



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

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 21st November 2024, 7.30 pm**
at the Emmanuel Centre, Cliffe Woods ME3 8HX

PC MINUTES

Councillors Present: Barry Dibble (Chair), David Bishop, Joan Darwell, Fred Harper, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid, Vivienne Walton, Jim Wenban

Council Staff Present: Helen Symmons – Locum RFO

Also Present: Two members of public (until minute 84.0)

81.0 **Apologies for Absence**

Cllrs: Peter Clements, Faith Eyers, Sandra Fenney and Robert Wyatt. Clerk/PO Alex Jack.

Council were given the reasons for absence and following a proposal (Cllr Bishop, seconded Cllr Walton) Council **RESOLVED** to accept the apologies.

82.0 **Declarations of Interest**

Cllrs Fribbins; McDermid, Harper and Walton – Cliffe Woods Community Association

Cllrs Fribbins, Kentell, Walton – Cliffe and Cliffe Woods Community Trust

Cllr Kentell – Cliffe Bowls Club, wHoo Cares Short Mat Bowls Club and Action with Communities in Rural Kent (agenda item 87.1)

Cllr Darwell – Cliffe Memorial Hall

Cllr Dibble – Agenda item 87.1

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

No interest has been received.

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

A representation was made regarding the issues residents are facing surrounding the school bus provision. Various aspects were highlighted to Council and information was exchanged. It was noted that the Clerk has written to the bus company on many occasions but with no response. The Chairman requested that the resident write to him which he would pass on to District Cllrs, copying the resident in and requesting that a reply be sent direct from Medway Council.

Two members of the public left the meeting.

84.0 **Approval of Minutes of Meeting held on 17/10/24**

Following a proposal (Cllr Letheren, seconded Cllr Kentell) Council **RESOLVED** that the minutes be accepted with the following amendment to Minute 69 – 'Cllrs C Fribbins; S McDermid, V Walton and F Harper – Cliffe Woods Community Association'. The minutes were duly signed by the Chairman

85.0 **Matters Arising from Minutes of Meeting on 17/10/24**

Cllr Fribbins thanked Council for the recent Award stating it was a lovely surprise.

86.0 **Report: Clerks**

There was nothing to report

Report: Chair (Cllr B Dibble)

87.1 wHoo Cares & Shared Prosperity Fund history noticeboards (as circulated).

The Chairman provided further information and Councillors engaged in discussion.

Following a proposal (Cllr Harper, seconded Cllr Darwell) Council **RESOLVED** to decline boards at Cliffe (there being sufficient) but agree in principal to Heritage boards at Cliffe Woods subject to further discussion with the Fund.

The Chairman invited Cllr Darwell to speak regarding Cliffe Memorial Hall and discussions taking place with the school with regard to parent parking and concerns by the Memorial Hall Committee in respect of car park maintenance. Councillors recognised that the idea of using the Memorial Hall car park was a noble proposal but the practicalities of what was being asked of the Council raised issues.

Following a proposal from Cllr Darwell for Cliffe and Cliffe Woods Parish Council to underwrite the maintenance of the car park if used as an overflow for school parking, there was no seconder and therefore the motion failed.

The Chairman gave an update to Council on the meeting he had had with Action with Communities in Rural Kent (ACRK). This organisation is disbanding and three big files had been collected by the Chairman relating to old documents for Cliffe and Cliffe Woods. The Chairman reported that its seemed that many old documents that the Council required to establish the legal position with regard to the Memorial Hall we included in the files. Further investigation will take place prior to engaging solicitors as previously agreed by Council on the matter.

Report: Finance & General Purposes (in Cllr Wyatt’s absence presented by Cllr Kentell)

The F&GP committee met on 12/11/24 at St Helen’s House, Cliffe.

To note financial reports (to 31/10/24)

- a) To note and approve Payments and Receipts for October 2024 (Appendix 1).
Proposed Cllr Kentell, seconded Cllr Wenban **RESOLVED**
- b) Recommendations to full Council from F&GP Committee
 - i) To accept draft Budget for 2025/2026
Proposed Cllr Kentell, seconded Cllr Wenban **RESOLVED**
 - ii) To nominate member(s) to verify bank reconciliation monthly and quarterly, not a signatory
Proposed by Cllr Kentell to be Cllr Fenney when no longer a bank signatory, seconded Cllr Bishop **RESOLVED**
 - iii) To approve in principle 10 year tenancy agreement at Cliffe Recreation Ground with Cliffe Woods Colts FC subject to satisfactory terms and conditions.
Proposed Cllr Walton, seconded Cllr Kentell **RESOLVED**
 - iv) To replace trees now removed with new trees on Parish Council land and commence regular tree inspections.
Further proposed that advice to be taken from the Medway Tree Officer with regard to choice of trees and costs to be agreed at F&GP prior to purchase with replacement on 1 to 1 basis.
Proposed Cllr Kentell, seconded Cllr McDermid **RESOLVED**
 - v) To accept quote for solar lights from Btd Electrical Ltd - £1008 + VAT
Proposed Cllr Harper, seconded Cllr McDermid **RESOLVED**
 - vi) To accept quote for CCTV installation extension from Aardvark Electronic Security - £676
Proposed Cllr Wenban, seconded Cllr McDermid **RESOLVED**
 - vii) To accept quote for replacing posts on The Buttway from Structural Steel Consultancy Ltd - £3169.53 + VAT
Proposed Cllr Kentell, seconded Cllr Letheren **RESOLVED**
- c) Other items of note from F&GP Committee (no decisions required)
 - i)

Payments Authorised by F&GP (under delegated authority)						
Meeting Date: 12th November 2024						
Meeting Type: F&GP Committee						
Recommendation For Council to NOTE only						
Payment To	Payment Detail	Cost ex VAT	Budget	Minute Ref	Power	
1 Safe Play	Annual playground inspection	£385.00	Play Park & Rec Ground	F&G 12/11/2	Public Health Act 1875 s.164	
2 Norse	Playground repairs	£1,512.00	PP & Rec Repairs & Maint	F&G 12/11/2	Public Health Act 1875 s.164	
3						
4						
5						
6						
7						
8						
9						
Total		£1,897.00				

- ii) LGA 2024 pay agreement implemented and backdated to April for Clerk/PO.
- iii) Holiday pay system updated.

