



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the  
Emmanuel Centre, Parkside, Cliffe Woods  
On Thursday 8<sup>th</sup> September 2016

**PRESENT:** Cllrs Sue McDermid-Chair, Lynne Bush-Vice Chair (LB)(Vice Chair), Peter Clements (PC), Joan Darwell (JD), Faith Evers (FE), Sandra Fenney (SF), Ray Letheren (RL), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Ian Petrie (IP), Phillip Stanley (PS), Vivienne Walton (VW)

No members of the public

Parish Clerk Mr Chris Fribbins

The meeting opened at 7.30 pm.

NO		ITEM
1.0	60.0	<b>APOLOGIES FOR ABSENCE</b> Cllrs Derek Graves (DG)-Holiday, Fred Harper (FH)-Family, Jim Wenban (JW)—work Accepted
2.0	61.0	<b>DECLARATIONS OF INTEREST</b> - None
3.0	62.0	<b>APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING -</b> Minutes of the Council Meeting on 11/8/16 were moved as a true record. Proposed Cllr. Letheren, Seconded Stanley - ALL AGREED.
4.0	63.0	<b>ADJOURNMENT</b> A gift of a plant and gift voucher were presented to Mrs Laura Farrelly in recognition of her previous service as Clerk (RFO). Laura thanked the council for their gifts.
5.0	64.0	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 11/08/16</b>
		Items attached on Appendix MA1609 (including resolutions)
6.0	65.0	<b>REPORT: CLERK</b>
	65.1	Correspondence List circulated.
	65.2	<b>Car Parking Issues</b> A Ford Focus Estate had been parked in the Cliffe Woods Car Park for several months – now removed (since the meeting further possible dumped vehicles have been identified – Clerk PO).
7.0	66.0	<b>REPORT: FINANCE &amp; GENERAL PURPOSES</b>
	66.1	<b>Finance Report</b> The accounts in ALPHA have been updated and cashbook reconciled against bank statements (to end July). Budget monitoring statements have been produced. Errors with the figures on the August payment sheet and minutes were highlighted by the Clerk PO – figures excluding VAT had been used for Rialtus Business Systems x 2 – should have been £135.60 each and KCS Fire Extinguisher should have been £66.00.

66.2	<b>Banking Arrangements</b> – NatWest, NS&I Investment Account NS&I contact and signatories now updated. Statements received and balance reconciled. NatWest – address for account changed. Online Banking for Clerk PO requires further signatures (Chair/Vice Chair). Former Clerk (RFO) details being used currently.		
66.3	<b>Annual Report</b> – External Audit response received (8/9). Some minor comments requiring alterations on form to be initialled by Chair & RFO and ticking boxes regarding the council acting as trustees (there are none). Alterations made. Details of return should be available on the council website for seven years and advertised on noticeboards with an opportunity for residents to inspect – by appointment Clerk PO to arrange.		
66.4	<b>Pensions</b> – Statement of compliance completed and acknowledgement received.		
66.5	<b>Approval of the following payments</b> (*includes VAT) – detailed report of income and expenditure circulated. Proposed Cllr Walton, Seconded Cllr Naughton-Dean AGREED		
	Chris Fribbins (Salary, RFO extra hours, Holiday Pay, Home Allowance, Mileage, less PAYE)		£654.41
	Chris Fribbins (12Pay Payroll S/W Annual License)		£79.20 * £13.20
	Chris Fribbins (Vonage, Phone cost)		£7.99 * £1.33
	Chris Fribbins (Strood Cobbler, Key Cutting for Rugby Club)		£7.00
	Dave Clark (Salary, Mileage, Holiday Pay, Overtime)	S/O	£299.80
		Balance	£113.80
	Mr G C Ross (Cliffe in Bloom Donation)		£400.00
	PKF Littlejohn (External Audit)		£360.00 * £60
66.6	<b>Playground Inspection</b> – report circulated. Caretaker and Cllr Wenban are reviewing for actions and any external work required.		
66.7	<b>Councillor Vacancy (Cliffe Woods)</b> – period for call for election has passed. Council is now able to co-opt. Two expressions of interest (details to be circulated), councillors to also identify other candidates for potential co-option at the October meeting.		
66.8	<b>Cliffe Woods Car Park</b> – At the F&GP committee Cllr Graves had identified repairs that are required and explained the discussions with potential suppliers and quotes received. Concern had been expressed at the committee that the current design was also contributing to the problem and alternatives suggested (reducing width and/or splitting the horizontal beam into two). Quotes to be examined at next F&GP to see compare quotes at detailed level. (Cllr Graves to supply quotes to Clerk PO so that they can be distributed before that meeting).		

