



Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Mrs Alex Jack, Clerk/PO, Mrs Helen Symmons, Clerk/RFO
and Miss Sarah O'Donoghue, Assistant Clerk

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 17th July 2025, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX**

AGENDA

One Minute's Silence will be observed in memory of Tom Fenney who sadly passed away recently.

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

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

4.0 **Approval of Minutes of Meetings held on 19/06/2025**

5.0 **Update of matters from Minutes of Meetings on 15/05/2025 and 19/06/2025**

5.1 Deferred decision on date, time and venue of ordinary meetings

5.2 To consider a summer and winter recess of the full Council meetings (suggested as August and December meetings)

6.0 **Report: Clerks**

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

8.0 **Report: Finance & General Purposes (Cllr R Wyatt)**

The F&GP committee meeting on 08/07/2025 was cancelled.

To note and agree financial reports (to 30/06/2025) as attached.

a) To be agreed by full Council:

- i) Bank Reconciliation for May 2025
- ii) Receipts and Payments for June 2025
- iii) Budget v Actuals Quarter 1, as attached
- iv) Audit improvements for 2025/26, as attached
- v) Quote for additional solar light for Cliffe Woods car park
- vi) Grant application from CWCA for Christmas pantomime
- vii) Grant application from KSS Air Ambulance
- viii) Additional members for F&GP Committee desired

b) Other items of note (no decisions required):

- i) 2024/25 AGAR documents were submitted to Mazars and notifications published.
- ii) Unity Trust & CCLA update, as attached
- iii) Rialtas improvements, as attached

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

The planning committee met on 26/06/2025 and was attended by Cllrs. C Fribbins, F Harper, S McDermid.

9.1 Applications received:

- a) **MC/25/1061 - Port View Farm Rye Street Cliffe ME3 7UD** - Application under Schedule 2, Part 6 Class A of the Town and Country Planning (General Permitted Development)

(England) Order 2015 for the construction of a steel portal framed building for agricultural storage of hay and straw, approved by Medway. **No issues.**

- b) **MC/25/0690 - 26 Milton Avenue Cliffe Woods ME3 8TP** - Construction of a 2 storey side extension - Demolition of existing conservatory.
- c) **MC/25/0933 - Rye Street Farm Rye Street Cliffe ME3 7UD** - Overhead Line (Exemption) (England & Wales) Regulations 2009, Statutory Instrument 2009 No. 640 Electricity, Paragraph 3 (1) - establish effect on the environment, approved by Medway.
- d) **MC/25/1203 – 157-161 Church St, Cliffe ME3 7QB** – Change of use of existing vehicle storage, loading/unloading bay and rear vehicle access to a Beauty Salon (Use Class E), construction of new shopfront and associated works. **Objection raised due to intensive use of the property (cafe, bakery, multiple occupation on first floor already approved). This application proposes use of additional extension to side of property but relies on the same three spaces – against the provisions of Medway Planning and Cliffe and Cliffe Woods Neighbourhood Plan Parking Policy.**
- e) **MC/25/0917 – Land at Town Road, Town Road, Cliffe Woods** – Details pursuant to condition 7 (Ecological Enhancements) on planning permission MC/24/0430 – 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 issues.**
- f) **MC/23/0531 – Land south of Buckland Rd, Cliffe Woods** – Construction of 44 dwellings (25% of which will be affordable), together with access, public open space and landscaping and associated works, approved by Medway. **No issues.**

9.2 Received after the meeting:

- a) **MC/25/1347 – 8 New Rd, 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. Note: existing building consent MC/24/1464, now seek to correct an inconsistency in the drawings. Work started with consent.

