



Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mr Chris Fribbins/Mrs Sue Hibbert

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 11th January 2018, in the Emmanuel Centre, Parkside, Cliffe Woods @ 7:30pm**

AGENDA

1.0 **Apologies for Absence**

2.0 **Declarations of Interest**

Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.

3.0 3.1 **Councillor Co-Options**

Cliffe Village Ward – One vacancy

Cliffe Woods Ward – One vacancy (following the resignation of Cllr Graves the vacancy has been advertised and the parish council is waiting for an update from Medway Council if a call for election has been received, if not the council will be able to co-opt)

Co-option is in the power of the parish council. If the person qualifies as a councillor, they can be co-opted.

4.0 **Approval of Minutes of Meeting held on 10/12/17**

5.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)

6.0 **Matters Arising from Minutes of Meeting held on 10/12/17** (see action list with minutes)

7.0 **Report: Clerks** (Clerk PO/RFO)

7.1 Correspondence (emails distributed through the month)

7.2 Matters dealt with since last meeting (verbal report at meeting)

7.3 Meeting Arrangements –

Council Meeting - The Emmanuel Centre, Cliffe Woods confirmed for January, February and March. Further locations/dates to be confirmed including Annual Parish Meeting in April)

Changing Room Steering Group and Finance and GP confirmed for St Helens House (Planning location still to be confirmed)

7.4 **Community Award 2018** – the parish council's nomination is required by late January. Suggestions will be considered at the meeting.

8.0 **Changing Rooms Project**

(as this decision is likely to affect the budget for 2018/2019, the decision should take place before the budget is agreed)

Following the confirmation from Veolia Environment Trust and The Leader Programme (Kent Downs and Marshes) of £50,000 and £30,010.07 respectively, there is total funding of £130,635.07 available to fund the building of the changing rooms (planning permission and development control approved), including the need to make a £5,000 Landfill Tax contribution.

A tender process has been conducted and 11 companies tendered for the construction, the 11 were narrowed down to three and then two. At the meeting of the steering group 2/1/18 (reported to the Finance and General Policy committee that same evening), it is **Recommended that Clark Clayton and Sons be appointed as the preferred builder and discussions take place with the builder and the architect (John Alford) to agree costs and final design.**

Next steps: If agreed, the final decision to proceed will be at the February Parish Council meeting with a target to start the build by the end of February (as planned), when authorisation will be sought to proceed with a formal contract. Following discussion at the steering group potential cost and practical changes have been identified and will be discussed with the builder and the architect.

Cashflow issues, including VAT payment and refund timescales, need to be considered. It is expected that the Veolia grant will be paid in advance of the works, the council contribution and s106 are in ear marked reserves, but the Leader fund needs to be claimed at the end of the construction. The Clerk (RFO) is gathering information on probable running costs and potential income.

9.0 **Budget and Precept for 2018/2019**

9.1 **To agree the budget for 2018/2019**

A draft was circulated in November 2017, and discussed at the December parish council meeting. The Clerk (RFO) has made changes after those meetings and the latest draft is circulated for approval or amendment (the parish council **must** agree a budget).

Assumptions are made about the Rural Liaison Grant and Council Tax Reduction Scheme as this is not agreed by Medway Council until late February (same amounts as 2017/2018)

F&GP recommended a budget increase of 25% in December, but following further review by the Clerk (RFO) this has been reduced to 14.65%. Donations to the church (graveyard maintenance) and the Cliffe Memorial Hall and Cliffe Woods Community Centre were discussed – the circulated budget assumes retention at current levels.

Any increase in the budget would result in a higher precept or contribution FROM reserves.

Any decrease in the budget would result in a lower precept or contribution TO reserves.

9.2 **To agree the Precept for 2018/2019** – this is collected by Medway Council with the council tax bills and the total precept is paid to parish councils in April 2018. The amount charged to individual properties is related to the band of the property (A to H) which is related to the precept divided by a notional Band D calculated by Medway Council (how much is collected by Band D of £1) – this is not confirmed until late February so the impact of the parish council precept is assumed at the 2017/2018 level.

The current precept is £23.68 (Band D) per annum, 46p per week (each 1% is therefore < 1/2p per week. 25% is 11.5p, 15% 7p, 5% 2.5p). Each 1% raises just £441.09.

10.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))

10.1 **Finance Report** – 3rd Quarter Budget Monitoring discussed. Problems with transfers from the NS&I (deposit account) now resolved. £10,000 to be transferred to the current account (cashflow).

10.2 **Receipts & Payments** (circulated)

To note Income and to seek approval of the Payments listed – detailed report of income and expenditure circulated.

10.3 **Draft budget and Precept 2018/19** (agreed at item 9)

10.4 **S106 Update – Changing Rooms Project Meeting Summary**

Attendance - Cllrs S Fenney, R Naughton-Dean, Vivienne Walton, S McDermid, Steve Allen CCRFC, Ray Swatton (CWC) Chris Fribbins Clerk (PO), Sue Hibbert (RFO) (Cllr S Draper attended)

Leader fund grant approved (£30,010.07), Veolia Environment Trust (£50,000) grants approved. Total funding allocated now £130,635.07 (includes £5,000 to be paid to Landfill Tax).

