

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the
Emmanuel Centre, Cliffe Woods

On Thursday 14th September 2017



PRESENT: Cllrs Sue McDermid - Chair, Annette Cooper (AC), Ron Naughton-Dean (RND), Vivienne Walton (VW), Fred Harper (FH), Jim Wenban (JW), Ray Letheren (RL), Joan Darwell (JD), Peter Clements (PC), Andy Keates (AK).

Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.30 pm.

NO		ITEM
62.0		APOLOGIES FOR ABSENCE Cllr Lynne Bush – holiday, Cllr Phil Stanley – holiday, Cllr Sandra Fenney – unwell, Cllr Faith Eyers, Cllr Derek Graves, ACCEPTED
63.0		DECLARATIONS OF INTEREST - None
64.0	64.1	Councillor Co-Options After the formal notice of vacancies were displayed on all five noticeboards and on the parish website, there have been no calls for an election for either vacancy and the parish council is now able to co-opt. Co-option is in the power of the parish council. As long as the person qualifies as a councillor, they can be co-opted. The council, however, does not have to co-opt and can choose any qualifying candidate. Cliffe Woods – one vacancy remains (NO NOMINATIONS RECEIVED)
65.0		APPROVAL OF MINUTES OF MEETING HELD ON 10/08/2017- after an amendment to item 52.4 Youth Shelter, proposed Cllr Naughton-Dean, seconded Cllr Walton AGREED.
66.0		ADJOURNMENT - None
		MATTERS ARISING FROM MEETING HELD ON 13/07/17 (See action list with minutes)
67.0		REPORT: CLERKS
	67.1	Correspondence - e-mails distributed through the month
	67.2	Matters dealt with since last meeting (verbal report at meeting)
68.0		Annual Report 2016/2017 Response received from the external auditor (one minor item) now needs to be displayed on noticeboards, available on the website and available on paper (£10).
69.0		Cliffe Recreation Ground – Youth Shelter The youth shelter is showing signs of its age and abuse. The metal skin has come away from the frame and fires lit inside the shelter have burnt through and the outside is rusting. Despite previous requests from local youth to keep it and a promise to look after it, it continues to be abused. It continues to be a focus point for anti-social behaviour, with evidence of drug taking and abuse of recreation ground users, allotment owners and damage to the rugby pitch and posts. Glass bottles are thrown onto the ball court from the location and rubbish is a problem for the caretaker. A recommendation on the future of the shelter is now requested. 1) Youth shelter to be removed as no longer fit for purpose, proposed chair, seconded Cllr Naughton-Dean ALL AGREED 2) Youth and residents to be informed of its removal, when a scheme for its physical removal has been established proposed Chair, seconded Cllr Harper ALL

