

**Minutes of Meeting held remotely on Zoom.**

**Thursday 11<sup>th</sup> March 2021**

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



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)  
Medway Ward Cllr Etheridge

This meeting opened at 7:00

- | NO  | ITEM  |
|-----|---|
| 156 | <b>APOLOGIES FOR ABSENCE</b> – Cllr Anna McGovern   |
| 157 | <b>DECLARATIONS OF INTEREST</b> - None  |
| 158 | <b>ADJOURNMENT-</b> Ward Cllr Gary Etheridge was present for the meeting.<br>Cllr Etheridge briefly spoke about the HIF Project and the extension of the parking restrictions (double yellow lines) being carried out around Cliffe Woods and Cliffe.<br><b>Cllr Joan Darwell entered the meeting at 19:15</b>  |
| 159 | <b>APPROVAL OF MINUTES OF MEETING ON 11/02/2021</b><br>Proposed by Cllr Wyatt, seconded by Cllr Keates- <b>ALL AGREED</b>   |
| 160 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 11/02/2021.</b><br>Elsewhere on agenda   |
| 161 | <b>REPORT: CLERKS</b><br>Clerk PO reported on: - <ul style="list-style-type: none"><li>• Trees at Cliffe Recreation Ground- After a complaint from a resident, some initial tree work has been carried out.</li><li>• Kent Air Ambulance- Clerk PO received a letter requesting a donation- Cllr Keates proposed to refer this to the F+GP Committee for further review, seconded by Cllr Cooper- <b>ALL AGREED.</b></li></ul>  |
| 162 | <b>Report: Chair-</b><br>Chair reported that he will not be standing for the chairs position next year and will be leaving the Parish Council.  |
| 163 | <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 2nd February Online/Zoom <ul style="list-style-type: none"><li>a) To note financial information to 28/02/21 circulated and note- <b>NOTED.</b><br/>Cllr Cooper queried Zoom payments- Clerk RFO explained there were 3 parts to the Zoom payment, two for NHP expenditure codes and one for Computer and IT Expenses.</li><li>b) To agree receipts &amp; payments and approve for March 2021 as necessary (including any updates since F&amp;GP as indicated)- Proposed by Cllr Keates, seconded by Cllr Wyatt- <b>ALL AGREED</b></li><li>c) To agree recommendations<ul style="list-style-type: none"><li>a. Appointment of Internal Auditor (External) at a cost of £80– Pauline Bowdery Proposed by F&amp;GP-<br/>Proposed by Cllr Dibble, seconded by Cllr Cooper- <b>14 AGREE, 1 ABSTENSION- MAJORITY DECISION</b><br/><b>Cllr McLeod entered the meeting at 19:40</b></li><li>b. Request to use Cliffe Rec. for Fun Fair (4/5 to 10/5 Open 7-9/5) Proposed by F&amp;GP that the request be declined as too early for COVID safety-<br/>Cllr Dibble proposed to refuse permission for the funfair due to COVID-19 restrictions, seconded by Cllr Wyatt- <b>14 AGREE, 1 AGAINST- MAJORITY DECISION</b></li></ul></li></ul><br>To note other items from the committee |

- d) Further quotes will be sought for the Buttway drainage issue- **NOTED.**
- e) Tree work to be carried out 12<sup>th</sup> March at Recreation Ground/Rear of Church Street Properties- **NOTED.** (*subsequently was moved to 11<sup>th</sup> March due to weather*)
- f) Contractor returned to the Cliffe Woods Car Park to re-do work (Clerk PO view was this was affected by poor weather following previous work)- **NOTED.**
- g) Quarterly Internal Audit (Financial Regulations) to be re-instated after issues with COVID restrictions restricted face to face contact- Cllr McLeod will carry this out. **NOTED**

**163 A Finance Report/ Draft Finance Reports Circulated-**

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

**163 B Payments to be made-**

Receipts	February	March
Bank Interest	0.11	
Zoom refund	38.40	
Payments		
210301 Chris Fribbins	Feb Salary, Home Allowance	
210302 Michelle Dolley	Feb Salary, Home Allowance	
210303 John Davies	Feb Salary, Mileage	
210304 Vonage	Parish Phone	£10.25*
210305 HMRC	Final PAYE ¼	£715.80
210306 Community Land Use	LH NHP Consultant	£350.00
210308 British Gas	Changing Rooms Elec Bill	£37.51*
210309 Zoom	Monthly Subscription	£52.79*
210310 Kent Rural Comm (ACRK)	Annual Membership	£105.00
210311 Jim Wenban	4x post mix- Rec Ground	£23.96
210312 RBS Software	MTD Annual Support Fee	£70.80*
210313 Just Bin Bags	Caretaker black sacks	£29.69*
210314 Cliffe Woods Comm Ass	2 <sup>nd</sup> ½ Annual Grant	£2,500
210315 Cliffe Memorial Hall	2 <sup>nd</sup> ½ Annual Grant	£2,500

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

Proposed by Cllr Keates, seconded by Cllr Wyatt- **ALL AGREED**

**164 Annual Review (End of Year)**

Asset Register, Risk Assessment, circulated (Financial information will follow after 31/3).

Asset register was not received by Cllrs and resent by Clerk RFO after the meeting.