66.9	<p><b>Cliffe Small Hall Car Park</b> – c. 7 potholes need to be repaired (also one in the Cliffe Woods Car Park). Quotes to be discussed at next F&amp;GP meeting.</p> <p>There had been a general ‘job’ advertised on the parish website for people or local companies who can carry out ‘Small Works’ on an ad-hoc basis – there has had been some response but not for this type of work (further contacts required, Clerk PO to continue to identify possible contacts within the council area and the Hoo Peninsula).</p>
66.10	<p><b>RLG update</b> F&amp;GP Suggest 3x Sheffield Cycle Stand £159.84 + VAT + Fitting.</p> <p>Clerk(PO) meeting with Medway Council Tuesday 9<sup>th</sup> August. Actual position, a clarification of land ownership and permission has now been received from Medway Council. Need to identify somebody who can concrete in the loops. Clerk PO.</p>
	<p><b>Defibrillators</b> – Details had been discussed by F&amp;GP and they recommended the purchase of two defibrillators – one for Cliffe Woods (sited at the Cliffe Woods Community Centre) and one in Cliffe (Fire Station priority but other sites suggested if that was not possible. The Clerk PO had been in contact with Kent Fire and Rescue Service (KFRS) and they had agreed, in principle, siting one at the fire station – on the frontage (north west corner). <b>Proposed Cllr Walton, Seconded Cllr Letheren, subject to discussions with the supplier about possible cost reductions for ordering two, two defibrillators be purchased from the Rural Liaison Grant (up to £1,821 incl VAT) to be located in Cliffe and Cliffe Woods. The Financial Regulation for obtaining multiple quotes be suspended for this order due to the specialised nature of the equipment and the special deal available via a local First Responder contact and the South East Coast Ambulance service (SECamb). Agreed with one against.</b></p>
66.11	<p><b>S106 Update – Changing Rooms Project</b> Steering Group Meeting was held before F&amp;GP (SF, Chair, VW, RN-D and Clerk PO in attendance). Following the Feasibility Study by Kier, on behalf of Scape Procure, alternative solutions need to be identified. Further research is required and the Clerk PO will contact local architects to see if they can help. A tender process is likely to be required due to the probable cost. The work could be tendered on options of a join, or separate, Design &amp; Build tender/s.</p>
66.12	<p><b>Clerk (RFO) Positon</b> The Chair (SM), Vice Chair (LB) and F&amp;GP Chair (SF) to progress this. The Clerk(PO) will advise. A closing date of 16<sup>th</sup> September had been set for applications. The Chair was dealing with candidate contacts and reported on the candidates to date.</p>
66.13	<p><b>Review of Standing Orders</b> Report circulated – menu of choices distributed in July. No further suggestions had been made prior to the meeting, but it was agreed that the Clerk PO draft a possible clause for the Standing Orders for rescinding previous minutes, for consideration at F&amp;G and the October (to avoid doubt the clause for calling a special meeting should also be added – statutory requirement).</p>
66.14	<p><b>Social Media Policy</b> Clerk(PO) had circulated a draft and it had been updated by the Chair nd re-circulated. There were questions about the impact of this on personal use of social media and it was clarified that personal use was not affected, only use as a Councillor or suggesting that this was from the Parish Council. <b>Proposed Chair, Seconded Cllr Petrie that the policy be adopted was agreed, with one against and three abstentions.</b></p>