		AGREED																																										
70.0		REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenny/Clerk (RFO/PO))																																										
	70.1	Finance Report – August report circulated.																																										
	70.2	<p>Receipts and payments To note income below received</p> <table> <tr> <td>HMRC</td><td>Vat return (Jan-Mar)</td><td>£196.70</td></tr> <tr> <td>HMRC</td><td>Vat return (Apr-Jun)</td><td>£1,350.35</td></tr> <tr> <td>NatWest</td><td>Interest</td><td>£0.21</td></tr> <tr> <td>Cliffe Crusaders</td><td>Rugby pitch rent (£10 o/s)</td><td>£250.00</td></tr> <tr> <td>Allhallows PC</td><td>Paper contribution</td><td>£2.50</td></tr> <tr> <td>Medway Council</td><td>Housing Needs survey contribution</td><td>£2,000.00</td></tr> </table>	HMRC	Vat return (Jan-Mar)	£196.70	HMRC	Vat return (Apr-Jun)	£1,350.35	NatWest	Interest	£0.21	Cliffe Crusaders	Rugby pitch rent (£10 o/s)	£250.00	Allhallows PC	Paper contribution	£2.50	Medway Council	Housing Needs survey contribution	£2,000.00																								
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		<p>To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated</p> <table> <tr> <td>Chris Fribbins</td><td>Clerk salary, home allowance, mileage - PAYE</td><td>£</td></tr> <tr> <td>Sue Hibbert</td><td>Clerk salary, home allowance, mileage PAYE</td><td>£</td></tr> <tr> <td>Mike Johnson</td><td>Caretaker pay, mileage, petrol – PAYE</td><td>£</td></tr> <tr> <td>Mike Johnson</td><td>Petrol re-imburement</td><td>£7.07*</td></tr> <tr> <td>Mike Johnson</td><td>Hedging shears/broken padlock</td><td>£34.52*</td></tr> <tr> <td>Mike Johnson</td><td>Black sack ring</td><td>£13.75</td></tr> <tr> <td>Vonage</td><td>Parish phone</td><td>£9.45*</td></tr> <tr> <td>EE</td><td>Dongle</td><td>£21.56*</td></tr> <tr> <td>Cliffe Woods PO</td><td>Book 12 x 2nd class stamps</td><td>£6.72</td></tr> <tr> <td>Came & Company</td><td>Insurance renewal 1/10/17-30/9/18</td><td>£1,420.85*</td></tr> <tr> <td>Thomas Fabrications</td><td>Rec grds new bollards & small hall car park barrier</td><td>£1,200.00*</td></tr> <tr> <td>12PayLtd</td><td>Payroll package licence renewal</td><td>£79.20*</td></tr> <tr> <td>Meopham Fencing</td><td>Buttway fencing</td><td>£4,678.03*</td></tr> <tr> <td>Instantprint.co.uk</td><td>Annual Report Clarion</td><td>£173.00</td></tr> </table> <p>PAYMENTS APPROVED, proposed Cllr Naughton-Dean, seconded Cllr Walton - AGREED</p>	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	Petrol re-imburement	£7.07*	Mike Johnson	Hedging shears/broken padlock	£34.52*	Mike Johnson	Black sack ring	£13.75	Vonage	Parish phone	£9.45*	EE	Dongle	£21.56*	Cliffe Woods PO	Book 12 x 2nd class stamps	£6.72	Came & Company	Insurance renewal 1/10/17-30/9/18	£1,420.85*	Thomas Fabrications	Rec grds new bollards & small hall car park barrier	£1,200.00*	12PayLtd	Payroll package licence renewal	£79.20*	Meopham Fencing	Buttway fencing	£4,678.03*	Instantprint.co.uk	Annual Report Clarion	£173.00
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	70.3	<p>Cliffe Woods Car Park Repairs and Maintenance –Cliffe Woods Car Park – Signage Damage – The Clerk(RFO) reports that the person who caused the damage had agreed to pay for the repair and requested that the invoice be passed to him. The new signage is in place and contractor will send the invoice to the person who caused the damage. Further vehicles have hit the barrier with damage to their vehicles.</p>																																										
	70.4	<p>RLG update £4,840 underspend transferred to Changing Rooms Project. After Buttway Fencing paid there is £982 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</p>																																										
	70.5	<p>S106 Update – Changing Rooms Project Meeting Summary Attendance - Sandra Fenney (Chair), R Naughton-Dean, Vivienne Walton, Chris Fribbins Clerk (PO) Applications to Veolia, Leader Programme, Kent Playing Fields Association and Aviva Community Fund to be completed in the next week or two. Letters of support will be required from the Memorial Hall, Football Clubs, Rugby Club, Village Club and Jaz's Minimart. Quotes may be needed for the work – Clerk (PO) will progress applications with Clerk (RFO) and identify any further requirements.</p>																																										
	70.6	<p>Financial Risk Assessment Review Cllr Cooper has prepared a detailed report (circulated to F&GP). Very useful report, Clerk (RFO) to meet with her to discuss some minor issues.</p>																																										
	70.7	<p>Parish Council By-Election Medway Council invoice (and VAT invoices) still awaited, but cost reported as £3,498.01 (before VAT which can be reclaimed). Clerk (RFO) to chase Medway for invoice.</p>																																										