9.3 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 introduced.
- c) **S106 Sporting facilities in Cliffe Woods** – PC online teams meeting with Medway Planning Officer to discuss a s106 contribution of £256,000 designated specifically for enhancing sports facilities in Cliffe Woods. PC 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 – see MC/25/0917.
- f) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods** – nothing further.
- g) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – Nothing further
- h) **Neighbourhood Plan** – Effectiveness of the Plan was tested on a major application which is Trenport and Medway did not apply all the NP policies.
- i) **Homes England proposal for former Chattenden Barracks** Pre planning consultation exhibition held on 26/2 and attended by Planning Chair. Agreed to monitor development. Further online consultation planned.
- j) **Medway Local Plan 2014** – The plan will be going to Regulation 19 (Draft) in July for 6 weeks. After consultation responses assessed, it will be submitted to a Planning Inspector for implementation end 2026.

9.4 **Town Road closure – 28/7 to 10/8** – SGN to move gas main. Emails sent to Medway and Ward Councillors regarding alternative route management.

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

10.1 Allotment access issues (Cllr P Clements)

11.0 **Report: Other Committees/Panel**

11.1 Footpaths and Common Land (Cllr R Wyatt)

11.2 Personnel Panel (Cllrs. S Fenney, V Walton, J Wenban, R Wyatt)

11.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins)

- 12.0 **Report: Other Bodies**
- 12.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop. C Fribbins, K Kentell, V Walton)
 - 12.2 Cliffe Woods Community Association (Cllr V Walton)
 - 12.3 Cliffe Memorial Hall (Cllr J Darwell)
 - 12.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban)
 - 12.5 Rural Liaison Committee (Cllr R Wyatt)
 - 12.6 Kent Association of Local Council (KALC) (Medway) – Councillors required.
 - 12.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllrs. S Fenney, S McDermid)
 - 12.8 Events
- 13.0 **Other Reports** – to be handed to the Clerk for the next meeting on 21/08/2025 at the Emmanuel Centre, Cliffe Woods.

Alex Jack, Clerk/PO 10/07/2025

Bank Reconciliation for May 2025

Date: 17/06/2025

Cliffe & Cliffe Woods Parish Council

Page 1

Time: 09:51

Bank Reconciliation Statement as at 05/06/2025
for Cashbook 1 - Current/Reserve Account

User: 7174.C.FRIBBINS

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account 55081592	05/06/2025		300.00
Reserve Account 56850409	05/06/2025		151,328.70
			<u>151,628.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			151,628.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			151,628.70
		Balance per Cash Book is :-	151,628.70
		Difference is :-	0.00

Bank Reconciliation up to 05/06/2025 for Cashbook No 1 - Current/Reserve Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/05/2025	BACS	600.00		600.00		R <input checked="" type="checkbox"/>	Alltree Consultancy
06/05/2025	BACS	120.00		120.00		R <input checked="" type="checkbox"/>	Signs by Ian
07/05/2025	DDR	104.30		104.30		R <input checked="" type="checkbox"/>	Northstar IT
12/05/2025	BACS	12.00		12.00		R <input checked="" type="checkbox"/>	Iris Software Ltd
13/05/2025	DC	26.46		26.46		R <input checked="" type="checkbox"/>	Toner Giant
15/05/2025	BACS	991.46		991.46		R <input checked="" type="checkbox"/>	Staff Payment
15/05/2025	BACS	634.37		634.37		R <input checked="" type="checkbox"/>	Staff Payment
15/05/2025	DDR	89.29		89.29		R <input checked="" type="checkbox"/>	Nest Pensions
19/05/2025	BACS	195.00		195.00		R <input checked="" type="checkbox"/>	CMC Plumbing
21/05/2025	DDR	177.20		177.20		R <input checked="" type="checkbox"/>	EDF Engergy
30/05/2025	Bank Int		132.47	132.47		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/06/2025	DC	10.83		10.83		R <input checked="" type="checkbox"/>	Vonage
05/06/2025	DDR	104.30		104.30		R <input checked="" type="checkbox"/>	Northstar IT
		<u>3,065.21</u>	<u>132.47</u>				

Total Investment Balances:

Nat West Current Account £300.00

Nat West Reserve Account £151,328.70

National Savings Account £82,485.40

TOTAL £237,114.10

Budget v Actuals 1st Quarter

01/07/2025

09:44

Cliffe & Cliffe Woods Parish Council

Page 1

Receipts & Payments by Budget 30/06/2025

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Receipts						
VAT Refunds	870	0	(870)			0.0%
Income Allotment Rents	1,325	4,000	2,676			33.1%
Income Football Pitch Rents	0	1,500	1,500			0.0%
Precept	91,202	91,202	0			100.0%
Bank Interest	749	1,000	251			74.9%
Total Receipts	94,145	97,702	3,557			96.4%
Overhead Payments						
VAT on Payments	1,878	0	(1,878)		(1,878)	0.0%
Salaries & Wages	4,037	21,750	17,713		17,713	18.6%
PAYE & NI - HMRC	683	0	(683)		(683)	0.0%
Emp'ee 3% Emp'ee 5% Pension	297	600	303		303	49.4%
Home Allowance	232	1,440	1,208		1,208	16.1%
Staff Costs - other	1,047	450	(597)		(597)	232.6%
Mileage Claims	101	1,134	1,033		1,033	8.9%
Travelling Expenses	0	100	100		100	0.0%
Telephone Expenses	27	500	473		473	5.4%
Training Expenses	0	1,000	1,000		1,000	0.0%
Staff Professional Body Fees	0	500	500		500	0.0%
Chairman's Allowance	12	200	188		188	5.9%
Employer NI	164	1,450	1,286		1,286	11.3%
Insurance	0	1,500	1,500		1,500	0.0%
Audit Fees	175	800	625		625	21.9%
Professional Fees	500	0	(500)		(500)	0.0%
Stationery/Printing	122	700	578		578	17.4%
Computer/IT Expenses	1,732	3,500	1,768		1,768	49.5%
Postages	0	150	150		150	0.0%
Subscriptions	1,666	1,650	(16)		(16)	101.0%
Utilities	697	5,000	4,303		4,303	13.9%
Storage	0	700	700		700	0.0%
Salt bins & Salt	0	100	100		100	0.0%
Repairs & Maintenance	480	9,250	8,770		8,770	5.2%
CCTV	0	500	500		500	0.0%
Noticeboards	0	500	500		500	0.0%
Allotments Expenditure	299	750	451		451	39.9%
Play Park & Rec Grounds	378	4,250	3,872		3,872	8.9%
Changing Rooms expenditure	141	1,250	1,109		1,109	11.3%
Buttway	0	1,000	1,000		1,000	0.0%
Village Improvements	3,170	8,895	5,725		5,725	35.6%
De-fibs	233	500	267		267	46.6%

Continued over page

01/07/2025

Cliffe & Cliffe Woods Parish Council

Page 2

09:44

Receipts & Payments by Budget 30/06/2025

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Skate park Maintenance	0	1,000	1,000		1,000	0.0%
Other Expenses	0	500	500		500	0.0%
Village Event donations	1,000	3,000	2,000		2,000	33.3%
Grants S137	0	2,500	2,500		2,500	0.0%
Donations	0	1,500	1,500		1,500	0.0%
Cliffe Woods Comm Centre Grant	0	5,000	5,000		5,000	0.0%
Cliffe Memorial Hall Grant	0	5,000	5,000		5,000	0.0%
St Helen's Churchyd Maint Gran	0	1,500	1,500		1,500	0.0%
Car Park Refurbishment	0	7,500	7,500		7,500	0.0%
Total Overhead	19,069	97,619	78,550	0	78,550	19.5%
Total Receipts	94,145	97,702	3,557			96.4%
Total Payments	19,069	97,619	78,550	0	78,550	19.5%
Net Receipts over Payments	75,076	83	(74,993)			
plus Transfer from EMR	3,170	0	(3,170)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	78,246	83	(78,163)			

