



Cliffe and Cliffe Woods Parish Council

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

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Parish Clerk: Mrs Alex Jack, Clerk/PO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 15th August 2024, 7.30 pm at the Small Memorial Hall, Church St, Cliffe ME3 7PU**

MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), David Bishop, Peter Clements, Sandra Fenney, Chris Fribbins, Ken Kentell, Vivienne Walton, Jim Wenban
Joan Darwell arrived at 7.45 pm.

Council Staff Present: Alex Jack – Clerk/PO

42.0 Apologies for Absence

Councillors Faith Evers, Fred Harper, Ray Letheren, Sue McDermid sent apologies. It was proposed by Cllr R Wyatt, seconded by Cllr K Kentell that apologies be accepted, **all agreed**.

43.0 Declarations of Interest

Cllrs C Fribbins, V Walton – Cliffe Woods Community Association, Cllr C Fribbins, K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr J Darwell – Cliffe Memorial Hall, Cllr K Kentell – wHoo Cares Short Mat Bowls Club, Cliffe Bowls Club

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

No attendees.

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 public attendance.

45.0 Approval of Minutes of Meeting held on 18/07/24

It was proposed by Cllr D Bishop, seconded by Cllr K Kentell that the Minutes be accepted, 9 in favour, 1 abstention, **carried**.

46.0 Matters Arising from Minutes of Meeting on 18/07/24

Cllr B Dibble requested an update on the Cliffe Woods millstone. The Clerk advised that UK Power Networks were attending in the autumn to clear their branches.

47.0 Report: Clerks (Clerk/PO)

47.1 The Clerk gave an update on the Arriva 133 bus service diversion following numerous complaints from residents who had been left stranded without warning. Arriva had not responded. Medway Council transport dept were taking up the case with Arriva and would update us.

47.2 Dog Management PSPO proposal from Medway Council – The Clerk had received clarification that the Recreation Grounds were not included just the enclosed play areas. Cllr B Dibble noted that the Recreation Ground in Cliffe is Parish Council owned and not Medway Council in any case.

47.3 Redrow site – A resident from the Woodlands estate had complained regarding the large amount of dust currently blowing onto their properties. Medway Council planning dept and Redrow site managers would be making contact to resolve the issue, and a site meeting was planned.

47.4 The Clerk advised her forthcoming holiday dates and cover would be requested if a Clerk/RFO had not been recruited by this time.

48.0 Report: Chair (Cllr B Dibble)

None.

49.0 Report: Finance & General Purposes (Cllr Wyatt)

The F&GP committee met on 06/08/24 at St Helens House, Cliffe, attended by Cllrs. R Wyatt (Chair), K Kentell (Vice Chair), J Darwell, S Fenney, R Letheren, J Wenban and non committee members D Bishop, C

Fribbins (Acting RFO). Cllr C Fribbins advised on the financial reports produced. There had been an issue submitting the VAT return, but this had now been resolved. Cllr R Wyatt advised on the other items discussed and the recommendations.

To note financial reports (to 31/07/24)

- a) To note and approve Payments and Receipts for July 2024 (Appendix 1).
It was proposed by Cllr K Kentell, seconded by Cllr V Walton for approval, **all agreed**.
- b) Recommendations from F&GP Committee
 - i) To approve Volker quote for repairs and line markings in small car park at Memorial Hall and line markings at the Buttway.
Proposed by Cllr R Wyatt, seconded by Cllr K Kentell, **all agreed**.
 - ii) To receive quotes for tree assessment/cutting in Memorial Hall grounds.
Memorial Hall committee were currently obtaining quotes.
 - iii) To purchase new battery for defibrillator at Cliffe
Proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **all agreed**.
 - iv) To agree in principle for cost of circa £150 for clearance of fly tipping at Pickles Way/Mead Wall
Cllr J Darwell updated the Council on her conversation with MSEP and proposed works. The situation was ongoing. Land ownership was being investigated.
Proposed by Cllr B Dibble, seconded by Cllr R Wyatt, **all agreed**.
 - v) To continue advertising RFO vacancy for another month (Village Voices, online, agency)
Cllr B Dibble outlined the need for the Council to employ the services of a locum RFO with immediate effect whilst recruitment for a permanent employed RFO would resume in October.
Proposed by Cllr B Dibble, seconded by Cllr V Walton, **all agreed**.
Action: Clerk items i), ii), iii), v).
Action: Cllr J Darwell item iv).
- c) Other items of note from F&GP Committee (no decisions required)
 - i) Risk Assessment completed for boulders at Play Area, Cliffe.
Cllr C Fribbins noted that annual inspection reports also covered this.
 - ii) Kent Tree Planting Scheme – not viable due to lack of capacity – noted.
 - iii) Next policy updated will be Councillor Code of Conduct – noted.
 - iv) Clerk will request DBS checks for existing Councillors – noted.
Action: Clerk items iii) and iv).