70.8	<p>Relief Caretaker – Vacancy has been advertised on the website, Village Voices, Village Club, Cliffe Woods Social Club – no interest to date (application date extended to 1/10/17). The caretaker is planning leave from 18/9, so arrangements will need to be made to cover the core duties. Cllrs McDermid, Letheren, Darwell & Keates volunteered to help with litter picking. Clerk (RFO) to also contact Norse to see if they could provide some relief cover.</p>
70.9	<p>Fencing/bollards at the Buttway Work now complete.</p>
70.10	<p>Play Park Repairs – Cllr Wenban had carried out the majority of the work. There are still with the inspector's statement that the entrance/exit gates be adjusted to be slower closing (worry about children 'escaping'). Further advice is being sought. The Village Club have slowed down the closing of their gate. The safety surface on some equipment has been 'picked at' – an M&M quote received (see details in F&GP minutes) DONE Ballpark fencing & play are chain-link gate + (allotment fencing slats to be added) – quote from BR Stacey (details on F&GP minutes) DONE (Chainlink gate fixed by Cllr Letheren) The fault with the cargo net connections on the Sutcliffe Leisure equipment had been reported to them, reply was not satisfactory and they have reported that the net needs to be replaced when the damage occurs. Cllr Wenban/Letheren to remove. Clerk(RFO) to seek alternative supplier for a replacement net. A severely damaged bench had been removed and has been refurbished by Cllr Letheren – location being sought away from the Recreation Ground. Two-way Rotator seat damaged and has been removed. Further replacement parts now required due to an 'upgrade' by Sutcliffe (£295.32+VAT) Cllrs Wenban and Letheren will check this out.</p>
70.11	<p>Outdoor Gym Equipment – 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 and awaiting a reply.</p>
70.12	<p>Cliffe Recreation Ground - Plastic bollards replaced and new metal bollard installed to fill the missing bollard (now found and retained for future use). Concern about minute to meet with youth before removal has been challenged and discussed earlier. The caretaker is keeping a log of the Anti-Social Behaviour issues (primarily at the Recreation Ground)</p>
70.13	<p>Football and Rugby Pitch Hire Charges 2017/18 - Payment received from Rugby Club and Cliffe Woods Colts. Clerk (RFO) to follow up payment from Black Lion.</p>
70.14	<p>Damage to Rugby Pitch - The Cliffe Crusaders RFC are not pursuing the damage to the rugby posts with the police and there have not been any costs to reclaim for the pitch damage. KALC advice on legal action ha been received and advice is that out of court discussion should be carried out first if culprits can be reliably identified and there are costs to reclaim.</p>
70.15	<p>Caretaker F&GP discussed the caretaker's duties and his report on damage. He felt that a bush cutter is required and a ride-on lawn-mower – not appropriate at present. Equipment does require formal training and further safety clothing. Clerk (RFO) will liaise with the caretaker.</p>
71.0	<p>REPORT: ALLOTMENTS</p>
71.1	<p>Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Eysers Issues with Anti-Social Behaviour during the month. There had been tenant changes and only one (difficult) plot remains. Letters have been sent to plot holders whose plots need attention. Clerk (RFO) to display updated allotment holders list.</p>
72.0	<p>REPORT: PLANNING</p>

72.1	<p>The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting</p>
	<p>MC/17/2723 2 TENNYSON AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8JF Construction of a rear extension and garage conversion with additional parking Concerns regarding the addition of provision of an access onto the B2000 Town Road, in close proximity to junction with Tennyson Avenue.</p> <p>MC/17/2916 27 HIGHAM ROAD, CLIFFE, ROCHESTER, ME3 7SJ Construction of a single storey rear extension - demolition of existing rear extension No objection</p> <p>MC/17/2565 ALPHA JETTY, SALT LANE, CLIFFE, ME3 7SU Redevelopment of existing Alpha jetty to include extension of the bridge deck area, upgrade of the existing berthing arrangement, construction of one mooring and one berthing dolphins, installation of a new aggregate conveyor and a new access for haulers; and a temporary stockpile extension for dredged material; to facilitate the berthing of one 1600t barge and one dredger at the same time; to enable an increase in marine aggregate capability; to receive aggregates from Thames Tideway Tunnels project excavation to be used to re-profile Alpha and Chalk Lakes over the next 10 years and to receive spoil material from other projects in the long term Issue with conflict between operations and the Saxon Shore Way/ Emerging England Coastal Path. Some workaround required.</p>
72.2	<p>The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.</p>
72.3	<p>Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.</p>
	<p>MC/17/3128 39 ENGLEFIELD CRESENT, CLIFFE WOODS, MEW 8HD Construction of porch to front with pitch roof extending over garage flat roof and conversion of garage into habitable room. No objection. Proposed Cllr Harper, seconded Cllr Wenban – AGREED</p> <p>MC/17/3077 BELL FARM HOUSE, COOLING STREET, CLIFFE, ME3 7UB Construction of orangery to side dwelling. No objection. Proposed Cllr Harper, seconded Cllr Walton – AGREED</p> <p>MC/17/3086 ORCHARD BUNGALOW, STATION ROAD, CLIFFE, ME3 7RU Details pursuant to condition 4 of planning permission MC/14/2219 Demolition of bungalow and construction of three bedroom bungalow with associated works Refer to planning.</p> <p>MC/17/3047 MERRY BOYS FARMHOUSE, COOLING COMMON, CLIFFE, ROCHESTER ME3 7TJ Variation of condition 4 on planning permission MC/11/2881 to allow commercial use on an adhoc basis (albeit on non restricted basis). Refer to planning.</p>
72.4	<p>Other Planning Issues</p>
	<p>MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS, ROCHESTER (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 - Objected, no committee date</p>

