



Cliffe and Cliffe Woods Parish Council

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To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 12th September 2019, in the Small Hall, Memorial Hall, Church Street, Cliffe at 7:30pm**

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 Approval of Minutes of Meeting held on 08/08/19

4.0 Adjournment (Members of the public can question the Parish Council and raise issues)

5.0 Matters Arising from Minutes of Meeting held on 08/08/19 (see action list with minutes)

6.0 Co-option of Parish Councillor for Cliffe Woods. CVs to be circulated (if anybody comes forward)

7.0 Report: Clerks (Clerk PO/RFO)

7.1 Matters dealt with since last meeting, not on the Agenda (verbal report at meeting)

8.0 Report: Chair

- Appraisal dates have been agreed for the Clerk (PO) and Clerk (RFO)

9.0 Governance Working Party (Chair)

Updated Standing Orders were agreed at the 8/8 meeting. The next priority is the Financial Regulations (a new 2019 model has been received and circulated). The Governance Working Party reviewed these at their 9th September meeting and their recommendations are awaited.

10.0 Report: Finance & General Purposes 3rd September (Cllr Dibble/Clerks)

Meeting held Tuesday 3rd September 7:30pm at St Helens House, Buttway, Cliffe

Attendance Cllr Dibble (Chair), Cllr Cooper (Vice Chair), Cllr Naughton-Dean, Cllr Sandra Fenney, Cllr Wenban, Cllr Letheren, Cllr Keates, Cllr Darwell,

Chris Fribbins (Clerk PO), Mrs Michelle Dolley (Clerk RFO)

Apologies Cllr Walton (Family)

10.1 Finance report Initial Draft Finance reports circulated - Bank Reconciliations, Balances, Council Detail Report NOTED.

The Clerk (RFO) will produce a report on unplanned expenditure to date and possible additions in this financial year and plans to handle this in the current financial year and future budget.

10.2 Payments to be made Initial draft Receipts and Payments circulated. NOTED Updated document will be circulated at the meeting.

10.3 Changing Room Update (Clerk PO/RFO) General Update

The boot scraper and white line marker has been purchased. The line marker is currently in the football storage container and has been used for marking up the pitches for the first games of the new season.

Opposition toilet cistern repaired by Clark Clayton.

10.4 Caretaker- Relief Caretaker/Cleaner to appoint –

This will be advertised again and put on the social media page/website and wider networks.

10.5 Parish Council Vacancies There is now just one vacancy remaining (for Cliffe Woods Ward).

10.6 The Buttway

Quotes are being sought by Clerk PO for a lockable post to keep cars off the grass when the new grass is put down. Cllr Dibble proposed to get the necessary quotes for both the gate and re-turfing and locking it altogether until established, seconded by Cllr Wenban- ALL AGREED.

10.7 Cliffe Play Area-

Quotes are still awaited for the replacing of the grass matrix tiles. The multiplay has had the chequer plates fixed, however the breakdown truck needs to be removed and refabricated offsite – refurbishment previously approved.

10.8 Skate Park

There is an area of damaged concrete, which needs replacing and 'keying in' to the metal ramps not resting on the concrete (new standards). The one quote received was exceptionally high as the concrete needed is a special grade. This repair is non-urgent and therefore will be deferred until the next financial year.

10.9 Ball Court

There is some fencing around the bottom edges and around the court that needs repairing. Cllr Letheren will inspect.

10.10 Allotments-

Clerk RFO has issued a notice that an inspection of plots will be carried out in September.

10.11 Insurance and Assets

The current insurance policy is due to be renewed on the 1st October so will need to be approved at the September council meeting. Cllr Dibble recommended to circulate both old and new insurance documents to all Cllrs.

Clerk RFO has purchased the asset software and compiled a list for the new system. Online training is awaited for both Clerks which will aid future year insurance requirements and ongoing maintenance.

