



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

On Thursday 10 May 2018 (meeting started 8:05pm)

PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Annette Cooper (AC), Peter Clements, Jim Wenban (JW), Ray Letheren (RL), Barry Dibble (BD), Vivienne Walton.

Parish Clerk Chris Fribbins (PO)

The meeting opened at 8.05 pm.

NO		ITEM
10.0		APOLOGIES FOR ABSENCE Cllr Harper – Holiday, Cllr Keates – Holiday, Cllr Fenney – Holiday, Cllr Darwell – Work All agreed.
11.0		DECLARATIONS OF INTEREST -
12.0		Councillor Co-Options – The resignation of Cllr Draper has been received and the vacancy notice has been notified on the web site and notice boards. There are now two vacancies Cliffe Village and two in Cliffe Woods Ward
13.0		APPROVAL OF MINUTES OF MEETING HELD ON 08/03/2018 - proposed Cllr Letheren, seconded Cllr Walton AGREED.
14.0		ADJOURNMENT wHoo Cares – Carol Hardingham outlined the aims of the organisation across the Hoo Peninsula in supporting individuals and their need for more volunteers. Medway Youth – Pauline Wagon (Senior Youth Worker Medway Council) and discussed Youth Issues. Councillors discussed past problem and current constraints and a willingness to work with youth. Pauline passed over some comments from local youth. Pauline reported that Lindsay Hartney had been working on some summer activities and a project to repaint the youth shelter in the Cliffe Woods Recreation Ground using a street artist company (at a cost of c.£400). It was agreed that there needed to be more follow-up and discussion.
15.0		MATTERS ARISING FROM MEETING HELD ON 08/03/18 (See action list with minutes)
16.0	a)	REPORT: CLERKS
	16.1	Resignation of Cllr Stanley – Following advertisement of the vacancy Medway Council have notified the parish council that they may now co-opt.
	16.2	Correspondence - e-mails distributed through the month
	16.3	Matters dealt with since last meeting – Primarily handover from Clerk (RFO). There had also been three reported incidents at the Cliffe Woods Car Park entrance barrier with signs, crossbar and post damaged, A van belonging to Virgin Media had been witnessed causing damage to the signs (and has been reported to Virgin Media HQ), the latest damage was also witnessed and the registration number and description of the vehicle have been reported to the police (later the person responsible was identified and a quote for the damage has been passed via Cllr Darwell).
	16.4	Meeting Arrangements – Meeting Location in Cliffe being sought for council meetings.
	16.5	Cliffe Fayre – Funds raised will go to the school this year, rather than the church. Public liability insurance still to be checked for bouncy castle cover. Help to set-up and clear up after is required for both the Cliffe and the Cliffe Woods Fairs. The Clerk is seeking a quote to restore land around the entrance for vehicles onto the grass and some patches on the grassed area.

