



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 14th November 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 10/10/19**

4.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)- 30 minutes max, limit of 10 minutes per person.

5.0 **Matters Arising from Minutes of Meeting held on 10/10/19** (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)

General Election Implications for the Parish – The Clerk(PO) to report on need to treat all candidates equally and avoid bias. Major decisions by the Parish, Unitary and National government are likely to be held back until after the election (purdah) and publicity needs to be avoid bias.

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

8.0 **Report: Chair**

Appraisal dates have to be re-arranged for the Clerk (PO) and Clerk (RFO)

9.0 **Report: Finance & General Purposes (Cllr Dibble/Clerks)**

Meeting held Tuesday 5th November 7:30pm at St Helens House, Buttway, Cliffe

Present Cllrs Dibble (Chair), Cllrs Cooper (Vice-Chair), Wenban, Letheren, Keates, Fenney

Clerks Fribbins, Dolley

Apologies Cllr Naughton-Dean (unwell), Cllr Walton (Holiday), Cllr Darwell

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

9.2 **Payments to be made Initial draft Receipts and Payments** circulated. NOTED Updated document will be circulated with the council papers and at the council meeting.

9.3 **Changing Room Update (Clerk PO/RFO) General Update**

The boot scraper is due to be still installed by Clark Clayton. The fire risk/ health and safety inspections were carried out by Cllr Keates, parts of the report are awaited.

9.4 **Caretaker- Relief Caretaker/Cleaner to appoint –**

Following an interview on the 01.11.19, Cllr Dibble proposed to **recommend the Parish Council appoint Ms Whitear as relief caretaker, subject to a 6-month probation period.** Seconded by Cllr Letheren- ALL AGREED.

It was also recommended that the other interested person be interviewed and placed on the waiting list, in case the probation period is not successful.

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

9.6 **The Buttway**

Grass Surface/Vehicle Parking Entrance –

Quotes are still awaited for the lockable post; Clerk PO is chasing. It was also recommended that the level of the car park be levelled with a tilt towards the grassed area, eliminating the soakaway altogether. Clerk RFO/PO will be looking at prices for this.

9.7 **Cliffe Play Area-**

There was an accident reported on 12.10.19- A young child was running backwards and tripped. It has been reported to the Caretaker and he has investigated, and accident reported in book.

9.8 **Noticeboards**

The historic noticeboard located at the school and at the church, have now been repaired by Cllr Letheren, with the further ones to follow (outside Charnel House and bottom of Pond Hill).

9.9 **CCTV Cleaning** has now been done. There was a camera that had to be realigned and some anti-spider treatment also.

9.10 **Cliffe Marshes** Clerk PO has been dealing with an issue with land on the marshes, owned by the parish council. Someone has encroached on the land and tried to claim it for informal allotments, Documentation about the land was supplied to the RSPB and they are dealing with the matter.

9.11 **Child Care Allowance**

As discussed at the last meeting childcare allowances were offered, it's on the provision that no councillor/member of staff should have to miss a meeting due to childcare costs/arrangements. It was recommended by Cllr Dibble that this be referred to the full council to discuss, seconded by Cllr Fenney- 2 Against, MAJORITY VOTE.

9.12 **Budget**

Any initial ideas- Please pass on to Clerk RFO ready for the planning in November. A draft budget will be prepared for the December meeting (final budget for approval in January). A special F&GP meeting will be arranged (open to all councillors).

Clerk RFO will also circulate the unplanned expenditure list, which includes deferred items for prioritising.

9.13 **Banking Arrangements**

After attending the KALC finance conference, it was brought to attention that due to insurance purposes, there should be a councillor signing off the payments to safeguard everyone. This is being checked by Clerk RFO with the current insurers. However, Unity Bank do offer this service so it could potentially be swapped over anyway, but they do not pay interest or provide a Debit Card. Investigations continue – Barclays Bank is a possibility.

9.14 **GDPR -** Three documents have been published on our website, the fourth still has some work needed in order to publish. Historic documents also need checking within the storage unit, sending any relevant documents to Medway Archives and disposing of the rest (again bought up at finance conference, insurance). This is being referred to Governance Working party.

9.15 **VAT Gifting** This was another item at the KALC Finance conference. we could withhold some of the grant money and make purchases on their behalf and then reclaim the VAT, gifting the item to the hall – then paying any remaining balance in the grant account at year end. This can be considered during the preparation of the 2020/2021 budget.

9.16 **SLCC -** Clerk PO and RFO attended the SLCC branch meeting on 15.10.19. Clerk PO is already a member and Clerk RFO's membership has been priced at £106.00 + £8 joining fee total £114.00. Cllr Dibble proposed **recommending supporting the Clerk (RFO)'s membership and seek approval of the council,** Cllr Letheren seconded- ALL AGREED

9.17 AOB

Xmas Lights- Clerk PO did source a price for solar powered lights, however it was recommended that this not go ahead this year given the budget and time constraints.

