



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Meeting held at the
Small Hall, Memorial Hall, Church Street, Cliffe
On Thursday 13th October 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), Derek Graves (DG), Fred Harper (FH), Mrs Gill Moore (GM), Ron Naughton-Dean (RND), Phillip Stanley (PS), Vivienne Walton (VW)
Two members of the public (candidates for co-option)
Parish Clerk Mr Chris Fribbins

The meeting opened at 7.30 pm.

NO		ITEM
1.0	73.0	APOLOGIES FOR ABSENCE Cllrs Ray Letheren (RL)-Unwell, Ian Petrie (IP)-Work, Jim Wenban (JW)-work Accepted
2.0	74.0	DECLARATIONS OF INTEREST - None
3.0	75.0	CO-OPTION OF COUNCILLOR FOR THE CLIFFE WOODS WARD There had been two original expressions of interest in the position, Mr Andy Keates and Mrs Julie Fuller, although Mrs Julie Fuller had withdrawn and a further two had put their names forward for co-option since the summons was issued – Mrs Annette Cooper and Mr Gary Clark (who was unable to be present for the meeting). Candidate summaries were distributed and the parish councillors asked questions of the candidates present. Cllr Sandra Fenney responded on behalf of Gary Clark. The council agreed that they would proceed to co-option and the candidates left the room. After an eliminating secret ballot – Mr Gary Clark was chosen. Mr Keates and Mrs Cooper were thanked for their interest in the position and hoped they would consider applying again if a vacancy occurred.
4.0	76.0	APPOINTMENT OF CLERK (RESPONSIBLE FINANCE OFFICER) Under delegated powers granted by the council, the Chair, Vice Chair and Cllr Fenney interviewed four candidates for the position. They explained their choice of candidate and recommended Mrs Susan Hibbert for the position. Proposed Chair and Seconded Vice Chair that Susan Hibbert be appointed to the position of Joint Clerk (Responsible Finance Officer), dependent on the receipt of satisfactory references and production of any other necessary documentation on an interim basis, for a six month probationary period w.e.f. from 1st November 2016. AGREED with one abstention. <i>(Since the meeting a further reference had been received so appointment would proceed)</i> <i>(Cllr Joan Darwell gave her apologies and left the meeting at this stage).</i>

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5.0	77.0	APPROVAL OF MINUTES FOR PARISH COUNCIL MEETING - Minutes of the Council Meeting on 08/9/16 were moved as a true record. Proposed Cllr Stanley, Seconded Vice Chair - ALL AGREED.
6.0	78.0	ADJOURNMENT Nothing raised.
7.0	79.0	MATTERS ARISING FROM MINUTES OF MEETING ON 08/09/16
		Items attached on Appendix MA1610
8.0	80.0	REPORT: CLERK
	80.1	Correspondence List circulated. The Clerk PO pointed out the AGM of KALC to be held on Saturday 19 th November in Ditton. Cllr Harper and the Chair indicated willingness to attend. Paperwork for meeting handed to FH.
	80.2	Matters dealt with since the last meeting. The Clerk (PO) reported that Allhallows Parish Council (APC) had asked this council to review the current charge for printing (16p per page) as they felt it was too high and should be set at the level charged for members of the public if they wanted printed information – 10p. The Clerk (PO) had researched the actual printed costs and had found a review that set the cost to 3.17p per ISO Black and 10.81p for colour – these costs included the replacement of all parts as well as toner costs as necessary. It was also felt that the 16p charge included manpower costs involved in the printing which were already met by APC. Comments were raised about APC acquiring their own printer, consumables and paper, but the Clerk (PO) reported the difficulties in managing that at his home as well as C&CWPC. There was no recommendation for any changes in the charge, so 16p per page remains.
9.0	81.0	REPORT: FINANCE & GENERAL PURPOSES
	81.1	Finance Report The accounts in ALPHA have been updated and cashbook reconciled against bank statements (to end September). Balances moved to appropriate Ear Marked Reserves, Budget monitoring statements have been produced. Post Office error in processing PAYE payment in July 2015, still outstanding, they have delays in processing their e-form.
	81.2	Banking Arrangements – NatWest NatWest – awaiting response to Online Banking request for Clerk (PO). Former Clerk (RFO) details being used currently.
	81.3	Annual Return – External Audit return received (circulated and published on website and noticeboards. Minor comments regarding completion of form an initialising changes.
	81.4	Approval of the following payments (*includes VAT) – detailed report of income and expenditure circulated. Proposed Vice Chair, Seconded Cllr Fenney AGREED

