



**Minutes of Meeting held at the
Cliffe Woods Community Centre, Parkside, Cliffe Woods**

On Thursday 14 December 2017

PRESENT: Cllrs Sue McDermid (SMc) - Chair, Ron Naughton-Dean (RND) – Vice-chair, Annette Cooper (AC), Ray Letheren (RL), Andy Keates (AK), Jim Wenban (JW), Simon Draper (SD)
Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.45 pm.

NO	ITEM
103.0	APOLOGIES FOR ABSENCE Cllrs Fenney, Stanley, Walton – ill. Cllrs Dibble, Clements, Darwell, Graves – work.
104.0	DECLARATIONS OF INTEREST - None
105.0	105.1 Councillor Co-Options Cliffe Village Ward – Two vacancies co-option is in the power of the parish council. If the person qualifies as a councillor, they can be co-opted. The council, however, does not have to co-opt and can choose any qualifying candidate.
	105.2 Cliffe Village Ward Co-option The parish council to consider the co-option of Mr Simon Draper to fill one of the Cliffe Village vacancies. MAJORITY AGREED (2 against). Simon Draper read and signed acceptance of appointment as councillor, countersigned by Clerk (PO)
106.0	APPROVAL OF MINUTES OF MEETING HELD ON 09/11/2017 - proposed Cllr Keates, seconded Cllr Letheren AGREED.
107.0	ADJOURNMENT – None
	MATTERS ARISING FROM MEETING HELD ON 09/11/17 (See action list with minutes)
108.0	REPORT: CLERKS
	108.1 Correspondence - e-mails distributed through the month
	108.2 Matters dealt with since last meeting (verbal report at meeting) – nothing further to add, items on agenda elsewhere.
	108.3 Cliffe Anti-Social Behaviour – Storage Container damage – 2 complaints received about youths using container, 1 requesting door be welded up until replaced.
109.0	REPORT: FINANCE & GENERAL PURPOSES (Cllr Fenney/Clerks (RFO/PO))
	109.1 Finance Report – Monthly reports circulated.
	109.2 Receipts and payments (circulated) To note income below received
	HMRC Vat return 1/7-30/9 (Qtr2) £1,331.65
	Allhallows Parish Council Paper contribution £2.50
	NatWest Interest £0.19
	To seek approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated
	Chris Fribbins Clerk salary, home allowance, mileage -PAYE £
	Sue Hibbert Clerk salary, home allowance, mileage PAYE £
	Mike Johnson Caretaker pay, mileage, petrol - PAYE £
	Andrew Norton Youth worker Dec hours £
	Vonage Parish phone £10.32*
	EE Dongle £15.56*
	MY Trust DBS ID checker training PS £15.00
	Jim Boot Oct/Nov NHP meetings & mileage £449.40
	Lorraine Hart 2nd stage - Nov meeting/training wkshop & travel £1,460.35
	KALC Crime prevention & safety conferencex2 BD,PS £144.00 *
	Colyn Property Installation of goal posts QUOTE £400.00