Gladmans Development - Following the duplicate application from Gladmans, they have offered 20 Allotment Plots to the Parish Council within the site (removing it from future development). Medway Council would like feedback from the parish council on this suggestion. **Agreed to discuss further at the council meeting as part of general s106 provisions. It does not prevent the council from objecting to the application on sustainability grounds.**

10.0 **Allotments – General Report** – Cllrs Letheren, Clements, Clerk (RFO).

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

11.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting: (to note)

MC/19/2633 Red Barn Cottage Cooling Street Cliffe Rochester Medway ME3 7UA

Construction of a timber barn

This had been refused permission as an agricultural building and this was a standard application. It is located in land adjoining the property and if any residential development is proposed on that site it will be subject to further planning – No Objection

MC/19/2734 34 Station Road Cliffe Rochester Medway ME3 7RX

Retrospective application for the construction of a detached timber outbuilding with raised decked level to rear

Despite a concern about the retrospective aspect of the development, no objection raised. In planning such a development is regarded as regulating the planning permission and the only way to stop retrospective only to 'catch it' is by reporting it before or during development and implementing a Stop Order – however local authorities are reluctant to use these as costs could be awarded against them if this was later approved and additional costs were incurred by the applicant.

MC/17/0279 Orchard Bourne Cooling Street Cliffe Rochester ME3 7UB

Construction of a pitched roof double garage to front

It was noted that this development had taken place. The planning application had been withdrawn by the applicant. It appears planning was not required and fell within permitted development.

MC/19/2593 Land East of Merryboys Farm Cooling Common Cliffe Rochester Medway ME3 7TJ

Construction of 4 self-build dwellings with associated amenity, parking and access

The parish council object to the application due to inadequate road access to the site, development outside the 2003 Local Plan Village Boundary and establishment of a precedent and extension to ribbon development along Cooling Common on the edge of the village.

12.2 The following planning applications have been circulated to the planning committee (and other councillors). A response is due after this meeting.

MC/19/2851 Woodfield Cooling Common Cliffe Rochester Medway ME3 7TJ

Raising of roof height to facilitate first floor extension

To be considered

11.3 Further planning applications notified following the Planning Committee, publication of the initial agenda and the meeting.

tba

11.4 **Other Planning Issues**

Medway Local Plan

Consultation on a Draft Plan has now been unlocked following the approval of the £170m Housing Infrastructure Fund bid for road, rail improvements and country parks. Indications are that there will be very few or no housing allocations for the parish area in the Local Plan – to be confirmed in the next consultation in December/January/February – it will need to be after the general election.

MC/16/3669 LAND OFF TOWN ROAD, CLIFFE WOODS (Gladmans)

Medway Planning are now actively considering the parallel application **awaiting further feedback from the parish council** (see F&GP item re. provision of allotments to the parish council)

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. Final drawings received, **Awaiting the full application registration. Initial plans have been viewed and there are a number of concerns – accepting that access and ‘scope’ of the development has been established in the outline application.**

Land at Cliffe (Trenport)– The applicant met with the Parish Council & Neighbourhood Plan Steering Group on Wednesday 18th September. Indicative plans for their land were reviewed and some impacts discussed. Outline Planning is due for submission in February 2020 as seasonal information is required for the Environmental Impact Assessment. Residents consultation will be carried out via a leaflet to all households in the parish – no public meeting or exhibition is planned, by Trenport.

Andrew’s site Thameside Terminal, Cliffe There has been concern raised by as resident about activities on the site and seeking an update. The issues have been reported to Medway Planning Enforcement.

12.0 **Cliffe and Cliffe Woods Neighbourhood Plan**

Detailed feedback has been received from Medway Council re. the pre-draft Neighbourhood Plan which had been submitted to them. The comments are being reviewed and any necessary changes made, the Draft Local Plan will go to formal consultation in late December/January.

The Neighbourhood Plan will need to show it responds to local housing need – the current suggestion 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 **Report: Other Committees**

- 13.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
- 13.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerk (PO) (see above)
- 13.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk (PO)
- 13.4 Governance Working Party – Cllr Naughton-Dean (see above)

14.0 **Report: Other Bodies**

- 14.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)/Cllr Keates
The trust has notified that the parish council nomination terms of Chris Fribbins and Ken Kentell as trustees of the charity have expired and seek the views of the council. Both have indicated a willingness to continue Ken Kentell chairs that trust and Chris Fribbins has been a long term trustee,
- 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 (PO) (now scheduled annually next meeting Spring 2020).
- 14.5 Rural Liaison Committee – Cllr Naughton-Dean
- 14.6 Kent Association of Local Councils (Medway) – Cllr McDermid/Cllr Harper
- 14.7 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.
- 14.8 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott – Cllr McDermid/Cllr 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 12th December 2019 in the Emmanuel Centre, Parkside, Cliffe Woods at 7:30pm.