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		Chris Fribbins (Salary, RFO, Expenses, Mileage, Home Allowance, - PAYE) £638.84	
		Chris Fribbins (EE Dongle Aug)	£15.19 *£2.53
		Chris Fribbins (EE Dongle Sep)	£15.19 *£2.53
		Chris Fribbins (Parish Phone)	£7.99 *£1.33
		Chris Fribbins (REFRESH – Yellow Toner)	£104.477 *18.08
		Chris Fribbins (-Staples for Staple Gun)	£3.52
		Dave Clark (Salary, Mileage, Expenses, Overtime)	S/O Balance £299.80 £52.40
		Michael Johnson Caretaker Cover (Salary, Mileage)	£189.40
		HMRC PAYE (Quarter)	£774.82
		Michael Grimes (Skateboard Maintenance)	£900.00
		Cycle4Less (Cycle Racks – RLG)	£107.90 *£17.98
		KALC (Training Cllr Confx3 Finance Confx2)	£360 .00 *£60.00
		St Helens Church (Churchyard Maintenance) AGREED	£1,000.00
		Southern Water (Allotments Water Mar-Sep) DIRECT DEBIT	£547.68
		LF Leaving Gift (Chairman's Allowance)	£55.59
		Came and Company (Council Insurance renewal)	£1,368.12
		WEL Medical Ltd (Defibrillators x 2 RLG) (to be paid on delivery)	£3,483.00 *£580.50
	81.5	Playground Inspection – report circulated. Caretaker and Cllr Wenban are reviewing for actions and any external work required.	
	81.6	Councillor Vacancy (Cliffe Woods) – 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.	
	81.7	Cliffe Woods Car Park – 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).
81.8	Cliffe Small Hall Car Park	<p>– c. 7 potholes need to be repaired (also one in the Cliffe Woods Car Park). Quotes were discussed by F&GP and a permanent repair by Volker Highways was recommended.</p> <p>Proposed Cllr Fenney, Seconded Cllr Walton that the quote for £433.37 for the permanent repair of the pothole at Cliffe Wood Car Park and 7 potholes at the Small Hall Car Park be accepted. AGREED. They have indicated that they will also fix the interface between the car park and the highway. It is hoped the work can be carried out in school half-term.</p>
81.9	Small Works – Contractors	<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>
81.10	RLG update	<p>Cycle Racks, Cliffe Woods Shops 3x Sheffield Cycle Stands have now been delivered and are awaiting install (see 9.9).</p> <p>Defibrillators Further discount for two devices agreed and they have been ordered, Due to arrive in next week or two. Installation at Cliffe Woods Community Centre will be carried out by the Community Association, Cliffe Fire Station by Kent Fire and Rescue Service.</p>
81.11	S106 Update – Changing Rooms Project	<p>Steering Group Meeting held before F&GP (SF, Chair, VW, RN-D, George Wells and Gary Clark – Cliffe Crusaders, Daryl – Pro-Build, and Clerk in attendance). Contact made with John Alford (architect) who is willing to advise the group, but was returning from holiday that day. Options proposed included brick external Storage Container (groundworks extra) and brick built shell (fitting out extra) at c.£55k. Due to delays the rugby club had sourced an interim solution, to avoid possible deduction of league points, a mobile shower unit that needed connection to water and electricity. Cliffe Crusaders to provide more details of installation requirements and pictures of what is proposed so that implications can be checked with Medway Planning and connectivity investigated by the Steering Committee. Approval of the parish council (and possibly the Memorial Hall) will be required.</p> <p>At > £25,000 and below £100,000 a competitive tender process will be required – and advertising on the Contractor Portal. RN-D to investigate registration on the Kent Business Portal to log the tender when drawn up.</p> <p>No response from Medway Council regarding the issues with the Scape Procure Feasibility Study.</p>
81.12	Clerk (RFO) Positon	<p>The Chair (SM), Vice Chair (LB) and F&GP Chair (SF) interviewed four candidates Saturday 8/10 and reported their recommendation earlier – now resolved.</p>
81.13	Review of Standing Orders	<p>A modified model for consideration has been circulated. To be dealt with later. RN-D/IP/Chair are</p>

