

Minutes of Meeting held in the Emmanuel Centre, Cliffe Woods
Thursday 10th October 2019



PRESENT: Cllrs Ron Naughton-Dean CHAIR(RND), Barry Dibble
VICE CHAIR(BD), Sandra Fenney (SF), Sue McDermid (SD), Fred Harper (FH),
Peter Clements (PC), Robert Wyatt (RW), Ray Letheren (RL), Malcolm McLeod (MM)
Andy Keates (AK)

Parish Clerks- Chris Fribbins (PO)

This meeting opened at 7:30pm

- | NO | ITEM |
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| 89 | APOLOGIES FOR ABSENCE
Cllrs Victoria Baxter (Child Care), Vivienne Walton (Holiday), Jim Wenban (Work), Joan Darwell (unwell) and Annette Cooper (Holiday)
Michelle Dolley (Clerk RFO) (Family)
The Clerk PO asked if the council would consider the payment of Child Care. Agreed to consider at November F&GP/Council meetings. |
| 90 | DECLARATIONS OF INTEREST - None |
| 91 | APPROVAL OF MINUTES OF MEETING HELD ON – 12/09/19
<i>(The official version has been modified to correct those in attendance and apologies)</i>
proposed Cllr Wyatt, 2 nd - Vice Chair - ALL AGREED. |
| 92 | ADJOURNMENT
The Clerk (PO) presented proposals from Metrodial for a flood protection barrier across the Thames from Allhallows to Southend that included a rail and cycle crossing, solar energy, Cruise Liner terminal etc. Although timescales extent to 2150! |
| 93 | MATTERS ARISING FROM MEETING HELD ON 12/09/19- None |
| 94 | Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods
1 vacancy remains for Cliffe Woods Ward. |
| 95 | REPORT: CLERKS
Reported elsewhere |
| 96 | Report: Chair <ul style="list-style-type: none">• Appraisal dates for Clerks have been re-arranged. More feedback from councillors required.• Stressing importance of training for all councillors. Cllrs Fenney, Wyatt, Walton and the Chair had attended the Dynamic Councillor course recently. The Clerk (RFO) had attended the Clerks Conference and was scheduled to attend the Finance Conference (The Clerk (PO) was also attending via Allhallows PC).• Personnel Committee to be constituted to handle future staff issues (recruitment and appraisal etc.) |
| 97 | Governance Working Party (Chair).
A meeting was held on the 07.10.19, where the Financial Regulations were checked and GDPR policies reviewed. Next meeting will be on the 11.11.19. Proposed Chair Seconded Vice Chair that the new Financial Regulations be adopted (based on NALC Model 2019) - AGREED |
| 98 | Report: Finance & General Purposes 1st October (Cllr Dibble/Clerks)
Attendance Cllr Dibble (Chair), Cllr Cooper (Vice Chair), Cllr Naughton-Dean, Cllr Wenban, Cllr Letheren, Cllr Keates |

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

Apologies Cllr Walton (Family), Cllr Fenney (unwell), Cllr Darwell

98.1 Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- NOTED

98.2 Payments to be made-

Receipt's	September	October
Bank Interest	£3.91	
Allhallows PC CF SLCC Share		£100.87
Youth Club Account		£121.37
HMRC VAT Repay		£359.47
Payments	Description	Amount
191001- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
191002- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
191003- John Davies	Caretaker Salary, Mileage	
191005 Vonage	Parish Phone	£9.25*
191006 Cleaner	Changing Rooms	£72.00
191007 HMRC	PAY	£493.40
191010 ICO	Annual Sub	£40.00
191011 Came and Company	Annual Insurance	£1,486.81
191012 SLCC	CF Annual Sub	£175.00
191013 Cliffe in Bloom	Grant	£400.00
190915 Business Stream	Water (CR/Allotments)	£439.84

*Includes VAT (reclaimable) ** VAT on receipt to be paid to HMRC.

Proposed by Cllr McLeod, Seconded by Cllr Wyatt- **ALL AGREED**

82.3 Changing Room Update (Clerk PO/RFO)

The boot scraper has arrived and is yet to be installed by Clark Clayton. The fire risk/health and safety inspection has been scheduled by Cllr Keates (since carried out). Following a period of sickness the cleaner is now back to work.