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

There was a report of a leaky tap in the allotments on Saturday 20<sup>th</sup>. The Clerk (RFO) attended and managed to stop the dripping tap, but there was still a leak underground. Cllrs Letheren, Clements, Clerks and Allotment Holders located a leaky joint below the tap and that was fixed on Sunday 21<sup>st</sup>. This recent discovery could have been the cause of an overly high water bill previously (£741)

Clerk RFO also reported that the gate at the entrance (main gate @ memorial hall) had stopped closing, concerns over who could get in there also- Cllr Clements along with some allotment holders managed to fix the bent hinge. Clerk RFO will source some spare/replacement hinges.

**MEETING SUSPENDED @ 7:55 (SLOW CLAP NHS)**

**RESUMED AGAIN @ 8:05**

**166 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 (meeting was not held end December)

**166.1 Delegated Powers (To Note)- NOTED**

- a. **MC/20/2647 - 2 View Road Cliffe Woods Rochester Medway ME3 8JQ**  
Details pursuant to conditions No Comment Required
- b. **MC/21/0057 - Allens Hill Cottage West Street Cliffe Rochester Medway ME3 7TH**  
Prior Notification No Comment Required
- c. **MC/21/0401 - 13 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR**  
Non-Material Amendment – No Objection
- d. **MC/21/0323 - Land South of View Road Cliffe Woods Rochester Kent (Simpkins)**  
Details Pursuant to Full Application – Concern/Objection as details do not overcome previous concerns.

**166.2**

**Applications Received since the Planning Meeting**

- e. **MC/21/0490 7 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE**  
No principal concern but draw attention to encroachment in RAMSAR to rear.
- f. **MC/21/0445 Buddy's View Perry Hill Cliffe Rochester Medway ME3 7TX**  
Change of use of land to provide for the stationing of 3no. additional caravans, extension of existing hardstanding and associated planting and parking-  
After discussions this was deferred for more investigation by the Planning Committee and response submitted under the committee's delegated powers as it appeared the information was incomplete.
- g. **MC/21/0481 Orchard Bungalow Station Road Cliffe Rochester Medway ME3 7RU**  
Proposal Construction of 1no. garage comprising 2no. parking spaces, garden machinery store and workshop plus first floor roof space for the purposes of storage and a home-office facility-  
After discussions concerning the boundaries and building on open countryside, Cllr Harper proposed to raise concern about encroachment and seek clarification, seconded by Cllr Dibble- **14 AGREE, 1 ABSTENSION-MAJORITY DECISION.**
- h. **MC/21/0527 33 Swingate Avenue Cliffe Rochester Medway ME3 7QZ**  
Proposal Construction of a first-floor side extension- Cllr Harper proposed no objections, seconded by Cllr Walton- **13 AGREE, 2 ABSTENSIONS- MAJORITY DECISION**

**166.3 Other Planning Issues**

- a) Hoo New Routes to Good Growth – consultation response to be submitted via planning chair-  
The closing date for the consultation has now been pushed back. A response was sent on behalf of the parish council.
- b) Esquire potential development site (ZOOM meeting) – Response to be sent.
- c) Trenport (ZOOM meeting) – no specific details suggested by developer – possible reduction in size.
- d) Kent Rural Housing (ZOOM meeting) Clerk PO/Cllr Harper attended. Proposals for affordable housing for people with real local connection through Housing Trust – details to be investigated.

Clerk PO also mentioned another inquiry received late from a local shop keeper- there have been complaints regarding the noise of the chillers, which is a threat to the shop and possible closure. Cllr Etheridge offered to look into this with Medway Council.

**167 Cliffe and Cliffe Woods Neighbourhood Plan**

Next stages to formal submission of amended plan (to consider representations). Alterations are being made by the Draft Plan by the Steering Group and will need to be approved by the Parish Council and a special meeting may need to be called.

**168 REPORT: OTHER COMMITTEES**

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

Cllr McDermid spoke about footpath RS72- Cooling Hill- Footpath seems to have changed where there are horses on the field. Medway council to identify and sign the footpath.

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

Cllr McLeod reported that a draft questionnaire is nearing completion. DBS(Enhanced) applications will be made for councillors involved in working with youth)

**169 REPORT: OTHER BODIES**

**169.1 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)- this now being finalised.

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

Cllr Walton reported the social club are looking to reopen when restrictions are lifted, this has been difficult with the vaccination centre also adjacent to the social club in the hall. A temporary reduction in the rent has also been agreed.

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

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

**169.5 Rural Liaison Committee – Cllr Naughton-Dean – Nothing to report. Next meeting is April.**

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

A meeting took place on 10/03/21 and Cllr McDermid reported on a number of issues from other local councils, the KALC AGM, 3-year plans and training.

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

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

Nothing new to report

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

**170 Other Reports-** The Census was due, and Parish Councillors were informed that they were able to help individuals if requested.

**Next meeting will be Thursday 12<sup>th</sup> May 2021 (Annual Meeting & May Meeting) (Online/ZOOM)  
– Annual Parish Meeting to be arranged on behalf of residents (not a Parish Council Meeting)**

Meeting Closed at 21:15

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

**Action List**

2016	Yellow Line Restrictions – Cliffe & Cliffe Woods	Medway Council to Advertise Traffic Regulation Order/Consultation
2021/01	Dogs Bins in Remote Areas	Medway Council responsibility, have requested precise location for normal bin (Dog bins no longer supplied)
2021/01	Raw sewage on Town Road Cliffe Woods	Southern Water responsibility. Contacted 2021/1 awaiting reply. Ongoing problem exacerbated by heavy rain.
2021/03	Neighbourhood Plan	Parish Council to approve when changes made to Draft version