

Minutes of Meeting held remotely on Zoom

Thursday 12th November 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),

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



This meeting opened at 7:00

- | NO | ITEM |
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| 95 | APOLOGIES FOR ABSENCE – Cllrs Vivienne Walton (Business) Jim Wenban and Ray Letheren (Technical) |
| 96 | DECLARATIONS OF INTEREST - None |
| 97 | ADJOURNMENT - None |
| 98 | APPROVAL OF MINUTES OF MEETING ON 15/10/2020
Subject to suggested amendments Proposed by Cllr Keates, Seconded by Cllr McLeod- ALL AGREED |
| 99 | MATTERS ARISING FROM MINUTES OF MEETING held on 15/10/2020
These were discussed elsewhere on the agenda. |
| 100 | Co-option of Parish Councillor for Cliffe Woods/Notice of Vacancy for 2nd position.
Both vacancies can now be filled by co-option following advertisement of the position. |
| 101 | REPORT: CLERKS Nothing to report that is not on the agenda |
| 102 | Report: Chair - Nothing to report |
| 103 | Report: Finance & General Purposes (Cllr Dibble/Clerks)
A) To note financial information to 31/10/20 circulated. - NOTED
B) To agree receipts & payments and approve for November 2020 as necessary (including any updates since the F&GP as indicated)- Proposed by Cllr Dibble, seconded by Cllr Naughton-Dean- ALL AGREED.
C) To agree recommendations
a) Christmas items
Santa Sleigh - After careful consideration it was agreed that due to current restrictions it would not be feasible this year to include the Santa sleigh for both villages.
Christmas Tree - A Christmas tree has been ordered for Cliffe Village including lights. It is also hoped to include tags that people could write messages on for a memory tree.
Cllr Wyatt proposed to have this as a parish council 'event', seconded by Cllr Keates- 10 AGREE, 1 ABSTENTION- MAJORITY VOTE
Cliffe Woods Community Centre Association - There was a request from the association for the parish council to provide a donation towards the upgrade of their Christmas light display. Cllr Keates proposed a £150 donation, seconded by Cllr McLeod- 7 AGREE, 1 ABSTENTION (Cllrs McDermid and Fenney declared an interest)- MAJORITY DECISION.
b) Budget 2021/22 – Council suggestions on financial scope required. Some ideas provided.
D) To note other items from the committee
o Schedule of planned works: - The safety surfacing work has now been completed (11/10/2020). The electricity supply within the containers is due to be completed on Monday (16/11/2020). There was also a report from Clerk PO about complaints within Cliffe Woods Car Park re. potholes- Volker Highways will be contacted for a quote to see if financial savings can be made by combining with the Buttway works.
Play Area – Safety Surfacing 10/11, Container Electrical Supplies 11/11, Buttway Drainage to be scheduled)
o Relief Caretaker – to liaise with Personnel Committee |

- Follow-up Cliffe Woods Car Park Barrier- Clerk RFO witnessed a vehicle hit the out sign. This has been followed up with the company and they are investigating as a matter of urgency. Further updates to be circulated.

103 A Finance Report/ Draft Finance Reports Circulated-

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

103 B Payments to be made-

Receipts	October	November
Bank Interest	£0.39	
VAT Return		
Allotment Rent Income	£14.95	£25.95
NHP Grant		£1,944.00
Payments		
201101 Chris Fribbins	Oct Salary, Home Allowance	
201102 Michelle Dolley	Oct Salary, Home Allowance	
201103 John Davies	Oct Salary, Mileage	
201103B John Davies	Caretaker Expenses	£12.48
201104 Vonage	Parish Phone	£10.25*
201108 British Gas	Changing Rooms Elec (02/09-01/10)	£28.99*
201108B British Gas	Changing Rooms Elec (02/10-01-11)	£29.69*
201109 Zoom	Monthly Subscription	£14.39*
201110 Aardvark Security	CCTV Clean + Repair	£96.00
201111 Zoom	NHP Webinar	£6.19
201112 Kwik Surveys	Monthly Subscription NHP	£24.00*
201113 M + M Developers	Safety Surfacing- Play park	£26,676.00*

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

Proposed by Cllr Dibble, Seconded by Cllr Naughton-Dean- **ALL AGREED.**

104 REPORT: ALLOTMENTS- Cllr Clements, Letheren

The potholes on the allotment road have got considerably worse.

105 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.

105.1 Delegated Powers (To Note)

- a. **MC/20/2091 - 38 Brookmead Road Cliffe Woods Rochester Medway ME3 8HL**
Extension of porch to front and replacement of flat porch roof with pitched roof
- b. **MC/20/2623 Brett Marine Aggregates Ltd Salt Lane Cliffe Rochester Medway ME3 7SU**
Details pursuant to condition 3 (Habitat), 4 (Landscape Plan) and 5 (CEMP) on planning application MC/20/1402 for Application for non-material amendment to planning permission MC/17/1053 to enable a 6 month extension of time to submit pre-commencement schemes, prior to the re-commencement of infilling and restoration activities at Chalk Lake, Kent ME3 7SU
- c. **MC/20/2619 Honeysuckle House Merryboys Road Cliffe Woods Rochester Medway ME3 7TP**
Application for a Lawful Development Certificate (Proposed) for the construction of a single storey extension to rear with low profile roof lantern - (Alteration to front double garage from double doors to single)
- d. **MC/20/2653 11 Elford Road Cliffe Rochester Medway ME3 7EF**
Construction of a single storey extension to front/side and rear

Resolved: No Objections, no response required to Lawful Development Certificate.

