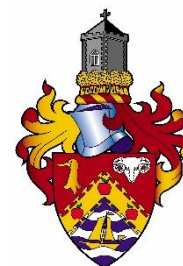


**Minutes of Meeting held at The Small Hall, Memorial Hall
Church St, Cliffe, 14th March 2019 at 7:30pm**

PRESENT: Cllrs Sue McDermid CHAIR, Ron Naughton-Dean (RND) – VICE CHAIR, Barry Dibble (BD), Sandra Fenney (SF), Fred Harper (FH), Vivienne Walton (VW), Annette Cooper (AC), Victoria Baxter (VB), Andy Keates (AK), Joan Darwell (JD), Jim Wenban (JW)



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

This meeting opened at 7:30pm

- | NO | ITEM |
|-------|--|
| 126 | APOLOGIES FOR ABSENCE
Cllr Ray Letheren (Unwell), |
| 127 | DECLARATIONS OF INTEREST - None |
| 128 | APPROVAL OF MINUTES OF MEETING HELD ON – 14/02/19
proposed Cllr Naughton Dean, 2 nd - Cllr Dibble- ALL AGREED. |
| 129 | ADJOURNMENT
A concerned resident/local fire station watch manager was in attendance tonight. The local fire station regularly attends medical emergencies as well as other emergencies. It was brought to the Parish Council's attention about the parking within the villages. Although newer fire engines are slimmer, it is still proving difficult to access certain streets within the villages, due to the parked cars. This is a life-threatening situation when attending to a serious incident. Medway Council are aware of the issues and leaflet drops have been organized by the watch manager to no avail. Cllr Darwell requested an article be inserted into Village Voices/ Parish News to highlight the issue again. Clerk PO also requested to contact Medway Council and the Highways Department again.

Also present was Medway Strood Rural Cllr Gary Etheridge, he reported on some of the work that was taking place within the parish. He also responded to the parking issues and informed the Parish Council about a new parking enforcement initiative, where you can call a mobile number up till 11pm to enforce anyone contravening the rules (although this tended to be enforcement of traffic regulation orders (parking on yellow lines, official dropped kerbs)) |
| 130 | MATTERS ARISING FROM MEETING HELD ON 14/02/19-
The Governance working party has been established and will need to meet after the new council is constituted after the May elections. |
| 131 | REPORT: CLERKS |
| 131.1 | Matters Dealt with since last meeting –.
Reported elsewhere in agenda. |
| 131.2 | Annual Parish Meeting-
Arrangements for the annual Parish meeting (a meeting arranged on behalf of the residents of the Parish by the parish council). Refreshments are being arranged for this meeting. |
| 131.3 | A councillor has asked for a review of the start time for monthly parish council meetings with a suggestion of 7pm. As a council decision is required advice was to leave this to be discussed at the first meeting of the new parish council on 9 th May (Annual Meeting). |
| 132 | Report: Chair-
Relief Caretaker/ Cleaner- One interested applicant was due to meet with Chair and the Clerk RFO, however the meeting was cancelled due to unforeseen circumstances and has been rearranged.
Clerk RFO Update- The Clerk RFO probationary period has now finished, however continual reviews will be taking place and a further meeting has been scheduled.
Parking Issues in Merryboys Road by new development. - Contact was made by residents living opposite this development regarding the difficulties experienced in getting in and out of their drive. |

The Lord Lieutenant of Kent's Annual Civic Service – the Chair attended this service at All Saints Parish Church in Maidstone on Tuesday 12 May with her husband on behalf of Cliffe and Cliffe Woods Parish Council.

133

Report: Finance & General Purposes (Cllr Fenney, Clerk (PO))

Meeting held Tuesday 5th March, 7pm at St Helens House, Buttway, Cliffe

Attendance Cllr Naughton-Dean (Vice Chair), Cllr McDermid, Cllr Cooper,

Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Cllr Wenban (work/early start of committee), Cllr Letheren (medical), Cllr Dibble (Family), Cllr Keates (Family).

