



**Cliffe and Cliffe Woods Parish Council**  
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

## **MINUTES**

Minutes of the meeting held on Thursday 10th August 2023, 7:30 pm at  
the Memorial Hall, Church Street, Cliffe ME3 7PU

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Peter Clements, Joan Darwell, Sandra Fenney, Jim Wenban, Sue McDermid, Annette Cooper, Fred Harper, Vivienne Walton.

Council Staff Present: Lissi Watt – RFO & Assistant Clerk  
Alex Jack – Clerk PO

208 **Apologies for Absence**

Cllr K Kentell & Cllr R Letheren were absent.

It was proposed by Cllr R Wyatt and seconded by Cllr V Walton that apologies be accepted. All agreed.

209 **Declarations of Interest**

Ongoing declarations are published on the parish council website. No new declarations of interests or lobbying were made.

210 **Co-option – Currently three vacancies, one in Cliffe Village Ward and two in Cliffe Woods Ward.**

No current interest.

**Adjournment** (*Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).*)

No members of the public attended.

211 **Approval of Minutes of Meeting held on 13/07/23**

It was proposed by Cllr R Wyatt and seconded by Cllr J Wenban that the minutes of the previous meeting be accepted as a true reflection of the prior meeting. 6 agreed, 2 abstentions.

*Cllr C Fribbins arrived.*

212 **Matters Arising from Minutes of Meeting on 13/07/23**

None

213 **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**

The RFO reported correspondence with Internal Auditor for the 2023/24 financial year.

214 **Report: Chair (Cllr Dibble)**

The Council Chair Cllr B Dibble spoke on matters including the following:

The improvement in allotment management resulting in a clear improvement at the allotments.

Staff work on the IT change over.

Clerk and Cllr work on the pitches at the Recreation Ground.

Special thanks to Cllr J Wenban and the team of fabricators that worked on play area and ball court. Cllr J Wenban has put a lot of his own time into the refurbishment of the play area.

## Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk RFO)

Cllr B Dibble and the RFO gave verbal reports on the following business conducted at the recent F&GP meeting.

The F&GP committee met on 01/08/23 at St Helens House, Cliffe.

- a) To note financial reports (to 31/07/23)  
The council reviewed financial reports for all transactions that took place in July 2023. No questions arose.
- b) To note and consider Payments and Receipts and approve, as necessary.  
It was proposed by Cllr R Wyatt and seconded by Cllr J Wenban that the payments listed as payments for approval be authorised for payment. All agreed.
- c) Recommendations from F&GP Committee
  - i) Delegated powers to approve staff monthly wage payments and HMRC direct debits

It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that the council add the authorisation of all staff related PAYE payments to the delegated powers of the Finance & General Purposes Executive Committee. All agreed.

**Action: Clerk** to change F&GP Terms of Reference, **RFO** to make any appropriate change to the financial regulations/standing orders.

- ii) Caretaker/Groundsperson

It was proposed by Cllr C Fribbins and seconded by Cllr R Wyatt that due to the sensitive nature of the discussion this item be discussed as a private session. All agreed.

- iii) CCTV upgrade

The Clerk made a verbal report regarding CCTV for the Recreation ground. The CCTV monitor is broken however the Clerk has access via an app. The original installation company has loaned a recorder box. Camera angles are to be adjusted. Quote has been received for a lockable cabinet and camera upgrades. Approximately £1500 + VAT. £3000 is budgeted. ICO licence is in place.

It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney that the quote be accepted to upgrade the cameras. All agreed.

- iv) Assistant Clerk/RFO permanent position

It was proposed by Cllr R Wyatt and seconded by Cllr A Cooper that due to the sensitive nature of the discussion this item be discussed as a private session. All agreed.

The Assistant Clerk/RFO left the building while the discussion took place and on return was asked to minute the following:

It was proposed by Cllr B Dibble and seconded by Cllr J Wenban that Lissi Watt be formally offered a permanent contract of employment as Assistant Clerk & RFO to commence 15<sup>th</sup> August 2023. Also, that a requirement for continuing professional development (CPD) be added to the contract. All agreed.

The Assistant Clerk/RFO returned to the meeting.

- v) Funding request for Cliffe bonfire event

Cllr J Darwell spoke on the potential for the council to fund a fireworks display.

It was proposed by Cllr J Darwell and seconded by Cllr S Fenney the council provide up to £1000 in funding for a parish fireworks display 5 agreed, 6 voted against.  
As a result of the vote the council will not be providing funding for a firework display.

- vi) Memorial Hall drains – further work

Clerk gave a verbal report. A report of further work to the drains at the memorial hall has been received from the repair company amounting to an extra £4500. This is beyond what insurance has already covered. No evidence of the work required has yet been supplied.

- d) Other items of note from F&GP Committee (no decisions required)
  - i) Memorial Hall request to site a storage container to rear of car park and provide paved area rear of hall.  
Noted.

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#### **Report: Allotments (Cllrs Clements/Letheren/Wyatt/Clerk/PO)**

Cllr R Wyatt gave a verbal report. The allotment terms and conditions are to be updated.

The council wishes to express sincere gratitude to Cllr R Letheran for going above and beyond for the council at times and in this case donating the water keys for the allotment plot holders.

The opening and closing of allotment gates for reasons of security was raised by Cllr P Clements.

**Action: RFO** to add the gate to F&GP agenda for discussion

217

#### **Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 27/07/23 at the Emmanuel Centre, Cliffe Woods. The report was circulated prior to the meeting.

##### 217.1 Planning applications received:

Reports on the following items were noted.