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66.15	<b>Website</b> The new Hugo Fox website had been enabled and the Clerk arranged for www.cliffeandcliffewoods-pc.gov.uk to be redirected to the new site). General response had been good and it was proving useful in informing residents about Job, Planning Issues and events such as parish council meetings. All councillors should notify the Clerk PO of errors or suggested content and changes. The site can be updated by others, subject to authorisation.
66.16	<b>Staffing of Youth Clubs</b> The Youth Committee have drawn up a job description/advert for advertising the role (advertised on website and in Village Voices). Response had been poor and the Clerk PO had contacted Medway Youth and Young Kent to see if they knew of any possible local contacts or current/previous employees that might be interested. A letter had been sent home with youth at the Cliffe Woods Youth Club. Investigations into placing an advert in a local newspaper to be investigated.
66.17	<b>Cliffe Fayre Funding Request (Queen's 90<sup>th</sup> Birthday)</b> F&GP Suggest payment of those items where a purchase receipt is available. – Receipts still awaited.
66.18	<p><b>Cliffe in Bloom – Funding Request</b> A request has been received from Cliffe in Bloom towards their 2016 expenses in providing flower baskets and tubs in the village again this year. Invoices to c. £800 were submitted in support of the application. This was discussed by F&amp;GP and it was agreed to recommend a grant of £400. There were some issues around the best practice for awarding grants and donations and it was agreed a draft policy for future awards be circulated and put forward for adoption (Chair/Clerk PO).</p> <p><b>It was Proposed Chair, Seconded Cllr Eysers that the Parish Council donate £400 to Mr. G C Ross (on behalf of Cliffe in Bloom) for 2016 (funded from the budget provision for this purpose). AGREED.</b> A thank you letter would be sent from the Chair, along with a cheque for the donation.</p> <p>Future year's provision would be a matter for the budget making in December and/or consideration of an application from Cliffe in Bloom.</p>
66.19	<p><b>DBS (Enhanced)</b> – Forms had been prepared for David Clark (Caretaker) and Cllr Wenban – just waiting for confirmation of one item on the Caretaker's form when he returns from holiday (<i>since the meeting, this has been done and the forms sent to Medway Council</i>). The cost will be:</p> <p>Cllr Wenban (volunteer) DBS enhanced fee £0, Medway Council Admin Fee £14.00+VAT</p> <p>David Clark (employee) DBS enhanced fee £44, Medway Council Admin Fee £14+VAT</p> <p><b>Proposed Cllr Fenney, Seconded Vice Chair that the payment of £77.60 (VAT £5.60) be authorised for these DBS checks - AGREED</b></p>
66.20	<b>Caretakers timesheet and Risk Review check sheets</b> to be reviewed– Chair/Vice Chair, Cllr Fenney (Chair of F&GP) to consider further.
66.21	<b>Vice Chair of F&amp;G</b> – Cllr Naughton-Dean appointed.
66.22	<b>Leaving Gift</b> – Mrs Laura Farrelly. F&GP discussed, Chair organised.

	66.23	<b>Date of next Finance &amp; General Purposes Committee Meeting: 4th October 2016, 7.30 pm –</b> Small Memorial Hall, Cliffe.
8.0	67.0	<b>REPORT: ALLOTMENTS</b>
	67.1	<p>Cllr Clements/Clerk PO reported on activities over the last month. Some plots has been given up and offers had been declined. Two plots have now been taken up and one is waiting for final confirmation. There are two other vacant plots 2A &amp; 30B (not wanted by local people on the waiting list). <b>There was a request to locate a shed on one on the newly allocated plots – 5A AGREED.</b></p> <p>Cllr Clements will consider the possibility of an Allotments Committee at a later date There was some interest, but possibly not enough at this stage.</p>
9.0	68.0	<b>REPORT: PLANNING</b>
	68.1	<p>The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:</p> <p><b>MC/16/3435 26 MILLCROFT ROAD, CLIFFE, ME3 7QN</b> Construction of a single storey extension with roof lights and alterations to the roof space t facilitate a dormer and roof light window to rear-removal of conservatory an resubmission of MC/16/2188 - No Objection</p> <p><b>MC/16/3274 NEWLANDS FARM BUNGALOW, CLIFFE, ROCHESTER, ME3 7RU</b> An application for Lawful Development Certificate (existing) for use of the land as residential garden land ancillary to the residential use of Newlands Farm Bungalow. Officially a technical matter with no consultation, although a previous application was questioned by local residents and was refused. This application does acknowledge the issues with the previous application and indicates that these have been corrected.</p> <p><b>MC/16/3300 LAND OFF TOWN ROAD, CLIFFE</b> Town and Country Planning Act (Environmental Impact Assessment) (England and Wales) Regulations 2011 - request for a screening opinion for the residential development of up to 225 dwellings (including up to 25% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, vehicular access point from Town Road and associated ancillary development. <b>A request for EIA submitted with a list of possible areas to be covered (including ecology, heritage, landscape and agricultural land designation) was sent –</b> Decision that no EIA required has been made by Medway Council although the covering letter did suggest that areas we raised should be included in the Outline Planning Permission.</p>
	68.2	The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting - <b>None</b>
	68.3	<p>Further planning applications notified following the publication of the agenda and the meeting.</p> <p><b>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS</b> 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</p>

