

**Minutes of Meeting held remotely on Zoom**

**Thursday 10th December 2020**

**PRESENT:** Cllrs Ron Naughton-Dean (CHAIR), Barry Dibble (VICE-CHAIR) (BD), Sue McDermid (SM), Sandra Fenney (SF), Peter Clements (PC), Fred Harper (FH), Andy Keates, Robert Wyatt (RW), Joan Darwell (JD), Malcolm McLeod (MM), Annette Cooper (AC), Ray Letheren (RL), Vivienne Walton (VW)



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)

This meeting opened at 7:00

- | NO  | ITEM   |
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| 110 | <b>APOLOGIES FOR ABSENCE</b> – Cllrs Jim Wenban (Technical)  |
| 111 | <b>DECLARATIONS OF INTEREST</b> - None   |
| 112 | <b>ADJOURNMENT</b> - None  |
| 113 | <b>APPROVAL OF MINUTES OF MEETING ON 12/11/2020</b><br>Proposed by Cllr Keates, Seconded by Cllr Dibble- <b>ALL AGREED</b>   |
| 114 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 12/11/2020</b><br>These were discussed elsewhere on the agenda.   |
| 115 | <b>Co-option of Parish Councillor for Cliffe Woods/Notice of Vacancy.</b><br>Anna McGovern was present for a co-option position. After a brief introduction and discussion by the councillors, Cllr Naughton-Dean proposed to accept Anna, seconded by Cllr Walton- <b>8 AGREE, 4 AGAINST- MAJORITY DECISION</b>   |
| 116 | <b>REPORT: CLERKS</b><br>Clerk RFO updated councillors on the Cliffe Woods Car park barrier. It had been previously hit and witnessed by herself, with photos taken of the vehicle and a letter sent to the company. At the moment they are refuting all claims, and this will be followed up further.   |
| 117 | <b>Report: Chair-</b><br>Chair wanted to express his thanks to all Councillors and staff and wished everyone a Merry Christmas.  |
| 118 | <b>Report: Finance &amp; General Purposes (Cllr Dibble/Clerks)</b><br><br>To receive a report and recommendations of the F&GP meeting held Tuesday 1 <sup>st</sup> December Online/Zoom <ul style="list-style-type: none"><li>a) To note financial information to 30/11/20 circulated and noted. - <b>NOTED</b></li><li>b) To agree receipts &amp; payments and approve for November 2020 as necessary (including any updates since the F&amp;GP as indicated). – <b>Cllr Dibble proposed to approve payments as listed, seconded by Cllr Keates- ALL AGREED</b></li><li>c) To agree recommendations<ul style="list-style-type: none"><li>o Relief Caretaker. Online ZOOM interview held with the one applicant. The Personnel/Interview Panel recommended appointment on a 3-month trial basis. Proposed Cllr Naughton-Dean, Seconded Cllr Wyatt – <b>AGREED</b>. Identification of a cleaner for the changing rooms was to be advertised again- <b>Cllr Dibble proposed to accept the recommendation of appointing on a 3-month trial basis, seconded by Cllr Wyatt- ALL AGREED.</b></li><li>o Budget 2021/22 – The Clerk (RFO) presented a draft budget for consideration. It was Proposed Cllr Dibble, Seconded Cllr Wyatt that the budget be amended to increase the proposed Repairs and double the Maintenance budget and, on an exceptional basis, due to COVID-19 impacts, the grant for the Memorial Hall, Community Centre and St Helens Church be increased by 50% and the Emmanuel Centre offered £1,000. The precept increase would be 4%, (Cllr Walton and Cllr Fenney declared an interest as trustees of the Cliffe Woods Community Centre, (Cllr Walton is the Parish Council's representative), Cllr Fenney is also the parish council representative on the Memorial Hall. They took no part in the voting on the budget suggestions for the grant increases, for 3, 1 against <b>AGREED</b> to recommend to the Council who</li></ul></li></ul> |

must make the final decision (planned for the January meeting)- **Cllr Dibble proposed to accept the proposed draft budget, seconded by Cllr Wyatt- 12 AGREE, 1 AGAINST, 1 ABSTENTION- MAJORITY DECISION.**

- d) To note other items from the committee
- A Santa Sleigh is being organised by Cliffe Woods residents. (The Clerk PO reported that Allhallows and High Halstow had cancelled their Santa Sleigh this year due to COVID19. Cllr Fenney also reported the Cliffe Advent Calendar- Decorated houses around the village, which the children complete on a sheet.
  - Caretaker Gift- Cllr McDermid wanted to propose a gift for the caretaker this year, due to his exceptional work especially through the pandemic. Cllr Dibble proposed a net amount of £50, seconded by Cllr McDermid- **ALL AGREED.**