		Bullman Marine Replacement Storage repairs QUOTE £983.40* Thomas Fabrications Small hall car park barrier repair £96.00* Groundwork UK Return of unspent NHP grant £3,816.00 PAYMENTS APPROVED, proposed Cllr Letheren, seconded Cllr Cooper - AGREED
109.3	Draft budget 2018/19	19.30% increase in precept required to balance budget. 2% increase to clerks and youth worker salaries (increase not agreed yet). Caretaker budget increased in line with living wage to £7.83 per hour. Repairs and maintenance budgets increased by £7,500 to £10,000, budgets for changing rooms running costs estimated. Increase to insurance due to build of changing rooms and possible increase in assets cover. 3% increase applied to other budgets where applicable. F&GP recommend that precept is increased by 25% to build back up reserves. The Budget (all items) and Precept to be agreed at the January meeting. Clerk (RFO) to obtain insurance and rates costs for changing rooms and hire charges for other recreation grounds with changing room facilities.
109.4	RLG update	– Zero balance outstanding.
109.5	S106 Update – Changing Rooms Project Meeting Summary	Attendance - Cllrs S Fenney, R Naughton-Dean, Vivienne Walton, S McDermid, Steve Allen CCRFC, Chris Fribbins Clerk (PO), Sue Hibbert (RFO) Leader fund grant application has been submitted - decision before Christmas (£31,000 now agreed). Veolia grant decision should be very soon (£50,000 now agreed). After a meeting with John Alford to review the tenders and bring him up to speed after his holiday, recommended that we follow on 2 tenders shortlisted – Perfect Homes and Clark-Clayton. More detailed tender required from Clark-Clayton to enable comparison with Perfect Homes. Site visits to be arranged, however no decision can be made on contractor until funding secured.
109.6	Financial Risk Assessment Review	- Qtr. 2 report by Councillor Cooper circulated. Recommends that payment schedules are dated when signed by councillors/RFO each month (now actioned)
109.7	Parish Council By-Election	Simon Draper now co-opted into one of the two Cliffe Village vacancies.
109.8	Relief Caretaker Vacancy	John Davies from Cooling Street has been offered the position of relief caretaker. Start date of 2 January agreed. Unfortunately Michael Johnson has been ill and unable to handover and ensure John has not got the equipment to do the job so the Clerk (RFO) has engaged Norse to do the litter pick for three days.
109.9	Play park repairs	ROSPA report received from Andy Keates to forward onto playground inspector. Village Club secretary has been notified about their gate into the playpark not closing properly and they will check.
109.10	Outdoor Gym Equipment	The Clerk(PO) has contacted Medway Council and they now report that there was no s106 in place for Adult Gym Equipment. Due to 2018/19 budget constraints and no match funding available from Medway, F&GP recommendation is not to allocate a 2018/19 budget to this project AGREED.
109.11	Vandalism to Cliffe Recreation Ground & Allotments	Insurance claim for goal posts and bench has been submitted. New goal posts received this week, installation to be carried out asap by Steve Summerhayes from Estuary Engineering. This has proved difficult to arrange but we now have a quote for £680 +VAT from Estuary Engineering and they can do it on 21 st or 22 nd December. Another quote of £400 has been received from Colyn Property Services but they cannot carry out the work until January 2. This quote is included on the payments schedule. The old sockets need to be removed and replaced with new sockets in the same place (as pitch marked out). Cllr Draper to get a 3rd quote. Caretaker's and football teams' storage container has been badly damaged by fire and

		vandalism, needs new door and 2 new locks for double doors at the end of container. Container is not covered by insurance and Clerk RFO has chased quote for door and locks. A quote of £819.50 +VAT for this has now been received and delivery/install unable to be carried out until January. 2 x lawnmowers that were taken from the storage container have been found so there will not be a 2nd insurance claim required. Small Hall car park barrier damaged snapped at weld. Clerk (RFO) has contacted Thomas Fabrications and quote for £80 received. Clerk (PO) unable to see anything on CCTV. Memorial Hall broken into – fire extinguisher let off and cooker left on. No sign of entry, locks being changed.
109.12	Meeting dates for 2018 -19	The Emmanuel Centre, Cliffe Woods to be venue for January, February, and March meetings. April APM to be held in Cliffe Memorial Hall. Clerk (PO) to send out new year timetable. F&GP and Changing Rooms Steering Group meetings to be held at St Helens House.
110.0		REPORT: ALLOTMENTS
110.1	Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements	Chairs and table taken from allotments and put in storage container. Clerk (RFO) still awaiting notification of any further tenant changes. Letters to be sent to untended plot holders (list provided by Cllr Letheren), those already issued with a letter previously to be given final chance to get plots in order by March or notice to quit will be given.
111.0		REPORT: PLANNING
111.1		The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting
		<p>MC/17/3776 LAND ADJACENT TO 12 COOLING RD, CLIFFE, ME3 7RY Outline application with all matters reserved for construction of 2x four bedroom detached dwellings with associated parking. Concerns expressed about the precedent for ribbon development along the road. Adequate car parking needed in narrow road. Rear of property landscaping required to reduce impact on entering village from Station Road (<i>since refused by Medway Planning</i>)</p> <p>MC/17/3712 23 BATTLESMERE ROAD, CLIFFE WOODS, ROCHESTER, ME3 8TR Conversion of garage to habitable room and construction of a single storey pitched roof infill front extension with pitched roof extending over garage No objection as long as sufficient off-street parking is retained.</p> <p>MC/17/3989 LAND AT SIDE OF 29 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JQ Construction of new detached house In principle no objection although there is concern about the on-site car parking arrangement of three cars in-line so other two cars may need to be moved to allow the third out.</p> <p>MC/17/3995 ROUSAY, 66 TOWN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8JU Construction of hip to gable and dormers to front and rear to facilitate loft conversion - part demolition to existing front No Objection</p> <p>MC/17/4056 10 GOODWIN ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HR Construction of a 2-storey side/front extension and a part single-storey front extension, together with internal reconfiguration works No Objection</p> <p>MC/17/4027 THE EVENING STAR, 128 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7PY 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) The parish council still has concerns about the front doors of the properties onto the narrow and low pavement. This is used by many parents and children to and from the school in particular. The applicant has shown how vehicles can now turn around within the car park so can leave in the forward direction, but the access road is still narrow and if vehicles meet then there is a danger that one may have to reverse into the road. This is an over-development of the site and changes the frontage of a building that has been a significant part of the street scene of Cliffe for many years.</p>