- a) **MC/23/1493 Land South of View Road Cliffe Woods Rochester** - Construction of 68 residential dwellings including affordable housing, associated vehicular parking, landscaping, open spaces, drainage and earthworks and formation of a new access from View Road. Details Pursuant, technical details. **No comments required.**
- b) **MC/23/1462 Land Rear Of 56-60 Town Road Cliffe Woods ME3 8JJ** - Construction of a detached dwelling with associated parking, cycle storage, boundary treatment and landscaping - resubmission of MC/22/1836. **No comments required.**
- c) **MC/23/1106 Land at Town Road Town Road Cliffe Woods Rochester (Redrow Development)** - Variation of condition 1 of planning permission MC/21/1287 to enable change to the proposed landscaping to remove pond and replace with small traditional orchard. **No comments required.**
- d) **MC/23/1522 Caravan 2 Squirrels Drey Well Penn Road Cliffe Rochester Medway ME3 7SD** - Application for a Lawful Development Certificate (proposed) for changing the location of the existing caravan so that it sits at a 90 degree angle to where the existing unit is sited and the proposal comprises using land for stationing a residential caravan and occupying it for independent residential accommodation on land that has been used this way for more than 10 years. (No material change of use involved.) **Comment to be raised:** The developments on this site do need to be investigated and regulated. If the Planning Authority is minded to approve the LDC, it should apply to the caravan only and not the definition of the site for residential purposes with a full planning application (removal of PD rights if necessary).
- e) **MC/23/1570 Land Adjacent To 3 Swingate Avenue Cliffe ME3 7QZ** - Part retrospective - Construction of a detached, three-bedroomed dwelling incorporating a dormer to rear, single-storey extension to rear and single-storey extension to front. **Comment to be raised:** The reasons for the refusal of the original application were partly down to over-development of the plot. This application has increased the size of the development. If the planning authority is not minded to request the return of the development to its approved state, there are still issues with the parking provision. Two spaces are indicated but are very tight and would not conform to the standards in the Cliffe and Cliffe Woods Neighbourhood Plan so further work should be requested to provide the required car parking spaces. Frosted windows may be required where the new windows overlook the neighbouring properties.
- f) **TPA/23/1499 Boundary Between 16 And 14 Wharf Lane Cliffe ME3 7UE** - T1 - Sycamore - Fell and replace. **Comment to be raised:** It is important that a replacement tree is planted and maintained for at least 5 years to ensure it becomes established.
- g) **MC/23/1247 7 Wharf Farm Wharf Lane Cliffe ME3 7UE** - Retrospective application for engineering works to facilitate a single-storey extension to lower ground floor together with decking and steps to the rear. **Comment to be raised:** The C&CWPC have raised the issue of properties on this side showing garden areas, or potentially extending into the RAMSAR site to the North – this does need to be investigated and action taken if necessary.  
**Action: Clerk** to send comments raised to Medway Council planning representatives.

217.2

Planning applications received after publication of the Parish Council Agenda:

Cllr C Fribbins presented a verbal report with supporting documents on some further planning applications. No decisions were required and the reports were noted.

217.3 Other planning issues:

Reports on the following matters were noted. No decisions were required.

- a) **MC/22/0254 (Trenport Appeal) Land to the east and west of Church Street, Cliffe**
- b) **MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods**
- c) **MC/21/1694 Esquire development, View Road, Cliffe Woods**
- d) **Draft Local Plan**

The planting of further trees in the parish was raised by Cllr S McDermid and discussed.

**Action:** RFO to add the planting of trees in the parish to the F&GP agenda.

218 **Report: Cliffe and Cliffe Woods Neighbourhood Plan (Cllr Fribbins)**

Cllr C Fribbins gave a verbal report which was noted by the council.

**Action:** RFO to review budget left in neighbourhood plan.

219 **Report: Other Committees**

219.1 Footpaths and Common Land – Cllr Cooper gave a verbal report which was noted

219.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt – The verbal report was noted.

220 **Report: Other Bodies**

220.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton – Fallen tree reported. Report was noted.

220.2 Cliffe Woods Community Association Liaison – Cllr Walton – An email was received regarding a MC tree obstructing street light in car park. Report noted. The Association thanked the Council for the recent installation of the bleed control kits inside the defibrillator cabinets.

220.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney – It was reported that committee members have been re-decorating the hall and ensuring maintenance of the floors. There has been a donation of a flagpole which may need planning permission to be put up. Report noted.

220.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – No report.

220.5 Rural Liaison Committee – Cllr Wyatt – No report.

220.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – There was a recent presentation on archaeology. The next meeting is in October.

220.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid – surgery opening times were recently discussed at the PPG. Report noted. 28<sup>th</sup> September – Carers' afternoon to be reinstated under a new name.

220.8 Events – none.

221 **Other Reports – Other items to be handed to the Clerk for the next meeting on 14/09/23, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods**

The Chair allowed the following under other reports due to the urgent nature of the repairs.

Cllr J Wenban gave an update on the refurbishment of the swings and the wider refurbishment of the play area. Several quotes were received for the fabrication of the required scramble net with £378.46 plus £35 fitting plus VAT being the most acceptable from Structural Steel Consultancy Ltd.

Cllr J Wenban proposed that quote is accepted. Seconded by R Wyatt. All agreed to accept quote.

Cost of required repair to play tractor is £174.07 plus VAT. Cllr J Wenban proposed the quote is accepted, Cllr R Wyatt seconded and all agreed.

Further quotes have been received for the safety gates required to the Play Area and will be received at the next F&GP meeting.

The meeting was closed at 21:43

Signed as a correct record of proceedings:  
Chairman:

Date:

*Lissi Watt, Assistant Clerk & RFO, 16/08/23*