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		<p>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</p> <p>A follow on from the Pre-Planning consultation and Request for Scoping Opinion (EIA not required)</p> <p><b>Response required by 27<sup>th</sup> September (since meeting extended to 14<sup>th</sup> October)</b></p> <p>The applicant would like to meet with the parish council before the response is submitted – this to be arranged.</p>
		<p>A letter has been received (8/9/16) giving notice of an <b>Outline Planning Application:</b> Erection 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, to meet a need within the communities of Cliffe, Cliffe Woods, Cooling and Frindsbury. New access to View Road.</p> <p>This is being processed by Medway Council so should appear with a planning number in the next day or two. The site is on the bend of View Road, opposite the Nursery, where there are no properties, this is outside the village boundary as defined in the Local Plan 2003. There was concern about View Road at that location. <b>A response is likely to be required before the next parish council meeting.</b> The applicant's agent has asked to meet with the council. <b>(Number MC/16/3742 - LAND SOUTH OF VIEW ROAD, CLIFFE WOODS notified after the council meeting)</b></p>
		<b>Other Planning Issues</b>
	68.4	<p><b>Pre-Planning Consultation – Land West of Town Road, Cliffe Woods</b></p> <p>A response was submitted by the council. No date for the end of this consultation was published, but 27<sup>th</sup> August, although comments will be accepted after this date. The comments received have been included in the outline application.</p>
	68.5	<p><b>Date of next Planning Committee:</b> 29<sup>th</sup> September 2016, Small Hall, Memorial Hall, Church St, Cliffe at 7:30pm <b>(possibly with Gladmans and/or Graham Simpkin in attendance tba)</b></p>
10.0	69.0	<p><b>Rookery Lodge Demolition and Site Redevelopment Proposals (update)</b></p> <p>A letter from the MP to a resident had been distributed to councillors. The Chair had chased the MP for a response as promised at a previous Rookery Lodge meeting. It appears that only two residents had expressed a priority to stay in Cliffe (although it was thought to be difficult to express this as there was not an option for this on consultation forms).</p>
11.0	70.0	<b>Reports: OTHER COMMITTEES</b>
	70.1	<p><b>Footpaths and Common Land</b> Cllr Moore reported further fly-tipping on RS80 (Allens Pond) now blocking access (this has been reported to Medway Council). RSPB have been carrying out some vegetation clearance in the area. The Clerk PO also reported on fly-tipping on RS84a near to Perry Hill and the vegetation closing in.</p>
	70.2	<p><b>Youth Liaison Committee</b> Recruitment of a Youth Worker is now a priority after the summer break as there had been no response during the holiday. Youth clubs are now starting up after</p>

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		the summer holiday. Attendance at Cliffe Woods had been strong. Cliffe Youth Club meets next week.
	70.3	<b>Rural Liaison Committee</b> – Cllr Stanley had been unable to attend and the council does not have a named substitute, and the Clerk PO was unable to attend. <i>(There were presentations from the NFU (will distribute ‘slides’ when received from Medway Council and local police – there is a possibility that additional PCSOs may be recruited. NFU concerns around field workers recruited from Europe (primarily Bulgaria at present as local people do not want the work).</i>
	70.4	<b>Police Liaison Committee</b> Due to meet next week (13/9)
	70.5	<b>Cliffe Woods Community Association</b> – successful events held, volunteers are also carrying out further maintenance duties. No activities were planned during August.
	70.6	<b>Cliffe Memorial Hall</b> – Nothing to report
14.0	71.0	<b>REPORT: OTHER BODIES</b>
	71.1	<b>Patient Participation Groups (Cllrs Bush – Cliffe, McDermid – Cliffe Woods)</b> No meetings held (next 10 <sup>th</sup> October).
	71.2	<b>Neighbourhood Plan Update</b> The Clerk PO has been seeking finance for professional support to Project Manage the process and write the Draft Local Plan. There had been suggestions of a steering group in September and Public Consultation events in Cliffe and Cliffe Woods to consult on the Draft Plan, although this looks unlikely without some help. There are significant benefits in having a Neighbourhood Plan approved by local referendum, although evidence collected can often be used in response to planning applications and appeal inquiries as well.
	71.3	<b>Friends of North Kent Marshes</b> They had been working with the church regarding a fashion show and RSPB.
	71.4	<b>Other Reports</b> – The Clerk PO and Cllr Darwell had managed to make contact with Dubai Ports (Thames Gateway Port) about excessive lighting from a vertical dockside crane for a couple of weeks. This lighting was also a vehicle hazard in West Street as it was directly into driver's eyes. New lights were set for adjustments but delayed for two months. The port responded by turning off the lights. They report that they have no plans for further cranes for the next five years.
15.0	72.0	<b>Other items to be handed to Clerk for next meeting:</b> None