		reviewing. Further policies are required: Grants and Donation and others, Terms of References for committees and steering group are also required as time permits.
	81.14	Staffing of Youth Clubs Young Kent have provided some additional contacts to try and resolve this. There had been a positive response at both Cliffe and Cliffe Woods Youth Clubs with volunteers helping to set-up and clear up. Authority for a newspaper advert has been agreed.
	81.15	Cliffe Fayre Funding Request (Queen's 90th Birthday) F&GP Suggest payment of those items where a purchase receipt is available. – Receipts still awaited.
	81.16	Date of next Finance & General Purposes Committee Meeting: 1st November 2016, 7.30 pm – Small Memorial Hall, Cliffe.
10.0	82.0	REPORT: ALLOTMENTS
	82.1	Allotments – General Report – Clerk (RFO), Cllrs Letheren, Clements, Evers A third new tenant has now started. There are two vacant plots that are proving difficult to get local tenants – some clearance may be required. Complaints about the mowing of the access path and overhanging tree/bushes at the western end need investigating. A further interested party will be looking at the vacant plots in the coming week.
11.0	83.0	REPORT: PLANNING
	83.1	The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: MC/16/3662 WELL HOUSE, 186 CHURCH STREET, CLIFFE, ROCHESTER, ME3 7QD Construction of part single storey part two storey extensions to rear to facilitate additional living accommodation – NO OBJECTION MC/16/3966 ORCHARD BOURNE, COOLING STREET, CLIFFE, ROCHESTER, ME3 7UB Construction of a first floor extension to front/side, porch to front and associated alterations to existing dwelling – NO OBJECTION MC/16/3669 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS Outline planning application with some matters reserved for the 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. 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. The applicant's agent met with the parish council/Planning Committee 29/9. A response was sent before the 10/10 deadline. OBJECTION as submitted by the applicant, several concerns with development outside the village built boundary as defined in the Local Plan 2003, site is defined as Grade 2 agricultural land, access from View Road on 90 degree bend, insufficient car parking (< 1 per home), pressure on local services (shops and doctors in particular), 3 storey dwellings not appropriate for uses suggested and out of keeping with the local area, the gym may be used by non-residents putting further pressure on car parking and the movement of vehicles on and off the site, the

		<p>office proposed would also need and generate car parking and vehicle movements, this would create a precedent for further developments adjacent to this site in advance of any consultation through the new emerging Local Plan and Neighbourhood Plan and the movement of local residents into this development will free up homes for younger families and with requirements for schooling (including pre-school).</p> <p>We note letters of response from two other parish councils, neither of these has been in contact with our parish council about this proposal. Further details in the response.</p>
83.2		<p>The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting</p> <p>MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS</p> <p>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</p> <p>A follow on from the Pre-Planning consultation and Request for Scoping Opinion (EIA not required)</p> <p>Response required by 27th September, Amended to 14th October, Amended to 31st October.</p> <p>The applicant met with the parish council/Planning Committee 29/9.</p> <p>Suggested response : OBJECTION as submitted by the applicant, several concerns with development outside the village built boundary as defined in the Local Plan 2003, site is defined as Grade 2 agricultural land (although applicant claims 3b), the access proposed from Town Road is unsuitable – being between View Road and Tennyson Avenue junctions – as problems exist at the current junctions and this adds a further one on a bend, pressure on local services (schooling (including Pre-School), Medical facilities, the Community Centre, Recreational Facilities (changing rooms in Cliffe), shops and doctors in particular. Footpath access is proposed from the north of the site and would be the common route for access to the Recreation Ground, Pre-School and Primary School – near the junction of Merryboys Road/Town Road where there is no paving, further details of the proposals to the south of the site are required. This is also prejudicial in advance of any consultation through both the new emerging Local Plan and Local Neighbourhood Plans. There is considerable concern about the ability of the B2000 to cope with this increase in traffic and further highways improvements would be required. The lack of a footway/cycleway between Cliffe Woods and the path by Mockbeggar Farm will reduce highway safety for pedestrians and cyclists even further. Further details in the submission. Now that the consultation period has been extended further, a decision on the council's response to be agreed at the next Planning Committee under delegated powers.</p>
83.3		<p>Further planning applications notified following the publication of the agenda and the meeting- NONE.</p>
		<p>Other Planning Issues</p>
		<p>MC/16/3274 NEWLANDS FARM BUNGALOW, CLIFFE, ROCHESTER, ME3 7RU</p> <p>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</p> <p>Application has been refused.</p>