All of the above was **NOTED** by Council

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

Cllr Wenban provided an update with regard to works at various areas. The Chairman wished for thanks to be minuted to Wayne & Antony from Structural Steel for going above and beyond to assist the Council and implement works. Councillors spoke of issues with motorbikes on the Rec ground and path outside shops and Church. Kent Police have been advised.

9.1 S106 contribution for Cliffe Woods Rec along with improving sports provision and outdoor facilities in Cliffe Woods area (Cllrs Dibble/Wyatt)

The Chairman provided outline details to Council. Felt it would be a good idea to conduct a consultation with residents on ideas if possible.

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

The planning committee meeting was cancelled as there were no applications to discuss. Cllr Fribbins had provided a comprehensive report with the Agenda and provided a verbal overview. Council **NOTED** the comprehensive report.

10.1 Ongoing developments/issues:

- a) **Land adjoining 4 View Rd, Cliffe Woods** – possible enforcement action by Medway Council against unauthorised enclosure and dumping of waste materials on land, no update.
- b) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – some investigation works have commenced. No meeting yet arranged.
- c) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Teams meeting regarding S106 for bus service.
- d) **Redrow 2** – Development approved by Medway Council.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting regarding 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** – details pursuant.
- h) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport.

10.2 Further applications received:

- a) MC/24/1924 - **10 Hilton Rd, Cliffe Woods ME3 8LA** – Construction of a detached outbuilding to rear to form annexe.
- b) MC/24/2271 – **Water Lane House, 4 View Rd, Cliffe Woods ME3 8JQ** – Application for a non-material amendment to planning permission MC/21/0165 for construction of a two storey front extension, two bay windows to front, addition of quoin stones with associated external alteration.
- c) MC/24/2299 – **18 Parkside, Cliffe Woods ME3 8JP** – Two storey rear extension.

91.0 **Report: Other Committees/Panel**

11.1 Footpaths and Common Land – no report

11.2 Personnel Panel – no report

11.3 Social and Digital Media – Cllr Bishop advised of proposed amendments and possible promotions which Council all agreed would be useful. It was felt that residents should be made aware of the cost of damage due to antisocial behaviour and vandalism as public money was involved.

92.0 **Report: Other Bodies**

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

Cllr Kentell advised that the Trust was a member short. Cllr Bishop agreed to join the Trust.

12.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton/Harper/McDermid

Cllr Walton advised of the shows booked for 2025. Council confirmed that the car park should not be salted for ice as not the responsibility of the Association. Only the paths need be attended to. Cllr Harper advised that work had started on the foundations for the extension at the rear of the Hall.

12.3 Cliffe Memorial Hall – an update had been provided in the Chairman's report.

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

12.5 Rural Liaison Committee - Cllr Wyatt – no report

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

Cllr McDermid advised that they are waiting to hear on a meeting date.

12.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) – Cllrs Fenney/McDermid – no report

12.8 Events

Final events for the year were the Santa Parades in both villages

13.0 **Other Reports** – to be handed to the Clerk for the next meeting on 16/1/25 at the Emmanuel Centre, Cliffe Woods.

Meeting closed at 21.36

Minute taker: H Symmons, Locum RFO

Signed as a true record of proceedings:

Chairman

Date

Appendix 1

		Oct-24	List of Receipts and	
Council: 19th November 2024		Payments		
	Income			
			Receipts Received	
NatWest	Bank Interest		£127.64	
Cliffe Colts	Yearly Pitch fees		£950.40	
HMRC	VAT		£402.32	
Total Income		£	1,480.36	
Payee	Item Description	Payment amount	Type	Authority
Vonage	Phone	£ 10.25	DC	Contractual
Royal British Legion	Poppy Wreath	£ 52.50	DC	Minute 75bi
ICO	Data Protection Renewal Fee	£ 35.00	BACS	Minute 75bi
British Gas	Electricity changing rooms	£ 193.71	DDR	Contractual
SLCC Enterprises	Locum Services	£ 508.20	BACS	Contractual
Phoenix Frames	Presentation Frame	£ 35.00	DC	Delegated
Morrisons	Changing room consumables	£ 7.50	DC	Delegated
Business Stream	Water Charges - allotments & changing rooms	£ 513.17	DDR	Contractual
Cliffe Memorial Hall	Event donation	£ 500.00	BACS	Minute 75bi
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - Oct
Salaries	September		BACS	F&GP - Oct
HMRC PAYE	Payroll months 4-6		BACS	F&GP
Ray-Dor	Play area sign	£ 410.40	BACS	Council
Kent County Playing Fields Assoc	Subscription	£ 40.00	BACS	Minute 75bi
Total Expenditure		£	3,919.57	
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				