111.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
	MC/17/4129 26 BROOKMEAD ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HJ Construction of single storey side extension and internal alterations (in place of side shed) Unlikely to be an issue.
111.3	Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.
	MC/17/4242 17 ST HELENS ROAD, CLIFFE, ME3 7EY Construction of a single store extension to rear and replacement of pitched roof to a flat roof. No objection
111.4	Other Planning Issues
	MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) Outline planning application 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 – Objected – Medway Planning Committee refused permission with a recommendation to strengthen the reasons for refusal. The statement of case for the parish council will be submitted before the council meeting (draft circulated to planning committee before submission) – RULE 6(6) designation applied for by PO and granted. This allows the parish council to be represented at the inquiry (November 28th for 6 days is now complete, Clerk (PO) reported on the inquiry, decision to be made by Secretary of state following the report from the inspector – likely to be several months). Cllr Harper commended and thanked the Clerk (PO) for his role at the inquiry.
112.0	Reports: OTHER COMMITTEES
112.1	Footpaths and Common Land – General Report – Cllrs Harper and Darwell. No report
112.2.	C&CW Neighbourhood Plan Steering Group – General Report – Clerks. Approval sort for return of unspent NHP grant of £3,816. Proposed Cllr McDermid, seconded Cllr Letheren AGREED. A further grant application will be raised by the Clerk (PO) for this money to be returned to the council for the next stage of the NHP – it will need to be spent by 31 st March.
112.3	Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO) circulated – nothing further on Cliffe.
113.0	REPORT: OTHER BODIES
113.1	Crime Prevention and Safety Conference – Cllr Stanley/Cllr Dibble an email report was sent to the Chair and reported.
113.2	KALC 70 th Annual General Meeting – Clerk (PO) reported on the meeting.
113.3	Cliffe and Cliffe Woods Community Trust – Lynne Bush confirmed as a parish council representative.
113.4	Cliffe Woods Community Centre Liaison – General Report – Cllr Walton – circulated.
113.5	Cliffe Memorial Hall – General Report - vacant - The committee is looking for additional trustees (and liaison with the parish council is important).
113.6	Brett's Liaison – Cllr McDermid/Clerk(PO), - No meeting scheduled until 2018.
113.7	Rural Liaison Committee – Cllr Stanley (December meeting changed to January 2018).
113.8	Kent Association of Parish Councils (Medway) – Chair/Cllr Harper/Cllr Stanley next meeting February
113.9	Police Liaison Committee – Cllr Stanley to attend Police Surgery.

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	113.10	Patient Participation Groups (Cliffe – Vice Chair, Cliffe Woods – Chair) –Cliffe Woods 25 th January meeting.
	113.11	Friends of North Kent Marshes Cllr Darwell – No report
114.0		Other Reports
		Other items to be handed to the Clerk for the next meeting scheduled on 11th January 2018 in the Emmanuel Centre, Parkside, Cliffe Woods.