133.1

Finance Report- reports circulated

Draft reports circulated as of 28/02/2019

133.2

Receipt's and Payments (circulated)

Receipts March 2019	Description	Amount
Stackhouse Poland	Insurance Claim – Recreation Ground Arson	£4,441.65
Payments made		
190301- Chris Fribbins	Clerk PO Salary, Mileage, Home Allow, - PAYE	
190302- Michelle Dolley	Clerk RFO Salary, Mileage	
190303- John Davies	Caretaker Salary, Mileage, -PAYE	
190304- Andrew Norton	Youth Worker Salary	
190305- Vonage	Parish Phone	£9.25*
190306- Community Land Use	NHP Planning Consultant	
190307 Jim Boot	NHP Consultant	£142.35
190308 Changing room cleaner	Changing Rooms Cleaner	£113.62
190309 wHoo Cares	wHoo Cares Donation	£500.00
190310 Sign Studios	Changing Rooms Plaque	£30.00*
190311 Volker Highways	CW Car Park Major Pothole repair	£561.60*
190312 Norse	Vert-Drain Recreation Ground	£540.00*
190214 Collect and Recycle	Clearing fire damaged container and recycling	£285.00
190313 aql	Website name renewal- 2yrs	£110.00*
190314 Amazon	Black Sacks Caretaker	£24.36*

*VAT items

Proposed- Cllr Naughton-Dean, Seconded- Cllr Fenney- ALL AGREED

133.3

Council Budget 2019/2020

a) Allotment Rent Reviews - Suggested 4% increase (assumed in budget) It was recommended that the 4% increase is implemented. Cllr Cooper and Clements declared an interest and took no part in the discussion or vote. Cllr Fenney proposed the 4% increases with Cllr Naughton-Dean seconding- MAJORITY DECISION (7 AGR FOR, 1 ABSTENSION, 1 AGAINST)

b) Pitch Rents -Suggested £500 + VAT (was assumed in budget)- It was recommended that the pitch rents are put up to the suggested amount, however continual monitoring is required to ensure all costs are covered, i.e. the cleaning, new flooring etc. Cllr Dibble proposed the increases as above, Cllr Walton seconded. ALL AGREED.

c) Staff Salaries- (Clerks left the room while their salaries were discussed)

Following the publication of the NALC pay scales the actual figures for the Clerks are now known.

There was a suggestion to increase other employees to £10p/h. It was **recommended the Clerks salary's increase with the NALC SCP**. Clerks increases were proposed by Cllr McDermid, seconded by Cllr Dibble- ALL AGREED.

Finance agreed to leave other salaries for the council to decide – options and implications would report. **Suggested £9 per hour for Caretaker, Relief Caretaker/Cleaner and agreed as an increase in self-employed Cleaner's rates (Real Living Wage).**

Other staff increases were proposed as above by Cllr Naughton-Dean and seconded by Cllr Cooper-1 AGAINST - MAJORITY DECISION.

133.4 **Insurance Claims –**

There are two settled claims and work agreed on the other- with settlement upon receipt of invoice to insurers.

a) Fire damage to container and equipment – Final settlement agreed and paid £4,441.65.

Arrangements to remove container and damaged contents underway. Mr Mower has collected damaged mowers/trimmer and will quote for replacement mower/trimmer. It was recommended that we purchase a hand-held trimmer/multitool, however the risk assessment will need to be reassessed as they can kick-up excess materials when in operation.

Mr Mower recommended a Hayter Lawn Mower and multi-use trimmer, which Clerk PO advises we use his expertise. Cllr Walton proposed we purchase these on given advice, which was seconded by Cllr Keates- ALL AGREED.

b) Small Hall Barrier Damage – Work completed claim (£410-£250 excess = £160) – additional signing to be investigated to make it more visible. Insurance company say they will be following up with the third party's insurance for the claim and uninsured loss.

c) Entrance Barrier Cliffe Woods – Work authorised plus an additional strengthening (additional signing being investigated to make it more noticeable). Possible vehicle identified – Clerk (PO) has spoken to the Mini-Mart at Cliffe Woods. Police will not chase. Medway CCTV not working (still!), a resident's CCTV could not identify number plate and is now over-written. Thomas Fabrications has provided a quote and we are awaiting them to complete works. The claim will be paid on submission of the invoice. The work is due to be completed on 15.03.19.

