



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 18th July 2024, 7.30 pm at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX**

MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), David Bishop, Peter Clements, Joan Darwell, Sandra Fenney, Chris Fribbins, Fred Harper, Sue McDermid

Council Staff Present: Alex Jack – Clerk/PO

29.0 **Apologies for Absence**

Councillors Ken Kentell, Ray Letheren, Vivienne Walton, Jim Wenban sent apologies. It was proposed by Cllr R Wyatt and seconded by Cllr S McDermid that the apologies be accepted, **all agreed**.

30.0 **Declarations of Interest**

Cllrs. C Fribbins, F Harper – Cliffe Woods Community Association, Cllr C Fribbins – Cliffe and Cliffe Woods Community Trust, Cllr J Darwell – Cliffe Memorial Hall.

31.0 **Co-option – Currently three vacancies in Cliffe Woods Ward.**

One member of the public attended for co-option. After a brief introduction, Councillors considered the application. It was proposed by Cllr J Darwell and seconded by Cllr S Fenney to accept Faith Eyers for co-option to the Cliffe Woods Ward, 7 in favour, 1 against, 1 abstention, **carried**. The Acceptance of Office form was signed and Cllr F Eyers was welcomed.

Action: Clerk to advise Medway Council election services.

Adjournment (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person). One member of the public was present for observation purposes.

32.0 **Approval of Minutes of Meeting held on 20/06/24**

It was proposed by Cllr R Wyatt and seconded by Cllr P Clements that the Minutes be accepted, **all agreed**.

33.0 **Matters Arising from Minutes of Meeting on 20/06/24**

None.

34.0 **Report: Clerks (Clerk/PO)**

The Clerk reported that the Cliffe Woods millstone had become buried beneath weeds and that branches left behind by UK Power Network from a site visit many months ago were also obscuring vision and needed collecting. It was also leaning badly and required lifting. The Clerk emphasised that the site of the millstone is in a dangerous position to access and undertake any maintenance work due to the closeness of the B2000. Previously this work had mainly been undertaken by Cllr R Letheren. The possible relocation of the millstone was discussed, and it was decided further investigations were required.

Action: Clerk to contact UK Power Network to clear their debris.

35.0 **Report: Chair (Cllr B Dibble)**

None.

36.0 **Report: Finance & General Purposes (Cllr Wyatt)**

The F&GP committee met on 09/07/24 at St Helens House, Cliffe, attended by full Committee.

To note financial reports (to 30/06/24)

- a) To note and approve Payments and Receipts for June 2024 (Appendix 1).
It was proposed by Cllr S Fenney and seconded by Cllr D Bishop for approval, **all agreed**.
- b) Recommendations from F&GP Committee
 - i) Kent Air Ambulance donation £300

- It was proposed by Cllr. R Wyatt and seconded by Cllr S McDermid for approval, **all agreed.**
- ii) Purchase of 2 picnic benches for Cliffe Play Area
The Clerk advised that 3 benches could be purchased as part of a bundle deal from the supplier at very little extra money. It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney that 3 benches be purchased, **all agreed.**
Action: Clerk to check guarantee and order.
 - c) Other items of note from F&GP Committee (no decisions required)
 - i) Clerk sent additional information requested by Mazars, external auditors – noted.
 - ii) Highparks Medical Practice survey – awaiting results of recent eConsult changes – noted.

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

37.1 The Clerk advised a quote had been received from Volker for repairs and yellow lining at the Small Memorial Hall car park and yellow lining at The Buttway, but she had an outstanding query to be resolved.

37.2 Renewal of the membership to the National Allotment Society had been received at £66 for the year. It was proposed by Cllr R Wyatt and seconded by Cllr F Eyers that this be renewed, **all agreed.**

37.3 The vandalised and now redundant benches on the Recreation Ground were discussed as well as the old bench with concrete base remaining in the Play Area. It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney that these be removed and written off the Asset List, **all agreed.**

Action: Clerk

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

The planning committee met on 27/6/24 and was attended by Cllrs. C Fribbins (Chair), F Harper, K Kentell, S McDermid.

Cllr C Fribbins gave a verbal report on the below applications and attendance of Cllrs. S McDermid and F Harper at the recent Hoo infrastructure and consultation meetings. One member of the public in attendance was also present at the meetings and spoke briefly. See also item 38.2 f) below.

38.1 Planning applications received:

There does appear to be a speeding up of decision making by Medway Planning (as required by national planning guidelines).

