



# Cliffe and Cliffe Woods Parish Council

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Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 17<sup>th</sup> October 2024, 7.30 pm at the Small Memorial Hall, Church St, Cliffe ME3 7PQ**

## PC MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), David Bishop, Peter Clements, Joan Darwell, Faith Eysers, Sandra Fenney, Fred Harper, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid, Vivienne Walton, Jim Wenban

Council Staff Present: Alex Jack – Clerk/PO, Helen Symmons – Locum RFO

### 68.0 Apologies for Absence

None.

### 69.0 Declarations of Interest

Cllrs C Fribbins, S McDermid, V Walton – Cliffe Woods Community Trust, Cllrs C Fribbins, K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr K Kentell, Cliffe Bowls Club, wHoo Cares Short Mat Bowls Club, Cllr J Darwell – Cliffe Memorial Hall

### 70.0 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).

One member of the public attended.

### 71.0 Approval of Minutes of Meeting held on 19/09/24

It was proposed by Cllr R Wyatt, seconded by Cllr R Letheren that the Minutes be accepted, **all agreed.**

### 72.0 Matters Arising from Minutes of Meeting on 19/09/24

None.

### 73.0 Report: Clerks

73.1 Proposed flag for Hoo Peninsula, as circulated.

There were no nominations for the proposed new committee, but it was hoped the Parish Council could be updated with any further information.

**Action:** Clerk/PO to advise committee.

73.2 Meeting venues 2025

Venues were discussed. It was proposed by Cllr R Wyatt, seconded by Cllr F Harper to hold all full PC meetings at the Emmanuel Centre, Cliffe Woods and all F&GP meetings to continue at St Helen's House, Cliffe with both villages continuing to share meetings, 10 in favour, 3 against, 1 abstention, **carried.**

**Action:** Clerk/PO to book halls.

74.0

## Report: Chair (Cllr B Dibble)

### 74.1 Peninsula leaders' group meeting report

The Chair gave a report on the meeting he attended on 7/10/24, outlining its objectives. Cllr B Dibble proposed to accept invitation to join an informal forum of representatives to include himself and Vice Chair, Cllr R Wyatt, seconded by Cllr R Wyatt, 9 in favour, 1 against, 4 abstentions, **carried**.

### 74.2 December full Council meeting

The Chair advised the Clerk/PO would be unable to attend the meeting on 19/12/24 and proposed this be cancelled and for the December meeting of the F&GP Committee on 10/12 to have delegated powers for any payments to be made in accordance with current Standing Orders, seconded by Cllr F Harper, **all agreed**.

*Cllr J Darwell arrived.*

75.0

## Report: Finance & General Purposes (Cllr Wyatt)

The F&GP committee met on 08/10/24 at St Helen's House, Cliffe, attended by Cllrs. R Wyatt (Chair)/K Kentell (Vice Chair)/B Dibble/S Fenney/R Letheren/J Wenban & Clerks

To note financial reports (to 30/09/24)

- a) To note and approve Payments and Receipts for September 2024 (Appendix 1).  
Proposed by Cllr R Wyatt, seconded by Cllr S Fenney, **all agreed**.
- b) Recommendations from F&GP Committee
  - i) It was proposed by Cllr B Dibble, seconded by Cllr K Kentell that Payments for Authorisation, as below, were approved, **all agreed**.

Payments for Authorisation						
	Meeting Date:	17/10/2024				
	Meeting Type:	Council				
	Recommendation	F&GP 08/10/24 (Minute 5b)				
	Payment To	Payment Detail	Cost ex VAT	Budget	Minute Ref	Power
1	ICO	Data Protection fee renewal	£40.00	Subscriptions	F&GP 5di	LGA 1972, s.111
2	Northstar Technology	Monthly IT contract	£86.92	IT	n/a	n/a pre-existing decision
3	British Legion	Remembrance Day Wreath	£52.50	S137	F&GP 5dii	LGA 1972, s.137
4	Kent County Playing Fields Assoc	Subscription 2023 and 2024	£40.00	Subscriptions	F&GP 5div	LGA 1972, s.111
5	Memorial Hall Fund	Contribution to Fireworks event	£500.00	from Event EMR	F&GP 5dv	LGA 1972, s145
6	Ashridge	Damson shrubs for restoration of hedge	£57.69	Play park & rec ground	F&GP 5dvi	Public Health Act 1875, s164
7						
8						
9						
Total			£777.11			