133.5 **Changing Rooms Project –**

16/02/19- There was a flooding in the changing rooms again. The problems seem to be from the manhole outside getting blocked- Clerk PO cleared the drain. Photos had been supplied by the cleaner- main problems of bits of tape and tissue paper from the toilets backing up in the Opposition shower (lowest point). Commemorative Plaque supplied and will be fitted by Cllr Naughton-Dean. Broken toilet lock opposition changing room. Clark Clayton to investigate/fix 6/3. It was also recommended that bins should be installed in both sides, to try and eliminate the problems of tape going own the drains and extra signs put up in the toilet areas warning them not to flush down toilet. Cllr Naughton-Dean proposed the purchase of bins, seconded by Cllr Walton- ALL AGREED.

133.6 **Parish Councillor Election**

3 vacancies (2 Cliffe Village and 1 Cliffe Woods)

Nomination papers for 2019 election will be available from early March and need to be completed by end March (Clerk (PO) can advise/provide).

133.7 **Clerk (RFO) Update.**

The official 6-month probationary period has finished, but it was agreed that three further monthly reviews would take place. Regular weekly liaison meetings are taking place between Clerk (RFO) and the Clerk (PO).

133.8 **Relief Caretaker/Cleaner**

Relief Caretaker/Relief Cleaner to appoint

Following interest from two applicants, one gentleman who was interested in the post has declined to be considered due to other commitments. However, there is another applicant who Cllr Sue McDermid and Clerk RFO will meet on the 15/03/19 for an informal discussion about the duties involved. It is suggested that some regular monthly duties for the Relief Caretaker/Cleaner are investigated and incorporated into the role. 2019/20 Budget allocation will cover this.

133.9 **Cliffe Woods Car Park – Potholes**

A quote has been received for the repairs

1) The main pothole – (£468+VAT) COMPLETE

2) All five urgent areas + Buttway entrance (1,382.43 + VAT) – authority to progress the main pothole has been given, (the whole works exceed the authority level of the Clerks). There will be an

additional charge of £150 for each visit to repair so better to combine the rest of the work in one visit. It was recommended that the work actioned as soon as possible.

133.10 The Buttway

- a) Drainage Issues in corner of 'car parking' area. Mike's Maindrain have visited the site and will carry out an inspection/jet wash. If problem persists a camera inspection may be required to identify the issue (tree roots?).
- b) Grass Surface/Vehicle Parking Entrance – initial filling in to be carried out by NORSE. Permanent strengthening can be carried out after the Summer Fete to allow grass to re-grow
- c) Erosion of surface at entrance to the Buttway/Church Access Road
There is an increasing risk of tripping etc. around a fire hydrant at the join of the church access road (Parish Council owned) and the Buttway (Public Highway, managed by Medway Council. It has been inspected by Medway Council and reported as the responsibility of the parish council. The Clerk (PO) met with Volker Highways on-site and some of the road will need to be repaired to fix it. A quote for this has been included in the quote for the CW Car Park (see 9.)
- d) Overnight nuisance – Further actions to be agreed. The Medway Council Community Warden has visited the residents affected.

133.11 Trees/Hedges at the Cliffe Recreation Ground

A tree surveyor has been asked to provide a quote for a tree inspection report for the Recreation Ground/Small Hall Car Park – site visit carried out 28/10 (report/quote awaited). Clerk PO has had no further communication despite sending emails, other companies have been contacted for other quotes.

133.12 Recreation Ground Pitch –

Verti-Drain pitches- Quote had been received and work on the pitches was complete 4/3.

