

**Minutes of Meeting held Thursday 14<sup>th</sup> October 2021**

**Small Hall, Memorial Hall, Cliffe**

**PRESENT:** Cllrs Andy Keates (CHAIR) (AK), Sue McDermid (SM), Sandra Fenney (SF), Robert Wyatt (RW), Annette Cooper (AC), Vivienne Walton (VW), Ken Kentell (KK), Joan Darwell (JD), Fred Harper (FH)



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

The meeting opened at 7:30

- | NO | ITEM   |
|----|--|
| 48 | <b>APOLOGIES FOR ABSENCE</b> – Cllrs Malcolm McLeod (Work), Peter Clements (Health related- COVID-19), Ray Letheren (Health), Jim Wenban (Work) and Barry Dibble (Unwell) All apologies were proposed by Cllr KK as accepted, seconded by Cllr VW- <b>ALL AGREED</b>   |
| 49 | <b>DECLARATIONS OF INTEREST</b> – Cllrs SF declared an interest in Cliffe Memorial Hall and Cliffe Woods Community Association, SM and VW (Cliffe Woods Community Association)   |
| 50 | <b>Co-Option-</b> There are currently two vacancies in the Cliffe Woods Ward following a resignation and an exclusion due to non-attendance. Both vacancies have been advertised and there was no call for election in the statutory period so the council can proceed to co-option.   |
| 51 | <b>ADJOURNMENT-</b> There was one member of the public present, however they did not address the Parish Council.   |
| 52 | <b>APPROVAL OF MINUTES OF MEETING ON 16/09/2021</b><br>Cllr AK proposed the minutes, seconded by Cllr VW- <b>1 ABSTENSIONS- MAJORITY DECISION</b>  |
| 53 | <b>MATTERS ARISING FROM MINUTES OF MEETING held on 12/08/2021</b><br>Elsewhere on the agenda   |
| 54 | <b>REPORT: CLERKS</b><br>Clerk PO reported on the new format of the Cllr packs and asked for any feedback to be sent to him.<br>Also reported residents' complaints from Higham Road regarding Bretts lorries and advised to make own representation to Bretts if any speeding/noise complaints occur directly as they are able to monitor the location and speed of their vehicles at 'any point in time' and consult with any third-party contractors.   |
| 55 | <b>Vote of No Confidence in Medway Council</b><br>A local resident and Hoo St. Werburgh Parish Council have asked for the Parish Council to consider supporting the vote of no confidence passed by Hoo and High Halstow (believed to have been supported by some Peninsula ward parish councils, but not all) and no Strood Rural Parish Councils to date.<br>The letter from Hoo St. Werburgh was read out at the meeting by Clerk PO and discussions took place regarding this.<br>Cllr KK proposed to support the above councils in their vote of no confidence in Medway Council, this was seconded by Cllr VW- <b>5 AGREE, 4 AGAINST- MAJORITY DECISION.</b><br>As the proposal from Hoo St. Werburgh was specific to them and not this parish, a proposal to move "No Confidence in Medway Council" by Cllr KK was not seconded and therefore fell. |
| 56 | <b>Report: Chair-</b><br>The chair reported that an article had been written for Village Voices, the staff appraisals would soon be taking place and asked for any Cllr comments to be forwarded to himself.   |

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## Report: Finance & General Purposes (Cllr Keates/Clerks)

### 1) To receive a report and recommendations of the F&GP meeting held Tuesday 5<sup>th</sup> October in the Small Hall, Memorial Hall, Cliffe

- a. To note financial reports- **NOTED**
- b. To agree Payments and note Receipts as necessary

Clerk RFO added a payment for a course/qualification through SLCC. This was proposed to be accepted by Cllr AK, seconded by Cllr SM- **ALL AGREED**

- c. To agree recommendations
  - i. 2020/21 AGAR External Audit Completed with no qualifications. Recommended Thanks to the Clerks.
  - ii. Letters from local youth to be passed to the Youth Committee for their consideration- **NOTED**
  - iii. Large sign at Cliffe Play Area to be updated to reflect Parish Council ownership and maintenance. Other local info for play areas needs to be added to gates- Cllr RW is to source prices and consult back to the parish council.
  - iv. Previous consultation with Statera Energy to be discussed at Council Meeting- Cllr RW proposed that any future meetings, the Parish council will NOT agree to confidentiality, this was seconded by Cllr FH- **6 AGREE, 2 AGAINST, 1 ABSTENTION- MAJORITY DECISION**
  - v. Consideration of Parish Council events/workshops to explain Planning processes (Planning Committee/Dave Harris Medway Council to be invited)- This was proposed by Cllr AK, seconded by Cllr FH- **ALL AGREED**.
  - vi. Reintroduction of Correspondence List (the Clerks did report the amount of work this would involve, paper and the limited usability – There were 681 emails to clerk@ alone during September (some emails also go to [cliffeandcliffewoods@hotmail.co.uk](mailto:cliffeandcliffewoods@hotmail.co.uk))). Key emails are distributed to councillors already)- Cllr SM proposed Clerk PO should collate a correspondence list in preparation for the next F+GP meeting, seconded by Cllr AC- **ALL AGREED**.