Salary payments June

SALARIES RE JUNE HOURS 2025 - To pay July 2025		Gross	£ 1,794.07
Clerk/PO - hours	49	Holiday - 23.5	
RFO - hours	27		
TOTAL ONCOSTS for Council			£ 187.74
TOTAL MILEAGE			£90.00
STAFF EXPENSES			
TOTAL HOME ALLOWANCES			£86.00
HMRC Payment	Employer/ Employee DD	£548.54	
Nest Pensions	Employer/ Employee DD	£90.13	

Payments & Receipts June

	Jun-25	List of Receipts and Payments		
F&GP: 8th July 2025				
	Income			
		Receipts Received		
NatWest	Bank Interest	£149.92		
NS&I	Account closure	£82,883.14		
Total Income		£ 83,033.06		
Payee	Item Description	Payment amount	Type	Authority
DSG Solutions	Printer repair	£ 118.80	DC	Delegated
Lionel Robbins	Internal Audit	£ 175.00	BACS	Delegated
WEL Medical	Defib replacement battery	£ 279.65	DC	Delegated
Expenses claim	Petrol for mower	£ 7.76	BACS	Delegated
Earth Anchors	Litter bin	£ 453.60	BACS	Min 142 vii
EDF	Electricity changing rooms	£ 170.80	DDR	Contractual
DBS Services Online	DBS checks x 2	£ 103.00	BACS	Delegated
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision	£ 95.33	DD	F&GP June
Salary costs	June Salaries (May hours)	£ 1,502.14	BACS	F&GP June
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
Vonage	Telephone	£ 10.83	DC	Contractual
Total Expenditure		£ 3,033.21		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

RFO Report

Audit Changes 2025-26 Report

In 2025/26, the AGAR will include an additional assertion on the Governance Statement for Council to consider:

Assertion 10 – Digital and Data Compliance

Most of the elements within this assertion, Council should have already implemented previously. To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1. Email management – The Council must have a generic email account hosted on a Council owned domain, for example clerk@abcparishcouncil.gov.uk**

C&CW Parish Council has this. No further action required.

- 2. The Council must meet legal requirements for the existing website - All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).**

*There is no evidence on the website that C&CW Parish Council complies with this, nor does it have a published Accessibility Statement. It is therefore **RECOMMENDED** that the Town Clerk liaise with Hugofox to have this implemented and that an Accessibility Statement be created and published alongside the Privacy Statement on the Homepage.*

- 3. All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).**

C&CW Parish Council does not meet the requirements to comply with either the Transparency Code for Smaller Authorities nor the Transparency Code 2015. However, the Information Commissioner's Officer (ICO) expects a parish council to meet its publication requirements:

ICO Briefing: Publishing Minutes and Agendas

This briefing outlines what Town and Parish Councils must publish on websites regarding minutes and agendas, based on the Information Commissioner's Office (ICO) guidance and statutory obligations.

Legal Framework

The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) require public authorities, including parish and town councils, to proactively publish certain information under the ICO's Model Publication Scheme.

What Must Be Published

The Council should routinely publish:

- - Agendas and minutes of public meetings (e.g. Full Council, Committees).
- - Background papers referred to in the agenda/minutes or circulated for meetings.
- - Any documents required to be published under other legislation (e.g. Local Government Act 1972).

This information should generally be made available for at least the current and previous three years.

What Should Not Be Published

The following should not be routinely published:

- - Information exempt under FOIA/EIR (e.g. commercial sensitivity, legal advice).
- - Personal data or any content breaching the Data Protection Act.
- - Minutes of informal/internal meetings not of wider public interest e.g. working groups
- - Information that is impractical or overly burdensome to make publicly available.

Publication Best Practice

- - Publish unedited agendas and minutes wherever possible.
- - If redactions are required, clearly label documents as edited and explain why.
- - Ensure minutes are uploaded in a timely manner following the meeting.

