



Cliffe and Cliffe Woods Parish Council

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

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Parish Clerks: Mrs Alex Jack, Clerk/PO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 19th September 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, Sandra Fenney, Fred Harper, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid, Jim Wenban

Council Staff Present: Alex Jack – Clerk/PO

The meeting commenced with a minute's silence in memory of Gavin Meeser, former Clerk to the Parish Council, who sadly passed away recently.

55.0 **Apologies for Absence**

Councillors Joan Darwell, Faith Eyers, Vivienne Walton sent apologies. It was proposed by Cllr R Wyatt, seconded by Cllr S Fenney that apologies be accepted, **all agreed**.

56.0 **Declarations of Interest**

Cllrs C Fribbins – Cliffe Woods Community Association, Cllr C Fribbins, K Kentell – Cliffe and Cliffe Woods Community Trust, Cllr K Kentell – wHoo Cares Short Mat Bowls Club, Cliffe Bowls Club

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

No attendees.

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

No public attendance.

58.0 **Approval of Minutes of Meeting held on 15/08/24**

It was proposed by Cllr R Wyatt, seconded by Cllr D Bishop that the Minutes be accepted, 8 in favour, 3 abstentions, **carried**.

59.0 **Matters Arising from Minutes of Meeting on 15/08/24**

None.

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

6.1 Cllr long service award

Cllr C Fribbins was asked to leave the room during item discussion. It was proposed by Cllr S McDermid, seconded by Cllr F Harper that Cllr C Fribbins be presented with an award during the service at St Helen's Church, Cliffe on 27/10/24 to recognise 40 years continuous service to the Parish Council since 1984, **all agreed**. Cllr Fribbins was asked to return to the room and advised of his award. All family, friends, colleagues and residents welcome to attend the service at 10am.

6.2 Roadworks and buses update

The clerk updated Cllrs. and advised the Parish Council were still not being advised in advance of roadworks by Medway Council or of bus diversions by Arriva despite numerous email requests and for signs to be placed at the bus stops.

6.3 Medway Council School Streets Proposal

The proposal was discussed and whilst it was approved in principle, it was thought it would be difficult to action in our location. Parents driving would be forced to park in surrounding roads leading to congestion and safety issues on roads without pavements.

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

The Chair confirmed Helen Symmons would commence her employment as locum RFO on 20/9/24 for an initial period of 6 months, meeting with the Clerk/PO and Cllr C Fribbins (Acting RFO), for handover.

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

The F&GP committee met on 10/09/24 at St Helen's House, Cliffe, attended by Cllrs. R Wyatt (Chair), K Kentell (Vice Chair), J Darwell, B Dibble, R Letheren, J Wenban, non committee member C Fribbins (Acting RFO), Clerk/PO.

Cllr C Fribbins advised on the financial reports produced to 31/08/24 and Cllr R Wyatt on the other items.

- a) To note and approve Payments and Receipts for August 2024 – no payments for approval, as Appendix 1.
- b) Recommendations from F&GP Committee
 - i) To approve creation of an EMR for Cliffe Woods car park and transfer £70,000 from general reserves plus £10,000 already agreed in the 2024/25 budget.
Proposed by Cllr R Wyatt, seconded by Cllr S McDermid, **all agreed**.
Action: Clerk/RFO to transfer
 - ii) To replace existing Play Area sign and add signs to both defibrillators
Proposed by Cllr R Wyatt, seconded by Cllr D Bishop, **all agreed**.
Action: Clerk/PO
 - iii) Proposal to move barrier at small hall car park, Cliffe declined but provision to add CCTV camera to be investigated – noted and further investigation required.
 - iv) To apply to Southern Water for grant for water butts for the community.
Proposed by Cllr R Wyatt, seconded by Cllr D Bishop, **all agreed**.
 - v) Proposal to ban some pesticides at the allotment sites.
This was discussed and it was decided further investigation was required.
 - vi) To agree new PC insurance cover on receipt of quotes.
Clerk/PO presented quotes from Hiscox and Zurich. It was proposed by Cllr J Wenban, seconded by Cllr S McDermid to accept the Zurich quote, 3 year long term agreement price, **all agreed**.
Action: Clerk/PO
 - vii) To agree updated Councillor Code of Conduct dated Sept 2024, circulated.
Proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **all agreed**.
Action: Clerk/PO
- c) Other items of note from F&GP Committee (no decisions required)
 - i) Temporary locum RFO to start 20/9/24 – noted at Chair report.
 - ii) Changing Rooms electricity contract changed to cheaper EDF Energy, 2 year fixed rate – noted.
 - iii) Additional quote and advice for trees at Memorial Hall, Cliffe.
Cllr J Darwell confirmed that trees were diseased and the company supplying the cheapest quote would carry out additional work.
It was proposed by Cllr K Kentell, seconded by Cllr J Wenban to accept the cheapest quote and to deduct the amount from the outstanding grant payable to the Memorial Hall, 3 in favour, 7 against, 1 abstention, **defeated**.
It was proposed by Cllr R Wyatt and seconded by Cllr R Letheren to accept the cheapest quote and to formalise a tenancy agreement with the Memorial Hall to identify future responsibilities for both parties, 8 in favour, 3 abstentions, **carried**.
Action: Clerk/PO to advise Memorial Hall to accept quote.
- d) Completed AGAR 2023/24 has been received from the external auditors and has been published on noticeboards and website.
It was proposed by Cllr R Wyatt, seconded by Cllr B Dibble to accept the AGAR, **all agreed**.