105.2 Applications Received since the Planning Meeting and/or decision required

- a) **MC/20/2769 14 Quickrells Avenue Cliffe Rochester Medway ME3 7RB**
Construction of a single storey extension to front and conversion of garage to facilitate habitable accommodation. **Cllr Harper proposed no objections, seconded by Cllr McDermid- ALL AGREED.**

105.3 Other Planning Issues

- a) 9 View Road – Medway Council report no impact on bus stop
- b) 'Gladmans' – Trial digs, but no development as detailed planning permission still required.
- c) Orchards, View Road – Exploratory works but not pre-planning discussions or planning application s nothing too assess.

105.4 Future Planning No further updates.

The next Planning Committee will be on Wednesday 25th November (not Thursday 26th)

106 Cliffe and Cliffe Woods Neighbourhood Plan

To receive a report on the activities and progress of the Neighbourhood Plan. Draft consultation (regulation 14) will take place 1/12/2020 to 26/1/2021 Leaflet to all, Webinar, Face to Face (COVID19 restrictions), Web page, consultation with statutory bodies.

107 REPORT: OTHER COMMITTEES

107.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –

Cllr Harper reported that after Cllr McDermid indicated that certain footpaths were impassable due to overgrowth, they had been followed-up. To report items now you need to complete a request for each individual item on the website.

107.2 Youth Liaison- General Report- Cllr Walton, McDermid, McLeod, Wyatt

Clerk RFO is trying to arrange the meeting for next week (w/b 16/11/2020). Medway Youth Services now has a new local manager and they have made contact with the Parish Council to offer any assistance for youth provisions in both villages.

108. REPORT: OTHER BODIES

108.1 Cliffe and Cliffe Woods Community Trust – Report –

Cllr Keates reported that both schools have now received donations from the trust to help with additional COVID19 costs. There has also been a speculative approach to the trust about a plot of land between both villages, for possible development for social housing. This has been passed to the trustees for their consideration. Emerging Neighbourhood Plan policy against development between the two village has been reported to the Trust by the Clerk (PO).

108.2 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.

108.3 Cliffe Memorial Hall – General Report – Cllr Fenney –

Due to current restrictions the hall has had to close again. They have purchased a metal silhouette remembrance soldier, which is displayed at the front of the hall.

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

108.5 Rural Liaison Committee – Cllr Naughton-Dean – Nothing new to report, no meetings taking place, but ZOOM/TEAMS meetings being considered.

108.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper.

A ZOOM meeting took place on 21/10/2020- There were several issues from all parish councils such as planning and housing development, litter and fly tipping. Neighbourhood Plans, policies, and parking, which were all discussed.

108.7 Police Liaison Committee & Councillor/Police Surgeries – Nothing new to report

108.8 Patient Participation Group (Highparks Medical Practice) - Cllr McDermid/Cllr Fenney.

A virtual meeting took place on 21/10/2020- Cllr McDermid reported that a question and answer sheet was circulated after the meeting. The practices are now using a 'total triage system' in line with government guidelines. There has also been a new electronic system installed, which is linked to their website (e-consult). Cllr Dibble also reported that there is now a dedicated section within the parish council website for this particular group and for residents to access more easily.

108.9 Friends of North Kent Marshes Cllr Darwell – Nothing new to report.

109 Other Reports- Cllr Fenney reported the problematic parking and obstructions, specifically within Church Street and Pond Hill, so much so that residents regularly get blocked in. Medway Council will be looking again at possibly some yellow lines- Clerk PO to follow up.

Next meeting will be Thursday 10th December 2020 (location depends on COVID restrictions)

Meeting Closed at 21:00

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

Appendix MA1903

	MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18	Action By
Oct 86.2	<p>Neighbourhood Plan – Workshops complete, work starting on draft plan. Housing needs survey sent out with Clarion. Planning consultant Lorraine Hart appointed and work to start on preparing draft plan. Low response rate (14% to HNS) Policy writing training workshop held on 28 November. Remaining grant of £3,816 agreed and needs to be spent by 31/3/18. Draft Local Plan has no site allocations in Cliffe or Cliffe Woods, consultation March to May. Steering group to look at site assessments for land in SLAA and any other land that could be developed as part of the Neighbourhood Plan. New Locality Grant bid approved and at a higher level than applied for – runs to 31/3/19. A further grant of £1,944 had been received (to 31/3/21) Regulation 14/Draft Plan consultation will be carried out from 1/12/20 to 26/1/21. Following consultation, responses need to be considered and changes made if appropriate and then it goes for a Planning Inspector examination, after the inspector’s response has been considered and any changes made, it will be submitted to a referendum (not before May 2021 due to COVID19).</p>	Clerk (PO) NHP