Meeting closed at 09.50 pm

14/09/16/cf

**Next Parish Council Meeting: 13/10/16 Small Hall, Memorial Hall, Church Street, Cliffe**

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/09/16	Action By
Dec 102.9	<b>Risk Assessment of Assets</b> The Clerk PO advised that the council needs to perform regular risk assessment of its activities and individual assets need to be assessed for risk (some may be insured and others 'self-insured'). The Clerk RFO has drafted an assessment of assets and procedures. <b>List of assets to be distributed to councillors. Ongoing Risk Assessment to be considered by F&amp;GP. CLOSED</b>	Clerk PO/ F&GP
May 8.3	<b>Rural Liaison Grant</b> It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops. <b>Approval received from Medway Council. Concreting in of posts required.</b>	Clerk PO
May 8.4	<b>Changing Rooms Project</b> It was proposed that the Parish Council uses the Scape Minor Works Framework to progress with this work and that a feasibility study is carried out. <b>Study identified costs of &gt; £300,000. Alternatives to be investigated. Clerk (PO) to contact local architects.</b>	Clerk PO/ SF
Jun 19.3	<b>Cliffe Woods Car Park –</b> Ford Focus Estate now untaxed, reported to Medway Council for removal, who passed to DVLA. <b>Vehicle now removed. CLOSED</b>	
Jun 21.6	<b>Social Media Policy –</b> Clerk (PO) circulated draft policy – No comments received, final comments to Clerk so that a draft can go to September meeting for approval. <b>New policy agreed CLOSED</b>	
Jun 21.7	<b>Annual Report –</b> Items required from councillors (in particular those with responsibilities).	ALL
Jun 21.7	<b>Councillor Surgeries –</b> Chair to organise six-month pilot/trial with assistance from other councillors. <b>Chair needs feedback from councillors prepared to help with trial.</b>	Chair/ ALL
Jun 21.9	<b>Staffing of Youth Club –</b> Agreement to costings and implications. Youth Committee to arrange advertising and recruitment. All councillors to be kept informed and final decision on appointment/s will need to be made by the council. <b>No response to adverts Medway Youth/Young Kent contacted by Clerk PO. Parents to be contacted at next youth clubs. Consider placing advert in local paper.</b>	Clerk PO Youth Committee
Jun 21.11	<b>Clerk RFO Position –</b> Arrange advertising and recruitment of replacement RFO and interim arrangements in place for cover from Clerk PO. <b>Closing date now 15/9 Chair coordinating responses to, and list of, candidates. Final appointment to be made by council.</b>	Chair/Vice Chair/SF
Jun	<b>Rookery Lodge Demolition -</b> The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS	Clerk PO Chair



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25.0	Homes Meeting to be arranged with MHS Homes as necessary. Further contact with resident, <b>MP and Medway Cllr Williams</b> Review of Planning Application for demolition and replacement with 13 dwellings when submitted (no current date for submission)	Planning Committee
Jul 35.0	<b>Councillor Vacancy</b> – ALL to help identify potential candidates for co-option to the Cliffe Woods Ward vacancy for <b>potential co-option at the October meeting.</b>	ALL
Aug 53.10 53.11	<b>Cliffe Woods Car Park/Small Hall Car Park Cliffe</b> – contractor to be identified for potholes. <b>Quotes received to be passed to F&amp;GP.</b>	Clerk PO
Aug 53.10	<b>Cliffe Woods Car Park Barrier Repairs</b> – Cllr Graves to supply quotes to F&GP Meeting 30/8 for consideration	DG
Aug 43.20	<b>DBS (Enhanced) certificates to be arranged for Dave Clark and Cllr Wenban.</b>	Clerk PO
Aug 55.1	<b>Allotments</b> – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership and relationship with council)	PC
Aug 53.19	<b>Queen's Birthday Event Grant</b> – Receipts required – Cllr Darwell	JD
Sep 66.3	<b>Annual Report 2015/16</b> – Report to be put on website and noticeboards with the opportunity for further inspection.	Clerk PO
Sep 66.11	<b>Changing Rooms Project</b> – Local architects to be contacted to see if they can help.	Clerk PO
Sep 66.13	<b>Standing Orders Review</b> – Clerk PO to draft clause for rescinding minutes and to add 'call for extraordinary meeting'.	Clerk PO
Sep 68.3	<b>Outline Planning Applications</b> – meeting to be arranged with Gladmans and Graham Simpkin to discuss West of Town Road and South of View Road respectively.	Clerk PO