- 63.0 **Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway
- 63.1 Cllr R Wyatt advised a resident had complained regarding further broken glass at the Skate Park.
- 63.2 Cllr P Clements advised UK Power Networks had not returned to cut the trees at the allotments. **Action:** Clerk/PO to contact UK Power Networks
- 63.3 Cllr B Dibble advised he had been informed a local farmer had kindly agreed to clear and dispose of the fly tipping rubbish recently reported along Pickles Way, Cliffe.
- 63.4 Cllr J Wenban advised the recycling bins in Cliffe Woods car park had not been emptied and residents were leaving bags outside the bins which could be seen as fly tipping.
Action: Clerk/PO to advise Medway Council.
- 64.0 **Report: Planning Committee (Cllr Fribbins)**
The planning committee met on 29/08/24 and was attended by Cllrs. C Fribbins (Chair), F Harper, K Kentell, S McDermid.
- 64.1 Planning applications received: None.
Cllr C Fribbins gave a verbal report on the following planning items.
- 64.2 Ongoing developments/issues:
- a) **Medway Local Plan (Regulation 18 Consultation)** - The committee reviewed the draft Cliffe and Cliffe Woods PC response, as circulated. Chair submitted to Medway Council.
 - a) **4 View Rd, Cliffe Woods** – enforcement action by Medway Council against illegal works.
 - b) **Trenport** – 250 dwellings, Land to the East & West of Church St, Cliffe – nothing further to report.
 - c) **Redrow** – Oakleigh Fields, Town Rd, Cliffe Woods – Modified landscaping has been carried out and building works continuing.
 - d) **Esquire 1** – Woodlands, Town Rd, Cliffe Woods – issues with bordering trees/planning commitments are ongoing.
 - e) **Esquire 2** – 68 homes, Land South of View Rd, Cliffe Woods – work is progressing.
 - f) **Esquire 3** – 25 homes, Land off View Rd, Cliffe Woods – nothing to report as yet.
 - g) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport. Correct design plan to be adopted.
- 64.3 Further applications/issues since meeting:
- a) **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. Details pursuant, no comment necessary.**
- 65.0 **Report: Other Committees/Panel**
- 65.1 Footpaths and Common Land – Cllr Wyatt – no report.
- 65.2 Personnel Panel – Cllrs Fenney, Walton & Wyatt – no report.
- 65.3 Social and Digital Media – Cllr Bishop – no report.
- 66.0 **Report: Other Bodies**
- 66.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton – meeting to be held on 20/9. Clerk/PO asked if a date for UK Power Networks’ return to reinstate the hedging and clear branches from the millstone could please be advised.
- 66.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton – it was reported that the development plan for the rear of the hall had been formalised and insulation work was to be carried out.
- 66.3 Cliffe Memorial Hall – Cllr Darwell – no report.
- 66.4 Brett’s Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – no report.
- 66.5 Rural Liaison Committee - Cllr Wyatt – it was reported that the Medway Resilience Forum had discussed various issues including an action plan for weather issues and other emergency situations. The priority service register needs to be promoted.
- 66.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – next meetings 25/9 and 23/10.

- 66.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) - Cllrs Fenney/McDermid – next meeting is 17/10.
- 66.8 Events - Macmillan Coffee Morning to be held on 27/9, 11am-2pm at Cliffe Woods Community Association Hall.
- 67.0 **Other Reports** – to be handed to the Clerk for the next meeting, 17/10/24 at the Small Memorial Hall, Church St, Cliffe ME3 7PQ – none.

The Chair thanked everyone for attending and the meeting was closed at 21:20

Alex Jack, Clerk/PO
23/09/24

Signed as a true record of proceedings:

Chair Date

APPENDIX 1

05/09/2024 13:36

Sep-24

Cliffe&Cliffe Woods PC Income and Payments

Current A/C @ 31/08 300.00 Deposit A/C @ 31/08 £111,950.20				
	Income	August	September to date	
		Receipts Received	Receipts Expected	
NatWest	Bank Interest	£132.87		
HMRC	VAT Refund	£2,389.42		
26B/27B/28B/Clean	Allotment Rent	£100.00		
27B	Allotment Rent	£40.00		
2B	Allotment Rent	£30.00		
HUGS	Insurance refund	£150.00		
Total Income		£ 2,842.29	£ -	

Payee	Item Description	Items	£ 5.00 Payments	VAT	REF	Signature 1	Signature 2
PAYMENTS MADE DELEGATED AUTHORISED							
Richard Cooper	Petrol for Allotment		£ 6.45		240806		
Wel Medical	Defib Battery		£ 267.60	£ 44.60	240807		
British Gas	Changing Room Electricity		£ 172.65	£ 8.22	240808		
Northstar IT	Monthly Charge		£ 104.30	£ 17.38	240809		
Viking	Office Equip/Stationery		£ 46.15	£ 7.69	240810		
Kevs Plumbing	Changing Room Plumbing		£ 120.00		240811		
NBB Recycled	Play Area Benches		£ 1,010.88	£ 168.48	240812		
Robert Murphy	Play Area Clear		£ 200.00		240813		

Nest Pensions	Employer/Employee		£ 163.34		240814		
HMRC	PAYE/NI		???		240815		
Vonage	Telephone DD		£ 11.04		240906		
PAYMENTS TO MAKE/AUTHORISED DD etc							
Alex Jack	80 Hours						
	Home Allowance						
	Home Allowance Taxable						
	Mileage						
	Pension						
	PAYE						
	NI						
	Total		£ -		240901		
NI & PAYE	NI & PAYE DD		£		240902		
Nest Pensions	Employer/Employee DD		£		240903		
Staffology	Payroll Software DD		£ 42.00		240904		
Hugo Fox	Annual Website Charge DD		£ 287.88	£ 47.98	240905		

P
Clerk