



# Cliffe and Cliffe Woods Parish Council

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

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Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 17<sup>th</sup> October 2024, 7.30 pm at the Small Memorial Hall, Church St, Cliffe ME3 7PQ**

## AGENDA

### 1.0 Apologies for Absence

2.0 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils. *A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.*

### 3.0 Co-option – Currently two vacancies for Cliffe Woods Ward.

*Applications accepted from anywhere within the Parish, i.e. Cliffe, Cliffe Woods and the Cooling Street hamlet.*

**Adjournment** (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).

### 4.0 Approval of Minutes of Meeting held on 19/09/24

### 5.0 Matters Arising from Minutes of Meeting on 19/09/24

#### 6.0 Report: Clerks

6.1 Proposed flag for Hoo Peninsula, as circulated.

6.2 Meeting venues 2025

#### 7.0 Report: Chair (Cllr B Dibble)

7.1 Peninsula leaders' group meeting report

7.2 December full Council meeting

#### 8.0 Report: Finance & General Purposes (Cllr Wyatt)

The F&GP committee met on 08/10/24 at St Helen's House, Cliffe, attended by Cllrs. R Wyatt (Chair)/K Kentell (Vice Chair)/B Dibble/S Fenney/R Letheren/J Wenban & Clerks

To note financial reports (to 30/09/24)

- a) To note and approve Payments and Receipts for September 2024.
- b) Recommendations from F&GP Committee
  - i)

Payments for Authorisation						
Payment To	Payment Detail	Cost ex VAT	Budget	Minute Ref	Power	
Meeting Date: 17/10/2024						
Meeting Type: Council						
Recommendation F&GP 08/10/24 (Minute 5b)						
1	ICO	Data Protection fee renewal	£40.00	Subscriptions	F&GP 5di	LGA 1972, s.111
2	Northstar Technology	Monthly IT contract	£86.92	IT	n/a	n/a pre-existing decision
3	British Legion	Remembrance Day Wreath	£52.50	S137	F&GP 5dii	LGA 1972, s.137
4	Kent County Playing Fields Assoc	Subscription 2023 and 2024	£40.00	Subscriptions	F&GP 5div	LGA 1972, s.111
5	Memorial Hall Fund	Contribution to Fireworks event	£500.00	from Event EMR	F&GP 5dv	LGA 1972, s145
6	Ashridge	Damson shrubs for restoration of hedge	£57.69	Play park & rec ground	F&GP 5dvi	Public Health Act 1875, s164
7						
8						
9						
<b>Total</b>			<b>£777.11</b>			

- ii) To adopt the Handling of DBS Certificate Information Policy, as circulated.
- iii) To engage a solicitor to advise on a tenancy agreement for the Memorial Hall charity.

- c) Other items of note from F&GP Committee (no decisions required)
  - i) Quotes to be obtained to replace wooden posts at the boundary on The Buttway with concrete posts and to raise the height – Clerk/PO
  - ii) A website page giving information on location of defibrillators to be created to raise awareness and to extend this to social media pages and our noticeboards
  - iii) Quote awaited from electrician for solar lights at Cliffe Woods car park – Cllr Harper
  - iv) Quote to be obtained from CCTV installer for allotments approach road – Clerk/PO
  - v) Tree work update awaited from Memorial Hall.
  - vi) Agreed signage for Play Area and defibrillators being installed.
  - vii) Metal fixtures on Skate Park to be inspected - Cllr Wyatt
  - viii) Review Norse contract on Cliffe Woods car park

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

10.0 **Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 26/09/24 and was attended by full Committee.

10.1 Planning applications received:

- a) **MC/24/1905** Installation of a new extended dormer (demolition of existing dormer). **2 Manor Farm Cottages West Street Cliffe ME3 7TQ**. Medway Local Plan (Reg 18 Consultation)
- b) **MC/24/1924** Construction of a detached outbuilding to rear to form annexe **10 Hilton Road Cliffe Woods ME3 8LA**
- c) **MC/24/1907 37 Brookmead Road Cliffe Woods ME3 8HJ** Construction of a two storey side extension and a single storey front extension
- d) **MC/24/1911** Application for Prior Approval under Class J, Part 14, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for installation of solar panels to front **Cliffe Woods Primary School, View Road, Cliffe Woods**

10.2 Ongoing developments/issues:

- a) **Trenport, East & West of Church St, Cliffe** – some investigation works have commenced.
- b) **4 View Rd, Cliffe Woods** – unauthorised enclosure of Medway Highways land adjacent 4 View Rd.
- c) **Esquire developments, Cliffe Woods** – mud from site on B2000.

10.3 Further applications/issues since meeting:

- a) **MC/24/1966** Change of use of the existing outbuilding/rooms to a bed and breakfast/guest wedding accommodation. (Retrospective)- renewal of a previously approved planning permission (MC/19/1940) - **Binga-low Buttway Lane, Cliffe ME3 7QP**

11.0 **Report: Other Committees/Panel**

11.1 Footpaths and Common Land – Cllr Wyatt

11.2 Personnel Panel – Cllrs Fenney/Walton/Wyatt

11.3 Social and Digital Media – Cllr Bishop

12.0 **Report: Other Bodies**

12.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton

12.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton

12.3 Cliffe Memorial Hall – Cllr Darwell

12.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban

12.5 Rural Liaison Committee - Cllr Wyatt

12.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid

12.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid

12.8 Events

- a) Bonfire Night, Cliffe – Cllr Darwell
- b) Santa Parade at The Buttway, Cliffe – Cllr Darwell

13.0 **Other Reports** – to be handed to the Clerk for the next meeting, 21/11/24 at the Emmanuel Centre, Cliffe Woods.