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	83.5	Date of next Planning Committee: 27 th October 2016, Small Hall, Memorial Hall, Church St, Cliffe at 7:30pm
12.0	84.0	<p>Rookery Lodge Demolition and Site Redevelopment Proposals (update) Residents had been informed that they would receive £5,300 'compensation'. Only two people had indicated they wanted to stay in Cliffe (although this was not an option on the consultation and they had written in in!</p> <p>A planning application for the demolition of the existing building and site redevelopment for 13 dwellings is expected at the end of October.</p>
13.0	85.0	Reports: OTHER COMMITTEES
	85.1	Footpaths and Common Land Nothing to report.
	85.2	<p>Youth Liaison Committee Both clubs restarted after the summer break, with record numbers of attendees. There are considerations of work at the Cliffe Woods Community Centre to separate the playing of sports from the rest of the activities – although a special 'ball' had been purchased that remains on the ground. Parents have been helping set-up and clear-up after at both clubs, which helps. Staff at the Cliffe Woods Co-op had also agreed to help the Cliffe Woods Youth Club.</p> <p>Consideration of a local newspaper advert is referred to the Youth Committee. Cliffe Woods next meeting is Monday and Cliffe Thursday.</p>
	85.3	Rural Liaison Committee – Next meeting – December 6 th , Frindsbury Extra.
	85.4	Police Liaison Committee – Issues of rising Rural Crime (remote properties, farms and RSPB) was reported by Cllr Moore. At Northward Hills there had been a break-in and a large amount of Red Diesel had been spilled out into water courses and into a lake, leading to long term damage to the land, flora and fauna. There had been no communication regarding the next meeting.
	85.5	Cliffe Woods Community Association – volunteers continue to carry out further maintenance duties. Events had restarted in September following the summer break. The hall had been used for a First Responder event, although arrangements for them to work alongside other bookings had caused some communication problems. A further sessions will be held when the defibrillators have been installed. A First Responder is required in the parish area as former Cllr Rob Hunt has not been replaced.
	85.6	Cliffe Memorial Hall – Nothing to report
14.0	86.0	REPORT: OTHER BODIES
	86.1	<p>Patient Participation Groups (Cllrs Bush – Cliffe, McDermid – Cliffe Woods) The Chair gave a detailed account of the meeting held on the 10th October in Cliffe Woods. - appointments continue to be a perennial problem, 3-4 weeks wait for non-urgent appointments currently</p>

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		<ul style="list-style-type: none"> - new diabetic nurse in place - still awaiting response from NHS England about request for boundary changes -Carers Afternoon successful but not well attended, looking at new ways to attract those who do not believe they are Carers, more advertising needed and possible change of venue. Request that this event be put on our Alerts page nearer the time. - Lawsat Pharmacy owner gave presentation - minor illness clinic, new medicine support service and flu jab service (details on cards distributed). They are also offering a medicine review service.
	86.2	Neighbourhood Plan Update A steering group meeting is planned for Wednesday 19 th October at 7pm in the Emmanuel Centre, Cliffe Woods. The NHP Steering Group, all councillors and members of the Cliffe and Cliffe Woods Community Trust are invited. The Village SOS/RuralKent Project to identify local needs will be reporting back and plans to carry the work forward can be discussed. The Clerk (PO) has managed to obtain a grant for £5,300 to employ a Project Manager (to manage the work) and a Planning Consultant to draw up a Draft NHP (from input from the group, consultation and submission). It was Proposed Chair, Seconded Cllr Naughton-Dean that the grant be accepted and the Clerk (PO) delegated to complete the forms necessary. - AGREED
	86.3	Friends of North Kent Marshes Planning responses had been submitted regarding the retirement homes proposal in Cliffe Woods – and a consultation on Growth in the Thames Gateway.
	86.4	Other Reports – None
15.0	87.0	Other items to be handed to Clerk for next meeting: None