Handling Additional Requests

If a member of the public requests agendas or minutes not routinely published, or full versions of redacted documents, the Council must still consider the request in line with FOIA/EIR. This includes reassessing sensitivity over time and applying the public interest test.

Confidential Items

Clearly state in meeting agendas when items are confidential or exempt. This helps manage public expectations and ensures clarity around redacted sections in published minutes.

For more information, see: www.ico.org.uk

*It is **RECOMMENDED** that the Proper Officer ensures that this procedure is now followed.*

*Additionally, the information on the following checklist should be published to the website and it is **RECOMMENDED** that the Parish Clerk and Assistant Clerk undertake a complete review of the Council's website with input from the RFO regarding the financial page to ensure that the website is up-to-date. N.B. much of the information is already published.*

ICO Model Publication Scheme – Website Checklist for Parish and Town Councils

1. Who We Are and What We Do

- Clerk and Council contact details (name, email, address, phone)
- Location of Council offices or main contact point
- List of councillors and their responsibilities
- Staffing structure (if applicable)

2. What We Spend and How We Spend It

- Annual budget and precept information
- Annual accounts and financial statements
- Financial regulations
- Grants given and received
- Contracts awarded and their value
- Members' allowances and expenses

3. What Our Priorities Are and How We Are Doing

- Parish or neighbourhood plan (if applicable)
- Annual report to the parish meeting (if produced)
- Strategic Plan (if produced)

4. How We Make Decisions

- Timetable of Council and committee meetings
- Agendas and minutes
- Reports and background papers (where applicable)
- Standing orders and committee terms of reference

5. Our Policies and Procedures

- Standing Orders and Financial Regulations
- Freedom of Information and data protection policies
- Complaints procedure
- Employment policies (e.g. equality, health & safety)
- Records management and data handling policies
- Schedule of charges (for information requests)

6. Lists and Registers

- Asset register (including Land Registry titles where applicable)
- Register of Members' Interests
- Register of gifts and hospitality (if maintained)

7. The Services We Offer

- Details of services provided by the Council (e.g. allotments, burial grounds, halls)
- Public leaflets, newsletters or guidance documents
- Information on community events or partnerships

Additional Recommendations

- Privacy Notice (compliant with UK GDPR)
- Freedom of Information Publication Scheme
- Accessibility Statement (WCAG 2.2 compliance)

4. All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

C&CW Parish Council has a Data Protection Policy reviewed annually. No further action required.

5. All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection. The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

*It is **RECOMMENDED** that the Parish Clerk and Assistant Clerk undertake GDPR training (an e-course is available via SLCC at a cost of £36 per person) and that a Subject Access Request procedure be implemented should any requests ever be received. N.B the RFO has already undertaken the GDPR training.*

6. All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

*Whilst C&CW Parish Council has a Social Media Policy, it is **RECOMMENDED** that the Parish Clerk prepare an IT Policy for Council to approve before the end of 2025. A template is available in the Practitioners' Guide 2025.*

Unity Trust & CCLA update

The Unity Trust Instant Access Savings account is now open and £85,000 transferred to the account. This will be moved to a 6-month Fixed term deposit once all signatories have on-line access to the Instant Access account.

The application for the Public Sector Deposit Account at CCLA will be submitted imminently as we have been awaiting additional elements to support the application and these are now received.

The NS&I Account has now closed with the balance paid into the current account at the end of June and so funds can be transferred to the CCLA account once opened.

Rialtas improvements

The accounting software package will be undergoing some changes from 18th July. This is a platform upgrade only and not a new version of Rialtas.

- On Friday, 18th July at 9am, the system will be taken offline.
- All Rialtas Cloud accounts will be backed up and securely transferred to Rialtas. This will include all historical data.
- Our account will be migrated to Rialtas servers over the weekend.
- Once the migration is complete, the RFO will be notified by email.
- On the morning of Monday, 21st July the RFO will access Rialtas using a new web address which will be provided ahead of the migration. There will also be a log in using new credentials which will be emailed once the account has been migrated.