



Cliffe and Cliffe Woods Parish Council

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

www.cliffeandcliffewoods-pc.gov.uk

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Parish Clerks: Mr Chris Fribbins/Mrs Sue Hibbert

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 8th February 2018, in the Emmanuel Centre, Parkside, Cliffe Woods @ 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 **Councillor Co-Options**

Two Vacancies Cliffe Village Ward x 1, Cliffe Woods Ward x 1

4.0 **Approval of Minutes of Meeting held on 11/01/18**

5.0 **Adjournment** (Members of the public can question the Parish Council and raise issues)

6.0 **Matters Arising from Minutes of Meeting held on 11/01/18** (see action list with minutes)

7.0 **Report: Clerks** (Clerk PO/RFO)

7.1 Chair's Injury – Councillors were notified of the Chair's accident on the 29/1. The Vice-Chair will be stepping up to cover for the chair at meetings for the time being. Other implications will be discussed when her situation is clearer.

7.2 Correspondence (emails distributed through the month)

7.3 Matters dealt with since last meeting (verbal report at meeting)

7.4 Meeting Arrangements –

Council Meeting - The Emmanuel Centre, Cliffe Woods confirmed for February and March. Further locations/dates to be confirmed including Annual Parish Meeting in April)

Changing Room Steering Group and Finance and GP confirmed for St Helens House

Planning location at Cllr Harper's home 18 Tennyson Avenue

7.5 **Community Award 2018** – the parish council's nomination is required by late January. The nomination has been made.

7.6 Defibrillator at Fire Station – Move to Cliffe Doctors'

8.0 **Changing Rooms Project**

An informal meeting has been held with the architect (John Alford) before he went on holiday) and VAT Advisers regarding the tax implications of the changing room build (which was considered by Finance and GP 30/1/18).

A meeting of the steering group is scheduled for 6/2/18 and their minutes/reports will circulate by email before the parish council meeting.

The builder has been reviewing his quote to reduce costs. The drafting of a contract has hit an issue as the digital version as withdrawn in July 2017 (cost c.£30) and the only alternative is over £300! It is intended to have a draft contract at the Steering Group and for approval at this meeting.

VAT implications report from the advisers has been circulated – F&GP recommend the set-up of an arms-length, organisation to run the changing rooms and pitch hire (and the parish council can then claim back the VAT). Other options are to raise the funds (c.£24,000) or register for VAT (VAT would have to be charged for pitch hire and use of the changing rooms) output VAT could then be claimed.

9.0 **Report: Finance & General Purposes** (Cllr Fenney/Clerk(RFO/PO))

9.1 **Finance Report** – Cashflow Report discussed, £10,000 Transfer from NS&I to Current A/C complete, NHP grant £3,816 approved due to be paid direct (to be spent by 31/3/18)

9.2 **Receipts & Payments** (circulated)

To note Income and to seek approval of the Payments listed – detailed report of income and expenditure circulated.