133.13 Cliffe Play Area

There has been a complaint about the condition of an older piece of equipment in the play area. Although it is structurally sound there is some thinning of a plate with some small holes. A similar fault was fixed by fitting a plate on top of the erosion. Some other parts could do with some clean/rust protection and paint. Cllrs Wenban/Letheren to see if they can action repairs.

133.14 Devolved Services

There has been some discussion on Facebook about the rubbish in the streets in Cliffe, in particular on a Friday after the refuse collections. There is precedent in other parishes regarding the take-on of services (e.g. Street Cleaning), and receiving the amount allocated to NORSE to pay for it. If there is any interest from the parish council a report on the pros and cons can be prepared for a future meeting, awaiting feedback from councillors

133.15 Taking on Responsibilities

Although the parish council are against the approval of the Gladman's application in Cliffe Woods, in the event of an approval there are some s106 contributions being offered that could be taken on by the parish council – Management of 'green spaces'/Play areas/provision of additional playing field etc. Given adequate ongoing funding these are all areas that could be run by the parish council, providing assets/responsibilities in Cliffe Woods. At this stage an expression of interest/exploration could be made and included as comments to the planning application. This will not be determined for at least a couple of months so could be passed onto the Medway Council, a holding objection was submitted on the 1st March, if the council would like to investigate this further.

IF Gladmans or Esquire applications are approved there will be some low cost/affordable dwellings. Some of these could be assigned to a local Community Led Housing company (outside of the parish council). If there is interest, this could be time to advertise to see if there is any interest in forming a company to take this forward. Awaiting feedback from councillors.

133.16 Asset Management/Risk Assessment

An annual review of the Risk Assessment should be carried out and minuted each year (by 31st March). Circulated, agreed by the Finance Committee with some minor changes recommended. Cllr Darwell has suggested that the 'historic millennium notice boards' require maintenance. Clerk PO is trying to ascertain who these boards belong to.

Clerk RFO has received a quote for an asset register package within the Alpha/Rialtus suite currently in use accounts and allotments. Cost of £266.50 + VAT and recommended training by Rialtus 2hrs @ £35 p/h + VAT (if required). It was recommended that the purchase of the above software should go ahead with the training, in place of the approved 12PAY training as better value to the parish council. It was proposed the asset register package was purchased by Cllr Naughton-Dean and seconded by Cllr McDermid- ALL AGREED.

133.17 **Finance Committee AOB**

Accidents on B2000 Slip Road with A289- Clerk PO has already written to Medway Councillors, however it was requested to also add to the agenda for discussion at the Parish Council Meeting. Medway Councillors suggested that it was unlikely that any changes due to cost. It was recommended that the Parish Council write to the Highways Department to seek additional signage at the junction, possibly a STOP sign.

Chair proposed the Parish Council petition Medway Council, which was seconded by Cllr Dibble-ALL AGREED

Finance Meeting finished at 22:00

134 **REPORT: ALLOTMENTS- Cllr Clements**

A further plot has been allocated and there are some changes planned as one of the tenants has passed away. Inspections still to be scheduled with Cllr Clements and Clerk (RFO). The Clerk (RFO) has been on-site with Cllr Cooper and there has been some plot changes and the one new tenant.

All the trees and bushes have arrived from The Woodland Trust and have been distributed. Strood Horticultural Society have been contacted regarding a few vacant plots in Cliffe, which will be publicized in their newsletter.

135 **REPORT: - Planning Committee- Cllr Harper/Clerk (PO)**

135.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:

MC/19/0316 Land Adjacent To 2 Hale Road Cliffe Woods Rochester Medway ME3 8HG

Details pursuant to conditions 3 and 4 on planning permission MC/17/3623 for the construction of a 4-bedroomed detached dwelling with associated parking

Permission has been granted; this is to complete some details – No comment required.

MC/19/0287 Land at Town Road Cliffe Woods Rochester Medway ME3 8JL (Gladmans)

Outline planning permission 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.

Initial comments were submitted (due by 1/3/19) with a holding objection. The application will not be determined for a few months due to size and complexity so there is scope for further comments.