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### Payments made September 2021

Receipts	Sept	Oct
Bank Interest	£0.41	
Allhallows PC	£102.78	
VAT Return		£275.49
Payments		
211001 Chris Fribbins	Sept Salary, Home Allow	
211002 Michelle Dolley	Sept Salary, Home Allow	
211003 John Davies	Sept Salary, Mileage	
211004 Vonage	Parish Phone	£10.25*
210905 HMRC	2/4 PAYE Payment	
211008 British Gas	Changing Rooms Elec Bill	£98.48* 5%
211009 Zoom	Monthly Charge	£14.39*
211011 PKF Littlejohn	Audit Fees	£360.00*
211012 Richard Jones	Leaflet Delivery	£75.00
211013 SLCC	CF Annual Membership	£185.00
211014 Rialtus	Asset Invent Annual License	£145.20*
211015 SLCC	MD FILCA Course	£144.00*
PAYMENTS MADE UNDER DELEGATED/ PRE-APPROVED POWERS		
Instaprint	Leaflet Printing (Trenport)	£89.00

- Represents VAT, Reclaimable

Cllr AC proposed to accept the payments, seconded by Cllr SM - **ALL AGREED**

- 57.2 Annual Budget preparation will start in November, so funded justified options for consideration should be prepared. Because of the removal of funding from Government to Medway Council, which was passed to the Parish Council ceasing, Medway have given notice that this would stop in 2022/23 (c. 12% £7,300 addition to the precept)- NOTED

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

Clerk RFO reported that a mini digger is needed to complete the access road works and is sourcing prices for this.

**59 REPORT: PLANNING COMMITTEE (Cllr Harper/Clerk (PO))**

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

- a) **MC/21/2647 Land West of Merryboys Farmhouse (Plot 4), Cooling Common, Cliffe Woods**  
Details pursuant, now approved by Medway Council – no action.
- b) **MC/21/2005 St Helen's Church, Buttway Lane, Cliffe**  
Installation of additional external lighting around church together with a lamp at the top of the church path. No objections
- c) **MC/21/2618 Land North of Merryboys Road, Cliffe Woods**  
Construction of a 'single' 5-bedroom home.  
Previous Planning concerns (MC/21/1026) to be re-iterated.
- d) **MC/21/2636 Plot 5 Land West of Merryboys Farmhouse, Cooling Common, Cliffe Woods**  
Engineering works to rear to facilitate a swimming pool – No Objections

**59.2 Further Planning Applications Received since Planning Committee for decision or referral to Planning Committee**

- a) **MC/21/2738 11 Elford Road Cliffe**  
Application for lawful development certificate (proposed) for the Construction of a dormer window to rear; installation of rooflights to front and second floor window to side to provide additional living accommodation within the roof space- **MEDWAY COUNCIL DECISION**
- b) **MC/21/2737 11 Elford Road Cliffe**  
Construction of a single storey extension to front/side and rear incorporating existing front canopy roof - resubmission of MC/20/2653- **ALREADY APPROVED**
- c) **MC/21/2906 9 View Road Cliffe Woods**  
Details pursuant to conditions 9 (Tree protection measures), 11 (Desk top study) and 12 (Remediation scheme) on planning permission MC/21/1584 for Construction of a detached dwelling and double garage- **AS IS**
- d) **MC/21/2857 Craig Alva 32 Town Road Cliffe Woods**  
Construction of a single storey extension to the rear - demolition of single storey projection to the rear- **DEFER UNTIL NEXT PLANNING MEETING**

**59.3 Other Planning Issues:**

- a) **Trenport Land** – a formal pre-planning exhibition was held on 29<sup>th</sup> September with presentation material at [www.vincent-gorbing.co.uk/consultation](http://www.vincent-gorbing.co.uk/consultation) to 14th October (leaflets were delivered by Trenport and an additional leaflet from the Parish Council). Following this the comments will be reviewed before submitting a planning application, or not. We are aware that the site will **not** be allocated in the Medway Local Plan. But could be considered as a windfall site. **NO PLANNING SUBMISSION YET.**
- b) **Simpkins- MC/19/2836 (MC/16/3742)** Remaining reserved matters (appearance, landscaping, layout, and scale for the 50 Retirement homes (approved on appeal at outline stage) refused by Medway Planning – appeal to be decided on written representations.
- c) **Draft Medway Local Plan** was due to be issued for consultation from late October, but there could be a 3-month delay due to concerns about the 3,625+ houses instead of employment at Chatham Docks (so houses would have to be built elsewhere).