Meeting closed at 10.30 pm

22/12/17sh/cf

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

Appendix MA1707

	MATTERS ARISING FROM MINUTES OF MEETING ON 12/10/17	Action By
May 8.4	<p>Changing Rooms Project Clerk (PO) reported that there had been 11 tender submissions for the construction of the changing rooms, these had been analysed and scored in the basis of criteria circulated for comment before councillors saw any tenders (Cllr Keates had suggested an additional criterion for site security following problems on the recreation ground, which was added). After discussing the criteria and browsing the bids, they were analysed from position 11 up to position 1 – It was agreed to exclude all but the top three and to circulate the top three details, prepare a questionnaire before selection of the preferred bidder.</p> <p>Clerk (PO) has had a site meeting with Medway Council Planning and suggestions discussed. Two planning applications required as two regulations – advertising and building in countryside. Details required from rugby club for planning applications from John Alford.</p> <p><i>Informal meeting held with Clerk(PO)/Cllrs Fenney and Naughton-Dean with John Alford to get him up to speed and seek comments on the tendering evaluation – site visit and follow-up with the top two to be arranged (Perfect Homes and ClarkClayson). Other tenders to be held on file for the time being).</i></p> <p>The tender process will allow the grant application to the Leader Programme to be submitted. The grant application to the Veolia Environmental Trust (£50,000) was successful and decision about the £41,000 Leader fund application £31,000 granted as they would not cover the contingency sum.</p>	Clerk PO/ SF/ GC
Jun 21.7	<p>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. On hold for present time.</p>	Chair/ ALL
Aug 55.1	<p>Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership, and relationship with council) in due course.</p>	PC
Sep 66.13 Nov 97.14	<p>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. Meeting date in January to be arranged.</p>	Clerk PO/Vice- Chair/Cllr Cooper
Sep 68.3	<p>Outline Planning Applications –Simpkins development refused. Gladmans gone to appeal, response from Parish Council has been sent. RULE 6(6) designation applied for by PO and granted. Clerk (PO) to represent parish council at the Gladmans’ appeal completed 28 November.</p>	Clerk PO
Oct 86.2	<p>Neighbourhood Plan – Workshops complete, work to start soon 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. Unspent grant of £3,816 to be returned and new grant application has been submitted.</p>	Clerk (PO) NHP
May 8.14	<p>Football pitch renovation - Vertical drain work still to be carried out. Pitch too dry may possibly be Spring 2018 when work carried out</p>	Clerk PO/RFO

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May 8.16	Outdoor Gym Equipment - Further quotes for equipment at 2 sites and details of future maintenance costs to be investigated. Permission to be sought from Medway for potential equipment at Cliffe Woods recreation ground and follow up on funding. Parish council agreed to consider for 2018/19 budget, Clerk PO to clarify match funding position. Medway Council Greenspaces checking s106 terms. (reply received). No budget allocated in 2018/19 due to no match funding being available. COMPLETE	Clerk RFO/PO
Jul 39.11	Caretaker Duties - Vacancy for relief caretaker has been advertised, two people interested to be interviewed asap. Appointment made COMPLETE	Chair/Clerk RFO
Oct 84.8	Play park repairs – Sandford supplying new scramble net. Cllr Keates to send details of ROSPA 5-second regulation to Clerk RFO for passing onto Playpark inspector.	Cllr Keates/ Clerk (RFO)
Nov 96.3	Assets & Insurance Cover - Working party to risk assess assets and review insurance. To be carried out as time permits. Meeting to be arranged in January 2018.	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. Insurance claims for (1) goal post/bench and (2) lawnmowers to be processed. Older crossbars/uprights to be scrapped. <i>(since meeting lawnmowers recovered)</i> Goal post installation to be carried out January Replacement door/locks for storage container to be obtained from original container supplier. Work to be carried out in January. Thomas Fabrications to carry out repair to small hall car park barrier - COMPLETE	Clerk RFO
Nov 97.13	Annual appraisals - required for Clerk (PO), delayed from August and Clerk (RFO) anniversary of appointment – Councillor input required.	Chair/Cllrs
Nov 97.15	2018/19 Budget Strategy - Ideas for the 2018/19 budget will be required from all councillors in November for the Clerk (RFO) to provide draft figures for consideration in the December meetings and final approval in January. Donations to halls to be considered at January meeting. Insurance and rates costs for changing rooms and hire fees for other recreation grounds with changing facilities to be obtained.	Clerk RFO/ALL