



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Parish Clerk: Mrs Alex Jack, Clerk/PO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 20th June 2024, 7.30 pm at the Small Memorial Hall, Church St, Cliffe ME3 7PU**

MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), Peter Clements, Sandra Fenney, Chris Fribbins, Fred Harper, Ken Kentell, Ray Letheren, Sue McDermid, Vivienne Walton, Jim Wenban. Joan Darwell arrived at 7.35pm.

Council Staff Present: Alex Jack – Clerk PO

15.0 Apologies for Absence

None.

16.0 Declarations of Interest

Cllrs. C Fribbins, F Harper, V Walton – Cliffe Woods Community Association, Cllrs. C Fribbins, K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr K Kentell – Cliffe Bowls Clubs, Cllr J Darwell – Cliffe Memorial Hall

17.0 Co-option – Currently four vacancies; one in Cliffe Village Ward, three in Cliffe Woods Ward.

Two members of the public attended for co-option. One member was unable to proceed as further information required. The other member introduced himself and left the room whilst Councillors considered the application. It was proposed by Cllr J Darwell and seconded by Cllr V Walton to accept David Bishop for co-option to the Cliffe Village Ward, **all agreed**. The Acceptance of Office form was signed, and Cllr David Bishop was welcomed.

Action: Clerk to advise Medway Council election services.

Adjournment (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person). No members of the public present.

18.0 Approval of Minutes of Meetings held on 16/05/24

18.1 Annual Parish Council Meeting. It was proposed by Cllr. S McDermid and seconded by Cllr. V Walton to accept the Minutes, 8 agreed, 2 abstentions.

18.2 Parish Council Meeting. It was proposed by Cllr. R Wyatt, seconded by Cllr. V Walton to accept the Minutes, 9 agreed, 1 abstention.

19.0 Matters Arising from Minutes of Meetings on 16/05/24

19.1 Annual Parish Council Meeting – none.

19.2 Parish Council Meeting – none.

20.0 Report: Clerks (Clerk/PO) – no report.

21.0 Report: Chair (Cllr B Dibble)

The Chair reported on the events of the past month. There is a vacancy for an RFO to be advertised. Cllr C Fribbins was thanked for acting as RFO in a temporary and unpaid capacity until a replacement is found.

22.0 Report: Finance & General Purposes (Cllr Kentell)

Cllr K Kentell reported on the F&GP committee which met on 11/06/24 at St Helens House, Cliffe, attended by Cllrs. B Dibble, J Darwell, S Fenney, K Kentell & non committee member Cllr C Fribbins

a) To note financial reports (to 31/05/24) – noted.

b) To note and approve Payments and Receipts for May 2024 – it was proposed by Cllr B Dibble and seconded by Cllr S Fenney that payments be made, **all agreed**. See Appendix 1.

- c) Recommendations from F&GP Committee
 - i) Electricity contract for the Changing Rooms to be changed to EON on a fixed 1 year contract. The Clerk reported that rates change daily and presented the 3 cheapest quotes received that day. It was proposed by Cllr B Dibble and seconded by Cllr K Kentell that the quote for Yu Energy being the cheapest be accepted on a 1 year fixed deal, **all agreed**.
Action: Clerk.
 - ii) Updated Financial Regulations 2024 to be reviewed by full Council, as circulated. These were reviewed and it was proposed by Cllr R Wyatt and seconded by Cllr B Dibble that they be accepted, **all agreed**.
Action: Clerk to update website
- d) Other items of note from F&GP Committee (no decisions required)
 - i) Online banking access requested for Cllr C Fribbins to cover for Clerks – confirmed.
 - ii) St Helen's Church to renew yellow hatching at the Buttway - St Helen's Church have advised Parish Council to undertake.
Action: Clerk to meet with Volker for estimate
 - iii) Assistant Clerk/RFO vacancy – to be advertised with SLCC, Village Voices, PC website, social media and noticeboards.
Action: Clerk
 - iv) Draft AGAR was reviewed, see Item 23.0.
- e) Highparks Medical Practice – patient survey options - It was **agreed** to defer until after the general election.
- f) Cllr Kentell wished to send thanks from the Parish Council to the Cliffe Memorial Hall events team and volunteers for their hard work in organising the D-Day event at Cliffe.

23.0

Report: AGAR 2024/25 (Cllr Fribbins)

The AGAR was signed by the internal auditor and presented to the Council.

23.1 Section 1 – Annual Governance Statement 2023/24 – it was proposed by Cllr. C Fribbins and seconded by Cllr. K Kentell to accept the Statement, 11 agreed, 1 abstention. The Clerk and Chair signed the Statement.

23.2 Section 2 – Accounting Statements 2023/24 – it was proposed by Cllr V Walton and seconded by Cllr K Kentell to accept the Statements, 10 agreed, 2 abstentions. The Chair and acting RFO signed the Statements.

Action: Clerk to send to external auditors and publish unaudited with Notice on website and noticeboards.

24.0

Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO) – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway

24.1 **Play Areas** - 2 quotes now received for repair works to the Ball Court and for barriers to secure the Recreation Ground. It was proposed by Cllr. K Kentell and seconded by Cllr V Walton to accept the quote from Structural Steel Consultancy which was the cheapest and to ask for an approximate timescale for the work, **all agreed**.