10.12 AOB

- It was reported that there is a caravan, which is full of hay (hazard) on the Cliffe Woods Community Trust's land. The Trust have been contacted about this but do not see a problem. Issues with vehicle access alongside the railway bridge to a field for stabling horses has also been raised with the Trust. The reply was that this was a long term established use.
- Summer Youth Projects- Cllr Dibble has been liaising with the youth activities organizer directly. It was proposed that any future/planned events be presented to the full council for consider. Cllr Fenney and the Clerk (PO) had attended the sessions at the Cliffe Recreation Ground and they appeared well attended with youth from both Cliffe and Cliffe Woods Youth.
- Historic Notice Boards- One of the historic notice boards by the school has rotted at the bottom and come away. Also, the two by the Charnel House in the churchyard need re-inserting into ground. The one at Pond Hill is currently being stored by Mr Filmer.
- Cliffe Woods Traffic/Speed- Cllr Naughton-Dean reported that he had received numerous reports of speeding incidents/near misses in the last week. Medway Councillors/Highways Department will be contacted. To be discussed at the parish council meeting.

Meeting finished at 20:43

- 11.0 **Allotments – General Report** – Cllrs Letheren, Clements.
There has been a request to have chickens on a plot. This is allowed under the allotment law and local rules/guidelines although the allotment holder has been cautioned about possible problems.
An inspection will be carried out on the plots in September.
- 12.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO)) August Planning
- 12.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: (to note) Meeting 30/05/19
- MC/19/2255 6 Sedley Close Cliffe Woods Rochester Medway ME3 8HE**
Construction of conservatory to rear
No objection
- MC/19/2012 77 View Road Cliffe Woods Rochester Medway ME3 8UD**
Application for a Lawful Development Certificate (proposed) for the installation of bi-fold doors to rear and side of existing single storey rear extension.
Matter for Medway Planning. No local concerns.
- 12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.
- MC/19/2175 Emmanuel Christian Centre Parkside Cliffe Woods Rochester Medway ME3 8HX**
Construction of a single storey flat roof extension to rear
- 12.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.
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- 12.4 **Other Planning Issues**
- Medway Local Plan**
Consultation on a Draft Plan is further delayed until after a decision is reached on a Housing Infrastructure Fund bid of £170m (was due Spring 2019) for road and rail improvements. NO UPDATE
- MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)**
Cllrs McDermid, Harper and Clerk (PO) attended both days of the High Court hearing. The decision has been received The High Court Judge (Planning) has handed down a dismissal of Gladmans claims so the application stands REFUSED. There is still a duplicate application pending a decision, but unless this application overcomes the grounds for refusal, that should also be refused – **Medway Planning are now actively considering the parallel application.**
- MC/16/3742 LAND SOUTH OF VIEW ROAD, CLIFFE WOODS (Simpkins)**
Planning appeal (written representations) – Appeal allowed (31/12) Full Planning Application awaited. Double Yellow lines implemented on the View Road bend, paid for by the development. A meeting has taken place between the parish council/NHP steering group and the developer. A full application will follow in the coming weeks.
- Land at Cliffe (Trenport)**– The applicant will meet with the Parish Council & Neighbourhood Plan Steering Group on **Wednesday 18th September (location will depend on numbers attending).**
- Community-Led Housing**
The Neighbourhood Plan will need to show it responds to local housing need – the current tactic is to set-up a Community Housing Trust and take on some of the low cost/affordable houses in those developments that have been approved.
- 13.0 **Cliffe and Cliffe Woods Neighbourhood Plan**
Awaiting feedback from Medway Council re. the draft local plan which has been submitted to them. After their comments have been reviewed and any changes made, the Draft Local Plan will go to formal consultation in October.
- 14.0 **Report: Other Committees**

- 14.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 14.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO)
- 14.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)
- 14.4 Governance Working Party – Cllr Naughton-Dean
- 15.0 **Report: Other Bodies**
- 15.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
- 15.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
- 15.3 Cliffe Memorial Hall – General Report – Cllr Fenney.
- 15.4 Brett's Liaison – Cllr McDermid/Clerk (PO) (now scheduled annually next meeting Spring 2020).
- 15.5 Rural Liaison Committee – Cllr Naughton-Dean
- 15.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper
- 15.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Dibble The committee meets on an ad-hoc basis and have moved to the Hoo Village Hall, Pottery Road. The monthly surgeries are held in Gun Wharf (at the same date as the Liaison Committee) Issues to be reported/discussed should be passed to Cllr Dibble.
- 15.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/Cllr Fenney)
- 15.9 Friends of North Kent Marshes Cllr Darwell
- 16.0 Other Reports

Other items to be handed to the Clerk for the next meeting on 10th October 2019 in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm.

Chris Fribbins Parish Clerk (PO) 4th September 2019

