



# Cliffe and Cliffe Woods Parish Council

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

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 21st March 2024, 7.30 pm at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX**

## MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Chris Fribbins, Peter Clements, Joan Darwell, Sandra Fenney, Ray Letheren, Jim Wenban, Ken Kentell, Sue McDermid, Annette Cooper, Fred Harper, Vivienne Walton  
*Cllr Darwell left the meeting at 8:20pm*

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

### 320 **Apologies for Absence**

All present.

### 321 **Declarations of Interest:**

Cllrs C Fribbins, V Walton – Cliffe Woods Community Association

Cllrs. K Kentell, C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust

Cllr K Kentell declared an interest in the Bowls Club.

### 322 **Co-option – Currently three vacancies; two in Cliffe Village Ward, one in Cliffe Woods Ward.**

No interest at this time.

**Adjournment** (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).

No members of the public attended.

### 324 **Approval of Minutes of Meeting held on 22/02/24**

It was proposed by Cllr K Kentell and seconded by Cllr R Wyatt that the minutes be accepted. 11 for, 2 abstentions. **Carried.**

### 325 **Matters Arising from Minutes of Meeting on 22/02/24**

None raised.

### 326 **Report: Clerks (Clerk/PO & Assistant Clerk/RFO)**

Arrangements for APM 18/04/24

Arrangements for annual parish meeting to be held on the 18<sup>th</sup> April are ongoing and the Clerk is inviting speakers.

The Clerk reported that she circulated colour choices for the new play area gate. Colours were discussed.

Esquire development noticeboard has gone up. The logo is missing but this will be rectified shortly.

**Report: Chair (Cllr Dibble)**

Cllr B Dibble spoke on the frequency of meetings as was proposed during the F&GP meeting held earlier in the month. During F&GP it was proposed that a winter and a summer recess of the full council take place in an attempt to cut down on repetition of discussions and to retain membership of younger councillors it may be beneficial not to have quite so many meetings per year. It was voted in F&GP not to make the recommendation to reduce the meetings however full council may wish to discuss the matter.

Cllr B Dibble also informed the Council of the resignation of Cllr Sara Stapleton representing Cliffe Woods Ward.

**Action: Clerk** to advise Medway Council election services and post notices accordingly.

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

The F&GP committee met on 12/03/24 at St Helens House, Cliffe.

- a) To note financial reports (to 29/02/24)  
Financial reports for February were reviewed and noted.
- b) To note and consider Payments and Receipts and approve, as necessary.  
No payment approval required at this meeting.
- c) Recommendations from F&GP Committee
  - i) No further claims to be paid to Cliffe Memorial Hall for drain blockages due to requested works not having been completed.  
It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell that due to the prior works not having been carried out, no further claims for work will be processed until the current work due has taken place. All agreed. **Motion carried.**
- d) Other items of note from F&GP Committee (no decisions required)  
None.

**Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway.

The Clerk advised that allotment invoices have all been sent along with a copy of the rent agreements. Four plot holders gave up their tenancy and so four people on the waiting list have now accepted plots. Cllr R Wyatt noted that the situation at the allotments has dramatically improved over the past year.

Cllr K Kentell raised that the Cliffe Woods car park now has a large pot hole. It was raised that the lighting in the car park area is poor. Cllr B Dibble suggested the council may want to look into LED solar lighting.

**Action: Clerk** to research appropriate solutions and obtain quotes for required works.

It was resolved by majority vote to paint the small section of the new play area gate yellow, the sign yellow and the rest green.

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

There was no planning committee meeting on 25/02/24 as no applications received prior.

Cllr Chris Fribbins gave a verbal report on each item under section 10 as well as extra items as per annex 2.

## 330.1 Planning applications received after planning meeting:

- a) **MC/24/0287 Rectory Lodge, Rectory Rd, Cliffe ME3** – Loft conversion with insertion of dormer window to rear and roof light to side roof slope and associated internal alterations. Comments by 25/03/24.
- b) **MC/24/0288 Rectory Lodge, Rectory Rd, Cliffe ME3** – Listed building consent for above application. Comments by 25/03/24.
- c) **MC/24/0506 11 Marsh Lane, Cliffe ME3 7UQ** – Construction of a first floor side and single storey extension. Comments by 01/04/24.
- d) **MC/24/0512 Blackmoore Barn, Pond Hill, Cliffe ME3** - Construction of a single storey extension and partial conversion of existing garage to habitable room. Comments by 04/04/24.

## 330.2 Other planning issues:

- a) **MC/22/0254 (Trenport) 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) **Medway Local Plan 2040**

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

Nothing to report.

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### **Report: Other Committees**

332.1 Footpaths and Common Land – Cllr Cooper

Cllr A Cooper gave a verbal report regarding a private road that had issues raised. Unfortunately the area is not the responsibility of Medway Council Highways though it was reported by the parish council as a potential hazard due to it's condition.

Fly tipping was raised. **Action: Clerk** to report.

332.2 Personnel Committee – Cllrs Fenney, Wenban & Wyatt

The Committee is now to be correctly referred to as a working group.

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### **Report: Other Bodies**

333.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton

Verbal report received from Cllr K Kentell.

333.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton

Cllr V Walton gave a verbal report.

Cllr F Harper requested the use of part of carpark for the village fete, seconded by K Kentell. 12 for, 1 abstention due to interest. **Carried.**

333.3 Cliffe Memorial Hall – Cllr Darwell

No report given.

333.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban

No report.

333.5 Rural Liaison Committee – Report from meeting 05/03/24 - Cllr Wyatt

Verbal report by Cllr R Wyatt. Short written report to be included in future minutes.

333.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid

No meetings took place.

333.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid

Cllr S McDermid reported that no further meetings have taken place. No minutes have been received by the Clerk as was requested. Cllr B Dibble raised negative social media attention towards the practice. Strong views are concerning regarding the performance of High Parks Practice. Aid that could be given by the council was discussed. PPG minutes are on their website and the practice now have a newsletter however it was discussed that PPG minutes do not seem to reflect the concerns of residents as they are presented on social media. The vital work of the practice staff during a difficult time for the practice, most notably the reception staff, was praised.

333.8 Events

a) D Day Landing event to be held at Cliffe Recreation Ground 08/06/24 – Cllr J Darwell

No report discussed.

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**Other Reports** – Other items to be handed to the Clerk for the next meeting and AGM on **15/05/24, 7.30pm at the Emmanuel Centre, Cliffe Woods**

The meeting was closed at 20:57

*Lissi Watt*

Assistant Clerk & RFO to the Council.

2024

Signed as a correct record of proceedings:

Chairman:

Date:

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