16.6	Cllr Dibble has volunteered to help maintain the web site (others also welcome). As described in the Social Media Policy, permission is sought from the council for this. Proposed Chair, Seconded Vice Chair that Cllr Dibble be granted permission to update the web site and C&CW Alerts Page - AGREED																																																																																				
16.7	Fairground – Will be visiting the Recreation Ground 14 – 21 May with fun fairs on Friday, Saturday and Sunday. A fee of £500 (+VAT) and a damage waiver of £500.																																																																																				
b)	REPORT - Chair																																																																																				
16.8	The Chair reported on : <ul style="list-style-type: none">• 20/3 Meeting with Medway Council re. Local Plan• 10/4 Meeting with Kelly Tolhurst MP re. Local Plan• 12/4 Annual Parish Meeting• 23/4 St. Helen’s Church Parochial Church Council AGM• Allotments and Vandalism - concerns and follow-up• Clerk (RFO) Vacancy – receipt and follow-up of applications• 22/5 Trial Parish Council Surgery (others planned for 24/7, 25/9 6-8pm)																																																																																				
17.0	REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (RFO/PO)) Report for 10/4 Circulated including payments made – NOTED Report for 1/5 Circulated see below.																																																																																				
17.1	Finance Report – Cashflow and budget monitoring reports are not available until the previous financial year has been closed down. Budget sheets for 2018/19 have been circulated																																																																																				
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		<p>Groundwork UK Repay remainder of previous grant) £1,154.20</p> <p>Cllr Wenban Mileage to collect scramble net Alyesford CHQ £28.80</p> <p>NALC 2 x Subscription to Local Council Review £34.00*</p> <p>Volker Highways Repairs to CW Car Park Potholes £584.72*</p> <p>Clark-Clayton Changing Rooms wk2 (PAID) £16,615.14*</p> <p>Medway Norse Caretaker Cover 2 days - DEC 17 £168.00*</p> <p>ACRK Subscription 2018/19 Parish+Memorial Hall £80</p> <p>Printerland Set of Siemens Toner Cart (Debit Card) £310.67*</p> <p>Cartridge Shop Set of toners (RFO April) (Debit Card) £47.23*</p> <p>The Sign Studio Replacement for damaged signs CW Car Park Ent £216.00*</p>
		PAYMENTS APPROVED, proposed Vice Chair, seconded Cllr Walton - AGREED
17.3		<p>Changing Rooms Project – Planning condition discharged. VAT Opt to tax confirmed (implications of early withdrawal from VAT registration now understood (reducing charge for VAT claimed would need to be paid).</p> <p>Building works progressing (two stage payments made to date (5% retained))</p> <p>Storage container identified by Clark-Clayton, second being sought. Provisional location on recreation ground on other side of fence from changing rooms. Vice Chair circulated a report.</p>
17.4		<p>Parish Council By-Election</p> <p>Council can now co-opt two vacancies in Cliffe Woods and one in Cliffe village (awaiting confirmation of second Cliffe Village vacancy following the resignation of Cllr Draper.</p>
17.5		<p>Relief Caretaker/Caretaker</p> <p>Michael Johnson has had a return to work interview and had a phased return to work, his 6-month appraisal is to be scheduled (Chair/Vice Chair).</p>
17.6		<p>Play park repairs</p> <p>Work to fix Skate Park awaiting details of materials and certification to proceed. It was agreed that Cllrs Wenban and Letheren would look to see if netting issues in the football arena can be resolved by them.</p>
17.7		<p>Vandalism to Cliffe Recreation Ground & Allotments</p> <p>Anti-climb measures to be painted onto current steel container to reduce youth climbing onto the roof and into the allotments. Proposed Cllr Walton, Seconded Cllr Cooper that the Relief Caretaker be approached to do this work.</p> <p>A meeting with a CCTV installer is to be planned to discuss options.</p>
17.8		<p>Assets and Insurance Cover</p> <p>Work to follow-up asset review implications for insurance premiums following the departure of the Clerk (RFO)</p>
17.9		<p>Allotment Price Increase</p> <p>Some new tenants and some have given up. Rent reminders sent out (just over 50% have paid their 2018/19 rents).</p>
17.10		<p>Pitch Hire Fees (2018/2019 Season)</p> <p>Cliffe Woods Colts and Black Lion FC have agreed to pay the new rent (including use of the changing rooms) and will play their matches on Sunday morning. Other clubs had shown an interest, but Cliffe United claimed the charge was too high.</p>
17.11		<p>Potholes/Barrier Cliffe Woods Car Park</p> <p>Pothole repair quotes received from Clark Clayton and Volker Highways. The latter was cheaper and would use more material. F&GP recommended the quote from Volker Highways be accepted. Proposed Chair, Seconded Cllr Dibble that the quote from Volker Highways be approved and they be instructed to carry out the work ASAP - AGREED</p> <p>The Entrance Barrier has been hit at least three times – two damaged the signs above the crossbar and the third damages a post as well as the crossbar (for safety the crossbar had to be removed by Mr Graves/Clerk(PO)). Damage caused to the sign had been witnessed by</p>

