

**Minutes of Meeting held in The Emmanuel Centre, Parkside, Cliffe Woods**

**PRESENT:** Cllrs Barry Dibble VICE CHAIR(BD), Annette Cooper (AC), Sue McDermid (SM), Fred Harper (FH), Peter Clements (PC), Victoria Baxter (VB), Robert Wyatt (RW), Malcolm McLeod (MM), Sandra Fenney (SF), Joan Darwell (JD) and Andy Keates (AK)



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

This meeting opened at 7:30pm

- | NO  | ITEM  |
|-----|---|
| 170 | <b>APOLOGIES FOR ABSENCE</b> – Cllrs Ron Naughton-Dean (Family), Vivienne Walton (health concerns), Ray Letheren (health concerns) and Jim Wenban (health).<br>Cllr Dibble took the Chair.  |
| 171 | <b>DECLARATIONS OF INTEREST</b> - None  |
| 172 | <b>ADJOURNMENT-</b><br>Rev Andy Hobbs attended to highlight the impact the closure of the grassed area at the Buttway has had on the church and parishioners. Vice Chair apologised for the inconveniences; however, the decision still stands of closing the Buttway until Easter.<br>Ward Cllr Gary Etheridge was also present for the meeting. He reflected on some of the problems the villages are having with youths at the moment and other issues brought to his attention in previous months.  |
| 173 | <b>APPROVAL OF MINUTES OF MEETING ON 13/02//2020</b><br>Proposed by Cllr Keates, Seconded by Cllr McDermid- <b>ALL AGREED</b>   |
| 174 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 12/12/19</b><br><b>Opening of the Buttway-</b><br>Cllr Dibble proposed to delegate powers to the Finance and General Purpose committee for opening of the Buttway, with an inspection before Easter weekend by Clerk PO who will circulate condition report, seconded by Cllr Wyatt- <b>ALL AGREED</b>   |
| 175 | <b>Co-option of Parish Councillors for both Cliffe Village Ward and Cliffe Woods</b><br>1 vacancy remains for Cliffe Woods Ward.  |
| 176 | <b>REPORT: CLERKS</b> Reported elsewhere on agenda  |
| 177 | <b>Report: Chair</b> Nothing to report  |
| 178 | <b>Report: Finance &amp; General Purposes (Cllr Dibble/Clerks)</b><br>To receive a report and recommendations of the F&GP meeting held Tuesday 03rd March at St Helens House<br>a) To note financial information circulated.- <b>NOTED</b><br>b) To note receipts & payments and approve as necessary (including any updates since the F&GP)<br>Cllr Cooper proposed the payments be approved, seconded Cllr McLeod- <b>ALL AGREED</b><br>c) Recommended that a grant of £250 be agreed by the parish council for the Air Ambulance (Kent/Sussex/Surrey) Request received by post.<br>Cllr Dibble proposed the grant of £250, seconded by Cllr Fenney- <b>ALL AGREED</b><br>d) To note recommendations agreed under delegated powers (none)<br>e) To agree recommendations<br>i. <b>Risk Assessment and Asset List</b> – Recommended that the current review be <b>noted</b> . There will be further enhancements to reporting and asset review in the next council year.<br>ii. <b>Allotment and Pitch Rents</b> . Recommended an increase of 4% on Allotment rents, and an additional £50 (+ VAT) on pitch hire for the financial year 1/4/2020 to 31/3/2021, in line with the budget. <b>ALL AGREED</b> . Cllr Wyatt proposed the 4% increase for allotments and the pitch rent increases, seconded by Cllr Fenney - <b>ALL AGREED</b> (Cllrs Cooper and Clements declared an interest as allotment holders)<br>iii. <b>Terms of Reference</b> for the Finance and GP committee be agreed (Governance Working Party to review 9th March along with Personnel and Planning Committee) <b>ALL AGREED</b> (see Governance |

report.- Cllr Dibble proposed to accept all terms of reference, except Planning which will be reviewed again at a governance meeting, seconded by Cllr Keates- **ALL AGREED**

iv. Meeting arrangements for the next council meeting in Cliffe in June to be reviewed.- **NOTED**

**178 Finance Report/ Draft Finance Reports Circulated-**

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

**178 Payments to be made-**

<b>B</b>	<b>Receipt's</b>	<b>September</b>	<b>October</b>
	<b>Payments</b>	<b>Description</b>	<b>Amount</b>
	203201- Chris Fribbins	Clerk PO Salary, Home Allow, Mileage	
	200302- Michelle Dolley	Clerk RFO Salary, Home Allow, Mileage	
	200303- John Davies	Caretaker Salary, Mileage	
	200304 - Louise Whitear	Relief Caretaker	
	200305 Vonage	Parish Phone	£10.25*
	200307 Community Land Use	NHP Consultant	£700.00
	200309 British Gas	Changing Rooms Elec Bill	£88.24*
	200310 Business Stream	Water Bill Aug-Feb	£515.97
	200311 SLCC	SLCC ILCA Training RFO	£118.80*
	200312 Bloomfield	Tree crown and lifting	£650.00

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

Proposed by Cllr Cooper, Seconded by Cllr McLeod- **ALL AGREED**

**179 REPORT: ALLOTMENTS- Cllr Clements, Letheren**

Cllr Clements and Clerk RFO inspected the allotments on 12.03.2020 after reports of rubbish being left on plots and unattended plots. These have been identified and letters/emails sent regarding this. There was also a leaking tap, which will be fixed.

