

Minutes of Meeting held Thursday 16th September 2021

Emmanuel Centre, Cliffe Woods

PRESENT: Cllrs Barry Dibble (CHAIR) (BD), Andy Keates (VICE-CHAIR) (AK), Sue McDermid (SM), Sandra Fenney (SF), Robert Wyatt (RW), Malcolm McLeod (MM), Annette Cooper (AC), Ray Letheren (RL), Jim Wenban (JW), Vivienne Walton (VW)

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



The meeting opened at 7:30

NO ITEM

33 APOLOGIES FOR ABSENCE – Cllrs Joan Darwell, Fred Harper and Peter Clements all gave apologies for absence (COVID related issues). It was proposed by Cllr SM to accept these, seconded by Cllr AK- **ALL AGREED**

34 DECLARATIONS OF INTEREST – Cllrs SF declared an interest in Cliffe Memorial Hall and Cliffe Woods Community Association, SM and VW (Cliffe Woods Community Association)

35 Co-Option- There was two vacancies in the Cliffe Woods Ward following a resignation and an exclusion due to non-attendance. Both vacancies have been advertised and there was no call for election in the statutory period so the council can proceed to co-option. There has been one application to date: Mr Ken Kentell who was in attendance (a CV has been circulated).

It was now up to the council to decide if it wishes to fill the vacancies at this time and decide who should fill them.

There has now been a further resignation in the Cliffe Woods Ward – Laura Farrelly. This has been notified to Medway Council and is being advertised for a statutory period. If there is no call for election by 1st October, the council will be able to co-opt for this vacancy as well.

Ken Kentell gave a brief introduction of himself. He was then asked to leave the room so discussions could take place on the co-option. Cllr JW proposed to co-opt Mr Kentell, seconded by Cllr VW- **ALL AGREED. Acceptance of office and DPI forms to be signed after the meeting.**

36 ADJOURNMENT- No members of the press/public were present

37 APPROVAL OF MINUTES OF MEETING ON 12/08/2021
Cllr VW proposed the minutes, seconded by Cllr RW- **2 ABSTENSIONS- MAJORITY DECISION**

38 MATTERS ARISING FROM MINUTES OF MEETING held on 12/08/2021
Elsewhere on the agenda

39 REPORT: CLERKS
Clerk PO reported on the new format of the Cllr packs and asked for any feedback to be sent to him.
Also reported residents' complaints from Higham Road regarding Bretts lorries and advised to make own representation to Bretts if any speeding/noise complaints occur directly as they are able to monitor the location and speed of their vehicles at 'any point in time' and liaise with any third-party contractors.

40 Report: Chair-
Chair did not have a report as elsewhere on agenda.

41 Report: Finance & General Purposes (Cllr Keates/Clerks)

Due to Cllr Laura Farrelly's resignation, vice chair AK and Chair reported on these items-

1) To receive a report and recommendations of the F&GP meeting held Tuesday 7th September in the Small Hall, Memorial Hall, Cliffe

- a. To note financial reports- **NOTED**
- b. To agree Payments and note Receipts as necessary

Cllr Kentell raised a question regarding employee's pensions. It was also asked to look at the insurance renewal prices as early as possible.

The issues of cut off dates for items to be added to the R+P Sheet was also raised. Cllr MM proposed to maintain the current format to ensure fluidity and that nothing is missed, the draft format to be discussed at the normal F+GP Meeting and any consequent changes discussed at full council meetings, seconded by KK- **9 in FAVOUR, 1 AGAINST, 1 ABSTENSION- MAJORITY DECISION.**

- c. To agree recommendations
 - i. Buttway Drainage item be moved to a new Earmarked Reserve Code, some current nominal ledger code descriptions to be amended for clarity.

This was proposed by Cllr AK, seconded by Cllr AC- **ALL AGREED.**

- d. The Council Chair raised initial thoughts about possible changes to the Parish Council organisation, structure, and workload to improve connectivity and involvement of a more diverse range of residents. There is a boundary review of parishes underway that will look at wards (we have two) and number of councillors (8 per ward) in relation to population and local wishes. - **NOTED**

The annual inspection of the Recreation Ground and Play Area has been completed and passed to Cllr Wenban for an initial review/action. It will be circulated to councillors.

Cllr JW reported that most issues are moderate/low risk and will be carrying out further investigations into these.

41 1B Payments made September 2021

Receipts	Aug	Sep
Bank Interest	£0.55	
Fasthosts Refund		£67.90*
Fasthosts Refund		£5.99*
Payments		
210901 Chris Fribbins	Aug Salary, Home Allow	
20692 Michelle Dolley	Aug Salary, Home Allow	
210903 John Davies	Aug Salary, Mileage	
210904 Vonage	Parish Phone	£10.25*
210905 HMRC	2/4 PAYE Payment	£734.40
210908 British Gas	Changing Rooms Elec Bill	£74.40* 5%
210909 Zoom	Monthly Charge	£14.39*
210910 KALC	Training Course	£42.00*
210920 Hugo Fox	Annual Website Upgrade	£287.86*
210921 Medway Youth Services	Donation Summer Activities	£1,400
210922 Hiscox Insurance (Came and Company)	Annual PC Insurance	£1,576.73
210923 Safe Play	Annual Playground Inspection	£450.00*
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
Amazon	Printer Ink/Toner- CF	£83.95*
Fasthosts	Email Storage	£67.90*

St Helens Church	Annual Grant	£1,500.00
Cliffe Memorial Hall	Annual Grant- 1st 1/2	£3,750.00
Cliffe Woods CA	Annual Grant- 1st 1/2	£3,750.00
12pay	Annual License Payroll	£79.20*
Royal British Legion	Remembrance Day Poppy	£20.00
Fasthosts	New Email Monthly Price	£5.99*
Fasthosts	New Email Yearly Price	£59.98*
Fasthosts	Website Certificate Renewal	£30.00*

- **Represents VAT, Reclaimable**

Cllr MM proposed to accept the payments, seconded by Cllr VW- 7 AGREE, 4 AGAINST- MAJORITY DECISION.

