief Caretaker/Relief Cleaner to appoint**

There has been an enquiry about the position from our website, Clerk RFO has sent details and is awaiting a response. Clerk PO also has another possible lead, which will be followed up.

**36.11 The Buttway**

**Grass Surface/Vehicle Parking Entrance** – Permanent strengthening after of the main vehicle entry/exit will need to be done after the Summer Fete as it will need to be left to allow grass to re-grow.

**Overnight nuisance** – Two fencing/bollard quotes have been received and will be discussed; A third company quote is awaited.

**Drainage-** Mike's Maindrain have been and probed (with camera) the drains to find the cause of the constant flooding in that area. The recommendation is that the tarmac surface would need to be opened up to provide a permanent fix (report awaited).

**36.12 Cliffe Fairground-** There were no problems with the fair. All money was received and deposited into account (£660 including £110 VAT@20%). They have also shown an interest in holding a fair in Cliffe Woods. It was recommended that a meeting with the council be arranged before future events.

**36.13 Cliffe Play Area -** The annual inspection has now been booked by Clerk PO and the report is awaited. It was noted also that there was an incident at the park of a child falling over and cutting their knee on broken glass. This has been added to the accident book. Following on the report of the accident it was recommended that additional signage be looked at, i.e No Alcohol, Glass/Bottles).

**36.14 Allotments-** Reminders have been sent out for all the outstanding invoices; a date has been set of 07.06.19 for them all to be paid. If there is still non-payment then a letter of termination will be issued. There are still several available plots. A new tenant visited the site with Clerk RFO and has agreed to rent two plots.

**36.15 GDPR Email-** Following a recent email regarding 'the right to be forgotten' would all Councillors confirm they have actioned the advice given. All councillors present did confirm they have followed the advice.

**36.16 Parish Computer-**

Clerk RFO has now received and set up a new PC

**36.17 AOB (notified before, or at the start of the meeting)**

None

**Finance Meeting finished at 21:40**

37 **REPORT: ALLOTMENTS- Cllr Clements, Letheren**

The Clerk(RFO) reports the majority of renewal payments have been made, but some plots have been given up and re-allocated or made available for new applicants. Those that have not paid have now received a final notice. Cllr Clements and allotment holders have carried out a strengthening of the metal boundary fence, Cllr Keates has supplied some taps and Cllr Letheren has fitted them.

38 **REPORT: - Planning Committee- (Cllr Harper/Clerk (PO)) Both March and April Planning Meetings**

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

**MC/19/1025 2 Chesterton Road Cliffe Rochester Medway ME3 7QX**

Construction of a part two storey part first floor side extension and conversion of garage into habitable room (demolition of existing conservatory),

No Objection, but need to insure adequate car parking is retained due to location.

**MC/19/1157 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Installation of estate fencing to the perimeter of the plot with vehicular gate together with the continuation of brick & flint wall and installation of gate – No Objection

**MC/19/1158 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Listed building application for the installation of estate fencing to the perimeter of the plot with vehicular gate together with the continuation of brick & flint wall and installation of gate (Listed Building – no objection)

**MC/19/1280 4 Woodside Green Cliffe Woods Rochester Medway ME3 8JZ**

Construction of single storey extension to front and rear – Car parking to rear in Shaw Close, no objection

**MC/19/1366 Manor Farm West Street Cliffe Rochester Medway ME3 7TH**

Construction of a single storey detached garage – No objection

**MC/19/1389 Land West Of Merryboys Farm House Cooling Common Cliffe Woods Rochester Kent ME3 7TP**

Application for non-material amendment to planning permission MC/18/1863 - to increase the height of the window in bedroom 3 to allow for internal alterations – window only, no objection

**GRAVESHAM/HIGHAM 20190385 Little Mockbeggar, Town Road, Cliffe Woods, Rochester, Medway**

Use of land for the stationing of 4 x caravans for the occupation by seasonal agricultural workers all year round; the stationing of 16 x caravans occupation by seasonal agricultural workers from 01 March to 31 October and the unoccupied storage of the 16 caravans over winter. Express concerns about the location of the caravans and visibility from the roads, Suggest relocation behind the approved cold store.