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

**a) The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: (to note)**

**MC/20/0331 29 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Variation of condition 2 of planning permission MC/19/0379 to allow a minor material amendment to the siting and design of 'House 4'. No comments

**MC/20/0287 5 Graveney Close Cliffe Woods Rochester Medway ME3 8LB**

Construction of a single storey extension to rear No comments.

**MC/20/0440 4 Henry Pye Place Cliffe Rochester Medway ME3 7DW (previous Lynne Bush)  
Construction of a detached garage to rear**

Objection to the size of structure and possible impact on neighbour's tree roots. Due to height/scale of proposal detrimental to natural environment of the site.

**MC/20/0446 40 Reed Street Cliffe Rochester Medway ME3 7UL**

Construction of a porch to rear/side of house No objection

- b) **The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting (feedback from Planning Chair to be circulated)**

**MC/20/0441 55 Town Road Cliffe Woods Rochester Medway ME3 8JX**

Construction of a single storey extension to rear of garage and conversion to form an annexe

Concern expressed on the element of garden grabbing- condition needs to be applied to ensure development is not a separate dwelling but ancillary to main dwelling.

**MC/20/0497 25 Turner Street Cliffe Rochester Medway ME3 7QL**

Construction of a detached outbuilding to rear No Objection

**MC/20/0399 Land Rear Of 56 - 60 Town Road Cliffe Woods Rochester Medway ME3 8JJ**

Construction of a detached chalet bungalow with associated parking and access via Milton Avenue

The Parish Council continue to have concern about this development down an unmade road although used as a delivery road for the shops in Parkside Parade and access by pedestrians, including to and from the Doctor's Surgery. These are changes to previous layout that was approved but similar concerns still exist.

**Cllr Harper proposed to accept all comments made by the planning committee, seconded by Cllr McDermid- ALL AGREED**

- c) **Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.-**

**180.2 Other Planning Issues-** none

**180.3 Medway Local Plan -** No update

**180.4 MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans) -** No update

**180.5 MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins) -** No update

**180.6 Land at Cliffe (Trenport) –** No new update

**180.7 Lower Thames Crossing –** New consultation on changes to the scheme (connections to A2/M2 south of the Thames but no direct implications for the parish. **NOTED**

**181 Cliffe and Cliffe Woods Neighbourhood Plan**

Subject to discussions with Medway Council it is now hoped to consult on the Draft Plan in April/May (Parish approval will be sought)

**182 REPORT: OTHER COMMITTEES**

**182.1 Footpaths and Common Land – General Report – Cllrs Harper/Darwell –**

There have been reports from residents regarding motorbikes riding in the woods

**182.2 C&CW Neighbourhood Plan Steering Group –** General Report – Clerk (PO) Reported earlier

**182.3 Youth Liaison- General Report- Cllr Walton**

The Youth Committee is arranging dates when all can meet to discuss future plans.

**182.4 Governance Working Party- Cllr Naughton-Dean –**

Update from Working Party (9/1/20)

- a) Terms of Reference for Finance and General Purposes, Planning and Personnel Committees to be agreed.

**Cllr Dibble proposed the Terms of reference for The Finance and General-Purpose Committee and Personnel, seconded by Cllr Cooper- ALL AGREED.**

**The Terms of Reference for the Planning committee- Cllr Dibble proposed to refer it back to Governance before adoption, seconded by Cllr McDermid- ALL AGREED**

b) General Data Protection Regulation (GDPR) additional documents to be agreed.

The GDPR documents were proposed to be deferred until May- **ALL AGREED**

**182.5 Consideration of a new Communications Sub-Committee to make recommendations on email/web/social media/newsletter/leaflets**

Cllr McLeod offered to help with the communications sub-committee

**183 REPORT: OTHER BODIES**

**183.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates**

Nothing to report. Next meeting

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

Upgrade to hall plans are still ongoing. The fete date has been changed to 13.06.2020

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

**183.4 Brett's Liaison – Cllr McDermid/Clerk (PO). Nothing to report, meeting is now annually (March/April).**

**183.5 Rural Liaison Committee – Cllr Naughton-Dean – Nothing new to report. Minutes of previous meeting have been circulated.**

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

Meeting discussed s106 issues and update from local parishes.

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

**183.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)- Cllr McDermid/Cllr Fenney. Nothing new to report.**

**183.9 Friends of North Kent Marshes Cllr Darwell –**

After a meeting was held, there was a decision to postpone the VE Day Celebrations. It is hoped to combine this with the Cliffe Village Fayre on the recreation ground later.

**184 Other items to be handed to the Clerk for the next meeting on 14th May 2020 in the Emmanuel Centre, Cliffe Woods following the ANNUAL MEETING of the Parish Council at 7:30pm.**

**Annual Parish Meeting – 16th April 2020, 7:30pm Memorial Hall (refreshments to be arranged)**

Meeting Closed at 21:40

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

**Appendix MA1903**

	<b>MATTERS ARISING FROM MINUTES OF MEETING ON 08/02 /18</b>	<b>Action By</b>
Oct 86.2	<b>Neighbourhood Plan</b> – 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	Clerk (PO) NHP

	than applied for – runs to 31/3/19. Consultation on potential Draft Version carried out July 2019 – aiming for a Regulation 14/Draft Plan to be submitted to Medway Council in October. <b>This will now be delayed due to Medway Council feedback and possible timing issues with the Local Plan.</b>	
--	--	--