



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

MINUTES

Minutes of the Parish Council meeting held on Thursday 15th June 2023, 7:30 pm at the Small Memorial Hall. Church St., Cliffe ME3 7PU.

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Peter Clements, Annette Cooper, Sandra Fenney, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid & Jim Wenban.

Council Staff Present: Lissi Watt - Assistant Clerk/RFO
Alex Jack – Clerk PO

179. **Apologies for Absence**

Cllr Fred Harper & Cllr Joan Darwell - Holiday

Cllr Vivienne Walton - Unwell

It was proposed by Cllr R Wyatt and seconded by Cllr S McDermid that apologies for absence be accepted. All agreed.

180. **Declarations of Interest** *Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.*
Cllr J Darwell and Cllr S Fenney declared they are members of the management committee for the Cliffe Memorial Hall.

Cllr C Fribbins and Cllr S McDermid declared they are a member of the Cliffe & Cliffe Woods Community Association.

181. **Co-option – Currently three vacancies, one in Cliffe Village Ward and two in Cliffe Woods Ward.**

No current interest. Noted.

The meeting was adjourned for members of the press and public to address the council.

David Brett, Community Police Officer for the Hoo Peninsula was unable to attend as planned.

A member of Cliffe Woods Colts FC spoke on the condition of the recreation ground pitches. Cliffe Woods Colts FC expressed that the pitches have always been a great example and they wish to work closely with the Parish Council on improving the pitches, keen to have improvements in place before the season starts. Cllr B Dibble explained that 2 ton of topsoil has now gone on to the pitches which has now been seeded and watered and the council are working closely with Norse on further improvements along with an ongoing maintenance plan.

182. **Approval of Minutes of Meeting held on 11/05/23**

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell that the minutes be accepted as a true record of the meeting, pending minor changes. 6 agreed, 3 abstained.

183. **Matters Arising from Minutes of Meeting on 11/05/23**

None.

184. **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**

The Clerk reported progress made on works related to recreation ground pitches post funfair damage and other wear reported. The report was noted.

185. **Report: Chair (Cllr Dibble)**

The Council Chair reported that changes made for the improvement in the management of the council should now be being felt by all Councillors. The Allotments are now well managed by the Clerk and the Allotment Committee, vacant plots have now been allocated tenants, tenants have been invoiced, allotment rules being applied and management software paid for by the council is now in full use. Accounting reports now have a level of detail not previously seen. With the change soon to take place in the IT systems used, staff will be able to work more collaboratively and working processes will be further streamlined. Achieving all this takes time and an increase in staff hours will be noticed during this phase of improvements. The Chair thanked Councillors for their patience during the transition.

186. **Annual Governance and Accountability Return 2022/23 (Assistant Clerk/RFO)**

186.1 To consider the report from the Internal Auditor (Roxana Brammer)

Internal audit report was considered.

Several points were raised in the report and discussed by the council. Improvements have been put in place based on the report including the minutes filing method used.

186.2 To approve the Annual Governance Statement 2022/23

The Annual Governance Statement was read by the RFO and discussed.

After consideration by the council, it was proposed by Cllr C Fribbins and seconded by Cllr R Letheren that the Annual Governance Statement be approved by the council. All agreed.

The annual governance statement was duly signed.

186.3 To approve the Accounting Statement for 2022/23

After consideration by the council, it was proposed by Cllr B Dibble and seconded by Cllr R Wyatt that the Accounting Statement be approved. All agreed.

The accounting statement was duly signed.

186.4 To note the dates of Public Rights/Inspection

The dates of public rights/inspection declared by the RFO were noted. Announcement to be made 23rd June 2023. Dates of inspection: 30th June - 11th August inclusive.