82.4 Relief Caretaker/Relief Cleaner to appoint

There have been four expressions of interest, two are being followed up by the Clerk RFO.

82.5 Parish Council Vacancies

There is now only one vacancy remaining - Cliffe Woods Ward.

82.6 The Buttway

Grass Surface/Vehicle Parking Entrance –

The caretaker has reported that the padlock is now missing from the chained-off area. Clerk PO will check with the church and Six Bells to see if they have any information. (*since found*) The lockable post and drainage quotes are being sought. A social media post was used for local businesses to tender their bids also. One company has visited the site with the Clerk (PO) and given a brief quote on a new soakaway.

82.7 Cliffe Play Area –

The caretaker reported a piece of wet pour has been damaged. It was recommended that the wet-pour repair kits be looked at for purchase.

Quotes are still awaited for the replacing of the grass matrix tiles. The Multiplay has had the chequer plates fixed, however the breakdown truck needs to be removed and refabricated offsite – refurbishment previously approved. Cllr Letheren has also refurbished a bench in the play area and the ball court fencing has been repaired.

82.8 Noticeboards

The historic noticeboard located at the school, has now been repaired by Cllr Letheren, outside church and access road noticeboards have also been fixed. Two by the Charnel House need to be re-placed in the ground and the one at Pond Hill recovered from Mr Filmer and re-installed.

82.9 CCTV

Clerk PO has arranged for the annual clean up and adjusting for the CCTV.

82.10 Youth Council

Clerk RFO attended the Clerk's conference on 17/09/19, where there was a focus on youth councils and the community. There for 3 councillors have shown an interest in forming a steering group, although this could be done with an expanded Youth Committee, to see if any interested youths would like to form our own youth parish council. This action was supported by the council and the Clerk (RFO) will be following this up.

82.11 Speeding Issues

Chair has conducted a social media poll with regards to residents' views on reducing the speed, especially given the new Esquire development of 92 houses. From the poll, the majority of residents who took part agreed that the speed was an issue and supported lowering it. Clerk PO also reported that the developers are contributing to the install of puffin crossing and relocating the 30mph signs and speed monitoring device. The yellow lines are also being followed up by Clerk PO with Medway Council. There was also a report of parking issues by Cliffe Woods Garage, particularly the parking right on edge of road making getting out of the junction dangerous. At the committee Cllr Dibble proposed that representation be made to speak with the garage, to see if this can be rectified. Seconded by Cllr Letheren- ALL AGREED. Issues being followed up.

The issue of waste items being left outside properties (for possible collection by others) was raised. This blocks the pavements and has become more common due to bulk refuse charges by Medway Council and use of Social Media to advertise their availability.

82.12 Budget 2020/2021

Any initial ideas- Please pass on to Clerk RFO ready for the planning end of October/Nov
Clerk RFO will also circulate the unplanned expenditure list, which includes deferred items for prioritising.

Meeting finished at 20:43

82.13 AOB

Cliffe Woods PACT

As reported at the last meeting, Cliffe Woods PACT have managed to purchase signs for the village. They want to include the parish council logo on the bottom of the signs. Cllr Dibble proposed this be taken to full council for approval, seconded by Cllr Naughton-Dean – AGREED. Proposed Vice-Chair, Seconded Cllr Harper that use of the logo be approved – ALL AGREED

Christmas Decorations

Clerk PO reported the previous arrangements of Christmas trees and lights within the villages. Cllr Dibble recommended that prices be sought for this.

Meeting finished at 20:30

83 REPORT: ALLOTMENTS- Cllr Clements, Letheren

An inspection was carried out and letters sent to a small number that needed more work. There is also an issue with large Gazebos and other large structures on some allotments in contravention of the Allotment rules and use of paving blocks to form 'patios'.

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

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

n/a

84.2 Planning Applications Received after the Planning Committee and the Agenda for this meeting

MC/19/2175 Emmanuel Christian Centre Parkside Cliffe Woods Rochester Medway ME3 8HX
Construction of a single storey flat roof extension to rear - No objection

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

MC/19/207531 Englefield Crescent Cliffe Woods Rochester Medway ME3 8HD
Application for Lawful development certificate (proposed) for the construction of a single storey rear extension. No Objection

MC/19/2098 Hermitage Cooling Street Cliffe Woods Rochester Medway ME3 7TZ
Construction of first floor extension together with a two storey extension to rear and a porch to ground floor front elevation, a juliet balcony to rear and alterations to chimney

Concern raised about the size of the proposal and its relation to adjacent bungalows and overlooking of adjacent properties. Objection to be raised.

