



PRESENT: Cllrs Barry Dibble (Chair, BD), Robert Wyatt (Vice-Chair, RW), Sue McDermid SM, Fred Harper FH, Peter Moore PM, Peter Clements PC, Annette Cooper AC, Jim Wenban JW, Ken Kentell KK and Joan Darwell JD

Parish Clerks- Alex Jack (Clerk PO), Michelle Dolley (Clerk RFO)

The meeting opened at 7.30

NO	ITEM
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| 100 | APOLOGIES FOR ABSENCE – Cllrs Sandra Fenney (Unwell), Vivienne Walton (Family Illness) and Ray Letheren (Unwell)
Cllr RW proposed to accept these apologies, seconded by SM- ALL AGREED. |
| 101 | DECLARATIONS OF INTEREST – Cllr SM (Cliffe Woods Community Association) and Cllr JD (Cliffe Memorial Hall) |
| 102 | CO-OPTION - There are a total of three vacancies, one vacancy in the Cliffe Woods Ward and two in the Cliffe Village Ward. They can be filled by co-option and run to May 2023 only
Mr Chris Fribbins was present to seek co-option. Discussions took place on the co-option and Cllr FH proposed to accept Mr C Fribbins for co-option, seconded by Cllr SM- 6 AGREE, 3 AGAINST, 1 ABSTENSION - MAJORITY DECISION. |
| 103 | ADJOURNMENT - No members of the public were present for the meeting. |
| 104 | APPROVAL OF MINUTES OF MEETING
Approval of Minutes of Meeting held on 10/11/2022- These were proposed as correct by Cllr RW, seconded by Cllr PM- 9 AGREE, 1 ABSTENSIONS- MAJORITY DECISION |
| 105 | MATTERS ARISING FROM MINUTES OF MEETINGS None |
| 106 | REPORT: CLERKS
106.1 Clerk PO spoke about the parish council website updates.
Clerk PO also reported the salt bin at Cliffe Woods car park has solidified and is unusable. A new salt bin and removal of the current one will be needed. Costs to be sought. |
| 107 | REPORT: CHAIR
Chair reported on the handover between Mr Chris Fribbins, and Alex Jack has been ongoing.
He also discussed items that had been brought to his attention such as securing confidential items, including password files and banking details. The IT Security needs improving, and it was proposed that an independent IT consultant conducts an audit of this. Costings will need to be provided. |
| 108 | MVA Befriending Together Volunteer Support – item for discussion as circulated by Cllr Wyatt
Cllr Wyatt mentioned that he is following up on this. Cllr SM also reported that WhoCares have provided a leaflet with Xmas Lunch places still available, events happening on the Peninsula, Lunch Club, and an activity day |
| 109 | Report: Finance & General Purposes (Cllr Wyatt/Clerk RFO) To receive a report and recommendations of the F&GP meeting held on 06 /12/22 at St Helens House, Cliffe
a) To note financial reports (to 30/11/22)- NOTED
b) To note and consider Payments and Receipts and approve as necessary. After looking through the payments it was also agreed to cancel the Zoom subscription. Cllr JW also wanted to note that companies conducting work especially in the changing rooms need to have a vetting process more thoroughly. Payments were proposed by Cllr AC, seconded by Cllr PM- 9 AGREE, 1 ABSTENSION- MAJORITY DECISION. |

c) Recommendations from F&GP Committee

i) Changing rooms report- The cleaning handover still needs to happen, Mr C Fribbins will liaise.

d) Other items of note from F&GP Committee (no decisions required)

Other items of note from F&GP Committee (no decisions required)

- **Parish Council ¼ Review- Report Circulated**
- **Thank You Letters- Cllr RW and Clerk PO to organize**
- **Charity Event Date on Recreation Ground- 17.06.2023**

109 B- Receipts and Payments October November

Receipts	November	December
Bank Interest	27.56	
Allotment Rents	74.95	
Cliffe Crusaders		720.00
Payments	Description	Amount
221201 Chris Fribbins	Nov Salary, Home Allow	
221202 Michelle Dolley	Nov Salary, Home Allow	
221203 John Davies	Nov Salary, Mileage	
221206 Alex Jack	Nov Salary, Mileage, Home Allow	
221205 HMRC	PAYE ½	682.26
221215 RGP Electrical	Changing Rooms Elec Work	586.46*
221207 Brian's plumbing	Changing Rooms plumbing	396.00*
221213 Alex Jack	Xmas Expenses	£34.90
221214 Safeplay	Annual Inspection	£462.00
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
221209 ZOOM	Monthly Subscription	£14.39*
221204 Vonage	Parish Phone for July	£10.25*
221208 British Gas	Changing Rooms Elec Bill	£139.74*
221211 John Davies	Caretaker Equipment	£38.18
221210 Alex Jack	Key Cutting	£12.00
221112 KCPFA	Annual Fee	£20.00
221113 Argos	Clerk RFP Printer Ink	£21.99*
221114 A Jack	Expenses	£4.30
221212 Business Stream	Water Bill	£383.69

- **Represents VAT, Reclaimable**

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

- 110 Report: Annual budget preparation (ClerkRFO)** To consider a draft budget for 2023/2024 as circulated (final version to be agreed at the January 2023 meeting).
Cllrs discussed the proposed budget. During this it was agreed to increase the church grant to £1500 and omit the wording of churchyard from this. Cllr RW proposed to accept this budget, seconded by Cllr FH and **10 AGREE, 1 ABSTENSION- MAJORITY DECISION**

It was also noted to invite hall committee members to the next meeting to view their accounts.