		<p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</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) The decision has now been CALLED IN by the Secretary of State which means the inspector will make a recommendation, but the minister will make the decision.</p> <p>Southend Airport Changes to PBN approaches to airport - Consultation</p> <p>It is not clear what the impact of these proposals would be on the parish, but it implies that some air traffic arriving from the south would be re-routed into a tighter corridor to the west of Cliffe rather than to the east (between Cliffe and Cooling), via a beacon near Cliffe Fort. This would route that traffic over Cliffe Woods (and Hoo) and bank to line-up with runway 05 to the south and west of Cliffe. A response has been submitted to meet the published deadline of 13th September. A site visit to the airport (15/9) has been arranged by Cllr. Darwell. An additional note be inserted into the Clarion to advise residents on how to comment Proposed Cllr Keates, seconded Cllr Darwell AGREED.</p> <p>Lodge Hill</p> <p>The outline planning application (approved by Medway but called in by the minister was due to go to a planning inquiry in Spring 2018) has been withdrawn. This will aid the Medway Local Plan to define the land proposed for development at the end of 2017 (consultation early 2018). It is expected that a modified site at Lodge Hill will be included.</p>
73.0		<p>Car Parking Review – Cliffe Woods/Cliffe</p> <p>Still awaiting advertising of further restrictions and adoption.</p>
74.0		<p>Clarion – Annual Report - This is timed to be delivered with a local housing needs survey in September. (final version has gone to the printers). Delivery to be confirmed with Richard Jones (£100 for both items).</p>
75.0		<p>Reports: OTHER COMMITTEES</p>
	75.1	Footpaths and Common Land – General Report – Cllr Darwell, Cllr Harper.
	75.2	<p>C&CW Neighbourhood Plan Steering Group – General Report – Clerks.</p> <p>Appointment of Planning Consultant using funds granted by Locality (Jim Boot has advertised and three interested parties will be interviewed next week). Delegated approval to appoint sought for Chair/Cllr Harper with advice from the Clerk(PO) and Jim Boot Proposed Chair, Seconded Cllr Harper – AGREED.</p>
	75.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)
76.0		<p>REPORT: OTHER BODIES</p>
	76.1	<p>Cliffe and Cliffe Woods Community Trust – Report Cllr Bush - There have been complaints from some residents about stables being located on the Lillechurch Field (Gravesend side on B2000 from the Mockbeggar Farm Shop to Lillechurch Road (land owned by the Trust). These do not have the approval of the Trust (or Planning Permission) – an official letter has been sent from the Trusts solicitor.</p>
	76.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

	76.3	Cliffe Memorial Hall – Cllr Bush - The committee is looking for additional trustees
	76.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - Next meeting was suggested for October
	76.5	Rural Liaison Committee – Cllr Stanley – September meeting cancelled. December postponed until January.
	76.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper.
	76.7	Police Liaison Committee – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road.
	76.8	Patient Participation Groups (Cliffe – Vice Chair, Cliffe Woods – Chair) – Cliffe Woods meeting 25 September
	76.9	Friends of North Kent Marshes Cllr Darwell
	76.10	Other Reports
77.0		Other items to be handed to the Clerk for the next meeting scheduled on 12 October 2017 in the Small Hall, Memorial Hall, Cliffe.