#### 118 A Finance Report/ Draft Finance Reports Circulated-

Bank reconciliation, Balances, Council Detail Report- **NOTED**

#### 118 B Payments to be made-

Receipts	November	December
Bank Interest		
Payments		
201201 Chris Fribbins	Nov Salary, Home Allowance	
201202 Michelle Dolley	Nov Salary, Home Allowance	
201203 John Davies	Nov Salary, Mileage	
201204 Vonage	Parish Phone	£10.25*
201205 HMRC	PAYE ¼	£759.81
201206 Community Land Use	LH NHP Consultant	£700.00
201208 British Gas	Changing Rooms Elec	33.47*
201209 Zoom	Monthly Subscription + Webinar	£91.19*
201210 Cliffe Woods Comm Ass	Xmas Lights Donation	£150.00
201211 Instaprint	NHP Leaflet Printing	£172.00
201212 Zoom	NHP Webinar	£6.19*
201213 KALC	Course from 2017	£72.00*
201214 SLCC	MD Membership Renewal	£112.00
201215 Kwik Surveys	NHP Survey	£24.00*
201216 Richard Jones	NHP Leaflet Delivery	£75.00
201217 BTD Electrical	Container Elec Supply	£779.90
201218 The Creative Workshop	NHP Leaflet Design	£336,.00*

\*Includes VAT (reclaimable) \*\* VAT on receipt to be paid to HMRC.

Proposed by Cllr Dibble, Seconded by Cllr Keates- **ALL AGREED.**

#### 119 **REPORT: ALLOTMENTS- Cllr Clements, Letheren**

Some sites are still not being worked.

**120 REPORT: - Planning Committee- (Cllr Harper/Clerk (PO))**

To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm.

**120.1 Delegated Powers (To Note)**

- a. **MC/20/2842 - Plot 5 Land West of Merryboys Farm House Cooling Common Cliffe Woods ME3 7TP** Application for approval of reserved matters being appearance, layout, and scale pursuant to planning permission MC/17/3572 - Outline application for six self-build detached houses with all matters reserved except access and landscaping  
**Details following on from Outline/Self-Build No Objection**
- b. **MC/20/2857 - 6 Green Lane Cliffe Rochester Medway ME3 7UF**  
Construction of a two-storey side extension with single storey to front incorporating alterations to existing porch - demolition of existing garage **No Objection**
- c. **MC/20/2821 - 24 Brookmead Road Cliffe Woods Rochester Medway ME3 8HJ**  
Construction of a first-floor extension to side **No Objection**
- d. **MC/20/2899 - Orchard View Ladyclose Avenue Cliffe Woods Rochester Medway ME3 8JL**  
Construction of a detached outbuilding to rear **No Objection**

**120.2 Applications Received since the Planning Meeting and/or decision required None**

**120.3 Other Planning Issues None**

**120.4 Future Planning No further updates.**

**The next Planning Committee will be on Monday 04/01/2021 if required**

**121 Cliffe and Cliffe Woods Neighbourhood Plan**

To receive a report on the activities and progress of the Neighbourhood Plan Steering Committee. Draft consultation (regulation 14) now taking place 1/12/2020 to 26/1/2021 Leaflet delivered to all, Webinar 8/11 (recorded for playback from website, Face to Face (COVID-19 restrictions) 7 & 14/1, Web page continually updated.

**122 REPORT: OTHER COMMITTEES**

**122.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell – Nothing to report.**

**122.2 Youth Liaison- General Report- Cllr Walton, McDermid, McLeod, Wyatt**

Clerk RFO is still trying to arrange a convenient time for everybody on the committee to attend. New Cllr Anna McGovern also would like to join the committee.

**123 REPORT: OTHER BODIES**

**123.1 Cliffe and Cliffe Woods Community Trust – Report –**

Cllr Keates reported on the dispute regarding access to land at the back of the new Esquire development (previously agreed at the planning stage)

**123.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton**

Due to current restrictions, the hall has had to close again, and staff furloughed. External Christmas decorations have been installed with thanks to the Parish Council for funding. The upkeep of the hall is still being maintained including having to have some trees taking down.

**123.3 Cliffe Memorial Hall – General Report – Cllr Fenney – Nothing to report**

**123.4 Brett's Liaison – Cllr McDermid/Clerk (PO) Nothing to report**

**123.5 Rural Liaison Committee – Cllr Naughton-Dean – Meeting held on Mon 07/12/2020- Minutes to be circulated.**

- 123.6 Kent Association of Local Councils (Medway)** – Cllr McDermid/Cllr Harper.  
Zoom meeting and attended by most parish councils. Issues with the Hoo development and progress of Neighbourhood Plans discussed.
- 123.7 Police Liaison Committee & Councillor/Police Surgeries** – Nothing new to report
- 123.8 Patient Participation Group (Highparks Medical Practice)** - Cllr McDermid/Cllr Fenney.  
After concerns were raised from the last meeting. Their website has now been updated and includes all relevant data on the flu programme amongst other concerns which have also been addressed.
- 123.9 Friends of North Kent Marshes** Cllr Darwell – Nothing new to report.

**124 Other Reports-**

**Next meeting will be Thursday 14th January 2021 (Online/ZOOM)**

Meeting Closed at 22:00

Signed by..... Chair and dated.....