42 REPORT: ALLOTMENTS- Cllr Clements, Letheren

Clerk RFO reported that an eviction had now taken place and the plot already allocated to someone else.

43 REPORT: PLANNING COMMITTEE (Cllr Harper/Clerk (PO))

43.1 To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm

- MC/21/2408 23 Cooling Road, Cliffe Rochester, Kent, ME 8JY**
Construction of single-storey extension to side – No issues, approved by Medway.
- MC/21/1876 6 Higham Road, Cliffe, Rochester, Kent, ME3 7SH**
Construction of a porch to the front – No issue approved by Medway
- MC/21/2435 87 View Road Cliffe Woods Rochester Medway ME3 8UG**
Application for a Lawful Development Certificate (proposed) for the conversion of the garage into habitable living space Medway Planning Matter
- MC/21/1694 Land South of View Road Cliffe Woods Rochester Kent**
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. Objection raised, no further contact.
- MC/21/1287 Land at Town Road, Cliffe Woods, Rochester, ME3 8JL**
Former Gladmans/now Redrow development approved at 'outline' stage.
c.72 Documents updated on Medway website covering all areas of the application. 2xThree-storey blocks remain. Plans to be reviewed in light of previous parish council objection and any new issues.
Redrow are now submitting new details, residents are taking legal advice regarding private roads and access.

43.2 Other Planning Issues :

- Trenport Land – Following the Design Meetings, a formal pre-planning exhibition is being planned for late this month (leaflets will be delivered. Following this the comments will be reviewed before submitting a planning application, or not. We are aware that the site will **not** be allocated in the Medway Local Plan. But could be considered as a windfall site. Public exhibition is on 29/09/2021. Cllr RW has drafted a leaflet to deliver to residents and liaising with the ClerkPO.
- Land North of Merryboys – One house and Stable in large plot was refused by Medway Planning. Applicant approached Parish Councillors to propose smaller development and allotments for the Parish Council on the same plot – there has been no new application.
- MC/19/2836 (MC/16/3742) Remaining reserved matters (appearance, landscaping, layout, and scale for the 50 Retirement homes (approved on appeal at outline stage) refused by Medway Planning – appeal to be decided on written representations.

Draft Medway Local Plan due to be issued for consultation from October/November.

Cllr AK asked to withdraw from the planning committee, Cllr KK agreed to be added to the committee.

44 Cliffe and Cliffe Woods Neighbourhood Plan

The C&CW Neighbourhood Plan has now been formally submitted to Medway Council. They now need to carry out a six-week consultation and arrange a Planning Inspector to examine the report. After comments have been received back from the inspector, the steering group/parish council need to agree what changes they require and then it goes to a referendum of all residents (polling stations as for elections).

45 Report: Other Committees

45.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell Nothing to report

45.2 Youth Liaison – General Report - Cliffe Woods – Cllrs McLeod (Chair), Wyatt, Farrelly, Fribbins & Dolley (Clerks) – Clerk PO contacted Strood Youth and they liaise and support where possible. Strood Youth have made contact and asked to meet with the youth liaison committee and Chair.

46 Report: Other Bodies

46.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates-
Cllr Keates reported that there no meeting. There has been a query however regarding The Woods Nursery and a request to use some land for a forest school type area.

46.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-
It was reported that the vaccination centre has now left the community hall, they have also donated £5,000 to cover their costs. It was also reported that the social club had their rent reduced whilst the vaccine centre was there. It was also asked if the youth shed could be cleared in order to donate this to the community centre as the current one is in disrepair.
Cllr VW also reported that the Cliffe Woods changing rooms are in desperate need of refurbishment, however this is a Medway Council issue, and it has been raised with them.

46.3 Cliffe Memorial Hall- General Report- Cllr Fenney-
Cllr Fenney reported that the committee wanted to thank the Parish Council for their donation. There is a coffee morning at 10:00 on 23/10/2021 and a Motown Night booked.

46.4 Brett's Liaison- Medway Ward Cllrs Gary Etheridge and Elizabeth Turpin had arranged a meeting with Bretts that some members of the parish council also attended with Clerk PO.

46.5 Rural Liaison Committee- Cllr Keates- Nothing to report

46.6 Kent Association of Local Councils- Cllrs McDermid/Harper-Nothing to report

46.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt Nothing to report

46.8 Patient Participation Group- Cllrs McDermid/Fenney-
There have been no further meetings, however the practice newsletter was circulated to Cllrs and uploaded to social media for residents.

46.9 Friends of North Kent Marshes- Cllr Darwell-
There have been early stages of planning on the Platinum Jubilee to be held next year. Cllr Darwell has also asked Cllr McLeod to join the committee.
There has also been planning for Christmas- Trees on the Buttway, Santa Parade, Carols and switch on of lights and Church Xmas Fayre.

47 Other Reports None

**Other items to be handed to the Clerk for the next meeting on
Thursday 14th October at 7:30pm at the Small Hall, Memorial Hall, Cliffe.**

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 subject to non-policy amendments/corrections so that it can be formally submitted to Medway Council.
2021/04	Allotment Road – Type1 Aggregate	Clerk PO had to order aggregate from commercial supplier as Brett's did not store it at Cliffe. Work started.