



Cliffe and Cliffe Woods Parish Council

42 Quickrells Avenue, Cliffe, Rochester, Kent ME3 7RB

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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 11th March 2021, at 19:00 on ZOOM :**

Link <https://us02web.zoom.us/j/89247119913?pwd=VUp3ZXRmNlplOT3l2WHd5MUNTdnBBZz09>

Meeting ID: Meeting ID: 892 4711 9913 Passcode: 513289

Access for non-computer audio (use telephone handset)

Dial one of these numbers: 0203 901 7895, 0131 460 1196, 0203 051 2874, 0203 481 5237, 0203 481 5240.

Enter the following numbers when required: Meeting ID: 89247119913# Participant ID: # PassCode: 513289#

You can join by clicking on the Zoom Meeting link or use the Meeting ID, Password from ZOOM. If you have no device or do not have a speaker/microphone you can join the audio part of the meeting by using the AUDIO settings from the telephone handset use *6 to Mute/;Unmute *9 to put Hand Up to speak.

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 **Adjournment** (Members of the public can question the Parish Council and raise issues) 30 minutes max, limit of 10 minutes per person. (not part of parish council meeting). Technically not part of the parish council meeting.
- 4.0 **Approval of Minutes of Meeting held on 11/02/21**
- 5.0 **Matters Arising from Minutes of Meeting held on 11/02/21**
- 6.0 **Report: Clerks** (Clerk PO/RFO) – To Receive a verbal report on issues dealt with since last meeting, not on the Agenda.
- 7.0 **Report: Chair** – tba
- 8.0 **Report: Finance & General Purposes (Cllr Dibble/Clerks)**
To receive a report and recommendations of the F&GP meeting held Tuesday 2nd February Online/Zoom
 - a) To note financial information to 28/02/21 circulated and note.
 - b) To agree receipts & payments and approve for March 2021 as necessary (including any updates since F&GP as indicated).
 - c) To agree recommendations
 - a. Appointment of Internal Auditor (External) – Pauline Bowdery Proposed by F&GP
 - b. Request to use Cliffe Rec. for Fun Fair (4/5 to 10/5 Open 7-9/5) Proposed by F&GP that the request be declined as too early for COVID safety.
 - d) To note other items from the committee
 - a. Further quotes will be sought for the Buttway drainage issue.
 - b. Tree work to be carried out 12th March at Recreation Ground/Rear of Church Street Properties.
 - c. Contractor had returned to the Cliffe Woods Car Park to re-do work affected by poor weather.
 - d. Quarterly Internal Audit (Financial Regulations) to be re-instated after issues with COVID restrictions restricted face to face contact.
- 9.0 **Annual Review (End of Year)**
Asset Register, Risk Assessment, To be Agreed (Financial information will follow after 31/3).

10.0 **Allotments – Cllrs Letheren, Clements, Clerk (RFO)** To receive a verbal report on the Allotments

11.0 **Report: Planning Committee** (Cllr Harper/Clerk (PO))

To receive a report on Planning issues dealt with by the committee under delegated powers and where the council is asked to decide/confirm (meeting was not held end December)

11.1 **Delegated Powers (To Note)**

a. **MC/20/2647 - 2 View Road Cliffe Woods Rochester Medway ME3 8JQ**

Details pursuant to conditions No Comment Required

b. **MC/21/0057 - Allens Hill Cottage West Street Cliffe Rochester Medway ME3 7TH**

Prior Notification No Comment Required

c. **MC/21/0401 - 13 Battlesmere Road Cliffe Woods Rochester Medway ME3 8TR**

Non-Material Amendment – No Objection

d. **MC/21/0323 - Land South of View Road Cliffe Woods Rochester Kent (Simpkins)**

Details Pursuant to Full Application – Concern/Objection as details do not overcome previous concerns.

11.2 **Applications Received since the Planning Agenda issued**

e. **MC/21/0490 7 Wharf Farm Wharf Lane Cliffe Rochester Medway ME3 7UE** No principle concern, but draw attention to encroachment in RAMSAR to rear.

f. **MC/21/0445 Buddys View Perry Hill Cliffe Rochester Medway ME3 7TX**

Change of use of land to provide for the stationing of 3no. additional caravans, extension of existing hardstanding and associated planting and parking.

g. **MC/21/0481 Orchard Bungalow Station Road Cliffe Rochester Medway ME3 7RU**

Proposal Construction of 1no. garage comprising 2no. parking spaces, garden machinery store and workshop plus first floor roof space for the purposes of storage and a home-office facility.

h. **MC/21/0527 33 Swingate Avenue Cliffe Rochester Medway ME3 7QZ**

Proposal Construction of a first floor side extension

11.3 **Other Planning Issues:**

a) Hoo New Routes to Good Growth – consultation response to be submitted via planning chair.

b) Esquire potential development site (ZOOM meeting) – Response to be sent.

c) Trenport (ZOOM meeting) – no specific details suggested by developer – possible reduction in size.

d) Kent Rural Housing (ZOOM meeting) Clerk PO/Cllr Harper attended. Proposals for affordable housing for people with real local connection through Housing Trust – details to be investigated.

12.0 **Cliffe and Cliffe Woods Neighbourhood Plan**

Next stages to formal submission of amended plan (to consider representations). Plan will need to be approved by the Parish Council.

13.0 **Report: Other Committees**

13.0 13.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell

13.2 Youth Liaison – General Report - Cliffe Woods – Cllrs McLeod (Chair), Wyatt, Farrelly, McGovern, Fribbins & Dolley (Clerks) – Clerk PO contacted Medway Youth and they liaise and support where possible.

14.0 **Report: Other Bodies**

14.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates

14.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton

14.3 Cliffe Memorial Hall – General Report – Cllr Fenney

14.4 Brett's Liaison – Cllr McDermid/Clerk.

14.5 Rural Liaison Committee – Cllr Naughton-Dean

14.6 Kent Association of Local Councils (Medway) – Cllrs McDermid/Harper

14.7 Police Liaison Committee & Councillor/Police Surgeries/PACT Cliffe Woods Liaison – Cllr Wyatt

14.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) – Cllrs McDermid/Fenney

14.9 Friends of North Kent Marshes - Cllr Darwell

15.0 Other Reports

Other items to be handed to the Clerk for the next meeting on Thursday 12th May (Annual Meeting & May Meeting arrangements for the meeting to be circulated dependant on COVID-19 restrictions) at 7:00pm if ZOOM (to be confirmed). The Annual Parish Meeting usually takes place in April in place of the monthly Parish Council Meeting.