Action: Clerk

24.2 **Allotments** – It was reported that the Allotments Committee had carried out an audit of plot conditions and tenants of plots requiring attention had been sent a letter. A new tenant was being shown a plot at the weekend. Waiting list is open to applicants and has been advertised.

25.0

Report: Planning Committee (Cllr Fribbins)

The planning committee meeting on 30/5/24 was cancelled as no new applications were received.

25.1

Major Developments

- a) Trenport, 250 dwellings, East and West of Church St, Cliffe – Contact made with the consultants for the next stage of planning applications. Face to face meeting still to be arranged (possibly June).
- b) Redrow, Town Rd, Cliffe Woods – Development progressing with many occupied already. Modified landscaping being carried out.
- c) Esquire 2, 68 homes, South of View Rd, Cliffe Woods – Further details pursuant received. Construction access is onto Town Road, development underway.
- d) Esquire 3, 25 homes off of View Rd, Cliffe Woods (previously 50 retirement homes) – Planning application submitted to Medway Planning Committee 29/5/24 with a recommendation of approval with conditions (including over 55 age restriction) – now approved with detailed conditions. Cllr C Fribbins reported on these to the meeting.
- e) Local Plan – additional Regulation 18 (infrastructure) to be carried out, the Draft Plan, inspector's review, ten adoption delayed until 2026. Infrastructure workshops being held with residents and then general public/parish and Medway Councillors.
- f) Neighbourhood Plan – Nothing further the effectiveness of the plan in Medway Planning to be tested (the next major application will be Trenport details).

- 25.2 Further applications/issues since meeting:
- a) **MC/24/0984** - 23 Round Top Close, Cliffe Woods ME3 8GZ - Retrospective application for the construction of a detached outbuilding to rear. **Comments by 25/6 – no comments.**
 - b) **MC/24/0985** – 23 Round Top Close, Cliffe Woods ME3 8GZ – Retrospective application for installation of roof lights to front and rear to provide living accommodation within roof space. **Comments by 2/7 – no comments.**

Cllr C Fribbins gave a verbal report on the above applications.

26.0 **Report: Other Committees/Panel**

- 26.1 Footpaths and Common Land – Cllr Wyatt – no report.
- 26.2 Personnel Panel – Cllrs Fenney, Walton & Wyatt – no report.

27.0 **Report: Other Bodies**

- 27.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton - It was reported that 3 grants have been applied for. Issues with the trees and their maintenance are ongoing. The Clerk reported a resident had been in touch when a tree branch had fallen on a member of his family, and this information had been forwarded to the Community Trust.
- 27.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton - It was reported that a public meeting had been held. Recent events had received good attendance. Tenders for proposed building works can now be sought.
- 27.3 Cliffe Memorial Hall – Cllr Darwell - It was reported that there is a monthly coffee morning and recent events have been successful. Fund raising is continuing for a replacement kitchen.
- 27.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – no meeting to report.
- 27.5 Rural Liaison Committee - Cllr Wyatt – no meeting to report.
- 27.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – no meeting to report.
- 27.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) – Cllrs Fenney/McDermid – It was reported the Memory Café was held at the Emmanuel Centre, Cliffe Woods on 19/6 and is very popular.
- 27.8 Events – Cliffe Woods Community Fete to be held on Saturday 22/6 at Cliffe Woods Community Hall and grounds.

- 28.0 **Other Reports** – Other items to be handed to the Clerk for the next meeting on **18/07/24, 7.30pm at the Emmanuel Centre, Parkside, Cliffe Woods** – none.

The meeting ended at 21.20

Mrs Alex Jack, Clerk/PO, 24/06/2024

Signed as a true record of proceedings:

Chair

Date

ALPHA cannot be updated from 31/3/24 until the internal audit has been completed and the Year End Process completed.

Financial reports cannot be completed until ALPHA has caught up. Bank Reconciliation also (this checks the entries on the bank statements with the entries in ALPHA).

Starting balance £132,821.12

01/05/2024	Allotments	Electricity	IT Support	Salaries	VAT	Interest	Phone	Insurance Claim	Postage	KALC	Donation	Total
NatWest						156.36						
HMRC					0.17							
Richard Cooper	-8.62											
Vonage							-15.84					
JLH Drains								-4500				
Peter Clements	-54								-7.95			
Post Office												
Alex Jack				XXXXX								
Lissi Watt				XXXXX								
Nest Pensions				XXXXX								
Northstar			-1026									
Northstar			-104.3									
KALC Annual										-1881.2		
RBL Poppy D Day 80											-27.5	
British Gas		-255.66										
HMRC					528.86							
Riata's Allotments			-230.4									
Riata's MTD			-132									
Riata's Alpha Accounts			-230.4									
Riata's Assets			-198									
Riata's Cloud			-792									
	-62.62	-255.66	-2713.1	XXXXX	529.03	156.36	-15.84	-4500	-7.95	-1881.2	-27.5	-8778.48
End Balance	£122,173.31											£124,042.64
To Pay/Authorise												
Northstar	DD	99.02										
Pension	DD	XXXXX										
HMRC Q1	Online	XXXXX										
May-24	Total	Hours	Mileage	Home All	Taxable I	Bank Hol	Sick Pay	Pay in Lie	Pension	PAYE	NI	
Alex Jack	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX			XXXXX	XXXXX	XXXXX	
Lissi Watt	XXXXX			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	
						Employer			Employee			
Pension May DD						XXXXX			XXXXX			