187. **Report: Finance & General Purposes (Cllr Wyatt/Assistant Clerk/RFO)**

The F&GP committee met on 06/06/23 at St Helens House, Cliffe.

a) To note financial reports (to 31/05/23)

The new style financial reports, replacing the R&P Sheet previously used were explained by the RFO. Reports were discussed and noted.

b) To note and consider Payments and Receipts and approve, as necessary.

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell that payments listed on the Payments Approval Sheet dated as this meeting be authorised. 8 agreed, 1 abstention due to conflict of interest.

Action: RFO to make payments as agreed.

c) Recommendations from F&GP Committee

- i) Cliffe Crusaders RC to install gate into compound next to Changing Rooms for storage of scrum machine.
It was proposed by Cllr R Letheren and seconded by Cllr S Fenney that the Cliffe Crusaders RC be granted permission to install a gate into the compound next to the changing rooms for storage purposes.

- ii) Agree in principle to allow request for planning permission for floodlighting over rugby pitch. Rugby club wish to expand. Floodlighting wanted so they can train in the evenings, very successful club.

It was proposed by Cllr K Kentell and seconded by Cllr S McDermid that Cliffe Crusaders RC be granted permission in principle to pursue the option of floodlighting to be installed at no cost to the council pending planning permission etc as required by proper processes. 8 agreed, 1 abstention.

- iii) Full refund to Smiths Funfair of £500 pitch deposit.

It was proposed by Cllr R Wyatt and seconded by Cllr Jim Wenban that the deposit of £500 be refunded to the funfair. All agreed.

Action: RFO to make payment as agreed.

- iv) AGAR as item 9.0 above.
Noted.

- d) Other items of note from F&GP Committee (no decisions required)

The Chair reported that a resident had complained about the classic car event held by The Six Bells Public House on The Buttway, Cliffe.

Further from the F&GP held in June, the Chair had since instigated a second visit to the event by the council. It was noted that although the event is of importance in generating income for The Six Bells Pub and brings joy to members of the parish who enjoy attending it, motorcycles and cars were causing parking issues and on this second visit, the event was not particularly well marshalled. The Six Bells Pub is to be contacted regarding this. The event is an attraction to the area although it can be disruptive to residents.

It was also noted that, although held on Parish Council land with permission, the event itself is entirely unrelated to the council, being an event run independently by The Six Bells.

It was proposed by Cllr B Dibble and seconded by Cllr K Kentell that the response to the complaint be drawn up by the Chair, Cllr B Dibble.

Action: Chair to respond to resident.

Action: Clerk/PO to write to the organisers of the event expressing the council's concerns.

The Clerk reported that quotes are being obtained for the children's play area refurbishment as well as repairs to the wet pour rubber safety surface. The first quote for safety surface repair has come in at a cost of £358.25 to fill an area of approx 1ft square. There are six similar holes that need attention.

Action: Assistant Clerk RFO to provide information on wet pour repair kits that can be purchased directly by the council for in house repair.

The Parish Caretaker has now been trained to use the newly serviced lawn mower and strimmer by the company Mr. Mower.

Other F&GP reports were noted.

188. **Report: Allotments (Cllrs Clements/Letheren/Wyatt/Clerk/PO)**

Cllr R Wyatt reported that the Allotments are vastly improved. Much work has been put in by the Clerk and the Allotment Committee to improve the allotments and the response by tenants has been very positive.

All invoices were sent out at end of May, of 38 invoices, only 7 have not been paid to date. None are yet overdue.

189. **Report: Planning Committee (Cllr Fribbins)**

The Planning Committee met on 01/06/23 at the Emmanuel Centre, Cliffe Woods.

Cllr C Fribbins gave a full verbal report. No decisions required required. All reports were noted by the council.