		local residents and reported. The culprit was a Virgin Media van (registration number recorded) and the Clerk(PO) had been in contact with their HQ. (during the meeting a phone call from Cllr Darwell reported the person/vehicle that had caused the damage that day – and she is liaising with them)._
17.12		Pay Increases 2018/2019 F&GP recommend: a) Clerk's pay be increased by 2% to £12.404 per hour (in line with national agreed figures for Spinal Column Point 26) Proposed Chair, Seconded Cllr Dibble AGREED b) The pay for the Caretakers pay has been increased in line with changes to the National Living Wage. – NOTED (Cllr Dibble left the meeting)
17.13		Strood Youth Centre Outreach Pauline Wagon had attended the meeting earlier. There were requests for funding youth events and repainting of the Youth Shelter in the Cliffe Woods Recreation. Agreed to note and consider in June.
17.14		Standing Order Review / Financial Regulations / Members Code of Conduct NALC model standing orders have arrived and will be used as a base for suggested changes. Modified Financial Regulations to be reviewed and circulated. There was a gap in approval between £500 and £999 (above £999 by council, below £500 by Chair/Clerks). Proposed Cllr Cooper, Seconded Cllr Walton that the approval limit for Clerk/Chair be increased to £1,000 – AGREED Code of Conduct for Councillors A new version has been received from Medway Council. A revised version for the parish council has been circulated for review.
17.15		General Data Protection Regulation Implications clearer. The parish council does not have to appoint a Data Protection Officer and a light touch approach is likely to be appropriate as there is little unsolicited email contact (allotments and annual parish meeting contacts) – Councillors and employees are part of the 'business'. Publication of contact details and pictures on the web site to be reviewed by Cllr Dibble and Clark (PO).
17.16		Parish Council Defibrillator (Cliffe) This has been replaced by a KFRS defibrillator at the fire station and the fire station officers are liaising with the Cliffe Doctor's Surgery to relocate it to an outside wall there.
17.17		Buttway Ground Conditions There are issues with erosion of the soil where vehicles go onto the grass when the car park area is full. The drain is still not clearing rain water and there are some uneven patches on the grass area. The Clerk (PO) I seeking quote from the company who are planning to refurb the recreation ground pitches.
17.18		Recreation Ground Refurb The company has been chased but they have equipment problems at the moment. The rugby team have reported issues with the hardness of the pitch (even though it drains well) and possible cause of injury.
17.19		Cliffe Photo Archive Cllr Darwell has reported that she needs to do some work on the archive to print and file further photos that have been collected. The priority was to process school photos for the Cliffe Summer Fayre in June. Proposed Chair, Seconded Vice Chair that financial support be given to the school photos, initially, to get a clearer indication of costs. Consumables (paper, plastic pockets and ink cartridges) to be purchased via the Clerk(PO) to enable VAT to be reclaimed and lower costs obtained) AGREED
17.20		Use of Cliffe Woods Car Park (part) for Custom Car Display (Cliffe Woods Social Club) There has been a request to use the car park once a month during the summer for a similar event to that approved at the Six Bells/Buttway. F&GP recommended a trial with conditions.