MC/19/247814 Goodwin Road Cliffe Woods Rochester Medway ME3 8HR
Construction of a first floor extension to side and alterations to existing conservatory - No Objection

MC/19/2555 44 Station Road Cliffe Rochester Medway ME3 7RX
Construction of a 4-bedroom detached dwelling with associated parking – No Objection

MC/19/2571 24 Reedham Crescent Cliffe Woods Rochester Medway ME3 8HT
Construction of a two storey extension to side together with single storey extension at front to create porch and bay window – demolition of existing garage.
Concern expressed about the loss of car parking on-site and the encouragement of parking of a bend in the road. Objection to be raised.

Proposed Cllr Harper, Seconded Cllr McDermid to submit responses to Medway Planning as above.
All AGREED, with the abstention of the Vice-Chair on MC/19/2571

84.4 Other Planning Issues

Medway Local Plan

Consultation on a Draft Plan is further delayed until after a decision is reached on a Housing Infrastructure Fund bid of £170m (was due Spring 2019) for road and rail improvements. NO UPDATE

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

Medway Planning are now actively considering the parallel application awaiting further feedback.

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

Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited. Double Yellow lines implemented on the View Road bend, paid for by the development. A meeting has taken place between the parish council/NHP steering group and the developer. Awaiting the full application.

85 Cliffe and Cliffe Woods Neighbourhood Plan

Detailed feedback received from Medway Council re. the draft local plan which has been submitted to them. The comments are being reviewed and any necessary changes made, the Draft Local Plan will go to formal consultation in late October/early November.

The Neighbourhood Plan will need to show it responds to local housing need – the current tactic is to set-up a Community Housing Trust and take on some of the low cost/affordable houses in those developments that have been approved.

86 REPORT: OTHER COMMITTEES

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

86.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) Reported earlier

86.3 Youth Liaison- General Report- Cllr Walton Nothing to report. Youth Council suggestion discussed earlier.

86.4 Governance Working Party- Cllr Naughton-Dean – (see above).

87 REPORT: OTHER BODIES

87.1 Cliffe and Cliffe Woods Community Trust – Report – Cllr Keates, Clerk (PO) – Meeting on 1st November.

87.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
The land sold has now been cleared by the developer/new owner. A full planning application is expected. The Smilies will be performing on October 18th.

87.3 Cliffe Memorial Hall – General Report – Cllr Fenney No meeting to report.

87.4 Brett's Liaison – Cllr McDermid/Clerk (PO). Nothing to report, meeting is now annually (March/April)

87.5 Rural Liaison Committee – Cllr Naughton-Dean – Met on Tuesday 8th October and discussed the Medway Local Plan Green and Blue Infrastructure Plan and also the closure of the road between Cliffe/Cliffe Woods to Cooling at the castle to carry out long awaited repairs to the road which had collapsed into the moat and the very long official diversion route for five weeks. The RLG Chair also mentioned suggestions for a National Park on the Hoo peninsula. Future topics include s106 agreements.

87.6 Kent Association of Local Councils (Medway) – Chair/Cllr Harper. Nothing to report. Next meeting 23rd October.

87.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble. The issue of an assault on the owner of the Cliffe Mini-Mart was raised. It is understood that the incident was recorded on the shop's CCTV and an arrest has been made.

87.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Cllr McDermid/Cllr Fenney
Cllr McDermid gave an extensive report on the PPG and current issues regarding the merger between the two parish surgeries. A special cake sale has been arranged to raise charity funds in memory of Dr Sharif who died recently.

87.9 Friends of North Kent Marshes Cllr Darwell – Nothing to report

88 Next meeting is 14 November 2019 in the Small Hall, Memorial Hall, Church Street, Cliffe at 7:30pm.

Meeting Closed at 21.45

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
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. Consultation on potential Draft Version carried out July 2019 – aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in October. This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan.	Clerk (PO) NHP