An expanded tender submission has now been received from Clark Clayton & Sons.

There were detailed discussions about potential savings that could be made and cashflow issues.

The steering group recommended that the council proceed on the basis of detailed discussions with one supplier at this time – ALL AGREED

The steering group then recommended that the council enter detailed discussions with Clark Clayton & Son. AGREED (One against).

Meetings with the architect, Clark Clayton, Cllrs S Fenney, R Naughton-Dean, S Draper and Clerks PO/RFO, to be arranged to finalise details for a contract (to be submitted for approval to the February parish council meeting)

10.5 **Financial Risk Assessment Review**

Qtr. 3 report will be done by Councillor Cooper during January.

10.6 **Parish Councillor election**

Cllr Draper co-opted. There is now one outstanding vacancy in Cliffe Village ward.

Following the resignation of Cllr Graves, the notice of vacancy has been published by the Clerk (PO). Medway Council will let us know if an election is requested (at cost to the parish council) or the parish council is able to co-opt.

- 10.7 **Relief Caretaker Vacancy**
John Davies will be started as relief caretaker from of 1 January, introduction to duties now to be organised. The caretaker had been unwell and in hospital over Christmas. He now has returned (wef 2/1/18) and has produced a return to work form from his doctor.
- 10.8 **Play park repairs**
ROSPA report received from Andy Keates and forwarded to the playground inspector. Village Club secretary has been notified about their gate into the playpark not closing properly and it appears that this has been fixed.
- 10.9 **Vandalism to Cliffe Recreation Ground & Allotments**
The goal posts have been installed (2/2/18) at cost of £400.
The insurance claim for the goals and bench has been settled by the insurance company.
New caretaker's door and some brackets on the storage container to be fixed w/b 8/1/18.
Skate Park repairs outstanding.
- 10.10 **Assets and Insurance Cover**
Cllr Naughton-Dean will be confirming the meeting arrangements. (the review of standing orders and financial arrangements will also be arranged).
- 11.0 **Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements
Clerk (RFO) still awaiting notification of any further tenant changes.
- 12.0 **Report: Planning Committee** (Cllr Harper/Clerk(PO))
- 12.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to 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)
NO OBJECTION
- MC/17/4242 17 ST HELENS ROAD, CLIFFE, ROCHESTER, ME3 7EY**
Construction of a single store extension to rear and replacement of pitched roof to a flat roof
NO OBJECTION
- MC/17/4330 47 REEDHAM CRESCENT, CLIFFE WOODS, ROCHESTER, ME3 8HT**
Construction of a single storey front extension together with a 2-storey side and single storey rear extension with demolition of garage Resubmission - MC/17/1924
Similar comments re. parking and affect on neighbour to be considered.
- MC/17/3623 LAND ADJACENT TO 2 HALE ROAD, CLIFFE WOODS, ROCHESTER, ME3 8HG**
Construction of a 4-bedroomed detached dwelling with associated parking
NO OBJECTION (now approved)
- MC/17/3590 30 MILTON AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8TP**
Construction of a two-storey side/rear extension and vehicle access and hardstanding to front garden area - demolition of garage
Concern with off-street parking at that location (on a bend) – Now approved.
- LAND SOUTH OF MERRYBOYS ROAD, CLIFFE WOODS, ROCHESTER KENT ME3 7TP**
Several changes have been submitted and are dealt with by Planning Officers, there appears to have been a mixture of approval and refusals.
- 12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
- MC/17/4411 BEACONHURST, MORTIMERS AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8JT**
Construction of a dormer to the west elevation
Unlikely to be an issue.
- 12.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.
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- 12.4 **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 – Medway Council refused, planning appeal public meeting now complete planning inspector will report to the Secretary of State who has called, and will make, the decision (likely to be at least March) If approved there are a number of s106 conditions that would be applied with both direct and indirect implications for the parish council and local residents (to be reported).

13.0 Report: Other Committees

- 13.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 13.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
- 13.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

14.0 Report: Other Bodies

- 14.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)
- 14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 14.3 Cliffe Memorial Hall – General Report – vacant
the committee is looking for additional trustees and a liaison.
- 14.4 Brett's Liaison – Cllr McDerimid/Clerk(PO).
- 14.5 Rural Liaison Committee – Cllr Stanley (December meeting changed to January)
- 14.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper (Cllr Stanley is covering while there are conflicts with the Neighbourhood Plan meetings)
- 14.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Stanley the committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf and Cllr Stanley has the date for this year (next 9th Jan) Issues to be reported/discussed should be passed to Cllr Stanley.
- 14.8 Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair)
- 14.9 Friends of North Kent Marshes Cllr Darwell

15.0 Other Reports

Other items to be handed to the Clerk for the next Meeting scheduled on 8th February 2019 in the Emmanuel Centre, Parkside, Cliffe Woods.