		Proposed Vice Chair, Seconded Chair That Approval for a three month trial on the basis of Marshalls in place, Plastic glasses only an rubbish cleared after the event. Agreed with one against.
	17.21	Refurbishment of Parish Noticeboard at Cliffe Woods School Carried out thanks to Cllr Letheren with the assistance of Cllr Wenban.
18.0		REPORT: ALLOTMENTS
	18.1	Allotments – General Report – Cllr Clements/Letheren An issue with unauthorised access via the fence by the storage container, both through and over from the roof of the container had been noted and action taken. The Clerk(RFO) had sent out reminders for the annual rents. (Cllr Walton left the meeting)
19.00		REPORT: PLANNING
	19.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting.
		<p>MC/18/0907 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE Construction of a detached dwelling with associated parking. This application follows one granted in October 2016. It is larger and does appear to be deficient in car parking space. There is also concern about the closeness to the RAMSAR boundary at this location.</p> <p>MC/18/0931 Witham House Symonds Road Cliffe Rochester Medway ME3 7SS Roof alterations including increase in roof height to facilitate part first floor part 2 storey side extensions and single storey rear extension No objection</p> <p>MC/18/0971 39 Graveney Close Cliffe Woods Rochester Medway ME3 8LB Construction of a single storey side/rear extension (demolition of existing covered porch) No objection</p> <p>MC/18/1016 Rovsay 66 Town Road Cliffe Woods Rochester Medway ME3 8JU Installation of a vehicle crossover to front Neighbouring properties have crossovers already, but ask that there should not be any reversing off the site.</p> <p>MC/18/1017 Coronation Bungalow And Jubilee Cooling Street Cliffe Rochester Medway ME3 7UB Construction of two 1-bedroomed and three 2-bedroomed dwellings with associated parking (demolition of existing dwellings) Object – The development is out of keeping with the local area and street scene, especially the proposed housing density and housing type in an area of bungalows and larger individual properties. There is a plot left to the rear of this development that could be used for even more of these properties if this is granted. It is also remote from services with no public transport and would rely on an increase in vehicle traffic.</p>
	19.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
		None
	19.3	Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting. None
		<p>MC/18/1262 The Evening Star 128 Church Street Cliffe Rochester Medway ME3 7PY Variation of condition 2 to allow a minor material amendment to planning permission MC/17/4027</p> <p>Conversion of the existing public house into three 3 bedroom houses and construction of two 3 bedroom houses with associated parking (resubmission of MC/17/2015) - to enable the rear roof line to be amended and provide additional living space to the second floor level</p>

		<p>Referred to Planning Committee</p> <p>MC/18/1238 Point View Buttway Lane Cliffe Rochester Medway ME3 7QW</p> <p>Neighbourhood consultation application for the construction of a single storey rear extension. The details submitted are as follows: The extension will extend beyond the rear wall by 4m, The maximum height of the proposed extension from the natural ground level is 3m and the height at eaves level of the proposed extension measured from the natural ground level is 2.6m.</p> <p>Referred to Planning Committee</p>
	19.4	Other Planning Issues
		<p>Medway Local Plan</p> <p>– The draft response was due at this meeting but had been deferred to June following an extension of the consultation period by Medway Council. A meeting with the MP and Chairs of other peninsula parish councils had been held</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)</p> <p>If approved there are number of s106 conditions that would be applied with both direct and indirect implications for the parish council and residents (to be reported). The inspector's report is due to be sent to the Minister by 31st March for his decision. (THE SITE HAS NOT BEEN ALLOCATED IN THE LOCAL PLAN). The minister has indicated early July as the target for the final decision.</p> <p>The Glade (site opposite Cliffe Woods Recreation Ground on Town Road). A developer had approached the parish council about plans to develop the site. They had indicated that they would provide some employment on the site and were supportive of the idea of some bungalows. The development had progressed and a further consultation meeting (open to all parish councillors) would be held before the next Neighbourhood Planning Steering Group at 6pm on Thursday 17th May at the Emmanuel Centre, Parkside, Cliffe Woods.</p> <p>At this stage there has been no appeal against Medway Council's refusal of MC/16/3742 Land South Of View Road Cliffe Woods Rochester</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 storey apartments and single storey bungalows with ancillary meeting room, gymnasium, office, parking and garaging with new vehicular access to View Road <i>(Now received 23/5)</i></p>
20.0		Reports: OTHER COMMITTEES
	20.1	Footpaths and Common Land – General Report – Cllrs Harper and Darwell. No report
	20.2.	<p>C&CW Neighbourhood Plan Steering Group – General Report – Clerks.</p> <p>Unspent balance to be returned after this council meeting. Clarity on amount that can be claimed going forward is being sought. There is more reliance on the planning consultant to draft policies and structure the document and some extended timescales that need to be managed. Sites for possible small level developments are being sought, but are very limited.</p>
	20.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) - report circulated.
21.0		REPORT: OTHER BODIES
	21.1	Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO) – the planning application for a horse field on the west side of Town Road (to the south of Westfield) has been re-submitted as the access issues appear to have been overcome in discussion with the Highways Department of Medway Council.

