



# Cliffe and Cliffe Woods Parish Council

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

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Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, RFO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on Thursday 15th May 2025, following the Annual Parish Council Meeting at the Emmanuel Centre, Cliffe Woods ME3 8HX

## MINUTES

- Councillors present:** Barry Dibble, Robert Wyatt, Jim Wenban, Peter Clements, Sandra Fenney, Faith Eyers, Joan Darwell, Chris Fribbins, Vivienne Walton
- Council staff present:** Alex Jack, Clerk/PO
- Others present:** One member of the public

- 135 **Apologies for Absence**  
Cllrs. K Kentell, S McDermid, D Bishop, R Letheren, F Harper sent apologies. Reasons for absence were given, and it was proposed by Cllr R Wyatt, seconded by Cllr. F Eyers that apologies be accepted, **ALL AGREED.**
- 136 **Declarations of Interest**  
Cllrs. C Fribbins, V Walton – Cliffe Woods Community Association, Cliffe and Cliffe Woods Community Trust, Cllr J Darwell – Cliffe Memorial Hall
- 137 **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).  
No issues raised.
- 138 **Approval of Minutes of Meeting held on 20/3/2025**  
Proposed by Cllr. R Wyatt, seconded by Cllr. J Wenban, **ALL AGREED.** Minutes were signed by the Chair.
- 139 **Matters Arising from Minutes of Meeting on 20/3/2025**  
None.
- 140 **Report: Clerks**  
No report.
- 141 **Report: Chair (Cllr B Dibble)**  
No report.
- 142 **Report: Finance & General Purposes (presented by Chair and Clerk/PO)**  
The F&GP committee met on 8/4/2025 and 6/5/2025.  
To note financial reports (to 30/4/2025):
- a) Recommendations to full Council from F&GP Committee
    - i) Receipts and Payments for March & April 2025 (Appendix 1 & 2)  
Proposed by Cllr. R Wyatt, seconded by Cllr. J Wenban, **ALL AGREED.**
    - ii) Payments for Approval (annual, bi annual & monthly) (Appendix 3)  
To include the addition of the National Allotment Society annual payment. Proposed by Cllr. V Walton, seconded by Cllr. F Eyers, **ALL AGREED.**
    - iii) Bank Reconciliation for February & March 2025  
Proposed by Cllr. R Wyatt, seconded by Cllr. J Darwell, **ALL AGREED.**
    - iv) Unity Trust account to be a 6 month fixed term account with a service account and signatories to be both Clerks and one Councillor, nominated as Cllr. J Wenban.

Proposed by Cllr. R Wyatt, proposed by Cllr. S Fenney, 8 in favour, 1 abstention, **AGREED.**

- v) CCLA account signatories to be both Clerks and one Councillor, nominated as Cllr. J Wenban. Proposed Cllr. V Walton, seconded by Cllr. R Wyatt, 8 in favour, 1 abstention, **AGREED.**
  - vi) Year End financial review – receipts and payments statement for 2024/2025  
Proposed by Cllr, S Fenney, seconded by Cllr. R Wyatt, **ALL AGREED.**
  - vii) Quotes for rubbish bin at Cliffe Rec and Verti Drain for pitches
    - a) Clerk/PO presented 3 additional quotes received following the quote from Norse which was too expensive. It was proposed by Cllr. S Fenney, seconded by Cllr. P Clements to accept the quote from Earth Anchors Ltd. for the Bensham 82ltr litter bin with bolts to fix to concrete at a cost of £302 + VAT, 8 in favour, 1 abstention, **AGREED.** Cllr J Wenban kindly offered to install when received.
    - b) Clerk/PO presented quote received from Norse to verti drain the 2 pitches at a cost of £248 + VAT. Norse had carried out the work last year and the improvement to the turf and pitches to be continued. Proposed by Cllr. R Wyatt, seconded by Cllr. V Walton, 8 in favour, 1 abstention, **AGREED.**
  - b) Other items of note from F&GP Committee (no decisions required)
    - i) Application from Six Bells PH for private Classic Car Show and Bike event on The Buttway was approved.
    - ii) Quote from Structural Steel for installation of solar lights and barrier protection at Cliffe Woods car park was accepted at £733.70 inc. VAT
    - iii) Allotment rent invoices have been received for 2025/2026.
    - iv) Assistant Clerk vacancy – interviews to commence
    - v) Installation of bench on Cliffe Recreation Ground – decision deferred to later in year.
    - vi) Tree Survey received, noted and circulated – one tree requires pruning within a month. Cllr J Wenban has kindly offered to prune.
- All the above were **NOTED** by Council.