The impending High Court case date is set for 14/05/19 with the results due on 16/05/19

MC/19/0004 Manor Farm West Street Cliffe Rochester Medway ME3 7TH

Details pursuant to conditions 3, 4, 6, 8, 10 and 11 of planning application MC/18/1570 for the conversion of an existing barn into 2 four bedroomed dwellings and the erection of replacement vernacular structures to provide 4 two bedroomed dwellings and a two-storey structure providing 4 three bedroomed dwellings along with associated infrastructure, landscape, parking and access

Permission has been granted; this is to complete some details – No comment required

MC/19/0269 171 Church Street Cliffe Rochester Kent ME3 7QB

Application for approval of reserved matters being appearance, landscaping, layout and scale pursuant to planning permission MC/17/3499 - Outline application with some matters reserved (appearance, landscaping, layout and scale) for construction of three 3-bedroomed dwellings

Permission has been granted; this is to complete some details – No comment required. Site already cleared for development.

MC/19/0302 Manor Farm West Street Cliffe Rochester Medway ME3 7TH

Construction of a detached single storey outbuilding to facilitate a home office/yoga studio incorporating a double garage and kitchen & sanitary facilities together with fencing and brick & flint wall surrounding certain parts of the site. To comment regarding any commercial use to be controlled via planning.

MC/19/0303 Manor Farm West Street Cliffe Rochester Medway ME3 7TH

Listed building consent application for the construction of a detached single storey outbuilding to facilitate a home office/ yoga studio incorporating a double garage and kitchen & sanitary facilities together with fencing and brick & flint wall surrounding certain parts of the site

The adjacent Manor is Grade 2 listed and this is for the Medway Heritage Officer to ensure there are no unwanted impacts of the development on that building (including boundary walls etc.)

MC/19/0366 5 Graveney Close Cliffe Woods Rochester Medway ME3 8LB

Construction of a two storey extension to side together with hardstanding to front

Development blocks access to existing garage and reduced on-site parking to the side of the property. The limited front garden is converted to a car parking space, but it is blocked if there is a vehicle in the remaining side parking space –

Objected due to lack of on-site parking and street parking on bend.

APPEAL AGAINST REFUSAL WRITTEN SUBMISSIONS

MC/18/1867 29 View Road Cliffe Woods Rochester Medway ME3 8JQ

Construction of a 3-bedroomed detached dwelling with associated parking

REFUSAL GROUNDS: The proposed development proposal will result in an unacceptable loss of trees and fails to demonstrate that trees identified for retention can be successfully retained or that there will not be pressure to remove further trees following occupation of the dwelling to the detriment of the appearance of the site and character, habitats and biodiversity of the area contrary to Policy BNE43 of the Medway Local Plan and paragraph 175 of the National Planning Policy Framework 2018.

No further response required.

- 135.2 The following planning applications have been circulated to the planning committee (and other councillors. A response is due after this meeting.

MC/19/0227 2 Reedham Crescent Cliffe Woods Rochester Medway ME3 8HT

Application for a Lawful Development Certificate (proposed) for conversion of garage to a habitable space.

No Objections raised.

135.3 **Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting**

MC/19/0303 Manor Farm West Street Cliffe Rochester Medway ME3 7TH

Listed building consent application for the construction of a detached single storey outbuilding to facilitate a home office/ yoga studio incorporating a double garage and kitchen & sanitary facilities together with fencing and brick & flint wall surrounding certain parts of the site.

MC/19/0569 Blackmoore Barn, Pond Hill, Cliffe, Rochester, Medway

Construction of a single storey rear extension for use as orangery/garden room.

MC/19/0570 Blackmoore Barn, Pond Hill, Cliffe, Rochester, Medway

Listed Building Consent for the construction of a single storey rear extension for use as orangery/garden room.