	21.2	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – report circulated.
	21.3	Cliffe Memorial Hall – General Report - Cllr Fenney has volunteered to attend meetings as they are every two months.
	21.4	Brett's Liaison – Cllr McDermid/Clerk(PO), - Next meeting approx. six months.
	21.5	Rural Liaison Committee – Cllr Stanley has left the council and a replacement has been found.
	21.6	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper. Due to their Chair's sickness the meeting was cancelled.
	21.7	Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble. No report.
	21.8	Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair) – No feedback.
	21.9	Friends of North Kent Marshes Cllr Darwell – No report
22.0		Other Reports None
		Other items to be handed to the Clerk for the next meeting scheduled on 14th June 2018 location to be advised.

Meeting closed at 10.20 pm

28/05/18cf

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

Appendix MA1707

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
May 8.4	Changing Rooms Project Clark/Clayton following up availability and cost of 2 x 20ft storage containers (1 each for rugby and football teams) and 1 x 10ft storage container (for caretaker to be sited in allotments). Contract has been signed with Clark-Clayton, retention of 5% agreed with architect. Vice-Chair will have access, but any decision will need to come through the Clerk (PO), who will liaise with the Chair/Vice-chair (and others as appropriate). VAT registration and Option to Tax completed. Work underway 12 day slippage due to bad weather, but there is likely to be some catching up. Donated concrete and retaining soil in recreation ground has saved about £2k. Progress reports now being produced by RND. Payments made on invoice (delegated power to Clerks).	Clerk PO/ SF/ GC/JA RND
Jun 21.7	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. Chair is organising a ‘trial’ with the Vice Chair and any others interested in June. Trial underway, first took place at St Helen’s House 22nd May. Location in Cliffe Woods being sought.	Chair/ ALL
Sep 66.13 Nov 97.14	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. 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 and GDPR implications to be carried out in June.	Clerk PO/Vice-Chair/Cllr Cooper
Oct 86.2	Neighbourhood Plan – 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 submitted, some clarification issues outstanding.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may possibly be Spring 2018 when work carried out. Delays due to equipment failure.	Clerk PO/RFO
Oct 84.8	Play park repairs – New scramble net was collected by Cllr Wenban from Aylesford. Spec. of Skateboard Ramp to be checked and arranged if satisfactory. Work and full annual inspection scheduled soon.	Clerk (RFO)

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Nov 96.3	Assets & Insurance Cover - Working party to risk assess assets and review insurance. To be carried out as time permits. Initial meeting held in January with follow-up meeting now carried out. Clerk (RFO) to contact insurance company to obtain quotes for items not presently covered – now Clerk (PO)	Vice-chair/Cllr Letheren/ Clerks PO & RFO.
Nov 97.11	Vandalism to Cliffe Recreation ground & allotments Skate Park – amount and specification of concrete to be obtained to see if Bretts can provide free of charge or at cost. Alternative contractor to be contacted, chair has sent details to clerks – Clerk RFO to follow up. Damaged replacement storage container door to be left as it is for time being. Alternative storage container contact has given quote. 3 storage containers agreed subject to what Clark-Clayton able to source. Location of containers agreed on Rec behind fencing/vegetation close to the Changing Rooms. Clark Clayton have identified a container, donated to the Rugby club – only delivery to pay. One or two further containers to be identified. Free container rejected as not up to standard required. Order for two new containers being drawn up.	Clerk RFO/ALL Vice Chair/ClerkPO
Nov 97.13	Annual appraisals - required for Clerk (PO), further delayed from August– Councillor input required. 6 month appraisal outstanding for caretaker (MJ) – has now been carried out some issues to follow-up.	Chair/Vice Chair/Cllrs
Mar 157.9	Allotment Price Increase – Clerk (RFO) sent out letter of explanation regarding price increase (with allotment invoices). Some allotments given up but some new tenants as well. Allotment plot status being reviewed by Cllr Fenney	Clerk (RFO) SF