189.1 Planning applications received:

- a) MC/23/1161 - Woodpeckers, Mortimers Avenue, Cliffe Woods ME3 8JT. Conversion of garage to habitable room. **Comments:** no objection, sufficient car parking on frontage.
- b) MC/23/1170 - 59 Brewer Road, Cliffe Woods ME3 8HY. Construction of a two storey side extension and relocation of boundary fence to side. **Comments sent prior:** Concern regarding the height of the boundary fence adjacent to footpath/road and lack of details online prevent adequate assessment.
- c) MC/23/1106 – Land at Town Rd, Town Rd, Cliffe Woods. Homeowners pack - to enable change to the proposed landscaping to remove pond and replace with small traditional orchard. **Comments:** Technical matter for Medway Planning Officers.
- d) MC/23/1029 – Land at Town Rd, Town Rd, Cliffe Woods. Landscape management plan - 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. **Comments:** Technical matter for Medway Planning Officers.
- e) MC/23/1085 – Land at Town Rd, Town Rd, Cliffe Woods. Travel plan - 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. **Comments:** Technical matter for Medway Planning Officers.
- f) MC/23/0335 – Land south of Buckland Rd, Cliffe Woods. Details pursuant to condition 3 (turning) on planning permission MC/21/3045 - change of use of land for the provision of allotments, associated landscaping, open space and access. **Comments:** Technical matter for Medway Planning Officers.
- g) MC/21/3073 – Cliffe Woods Community Centre, Parkside, Cliffe Woods ME3 8HX. Construction of part single/ part two storey extension to front, single storey extension to front and single storey extension to rear. **Note:** This has finally been granted permission (submitted 21/10/21!).
- h) MC/23/0744 – Woodpeckers, Mortimers Ave., Cliffe Woods ME3 8JT. Application for a Lawful Development Certificate (proposed) for conversion of garage into habitable room. **Note:** This application has been refused, replaced with planning application MC/23/1161 see 12.1 (a) above.
- i) MC/22/1713 – Land South of View Rd, Cliffe ME3 8UE. Construction of 50 retirement homes comprising of 42 apartments and 8 bungalows with communal facilities, electric scooter store and management offices with associated parking, landscape improvements and on-site allotments. **Note:** This application was approved on 10/5/23 and the decision notice has now been issued.

189.2 Planning applications received after publication of the Parish Council Agenda: None.

189.3 Other planning issues below were discussed and a verbal report from Cllr C Fribbins was given and noted.

- a) **MC/22/0254 (Trenport Appeal) Land to the east and west of Church Street, Cliffe**
- b) **MC/21/1287 Redrow site, Oakleigh Fields, Town Road, Cliffe Woods**
- c) **MC/21/1694 Esquire development, View Road, Cliffe Woods**
- d) **2 Tennyson Ave, Cliffe Woods**
- e) **Draft Local Plan**

190. **Report: Cliffe and Cliffe Woods Neighbourhood Plan (Cllr Fribbins)**

Cllr C Fribbins stated that Medway Council have now formally adopted the neighbourhood plan.

Cliffe & Cliffe Woods Parish Council Planning Committee have been asked by Medway Council to give a presentation teaching others about the Neighbourhood Plan and how it was put together.

191. **Report: Other Committees**

191.1 Footpaths and Common Land – Cllr Cooper - No report given

191.2 Personnel Committee – Cllrs Fenney & Wyatt

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell that Cllr J Wenban join the Personnel Committee. All agreed.

192. **Report: Other Bodies**

192.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell – Noted.

192.2 Cliffe Woods Community Association Liaison – Cllr Fribbins – Noted.

192.3 Cliffe Memorial Hall – Cllrs Darwell/Fenney - Noted.

192.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – No report.

192.5 Rural Liaison Committee – Cllr Wyatt – Next meeting date 27th June.

192.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – Meeting was postponed by the Chair until 21st June. Cllr McDermid unable to attend, Cllr Fribbins can substitute.

192.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid – No report.

192.9 Events – Noted.

193. **Other Reports** – Other items to be handed to the Clerk for the next meeting on **13/7/23, 7.30pm at the Emmanuel Centre, Cliffe Woods**

The meeting was closed at 21:43