MC/19/0379 29 View Road Cliffe Woods Rochester Medway ME3 8JQ

Construction of 1x three-bedroom detached dwelling and a detached 4x bedroom dwelling with associated parking -Demolition of existing bungalow

MC/19/0394 Land Rear Of 56-60 Town Road Cliffe Woods Rochester ME3 8JJ

Construction of a detached chalet bungalow with parking and access via Milton Avenue

MC/19/0618 Orchard Bungalow Station Road Cliffe Rochester Medway ME3 7RU

Extension to the defined curtilage of Orchard Bungalow for the provision of an extension to the driveway to provide adequate on-site access, turning and parking facilities.

No objection AGREED

APPEAL AGAINST REFUSAL WRITTEN SUBMISSIONS

MC/18/2385 63 View Road Cliffe Woods Rochester Medway ME3 8UB (corner of Tennyson Avenue)

Construction of a two-storey side extension - demolition of the porch

REFUSAL GROUNDS: The proposed two-storey side extension, by virtue of its scale, height and width, would result in a dominant form of development on this prominent corner plot that would disrupt the strong front building line along the north side of Tennyson Avenue and as such would detract from the open character and appearance of the area. The proposed development would therefore conflict with Policy BNE1 of the Medway Local Plan 2003 and Paragraph 124 of the NPPF.

Awaiting decision.

135.4 **Other Planning Issues**

Medway Local Plan The previous consultation period has now finished, although a further consultation on a Draft Plan is planned for the June/July 2019, after delay to process awaiting a decision is reached on a Housing Infrastructure Fund bid of £170m (decision due Spring 2019).

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

The outline planning application for up to 225 dwellings was refused by Medway Council, and Gladmans Appeal, due to the size of the development the application was 'called in' for the Secretary of State for Housing, Communities and Local Government (the Minister) to make the final decision. The public inquiry was held in November/December 2017 and the inspector recommended Approval. The Minister assessed the application and disagreed with the Inspector and refused the appeal. This would normally have been the end of the process but in late December 2018 Gladmans decided to request a review of the decision in the High Court, asking for the Minister's decision to be quashed. This appeal is related to HOW the decision was made, rather than the planning principles (there was information that came to light after the Inspectors approval – some of it was consulted on, but some was not). It may come down to whether the key additional information (new housing supply figures after changes to the NPPF) was 'government policy' where consultation is not required. Re-application MC/19/0287 (comments by 1/3/19) + Letter from High Court.

Cllr Harper suggested that a meeting be held to discuss the Parish Council's reply further.

MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (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

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited.

Land West of Town Road, opposite Merryboys/Town Road Junction

Developers have met with the Neighbourhood Plan Steering Group and a subsequent meeting held with Redrow (joint with councillors and the steering group). This would include some employment land and following the discussion some bungalows. No commitment of support has been given or implied at this stage. A public exhibition was held on the 9th July. Initial pre-planning discussions have been held with Medway Planning and it is their intention to submit their full application within a month (possibly when the outcome of the Gladman's appeal is known). The planning application has now been submitted (MC/18/2961). The applicant has asked if he can meet with the parish council to discuss his application further following the Gladman's refusal. This will go to Medway's Planning Committee in March. *(it is now understood the Redrow have withdrawn from the development 18/3)*

Neighbourhood Plan – Site Allocation

The steering group is looking for some potential sites for the development of local needs housing (including real low cost/affordable, that could even be developed by the parish council to lock in the low-cost element) – Sites have been inspected but no conclusion currently. A meeting with our Planning Consultant and Clerk (PO) with Catherine Smith (Medway Local Plan) has taken place and the particular constraints of the parish are recognised. Details of the next stage of the Local Plan will be discussed with the group in the coming months)

Community-Led Housing

Clerk (PO) attended a RuralKent seminar on this topic. It is an opportunity to allow a local organisation (outside the parish council) to provide low cost/affordable housing for local residents and those with a link to the village and lock-in the low cost/affordable element for future residents as well. It is something that the parish council could consider supporting – but it is reliant on a third party organisation being formed and coming forward.