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

50.1 The Chair raised the unusual situation whereby the Memorial Hall building is owned by the charity but the land is owned by the Parish Council, meaning responsibility is unclear if anything were to happen to either party. This was discussed and it was thought prudent to seek legal advice. Deeds had been found which could be provided to solicitors.

50.2 The Clerk has received a pre renewal questionnaire from the insurance company and requires an update of our asset values so this may be completed. Cllr C Fribbins can provide this from Rialtas. Clerk has written to the insurance company requesting updated cover values and whether cover is new for old.

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

The planning committee met on 25/07/24 and was attended by Cllrs. C Fribbins (Chair), F Harper, S McDermid. Cllr C Fribbins provided a verbal update on the applications below.

51.1 Planning applications received:

- a) **MC/24/1396 – Land to the East and West of Church St, Cliffe** - Details pursuant to condition 6 (design codes) allowed on appeal reference APP/A2280/W/22/3313673 on planning permission MC/22/0254 for Outline application with all matters reserved except for (access) for a residential development of up to 250 dwellings and a mixed-use community hub together with associated infrastructure including public open space and community facilities comprising a replacement sports ground and pavilion, with accesses from Church Street, Cooling Road and Buttway Lane.
Comments sent: Please note that the Design Codes that need to be applied are those of the Cliffe and Cliffe Woods Neighbourhood Plan and adopted in May 2024. There are references to it in the documentation, but it does need to be clearer.

51.2 Ongoing developments/issues – Cllr C Fribbins gave a verbal update.

- a) **Medway Local Plan 2041 Reg 18** – public infrastructure workshops being held.
Parish Council need to agree a response before 8/9/24. It was proposed by Cllr C Fribbins, seconded by Cllr V Walton to delegate decision to the next Planning Committee meeting on 29/8/24. **All agreed**. A draft response has been circulated to Councillors which will be formalised and submitted.
- b) **4 View Rd, Cliffe Woods** – awaiting enforcement action by Medway Council against illegal works.
- c) **Trenport** – 250 dwellings, Land to the East & West of Church St, Cliffe.
- d) **Redrow** – Oakleigh Fields, Town Rd, Cliffe Woods – Modified landscaping being carried out.
- e) **Esquire 1** – Woodlands, Town Rd, Cliffe Woods – issues with bordering trees/planning commitments.
- f) **Esquire 2** – 68 homes, Land South of View Rd, Cliffe Woods.

- g) **Esquire 3** – 25 homes, Land off View Rd, Cliffe Woods.
- h) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport.

51.3 Further applications/issues since meeting – Cllr C Fribbins gave a verbal update.

- a) **MC/24/1464 – 8 New Road, Cliffe ME3 7SL** - Construction of a single storey extension to side incorporating existing with dormers to rear/ front to form a habitable loft space to be used as an annexe – **no comments required.**
- b) **MC/24/0430 – Land at Town Rd, Cliffe Woods ME3 8JL** - Variation of condition 1 (approved plans) of planning permission MC/22/3020 - to revise approved layout to accommodate the revised configuration of affordable homes – **no comments required.**
- c) **MC/24/1318 – Heathcliff Cottage, Well Penn Rd, Cliffe ME3 7SD** – Construction of a first floor extension to side/rear with associated external alterations resubmission of MC/23/2769 - **Now approved by Medway Planning.**