- ii) To adopt the Handling of DBS Certificate Information Policy, as circulated.  
Proposed by Cllr R Wyatt, seconded by Cllr D Bishop, **all agreed**.
- iii) To engage a solicitor to advise on a tenancy agreement for the Memorial Hall charity.  
Proposed by Cllr R Wyatt, seconded by Cllr K Kentell, **all agreed**.  
**Action:** Clerk/PO to contact a solicitor and advise Memorial Hall of proposal.
- c) Other items of note from F&GP Committee (no decisions required)
  - i) Quotes to be obtained to replace wooden posts at the boundary on The Buttway with concrete posts and to raise the height – noted.  
**Action:** Clerk/PO
  - ii) A website page giving information on location of defibrillators to be created to raise awareness and to extend this to social media pages and our noticeboards – noted.  
**Action:** Cllr D Bishop
  - iii) Quote for solar lights at Cliffe Woods car park  
Cllr F Harper advised quote had been received from a local electrician. Further enquiries on ownership of kerb within car park area were needed. Two further quotes to be obtained for decision at next meeting.  
**Action:** Cllrs F Harper/C Fribbins
  - iv) Quote to be obtained from CCTV installer for allotments approach road  
**Action:** Clerk/PO
  - v) Tree work update awaited from Memorial Hall – noted.
  - vi) Agreed signage for Play Area and defibrillators being installed – noted.
  - vii) Metal fixtures on Skate Park to be inspected  
Cllr R Wyatt inspected the Skate Park and found nothing of any risk.

viii) Review Norse contract on Cliffe Woods car park

Cllr K Kentell reported litter was not being collected daily and only the bins were being emptied. Clerk/PO has written to Norse asking that they ensure this area is serviced.

76.0 **Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway – no reports.

77.0 **Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 26/09/24 and was attended by full Committee.

Cllr C Fribbins gave a verbal update on the following planning items.

77.1 Planning applications received:

- a) **MC/24/1905** Installation of a new extended dormer (demolition of existing dormer). **2 Manor Farm Cottages West Street Cliffe ME3 7TQ**. Medway Local Plan (Reg 18 Consultation) – no issues.
- b) **MC/24/1924** Construction of a detached outbuilding to rear to form annexe **10 Hilton Road Cliffe Woods ME3 8LA** – no issues.
- c) **MC/24/1907 37 Brookmead Road Cliffe Woods ME3 8HJ** Construction of a two storey side extension and a single storey front extension – no issues.
- d) **MC/24/1911** Application for Prior Approval under Class J, Part 14, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for installation of solar panels to front **Cliffe Woods Primary School, View Road, Cliffe Woods** – no issues.

77.2 Ongoing developments/issues:

- a) **Trenport, East & West of Church St, Cliffe** – some investigation works have commenced.
- b) **4 View Rd, Cliffe Woods** – unauthorised enclosure of Medway Highways land adjacent 4 View Rd. is ongoing.
- c) **Esquire developments, Cliffe Woods** – mud from site on B2000 is being addressed by site manager.
- d) **Woodlands development, Cliffe Woods** - Issues with the trees bordering the site and the Play Area being padlocked which should be open for use by all. A meeting with the Cliffe and Cliffe Woods Community Trust is planned.
- e) **Redrow development** – previous application for an additional 45 houses has been raised again, Cllr C Fribbins will follow up and advise.

77.3

Further applications/issues since meeting:

- a) **MC/24/1966** Change of use of the existing outbuilding/rooms to a bed and breakfast/guest wedding accommodation. (Retrospective)- renewal of a previously approved planning permission (MC/19/1940) - **Binga-low Buttway Lane, Cliffe ME3 7QP** – some concerns over whether the application is compliant with the original application and parking availability.

78.0 **Report: Other Committees/Panel**

78.1 Footpaths and Common Land – Cllr Wyatt

Cllr R Wyatt advised the footpath to Rye St is overgrown and has been reported to Medway Council and is seeking to have the existing path from Higham Road to Buttway Lane reclassified as a Public Right of Way.

78.2 Personnel Panel – Cllrs Fenney/Walton/Wyatt – no report.

Social and Digital Media – Cllr Bishop

78.3 Cllr D Bishop advised WhatsApp groups have been set up for Parish Council committee use to informally report matters between meetings which will speed up reports.