- 38.2 **Planning Applications Received after the Planning Committee and the Agenda for this meeting**

- 38.3 **Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting**

None

#### **38.4 Other Planning Issues**

##### **Medway Local Plan**

Consultation on a Draft Plan is planned for the June/July 2019, until after a decision is reached on a Housing Infrastructure Fund bid of £170m (due Spring 2019) for road and rail improvements.

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

The outline planning application for up to 225 dwellings was refused by Medway Council, and Gladmans Appeal, due to the size of the development the application was 'called in' for the Secretary of State for Housing, Communities and Local Government (the Minister) to make the final decision. The public inquiry was held in November/December 2017 and the inspector recommended Approval. The Minister assessed the application and disagreed with the Inspector and refused the appeal. This would normally have been the end of the process but in late December 2018 Gladmans decided to request a review of the decision in the High Court, asking for the Minister's decision to be quashed. This appeal is related to HOW the decision was made, rather than the planning principles (there was information that came to light after the Inspectors approval – some of it was consulted on, but some was not). It may come down to whether the key additional information (new housing supply figures after changes to the NPPF) was 'government policy' where consultation is not required. Re-application MC/19/0287 (comments by 1/3/19) Initial comments sent, reserving the parish council's position and notifying of further comments to be submitted later when a meeting can be held with Medway Council + Letter from High Court. Court all-day 14<sup>th</sup> May 2019, part day on 16<sup>th</sup> May (2.5 Hours). **Cllrs McDermid, Harper and Clerk (PO) attended both days. The decision is unlikely to be received until July/August – if Gladmans claims are approved the application will go back to the Minister for re-consideration, if rejected (in full), the application will stand refused (but a new/duplicate application has been submitted, which will need to be considered by Medway Council, but with the High Court decision as input. (SMcD, FH and CF can update as necessary – brief report added to website/news items)**

##### **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

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited. **Double Yellow lines implemented on the View Road bend, paid for by the development.**

##### **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). The planning application has now been submitted (MC/18/2961). The applicant has asked if he can meet with the parish council to discuss his application further following the Gladman's refusal. Redrow had pulled out, but Esquire continued. This was approved in April.

##### **Neighbourhood Plan – Site Allocation**

###### **Community-Led Housing**

Situation with Redrow and Gladman's applications being monitored and IF approved could provide Local Needs Low-cost/Affordable Housing as identified by the Housing Needs Survey in 2017–

needs an external organisation with business skills – Clerk (PO) is seeking to attend consultation events in Dover.

**39 REPORT: OTHER COMMITTEES**

**39.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell**

Nothing to report

**39.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks**

Reported on current work and the new projected completion of December 2019. There is likely to be an implication on costs although the final stages are paid for by Medway Council. Nothing new to report- ongoing

**39.3 Youth Liaison- General Report- Cllr Walton**

Clerk PO has arranged a scope meeting with residents to gauge what they would like out of the Youth Clubs to try and gather additional support also. Cllr McLeod also offered to help where needed.

**39.4 Governance Working Party- Cllr Naughton-Dean**

Meeting held on 11.06.19- Tasks assigned for each member. Next meeting 08.07.19

**40 REPORT: OTHER BODIES**

**40.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)**

Nothing to report-

**40.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton**

An Elvis Night was held with great success.

Next event will be the Fete- 22.06.19

**40.3 Cliffe Memorial Hall – General Report – Cllr Fenney.**

**40.4 Brett's Liaison – Cllr McDermid/Clerk (PO). Nothing to report,**

**40.5 Rural Liaison Committee – Cllr Naughton-Dean Nothing to report**

**40.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper.**

Nothing to report- Next Meeting 24.07.19

**40.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble**

Nothing to report

**40.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Chair/Cllr Fenney**

Nothing to report

**40.9 Friends of North Kent Marshes Cllr Darwell –**

Cliffe Fayre 29.06.19

**41 Other Reports – None**

**Other items to be handed to the Clerk for the next meeting on 13<sup>th</sup> June 2019 the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm**

Meeting Closed at 21.50

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





**Appendix MA1903**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18</b>	<b>Action By</b>
Sep 66.13 Nov 97.14	<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. 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 AGREED at November 18 meeting. <b>To be agreed after the election</b>	Clerk PO/Vice-Chair/Cllr Cooper
Oct 86.2	<b>Neighbourhood Plan</b> – 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 – <b>project grant funding now used up.</b>	Clerk (PO) NHP