Cllr AK asked to withdraw from the planning committee, Cllr KK agreed to be added to the committee.

**60 Cliffe and Cliffe Woods Neighbourhood Plan**

The C&CW Neighbourhood Plan has now been formally submitted to Medway Council. They now need to conduct a six-week consultation and arrange a Planning Inspector to examine the report. After comments have been received back from the inspector, the steering group/parish council need to agree what changes they require and then it goes to a referendum of all residents (polling stations as for elections).

**Cllr JD left the meeting @ 22:15**

**61 Report: Other Committees**

**61.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell** Nothing to report

**61.2 Youth Liaison – General Report - Cliffe Woods – Cllrs McLeod (Chair), Wyatt. Fribbins & Dolley (Clerks)** – Clerk PO contacted Strood Youth and they liaise and support where possible. Strood Youth have made contact and asked to meet with the youth liaison committee and Chair. **Nothing further to report**

**62 Report: Other Bodies**

**62.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates-**  
Nothing to report.

**62.2 Cliffe Woods Community Centre Liaison- General Report- Cllr Walton-**  
It was reported that the donation has not yet been received from Lawsat Pharmacy for the use of the hall. There have also been drainage problems from the houses recently being built on the land behind the hall. There is also a quiz night planned.

**62.3 Cliffe Memorial Hall- General Report- Cllr Fenney-**  
Cllr Fenney reported that the Motown Night planned has now sold out. The Christmas fayre is being planned and there is now a Community Hub that sells hot drinks, cakes etc every third Wednesday from 10:00 a.m.

**62.4 Brett's Liaison-** Medway Ward Cllrs Gary Etheridge and Elizabeth Turpin had arranged a meeting with Bretts with Clerk PO. (Cllrs unavailable). The Annual Brett's Liaison meeting with the Parish Council has also been held (29/9). They reported additional contracts for disposal of HS2 waste in Alpha and Chalk Lakes – to be delivered by railway (siding recently extended). Aggregate may need to be delivered by road if the railway is not available (engineering works etc.), if this occurs, they will inform Medway Council and the Parish. Use of Higham Road for their vehicles (Swain and Bretts vehicles) had been reported and confirmed on their tracking system – drivers to be advised of error and to avoid this in future.

**Cllr VW left the meeting @ 20.20**

**62.5 Rural Liaison Committee- Cllrs Keates/Kentell-** Nothing to report

**62.6 Kent Association of Local Councils- Cllrs McDermid/Harper-**Nothing to report

**62.7 Police Liaison Committee/ PACT/ Police Surgeries- Cllr Wyatt** Nothing to report

**62.8 Patient Participation Group- Cllrs McDermid/Fenney-**

There was a meeting held on 11/10/2021-

There is now a new telephone system in place for all four surgeries- 01634949300

The practice is planning on opening Wainscott and Cliffe surgeries for two mornings per week.

The COVID-19 booster vaccines are also being arranged for 'High Risk' patients.

There is also going to be a boundary review for the practice..

**62.9 Friends of North Kent Marshes- Cllr Darwell-** Nothing to report

**63 Other Reports** None

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**Other items to be handed to the Clerk for the next meeting on  
Thursday 11<sup>th</sup> November at 7:30pm at the Emmanuel Centre, Cliffe Woods**

Meeting Closed at 22:40

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 have now approved Draft Plan and it has been formally submitted to Medway Council (1/9/21).
2021/04	Allotment Road – Type1 Aggregate	Type1 Aggregate sourced Clerk RFO is trying to get a mini digger to complete the works (initial work carried out to remedy the worst holes).
	Planning 101 One session in each village, Saturday morning/Midweek evening and recorded/session for our website.	Interest has come from several residents and an external person. Medway Planning contacted for support, waiting for a response.
	Asset Review	Cllr AK is organising this.
	Youth Committee – leaflet/meet with Strood Youth/Review Youth Equipment and disposal where required.	Cllr NM to arrange. CWCA would like to see equipment re-allocated and shed transferred to their ownership.