- a) APPROVED BY MEDWAY MC/24/0792 Construction of a single storey pitched roof garage to the front incorporating the existing integral garage 137 Church Street Cliffe ME3 7P – No comments required
- b) APPROVED BY MEDWAY MC/24/0679 Part-retrospective application for conversion of former community hall (use class F2) to office (use class E (C) with associated external and internal works. 162 Church Street Cliffe ME3 7QB Car parking issue has been raised previously.
- c) DETAILS PURSUANT MC/24/1047 Details pursuant to conditions 4 (boundary treatment), 5 (lighting), 6 (hard and soft landscape scheme), 7 (landscape management plan), 8 (details of earthworks), 9 (muck and waste removal) and 11 (SUDS) on planning permission MC/23/2040 - Construction of an agricultural building with associated hardstanding Rye Street Farm Rye Street Cliffe ME3 7UD No comment required.
- d) PARISH COUNCIL AGREED NO COMMENT REQUIRED MC/24/0984 Retrospective application for the construction of a detached outbuilding to rear 23 Round Top Close Cliffe Woods ME3 8GZ
- e) PARISH COUNCIL AGREED NO COMMENT REQUIRED MC/24/0985 Retrospective application for installation of roof lights to front and rear to provide additional living accommodation within roof space 23 Round Top Close Cliffe Woods ME3 8GZ
- f) WITHDRAWN BY APPLICANT MC/24/0841 Construction of a detached annexe Blackmoore Barn Pond Hill Cliffe ME3 7QS No comment required
- g) APPROVED BY MEDWAY MC/24/0801 Details pursuant to condition 5 (phasing plan) on planning permission MC/22/0254 (Allowed on appeal reference APP/A2280/W/22/3313673) - 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. Land To The East And West Of Church Street Cliffe Rochester No further comment required.
- h) APPROVED BY MEDWAY MC/24/0802 Application for a Lawful Development Certificate (existing) for the construction of a detached double garage to front Orchard Bourne Cooling Street Cliffe ME3 7UB No Comment required
- i) APPROVED BY MEDWAY MC/24/0799 Details pursuant to condition 4 (CEMP) on planning permission MC/20/1117 for variation of conditions 2 and 5 on planning permission MC/19/0379 to allow a minor material amendment for siting and design of house 4 - Resubmission of MC/20/0331 29 View Road Cliffe Woods ME3 No comment required.

38.2 Major Developments:

- a) Trenport 250 Dwellings East and West of Church St Cliffe – Contact made with the consultants for the next stage of Planning Applications. Face to Face meeting to be arranged (date awaited).

- b) Redrow Town Road, Development progressing with many occupied already – Modified Landscaping being carried out.
- c) Esquire 2 68 Homes South of View Road Further details pursuant received. Construction access constructed onto Town Road, development underway. An informal meeting has been arranged with the developer 4/7 Cllrs Dibble and Fribbins to attend.
- d) APPLICATION APPROVED BY MEDWAY Esquire 3 25 Homes off of View Road (previously 50 retirement homes) Planning application submitted to Medway Planning Committee 29/5/24 with a recommendation of **APPROVAL** with conditions (Including > 55 age restriction).
- e) Issues with ESQUIRE1 (Land West of Town Road) Issues with Planning commitments/S106 reported to Medway Council.
- f) Local Plan – additional Regulation 18 (infrastructure) to be carried out (**Consultation exhibitions in September/October being arranged by Medway Council**), the Draft Plan, inspector's review, then adoption delayed until **2026**. Infrastructure workshops being held with residents and then general public/parish and Medway Councillors.
- g) Neighbourhood Plan Nothing further, the effectiveness of the plan in Medway Planning to be tested (the next major application will be Trenport details). **Impact on 25 retirement homes application noted.**

38.3 Further applications/issues since meeting:

- a) **MC/24/1318** - Construction of a first floor extension to side/rear with associated external alterations resubmission of MC/23/2769 - Heathcliff Cottage, Well Penn Road, Cliffe – No comments required.

39.0 Report: Other Committees/Panel

39.1 Footpaths and Common Land – Cllr Wyatt

- a) Litter issues on Mead Wall and Pickles Way Cliffe

This was discussed in detail. It was raised that the land could belong to Trenport. The Police had been advised. Cllr J Darwell had been in contact with a group who were prepared to help clear. It was decided that nothing further could be done at this stage.