79.0 **Report: Other Bodies**

79.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton

Cllr K Kentell advised it has been proposed to sell the site owned by the Trust next to the Woodlands development, Cliffe Woods due to the high costs involved in cutting the trees. The land on the B2000, opposite Mockbeggar Farm, has a water leak and Southern Water have been advised. Replacement hedging on the roadside verge has been re-planted by UK Power

Networks and the Clerk/PO advised branches in front of the Cliffe Woods millstone left behind by them from previous work have now been removed.

*Cllr F Eyers left the meeting.*

79.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton

It was reported The Smiley's event has been cancelled due to performer ill health and all ticket holders are being contacted. January events are ongoing with good ticket sales. Clarke & Son Builders have been employed to commence works at the rear of the hall. S106 monies will be drawn down from Medway Council to help fund the works.

79.3 Cliffe Memorial Hall – Cllr Darwell

It was reported the next event is Not the Rolling Stones and tickets have sold out. Quiz nights are continuing, and the planned Christmas 3-course lunch tickets are proving extremely popular.

79.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – no report.

79.5 Rural Liaison Committee - Cllr Wyatt – no report.

79.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid

It was reported a meeting was held on 25/9 and there was a change of Chair and Secretary. Issues of planning and anti-social behaviour, common across Medway, were discussed. Another meeting was planned for next week.

79.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid

It was reported a meeting was held on 17/10. The Secretary had returned after an absence and it was hoped the meeting Minutes would now be forwarded to the Clerk/PO, although these were on the surgery website. There is another Memory Café planned at the Emmanuel Centre on 5/12 with a festive theme.

79.8

Events

a) Bonfire Night, Pond Hill, Cliffe on 2/11/24 – Cllr Darwell

It was reported leaflets are being distributed to both village with full details. Help on the night with martialling, would be appreciated. £500 donation from the Parish Council to be received. Donations can be made into the buckets on exit. There will be no event parking available at the Memorial Hall due to use by a hall hirer that night.

b) Santa Parade, The Buttway, Cliffe on 22/12/24 – Cllr Darwell

It was requested that the grassed area on The Buttway be used by pedestrians only and no vehicles. The Chair advised this would be acceptable weather permitting only, in order to protect the grass. Carol singers and a band are planned.

c) Santa Parade, Cliffe Woods on 24/12/24 – Cllr B Dibble

It was reported this would once again take place from 5/5.30pm on the usual route through Cliffe Woods as in previous years.

80.0 **Other Reports** – to be handed to the Clerk for the next meeting, 21/11/24 at the Emmanuel Centre, Cliffe Woods – none.

The Chair thanked everyone for attending and the meeting closed at 21.34

Alex Jack, Clerk/PO  
18/10/2024

Signed as a true record of proceedings:

Chair ..... Date .....

## Appendix 1

	Sep-24	List of Receipts and		
Council: 17th October 2024		Payments		
	<b>Income</b>			
		Receipts Received		
NatWest	Bank Interest	<b>£136.30</b>		
Total Income		<b>£ 136.30</b>		
Payee	Item Description	Payment amount	Type	Authority
Vonage	Phone	£ 11.04	DD	Delegated
DBS Services	DBS checks for cllrs	£ 211.20	BACS	Delegated
Toolstation	Taps for allotments	£ 16.76	BACS	Delegated
Singlewell Stationary & Print	Award	£ 57.60	BACS	Delegated
SLCC Enterprises	Membership of Professional body	£ 183.00	BACS	Delegated
Zurich Municipal	Annual insurance for Council	£ 1,599.38	BACS	Council 62b vi
KALC	Climate Change Conference	£ 84.00	DC	Delegated
Vonage	Phones	£ 11.43	DC	Delegated
Staffology	Payroll Costs	£ 42.00	DC	Delegated
Northstar IT	IT provision	£ 104.30	DC	Delegated
Nest Pensions	Pension provision	£ 118.40	DD	Delegated
Salaries	August		BACS	F&GP - Sept
Post Office	Postage	£ 6.80	DC	Delegated
British Gas	Changing rooms electricity	£ 156.39	DD	Delegated
KALC	Cllr training	£ 60.00	BACS	Delegated
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				