Meeting closed at 9.30 pm

22/09/17sh

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

Appendix MA1707

	MATTERS ARISING FROM MINUTES OF MEETING ON 10/08/17	Action By
May 8.4	<p>Changing Rooms Project Cllr Fenney had identified some draft costs electricity/water/sewage connections. Fund Raising - Big Lottery Fund – Reaching Communities – rejected as sport project. Veolia Fund – There may be another funding window later in the year, but no grant available currently – confirmed that further funding windows available. Stage 2 application submitted (£50,000) Leader Programme (Kent Downs and Marshes) – application for £41,000 has passed the initial stage and a full application now needs to be submitted (PO/RFO). Kent County Playing Fields Association – request to be submitted. Build Phase – Gary Clark has produced a revised costing for the scheme now that planning approval has been given. Cost is c. £109,000 – savings could be made if volunteer labour and free/reduced cost materials can be sourced. Due to revised timescale for build – further grants to be sought. Clerk (PO) held a site visit with Medway Planning to look at signage/additional storage container. Details required for two planning applications. Tender published on Contracts Finder (as above £25,000). Six expressions of interest received to date. Closing date 27th October (to allow preferred bidder to be chosen and the Leader Programme application to be submitted.</p>	Clerk PO/ SF/ GC
Jun 21.7	<p>Annual Report – Items required from councillors (those with responsibilities). Agreed that this would not be produced for the 2016/17 council year, but prepared after Annual Parish Meeting in April and Council Annual Meeting in May. Reports for the Clarion needed asap to be sent out in August. Completed for delivery in September with Housing Needs Survey (NHP). Distributed CLOSED</p>	ALL
Jun 21.7	<p>Councillor Surgeries – 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.</p>	Chair/ ALL
Aug 55.1	<p>Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.</p>	PC
Sep 66.13	<p>Standing Orders Review – Clerk PO had provided a draft clause for rescinding minutes and to add 'call for extraordinary meeting'. To be reviewed as time permits.</p>	Clerk PO
Sep 68.3	<p>Outline Planning Applications – meeting held with Gladmans and Graham Simpkin to discuss West of Town Road and South of View Road respectively. Response to land South of View Road has been submitted, West of Town Road is due to be submitted, by 31st October, after November Planning Committee. Not going to November, December, or January committee. Not February or March, earliest now April. As yet still no committee date for Simpkins development. 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.</p>	Clerk PO
Oct 86.2	<p>Neighbourhood Plan – Workshops complete, work to start soon on draft plan. Housing needs survey sent out with Clarion. Planning consultant to be interviewed 21/22 September and appointed.</p>	Clerk (PO) NHP

Minutes of Meeting 14/09/17

May 8.8	Risk Assessment Review Clerk (RFO) met with Cllr Cooper to carry out the financial review for April-June quarter. Concentrated on Allotment income and some improvements will be made to linking cash payments to individuals in future. Cllr Cooper has written a short report identifying problem areas. Clerk (RFO) to meet with Cllr Cooper to address some minor issues. CLOSED	Cllr Cooper/Clerk RFO
May 8.14	Football pitch renovation Vertical drain work still to be carried out. October	Clerk PO/RFO
May 8.16	Outdoor Gym Equipment 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. Medway Council Greenspaces checking s106 terms.	Clerk RFO/PO
Jul 36.4	Six Bells – Request for use of the Buttway Surfaced Area Requesting use of the Surfaced and Grass area for our Classic Car and Bike show once a month on a Thursday evening (third Thursday) Issues were discussed with the Six Bells (PO/RFO and Cllr Naughton-Dean in attendance) and approval to continue granted on that basis. Clerk RFO has written to confirm items that need to be managed by the pub. COMPLETE	Clerk PO/RFO
Jul 39.11	Caretaker Duties - Vacancy for relief caretaker has been advertised, one person interested to date.	Clerk RFO/PO
Aug 52.4	Meeting with youth – Small group of councillors to meet with youth and discuss issues. E-mail to be sent to councillors asking for 2 more volunteers. NO LONGER APPLICABLE (see below Sep 69.0) CLOSED	Clerk RFO
Aug 54.14	Follow up with police regarding defacing of rugby pitch – Grass has grown and damage is no longer visible. Nothing to claim for. COMPLETE	Clerk RFO
Sep 69.0	Cliffe Recreation Ground – Youth Shelter Youth & residents to be informed of shelter removal. Suitable contractor to be found to carry out removal. VILLAGE VOICES - OCTOBER	Clerk RFO/PO
Sep 70.7	Parish Council By-Election – outstanding Medway invoice received and to be paid October COMPLETE.	Clerk RFO
Sep 70.8	Relief Caretaker – Norse to be contacted to see if can cover some litter picking duties while MJ on holiday – Contracted to cover five days COMPLETE	Clerk RFO
Sep 70.13	Football and Rugby Pitch Hire Charges 2017/2018 – Outstanding payment from Black Lion received - COMPLETE	Clerk RFO