39.2 Personnel Panel – Cllrs Fenney, Walton & Wyatt - nothing to report.

40.0 Report: Other Bodies

40.1 **Cliffe and Cliffe Woods Community Trust** – Cllrs Fribbins/Kentell/Walton

It was reported that issues are ongoing with Esquire 1 and the trees, insurances and grant applications for school trips which are increasingly expensive.

40.2 **Cliffe Woods Community Association** – Cllrs Fribbins/Walton

It was reported that drawings for the extension have now been passed and they can go to tender for the building work required.

40.3 **Cliffe Memorial Hall** – Cllr Darwell

It was reported that maintenance work is on-going. Fundraising events continue, the next one being Afternoon Tea on the Lawn and a Music Fest.

40.4 **Brett's Liaison** - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban - no meeting held.

40.5 **Rural Liaison Committee** - Cllr Wyatt

It was reported that a Teams meeting was held with a focus on digital planning applications.

40.6 **Kent Association of Local Council (KALC) (Medway)** – Cllrs Harper/McDermid - a meeting is to be held next week.

40.7 **Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott)** —Cllrs Fenney/McDermid - a meeting is to be held next week.

40.8 **Events**

Cllr J Darwell asked for an agreement in principle for the remaining budget events funds of £500 to be available for a Guy Fawkes event as last year, possible date to be confirmed of 2/11. It was proposed by Cllr R Wyatt and seconded by Cllr S Fenney, 9 in favour, 1 abstention, **carried**.

41.0 **Other Reports** – to be handed to the Clerk for the next meeting, 15/8/24 at Small Memorial Hall, Cliffe – none.

The meeting closed at 21.00

Alex Jack, Clerk/PO, 22/7/24

Signed as a true record of proceedings:

Chair Date

Appendix 1	Income	JUNE	JULY To Date
		Receipts Received	Receipts Expected
Bank Interest		£131.12	

Total Income		£131.12	£ -
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Payee	Item Description	Items	Payments	VAT	REF	Signature 1	Signature 2
PAYMENTS MADE							
Vonage Telephone			£ 10.25	£ 1.75	240601		
Post Office Postage	Debit Card		£ 7.95	£ -	240602		
NEST Pension Pension Payment	Direct Debit		£ -	£ -	240603		
Structural Steel Play Area	Online Payment		£ 3,681.12	£ 613.52	240604		
Alex Jack May Pay	Online Payment		£ -	£ -	240605		
Lissi Watt Final Pay	Online Payment		£ -	£ -	240606		
Mr Mower Mower Maintance	Online Payment		£ 25.00	£ -	240607		
British Gas Changing Room Electricity	Direct Debit		£ 289.65	£ 13.79	240608		
SLCC RFO Advert	Online Payment		£ 129.60	£ 21.60	240609		
Peter Clements Allotment Expenditure	Online Payment		£ 42.59	£ -	240610		
Toner Giant Printer Toner	Debit Card		£ 198.71	£ 33.12	240611		
NALC Course Empowering	Online Payment		£ 39.22	£ 6.54	240612		

09/07/2024 09:42

Jul-24

Cliffe&Cliffe Woods PC Income and Payments

Current A/C @ 30/06 300.00 Deposit A/C @ 30/06 115,099.14

NEST Pensions Pension Payments	Direct Debit		£	£	-	24061	
Next Directory Employee leaving Flowers	Debit Card		£ 40.00	£	-	24061	
Northstar IT Monthly Payment	Online Payment		£ 5.28	£	0.88	24061	
WEL Medical Defib Pads	Online Payment		£ 143.88	£	23.98	24061	
Vonage Telephone	Direct Debit		£ 10.83	£	1.80	24070	
NORTHSTAR IT Additional Payment	Online Payment		£ 5.28	£	0.88	24070	
NORTHSTAR IT Monthly Payment			£ 104.30	£	17.38	24070	
Payments To Make/Authorise							
Alex Jack							
	Home Allowance						
	Home Allowance Taxable						
	Mileage						
	Holiday 3 Hours						
	Pension						
	PAYE						
	NI						
	Total					240704	
HMRC						240705	
Nest Pensions June Pension			£	£	-	240706	
Village Voices RFO Advert	Online Payment		£ 216.00	£	36.00	240707	
Lionel Robbins Internal Audit	Online Payment		£ 175.00	£	-	240708	
Staffology (New Payroll)	Direct Debit		£ 12.00	£	2.00	240709	

P
Clerk