- 9.3 **Budget 2018/19** – To note - Approved at January meeting, 20% increase in precept agreed.
- 9.4 **Changing Rooms Project** – Reported elsewhere
- 9.5 **Financial Risk Review** – Qtr 3 report produced by Cllr Cooper.
Recommended that paper costs for C&CW/Allhallows be separated (two supplies to be maintained by Clerk (PO). Clerk (PO) SLCC contributions to remain with C&CW with invoice to be raised with Allhallows PC for their pro-rata share (based on annual salary).
- 9.6 **Parish Councillor election**
Council can now co-opt both vacancies (Cliffe Village and Cliffe Woods)
- 9.7 **Relief Caretaker/Caretaker**
Contract to be signed by Chair.
6 month probationary review for Michael Johnson required (Vice Chair/Clerk(RFO))
- 9.8 **Play park repairs**
Scramble net outstanding.
- 9.9 **Vandalism to Cliffe Recreation Ground & Allotments**
New caretaker's door and some brackets on the storage container were fixed w/b 8/1/18, but caretaker's door smashed again two days later.
Options for fix/replace discussed – Council recommendation required:
a) Fix door again,
b) Fix with a more sturdy door (thicker steel outer shell welded on),
c) Take away container and fit new 'main door'
d) Replace storage container
e) Leave as current (remove door)
f) Weld steel plate over door opening
Clerk (RFO) to circulate options and costing. Invoice for repair to be paid (although it only lasted two days, it was as specified/ordered).
The allotment fence has been pulled over (soil very wet currently)
There was discussion regarding youth issues an the Clerk(PO) has spoken to the Medway Youth Service about the criminal damage issues.
Options for future security discussed – there are issues with lighting and 'covert' CCTV in that location – difficult to achieve or very costly, with limited benefit.
Skate Park repairs outstanding.
- 9.10 **Assets and Insurance Cover**
Clerk (RFO) has been discussing insurance cover with broker. Cllr Naughton-Dean to re-convene a meeting of for the review of standing orders and financial arrangements.
- 10.0 **Allotments – General Report** – Clerk (RFO), Cllrs Letheren, Clements
Clerk (RFO) still awaiting notification of any further tenant changes.
- 11.0 **Report: Planning Committee** (Cllr Harper/Clerk(PO))
- 11.1 The following planning applications comments were circulated and sent as per our Standing Orders as they were due prior to this meeting:
MC/17/4411 BEACONHURST, MORTIMERS AVENUE, CLIFFE WOODS, ROCHESTER, ME3 8JT
Construction of a dormer to the west elevation
No Objection
MC/18/0013 40 MILLCROFT ROAD, CLIFFE, ROCHESTER, ME3 7QN
Construction of a part single/part two storey side extension with single storey extension to rear - demolition of detached garage and existing rear conservatory
No Objection
MC/18/0086 18 VIEW ROAD, CLIFFE WOODS, ROCHESTER, ME3 8UA
Neighbourhood consultation application for the construction of a rear extension with flat roof The details submitted are as follows: The extension will extend beyond the rear wall by 8 metres The maximum height of the proposed extension from the natural ground level is 2.8 metres The height at eaves level of the proposed extension measured from the natural ground level is 2.8 metres
The parish council would wish to see a full planning application due to the site location and levels.
MC/18/0074 LAND AT NORTH SEA TERMINAL (TRIANGLE LAND) SALT LANE, CLIFFE, KENT ME3 7SX

Construction of a concrete segment manufacturing facility with associated concrete batching plant and rail sidings expansion

Due to the sensitivity of the site, care needs to be taken to mitigate noise and light pollution. Although aggregate and sand is delivered to the site by river via Alpha Jetty, there are also 40 lorry movements a day for cement - disappointment as the site does produce concrete and concrete landscape materials already and it does not seem to be mentioned why the import is required (probably capacity). Regulation and monitoring of the lorry movements suggested as well as an investigation into rail freight movements to allow access, in the Strood direction, at Hoo Junction.

MC/17/4014 LAND TO THE SOUTH OF WESTFIELD BUNGALOW, B2000 , CLIFFE WOODS, ROCHESTER, KENT, ME3 7RL

Change of use of land from agricultural land to grazing land.

Agreement in principle to the use, but care required to prevent highway safety concerns at that location – noting the track provided to the entrance gate so vehicles can get off the road to open the gate etc.

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

None currently

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

tba

11.4 **Other Planning Issues**

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

If approved there are a number of s106 conditions that would be applied with both direct and indirect implications for the parish council and local residents (to be reported).

12.0 **Report: Other Committees**

- 12.1 Footpaths and Common Land – General Report – Cllrs Harper and Darwell.
12.2 C&CW Neighbourhood Plan Steering Group – General Report – Clerks
12.3 Youth Liaison – General Report - Cliffe Woods – Cllr Walton, Cliffe Youth Club Clerk(PO)

13.0 **Report: Other Bodies**

- 13.1 Cliffe and Cliffe Woods Community Trust – Report – Clerk (PO)
13.2 Cliffe Woods Community Centre Liaison – General Report – Cllr Walton
13.3 Cliffe Memorial Hall – General Report – vacant
the committee is looking for additional trustees and a liaison.
13.4 Brett's Liaison – Cllr McDermid/Clerk(PO).
13.5 Rural Liaison Committee – Cllr Stanley (December meeting changed to January)
13.6 Kent Association of Parish Councils (Medway) – Chair/Cllr Harper (Cllr Stanley is covering while there are conflicts with the Neighbourhood Plan meetings)
13.7 Police Liaison Committee & Councillor/Police Surgeries – Cllr Stanley 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 Issues to be reported/discussed should be passed to Cllr Stanley.
13.8 Patient Participation Groups (Cliffe – vacant, Cliffe Woods – Chair)
13.9 Friends of North Kent Marshes Cllr Darwell

14.0 Other Reports

Other items to be handed to the Clerk for the next Meeting scheduled on 8th February 2018 in the Emmanuel Centre, Parkside, Cliffe Woods.