52.0 **Report: Other Committees/Panel**

52.1 Footpaths and Common Land – Cllr Wyatt – no report.

52.2 Personnel Panel – Cllrs Fenney, Walton & Wyatt – no report.

52.3 Proposal for a Social and Digital Media Committee – Cllr D Bishop

Cllr D Bishop gave an overview on the use of social media and how it might benefit our residents if further extended. He proposed a sub committee be formed with all interested Councillors and non Councillors to further discuss this. It would be run by a Chair with little or no additional costs and there would be safeguards in place. This was discussed in detail. It was proposed by Cllr C Fribbins, seconded by Cllr S Fenney that the Sub Committee be formed, 7 in favour, 3 against, **carried.**

53.0 **Report: Other Bodies**

53.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton - Cllr K Kentell reported that a grant had been given for school uniforms, there had been a site meeting with Medway Council tree officers and type 1 stones were to be delivered.

53.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton – Cllr V Walton reported that the gardens at the rear had been cleared at a cost of £5500 + VAT, the old shed removed with a replacement planned and the nests will be kept. They had contacted builders for quotes for the building works. Tickets for the next Smiley's event were selling well.

53.3 Cliffe Memorial Hall – Cllr Darwell reported that the Afternoon Tea on the Lawn went very well and there is a Music Fest and a Not the Rolling Stones event upcoming.

53.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – no report.

53.5 Rural Liaison Committee - Cllr Wyatt reported he had met with 3 other Councillors regarding the Climate Action Working Inclusion Plan and can report back further at the next meeting. Bird Wise consultation response awaited.

53.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – no report.

53.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) –Cllrs Fenney/McDermid – Cllr Fenney reported there had been a meeting, but she had been unable to attend.

53.8 Events – none.

54.0 **Other Reports** – to be handed to the Clerk for the next meeting, 19/09/24 at the Emmanuel Centre, Cliffe Woods ME3 8HX – none.

The Chair thanked Councillors for attending and the meeting was closed at 21:15

Alex Jack, Clerk/PO, 23/8/24

Signed as a true record of proceedings:

Chair Date

07/08/2024 10:09

Aug-24

Cliffe&Cliffe Woods PC Income and Payments

Current A/C @ 31/07 300.00 Deposit A/C @ 31/07 £112,372.63

		Income	July	August date to	
			Receipts Received	Receipts Expected	
	NatWest	Bank Interest	£149.38		
	FastHosts Refund	IT	£42.00		
	27B	Allotment Rent		£ 40.00	
	11B	Allotment Rent	£49.33		
	HUGS	Insurance refund		£ 150.00	
	Total Income		£ 240.71	£ 190.00	
Salaries				£ 5.00	VAT
	Payee	Item Description	Items	Payments	
	PAYMENTS MADE DELEGATED				
	Fasthosts	Web		£ 66.00	£ 11.00
	Air Ambulance	Donation (s137)		£ 300.00	
	Peter Clements	Allotment Expenses		£ 40.02	
	NSALG	Allotment Subscription		£ 66.00	
	DBS Services	DBS Registration		£ 38.40	
	HMRC	SDDS		£ 302.64	
	Post Office	Postage		£ 3.05	
	Scottish Water	Allotment/Changing Room		£ 268.09	
	Vonage	Telephone		£ 10.54	£ 1.76
	Robert Murphy	Clearance Services Old Bench removal		£ 200.00	

Northstar IT	Monthly IT Charge		£ 104.30	£ 17.38
NBB Outdoors	Picnic Benches x 2		£ 1,010.88	£ 168.48
Viking	Paper/Ringbinder		£ 46.15	£ 7.69
Kev's Plumbing	Toilet Repairs		£ 120.00	
Nest Pensions	Outstanding		£	
Staffology	Payroll Software (Currently free trial)		£ 12.00	£ 2.00
Payments To Make/Authorise				
Clerk	Hours			
	Home Allowance			
	Home Allowance Taxable			
	Mileage			
	Pension			
	PAYE			
	NI			
	Total			