143 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway.

144 Cllr. P Clements reported that the signage installed in the approach road to the allotments and on the fence and gates was helping keep the area clear for access and emergency vehicles, as intended. All allotment plots had been taken and were mostly being kept in good condition.

**Report: Planning Committee (Cllr. C Fribbins)**

The planning committee met on 27/3/2025. Meeting on 24/4/2025 was cancelled due to lack of applications to review. Cllr. Fribbins provided a detailed report on the agenda and a verbal overview at the meeting. Additional applications received would be reviewed at the next planning meeting on 29/5. Council **NOTED** the report as below.

144.1 Applications reviewed:

- a) **MC/25/0616** Construction of a single storey rear extension to accommodate a washroom and storage space to support disabilities. (site for the extension currently has an existing platform) **55 Brookmead Road Cliffe Woods ME3 8HL** - Plans not loaded on Medway Planning site (Medway reminded, now online) **No issues.**
- b) **MC/25/0500** Retrospective application for the construction of a combined amenity and day room building **Buddys View Perry Hill Cliffe ME3 7TX** - Concern about retrospective application, but concern regarding residential use of the property and if approved will need condition to prevent use as an additional dwelling an use tied to temporary use by existing dwelling (visitors etc.)
- c) **MC/25/0486** Details pursuant to condition 26 (Climate change verification) on planning permission MC/24/0279 for construction of 25 dwellings with associated landscaping, parking, earthworks and new vehicular access from **View Road Land South Of View Road Cliffe Woods.** - Details Pursuant, **no issues raised.**
- d) **MC/25/0467** Construction of a single storey side/rear extension **St Helens Cottages 1 Buttway Lane Cliffe ME3 7QT** - Comment raised regarding clarity of plans and previous basement development. Site is adjacent to Buttway (owned by the parish council).
- e) **MC/25/0448** Application for a Lawful Development Certificate for the change of use from a Takeaway (Use Class Sui Generis) to a cafe and bakery (Use Class E) together with new, updated shopfront and internal works. **157 Church Street Cliffe ME3 7QB** - Concern raised regarding use of Lawful Development Certificate and need for full planning – insufficient car parking (only 3 spaces see also MC/25/0397 and limited on street parking on a busy main road. **Now approved.**

- f) **MC/25/0397** Application for a Lawful Development Certificate (proposed) for the change of use from a flat (Class C3) to a four bedroom house of multiple occupation (Class C4) **Flat 157 Church Street Cliffe ME3 7QB** - See MC/25/0448, same concerns. **Now approved.**
- g) **MC/25/0400** Details pursuant to condition 29 (Biodiversity Net Gain) on planning permission MC/21/1694 for Construction of 68 residential dwellings including affordable housing, associated vehicular parking, landscaping, open spaces, drainage and earthworks and formation of a new access from View Road Land South Of View Road Cliffe Woods - Details Pursuant, **no issues raised.**
- h) **MC/25/0401** Details pursuant to condition 7 (Ecological Mitigation) on planning permission MC/24/0279 for construction of 25 dwellings with associated landscaping, parking, earthworks and new vehicular access from **View Road Land South Of View Road Cliffe Woods** - Details Pursuant, **no issues raised.**
- i) **MC/25/0341** Neighbourhood consultation application for the construction of a single storey extension to rear. The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 4 m The maximum height of the proposed extension from the natural ground level is 3 m The height at eaves level of the proposed extension measured from the natural ground level is 2.9 m **65 Reed Street Cliffe ME3 7UJ - No issues raised.**
- j) **MC/25/0313** Details pursuant to condition 17 (play equipment) on planning permission MC/21/1694 for Construction of 68 residential dwellings including affordable housing, associated vehicular parking, landscaping, open spaces, drainage and earthworks and formation of a new access from **View Road. Land South Of View Road Cliffe Woods** - Details Pursuant, no issues raised.