111 REPORT: ALLOTMENTS- Cllr Clements, Letheren

111.1 Report has been circulated.

111.2 Redrow- Offer of Allotments- Legal advice is being sought on the matter. In principle accept the allotments subject to clarification of land ownership. Cllr KK proposed to accept this, seconded by Cllr SM- **ALL AGREED**

- 112 REPORT: PLANNING COMMITTEE** (Cllr Harper) The Committee met on 24/11/22 at the Emmanuel Centre,

Cliffe Woods and was attended by Cllrs Harper (Chair), Cooper, Kentell, McDermid, Moore, Wenban

112.1 Planning applications received:

A) MC/22/2676 - Land West of Merryboys Farm (Plot 6) Cooling Common Cliffe Woods Rochester ME3 7TP Details pursuant to condition 9 (details of roof lights and external staircase) on variation of condition application MC/22/2165 - Variation of condition 2 (drawing numbers) of planning permission MC/21/3356 to reconfigure the approved first floor layout to provide a main family bathroom with vaulted ceiling over, reconfigured bedroom 1 to include a dressing area along with the en-suite; 3 rooflights added over en-suites to bedrooms 1 & 2, see drawing 21-29-P20 A together with roof space over garage to be boarded to provide an office space with external staircase and 4 rooflights.

Comments: None

112.2 Planning applications received after publication of the Planning Committee and the Parish Council Agenda:

a) MC/22/2831 – 2 Bronte Close, Cliffe Woods, Rochester ME3 8TZ
Construction of a single storey extension with 2 roof lanterns to the rear.
Cllr FH Proposed no objections

112.3 Other planning issues:

- a) MC/22/0254 Trenport Land to East and West of Church Street Cliffe** - Outline planning application for access has been refused by Medway Planning. Planning appeal expected.
- b) MC/21/1287 Redrow (Gladmans) site west of Town Road Cliffe Woods** – Planning application approved, site issues and development concerns continue to be raised with Medway Council. S278 Highways Design issues being followed up, including potential road closure/diversions.
- c) Redrow Land South of Buckland Rd** – CCP, Redrow agents have distributed leaflets asking for consultation comments regarding new proposal for extra 45 houses, this land is attached to existing site development at Oakleigh Fields, consultation date 14/12/22.
- d) MC/21/1694 Esquire (Orchard) south of View Road Cliffe Woods** – Natural England have expressed concerns regarding approval.
- e) 2 Tennyson Avenue Cliffe Woods** – Reported to Medway Council (Planning Enforcement).
- f) MC/22/1713 Retirement Development Land South of View Road Cliffe Woods**– Due before Medway Planning shortly, expiry date 10/12/22.
- g) MC/22/2329 - 1 St Helens Cottages, Buttway Lane**, Cliffe Construction of a single storey and basement extension to rear – reply received to our consultation comments and additional plans added.
- h) Draft Local Plan** – Medway are now planning to return to Regulation 18 which will delay the plan until early 2025.

- 113 Cliffe and Cliffe Woods Neighbourhood Plan**
Awaiting a response from the Planning Inspector who is carrying out the examination of the Neighbourhood Plan. Chasing Medway Council for an update.

114 Report: Other Committees

- 114.1 Footpaths and Common Land – General Report – Cllrs Harper and Cooper-**
Cllr JD reported that the RSPB Warden is cleaning some vegetations and restoring a bench.

114.2 Personnel Committee- Cllrs Dibble, Fenney, Walton & Clerks (as necessary)

Committee not met

115 Report: Other Bodies

115.1 Cliffe and Cliffe Woods Community Trust – Report – Cllr Kentell

Cllr KK reported that there has been an issue with the charity commissioning group over the name change.

115.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-

Cllr SM reported on the quiz nights. The planning application is still with Medway Council

115.3 Cliffe Memorial Hall- General Report- Cllr Fenney/ Cllr Darwell

Cllr Darwell reported on the Christmas fayre and how well attended it was. There is also a Christmas lunch organized for approx. 50 people. There is also the Santa Parade on 23.12.2022.

The drainage issues meeting has been rescheduled for the 09.01.2023

115.4 Brett's Liaison- Nothing to report- Cancelled date to be rearranged.

115.5 Rural Liaison Committee- Cllr Wyatt – Report circulated

115.6 Kent Association of Local Councils- Cllrs McDermid/Harper- Next meeting in January

115.7 Patient Participation Group- Cllrs McDermid/Fenney- Cllr SM reported that there is a pre-meeting on 10.01.2023 and the actual meeting will be on 02.02.2023

115.8 Events- Cllr Darwell (Cliffe) and Cllr Walton (Cliffe Woods)-

Already reported on elsewhere

116 Other Reports - Nothing to report

Other items to be handed to the Clerk for the next meeting on 19th January 2023 at 7:30 pm in The Emmanuel Centre, Cliffe Woods.

MEETING CLOSED AT 22:20

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). Planning Inspection examination schedules September 2022.
	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.