Meeting closed at 10.18 pm

17/10/16/cf

Next Parish Council Meeting: 10/11/16 Emmanuel Centre, Parkside, Cliffe Woods

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/09/16	Action By
May 8.3	Rural Liaison Grant It was proposed to proceed with the installation of a bicycle rack on the green by the Parkside Parade shops. Approval received from Medway Council. Concreting in of posts required.	Clerk PO
May 8.4	Changing Rooms Project 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. Study identified costs of > £300,000. Clerk (PO) has contacted local architect. Options being investigated, including temporary mobile showers.	Clerk PO/ SF
Jun 21.7	Annual Report – Items required from councillors (in particular those with responsibilities). Agreed that this would not be produced for the 2016/17 council year, but prepared after Annual Parish Meeting in April and Council Annual Meeting in May.	ALL
Jun 21.7	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.	Chair/ ALL
Jun 21.9	Staffing of Youth Club – 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. No response to adverts Medway Youth/Young Kent contacted by Clerk PO. Parents were contacted at the youth clubs and volunteers were helping to set-up and clear-down. Consider placing advert in local paper.	Clerk PO Youth Committee
Jun 21.11	Clerk RFO Position – Arrange advertising and recruitment of replacement RFO and interim arrangements in place for cover from Clerk PO. Closing date now 15/9 Chair coordinating responses to, and list of, candidates. Final appointment to be made by council. Appointment made CLOSED	Chair/Vice Chair/SF
Jun 25.0	Rookery Lodge Demolition - The council agreed to support the residents and work with them to identify their issues and ensure they were considered fully by MHS Homes Meeting to be arranged with MHS Homes as necessary. Further contact with resident, MP and Medway Cllr Williams Review of Planning Application for demolition and replacement with 13 dwellings when submitted (no current date for submission, but expected late October)	Clerk PO Chair Planning Committee
Jul 35.0	Councillor Vacancy – ALL to help identify potential candidates for co-option to the Cliffe Woods Ward vacancy for potential co-option at the October meeting. Complete - CLOSED	ALL

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Aug 53.10 53.11	Cliffe Woods Car Park/Small Hall Car Park Cliffe – contractor to be identified for potholes. Quotes received to be passed to F&GP. Work to be carried out by Volker Highways (hopefully in half-term).	Clerk PO
Aug 53.10	Cliffe Woods Car Park Barrier Repairs – Cllr Graves had supplied quotes to Cllr Naughton-Dean and a recommended course of action proposed to be proposed when further information received.	DG/RN-D
Aug 43.20	DBS (Enhanced) certificates to be arranged for Dave Clark and Cllr Wenban. Forms completed, awaiting certificates.	Clerk PO
Aug 55.1	Allotments – Cllr Clements to follow up investigation into Allotment Holders Committee (constitution, membership and relationship with council) in due course.	PC
Aug 53.19	Queen's Birthday Event Grant – Receipts required – Cllr Darwell. Authority granted to Clerk (PO) to agree payment of up to £500 on receipt of these.	JD Clerk PO
Sep 66.3	Annual Report 2015/16 – Report has been put on website and noticeboards with the opportunity for further inspection following external audit.	Clerk PO
Sep 66.11	Changing Rooms Project – Local architects to be contacted to see if they can help. John Alford is willing to help and has been updated with the latest status.	Clerk PO
Sep 66.13	Standing Orders Review – Clerk PO to draft clause for rescinding minutes and to add 'call for extraordinary meeting'. To be reviewed as time permits.	Clerk PO
Sep 68.3	Outline Planning Applications – meeting held with Gladmans and Graham Simpkin to discuss West of Town Road and South of View Road respectively. Response to land South of View Road has been submitted, West of Town Road is due to be submitted, by 31st October, after November Planning Committee.	Clerk PO
Oct 75.0	Co-Option of Councillor – Arrangements for Gary Clark to be appointed and website/email/info updates. Send Emails to unsuccessful candidates.	Clerk (PO)
Oct 76.0	Appointment of Clerk (RFO) – Arrangements to be made for introduction and handover of Clerk duties.	Clerk (PO)
Oct 86.2	Neighbourhood Plan – Grant acceptance forms to be completed and Project Manager and Planning Consultation appointed to move project forward.	Clerk (PO) NHP