#### 144.2 Ongoing developments/issues:

- a) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – No meeting arranged, nothing further.
- b) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Online teams meetings for development s106 funding for bus service. New timetable to commence April.
- c) **S106 Sporting facilities in Cliffe Woods** – Online teams meeting with Clerk, Chair and Vice Chair with Medway Planning Officer to discuss a s106 contribution of £256,000 designated specifically for enhancing sports facilities in Cliffe Woods. Parish Council have submitted a response with a priority of a MUGA and changing rooms refurbishment.
- d) **Redrow 2** – Development approved by Medway Council. No further information.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting held re issues with bordering trees/planning commitments – nothing further.
- f) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods** – Mud and debris issues on road reported. Site meeting held with Esquire/Parish Council/Ward Cllr on 11/2/25.
- g) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – Nothing further
- h) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport.
- i) **APCM land, Station Rd, Cliffe** – Community meeting held 25/1/25. Nothing further.
- j) **Homes England proposal for former Chattenden Barracks** Pre planning consultation exhibition held on 26/2 and attended by Planning Chair. Agreed to keep an eye on the development.

#### 144.3

Further applications/updates received since meeting:

- a) **MC/25/0690** Construction of a 2 storey side extension - Demolition of existing conservatory - **26 Milton Avenue, Cliffe Woods ME3 8TP**
- b) **MC/25/0281** Construction of a first floor extension to the garage and conversion of the garage into a two storey granny annexe - **88 Reed Street Cliffe ME3 7UJ – application REFUSED.**
- c) **MC/25/0265** Construction of 3 rear facing dormer windows in the loft to make it habitable - **Oast Cottage Station Road Cliffe Rochester Medway ME3 7RU – application APPROVED.**

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##### Report: Other Committees/Panel

#### 145.1 Footpaths and Common Land (Cllr. R Wyatt)

11.1.1 Pond Hill fly tipping – problems in this area was raised by a member of the public at the APM in April. Cllr. J Darwell advised Council the RSPB may consider siting rubbish bins around the area and to reinstate the in-ground posts which could be raised and so help prevent fly tipping. Medway & Swale Estuary Partnership had also proposed resurfacing Pickles Way to address the issue with potholes.

145.2 **Personnel Panel (Cllrs. S Fenney, V Walton, J Wenban, R Wyatt)** – no report.

145.3 **Social and Digital Media (Cllrs. D Bishop, C Fribbins)** – no report.

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**Report: Other Bodies**

- 146.1 **Cliffe and Cliffe Woods Community Trust (Cllrs. Bishop, Fribbins, Kentell, Walton)** – it was reported that there has been additional advertising of the Trust, and this has helped inform the public of what they can offer.
- 146.2 **Cliffe Woods Community Association (Cllrs. Fribbins, Walton)** – it was reported that the first stage of the building works is nearing completion, and all the events are going well.
- 146.3 **Cliffe Memorial Hall (Cllr. Darwell)** – it was reported that the VE Day event was highly successful and other events, coffee mornings and quiz nights are all going well.
- 146.4 **Brett’s Liaison (Cllrs. Darwell, Fribbins, Kentell, Letheren, McDermid, Walton)** – it was reported that meetings are mainly yearly now. At recent meeting RSPB advised they may need to close Cliffe Pools car park in Salt Lane due to cost of wardens available to open/close it. It was proposed that Council write to RSPB to clarify the situation. It was reported that issues were raised regarding Brett’s lorries driving on the B2000 in convoy and Brett’s advised to report any vehicles to them as they can track all their vehicles.
- 146.5 **Rural Liaison Committee (Cllr. R Wyatt)** – it was reported that at the next meeting there will be an update on the Local Plan.
- 146.6 **Kent Association of Local Council (KALC) (Medway)** – no report.
- 146.7 **Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllrs. S Fenney, S McDermid)** – no report.
- 146.8 **Events** – Cllr J Darwell reported that there has been interest in starting lessons once a week at the Cliffe skatepark following the popularity of this at the VE Day event. There would be a small charge and appropriate insurance and DBS checks obtained. Cllr Dibble asked that the contact details of those interested in giving the lessons be provided to the Clerk so matters can be finalised. It was proposed by Cllr. J Darwell, seconded by Cllr. C Fribbins to accept this event, **ALL AGREED.**

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**Other Reports** – to be handed to the Clerk for the next meeting on 19/6/2025 at the Emmanuel Centre, Cliffe Woods – none.