136

REPORT: OTHER COMMITTEES

136.1

Footpaths and Common Land – General Report – Cllrs Harper/Darwell

Nothing to report

136.3 **C&CW Neighbourhood Plan Steering Group – General Report – Clerks**

Reported on current work and the new projected completion of December 2019. There is likely to be an implication on costs although the final stages are paid for by Medway Council. Nothing new to report- ongoing

136.4 **Youth Liaison- General Report- Cllr Walton**

Cllr Walton reported that she will be retiring from leading the youth club on the 1st April. Clerk PO has approached many people to try and find anyone willing to take over and has not had any success. After a meeting between Chair, Clerk PO and Cllr Walton it has been agreed that Chair and Clerk PO will continue till 1st July. Clerk PO is to take over as treasurer as the current holder is also retiring from the post.

A letter will be issues to current attendees and parents explaining everything to them at the next meeting and if no parents or others come forward then the youth club will close. A similar notice will be issued on notice boards also.

136.4 **Governance Working Party- Cllr Naughton-Dean**

The new working party will be postponed until after the elections.

137 **REPORT: OTHER BODIES**

137.1 **Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)**

Nothing to report- meeting May

137.2 **Cliffe Woods Community Centre Liaison – General Report – Cllr Walton**

A meeting was held with the social club, which had been issued with a notice to quit in March if the rent arrears were not settled. The social club committee requested a meeting at which it was agreed they would pay their three month's rent arrears, this month, then pay the next due rent on the second Monday of April. If future if rental payments are not met on-time the closure notice will be re-issued immediately.

137.3 **Cliffe Memorial Hall – General Report – Cllr Fenney.**

Nothing to report.

137.4 **Brett's Liaison – Cllr McDermid/Clerk (PO).**

Nothing to report, next meeting scheduled for March/April 2019 (*now possibly after May*)

137.5 **Rural Liaison Committee – Cllr Naughton-Dean**

A meeting was held on the 05/03.19- Covered the Housing Infrastructure Fund (HIF) Bid.

137.6 **Kent Association of Local Councils (Medway) – Chair/Cllr Harper.**

The Medway Branch meeting took place on 20 February and was attended by representatives from seven local parish councils. The following reports were given:

KALC Executive Meeting (19 January 2019)

This meeting focussed on national and county issues, appointments and budgets, learning and development. It was stressed that all PCs should have a learning and development programme with emphasis being given to the induction of new councillors.

KALC AGM (November 2018)

There had been two speakers, one on dementia and the other on diabetes.

A summary of Medway parish reports has been circulated.

137.7 **Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble** The committee meets on an ad-hoc basis and has moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble. Nothing further to add.

137.8 **Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Chair/Cllr Fenney**

Nothing to report

Next meeting is scheduled for 21 March at Higham Surgery.

137.9 **Friends of North Kent Marshes Cllr Darwell –**

Nothing to report

138 **Other Reports – None**

The Clerk PO reminded councillors of the Parish Council Election Procedures/Completion of Nomination Forms.

There is no scheduled meeting in April – The Annual Parish Meeting takes place instead (11th April 2019 Emmanuel Centre, Parkside, Cliffe Woods)

Other items to be handed to the Clerk for the next meeting (after the election of a new council on the 2nd May) on 9th May 2019 the Small Hall, Memorial Hall, Church Street, Cliffe. To be preceded by the Annual Meeting of the Parish Council at 7:30pm.

Meeting Closed at 22:15

Signed by..... Chair and dated.....

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
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, committees (including Personnel) other policies and GDPR implications to be carried out by new Governance Sub-Committee/Working Party. Formal agreement for Governance Working Party, Code of Conduct, Creation of Personnel Advisory Committee, Various policies AGREED at November 18 meeting. To be agreed after the election	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 approved and at a higher level than applied for – runs to 31/3/19 – project grant funding now used up.	Clerk (PO) NHP
May 8.14	Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may should have been Spring 2018 when work carried out. Delays due to equipment failure. No replies to chasing. An alternative firm approached, and a quote is expected. Work carried out by Norse contractor	Clerk PO/RFO COMPLETE