The meeting was closed at 20.55 and the Chair thanked everyone for attending

*Alex Jack, Clerk/PO 16/5/2025*

Signed as a true record of proceedings:

Chair ..... Date .....

## Appendix 1

		Mar-25	List of Receipts and	
F&GP: 8th April 2025		Payments		
<b>Income</b>				
		<b>Receipts Received</b>		
NatWest	Bank Interest	£78.85		
Allotment Tenants	Plot rent	£2,365.00		
Total Income		£ 2,443.85		
Payee	Item Description	Payment amount	Type	Authority
Hugofox Ltd	Half Yearly subscription	£ 287.86	BACS	Contractual
Timpson	Replacement container key	£ 9.00	DC	Delegated
Post Office	Stamps	£ 3.35	DC	Delegated
EDF	Electricity changing rooms	£ 215.50	DDR	Contractual
Toner Giant	Toner Pack	£ 186.26	DC	Delegated
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - March
Salaries	February		BACS	F&GP - March
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
SLCC	Locum Fees February	£ 1,039.90	BACS	Contractual
SLCC	Locum Fees January	£ 1,049.76	BACS	Contractual
Vonage	Telephone	£ 10.64	DC	Contractual
Total Expenditure		£ 3,819.51		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

## Appendix 2

Apr-25		List of Receipts and Payments		
F&GP: 6th May 2025				
<b>Income</b>				
		<b>Receipts Received</b>		
NatWest	Bank Interest	£68.45		
Allotment Tenants	Plot rent	£1,324.50		
HMRC	VAT refund	£870.02		
Total Income		£ 2,262.97		
<b>Payee</b>	<b>Item Description</b>	<b>Payment amount</b>	<b>Type</b>	<b>Authority</b>
Village Voices	Job Advert	£ 120.00	BACS	Delegated
Cliffe Memorial Hall	VE Day event donation	£ 1,000.00	BACS	Council - March
Structural Steel	Buttway works	£ 3,803.44	BACS	Council - Nov
EDF	Electricity changing rooms	£ 203.03	DDR	Contractual
Structural Steel	Rec Ground works	£ 342.00	BACS	F&GP - April
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - April
Business Stream	Water charge (quarterly)	£ 343.46	DDR	Contractual
Salary costs	March		BACS	F&GP - April
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
SLCC	Locum Fees March	£ 1,108.44	BACS	Contractual
KALC	Annual Subscription	£ 1,998.96	BACS	F&GP - April
Simply Extinguishers	Fire safety	£ 168.75	BACS	F&GP- April
Morrisons	APM consumables	£ 11.79	DC	Delegated
HMRC	PAYE & NI - Dec to Feb	£ 847.11	DDR	Contractual
Rialtas	Software Package annual fees	£ 1,646.40	BACS	F&GP - April
Vonage	Telephone	£ 10.94	DC	Contractual
Total Expenditure		£ 13,074.96		
Council had the legal power to make all payments				
All payments were pre-authorized or made under delegation				

**Appendix 3****Annual payment approvals (amounts up to) exc. VAT**

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IRIS (Staffology payroll admin)	Monthly	£12
Payroll (staff wages)	Monthly	£2000
Loft (storage)	Annual	£600
Fasthosts (web hosting)	Annual	£126
KALC (subscription 1 <sup>st</sup> April)	Annual	£2000
Rialtas (administration software)	Annual	£2000
Safe Play (playground inspection)	Annual	£500
Mazars LLP (external audit)	Annual	£500
Kent County Playing Fields Association	Annual	£40
Hugo Fox (website)	Bi Annual	£300
SLCC (membership)	Annual	£200
Zurich (LTA for insurance)	Annual	£1700
National Allotment Society	Annual	£70

**Direct Debit approvals (amounts up to) excl. VAT**

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ICO (subscription)	Annual	£50
EDF (electricity changing rooms)	Monthly	£250
NEST (pension payments)	Monthly	£100
HMRC (tax & NI)	Quarterly	£1000
Northstar (IT)	Monthly	£105
Vonage (mobile phone)	Monthly	£15
Business Stream (water)	Quarterly	£500