



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 and Mrs Helen Symmons, Locum RFO

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 21st November 2024, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX**

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

Applications accepted from anywhere within the Parish, i.e. Cliffe, Cliffe Woods and the Cooling Street hamlet.

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

4.0 **Approval of Minutes of Meeting held on 17/10/24**

5.0 **Matters Arising from Minutes of Meeting on 17/10/24**

6.0 **Report: Clerks**

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

7.1 wHoo Cares & Shared Prosperity Fund history noticeboards (as circulated).

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

The F&GP committee met on 12/11/24 at St Helen's House, Cliffe, attended by full Committee (Minutes attached).

To note financial reports (to 31/10/24)

- a) To note and approve Payments and Receipts for October 2024 (see Appendix A).
- b) Recommendations to full Council from F&GP Committee
 - i) To accept draft Budget for 2025/2026
 - ii) To nominate member(s) to verify bank reconciliation monthly and quarterly, not a signatory
 - iii) To approve in principle 10 year tenancy agreement at Cliffe Recreation Ground with Cliffe Woods Colts FC subject to satisfactory terms and conditions.
 - iv) To replace trees now removed with new trees on Parish Council land and commence regular tree inspections.
 - v) To accept quote for solar lights from Btd Electrical Ltd. (attached)
 - vi) To accept quote for CCTV installation extension from Aardvark Electronic Security (attached)
 - vii) To accept quote for replacing posts on The Buttway from Structural Steel Consultancy Ltd. (attached)
- c) Other items of note from F&GP Committee (no decisions required)
 - i)

Payments Authorised by F&GP (under delegated authority)					
Meeting Date: 12th November 2024					
Meeting Type: F&GP Committee					
Recommendation: For Council to NOTE only					
Payment To	Payment Detail	Cost ex VAT	Budget	Minute Ref	Power
1 Safe Play	Annual playground inspection	£385.00	Play Park & Rec Ground	F&G 12/11/2	Public Health Act 1875 s.164
2 Norse	Playground repairs	£1,512.00	PP & Rec Repairs & Maint	F&G 12/11/2	Public Health Act 1875 s.164
3					
4					
5					
6					
7					
8					
9					
Total		£1,897.00			

- ii) LGA 2024 pay agreement implemented and backdated to April for Clerk/PO.
- iii) Holiday pay system updated.

9.0 **Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway.

9.1 S106 contribution for Cliffe Woods Rec along with improving sports provision and outdoor facilities in Cliffe Woods area (Cllrs Dibble/Wyatt)

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

The planning committee meeting was cancelled as there were no applications to discuss. Planning report attached.

10.1 Ongoing developments/issues:

- a) **Land adjoining 4 View Rd, Cliffe Woods** – possible enforcement action by Medway Council against unauthorised enclosure and dumping of waste materials on land, no update.
- b) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – some investigation works have commenced. No meeting yet arranged.
- c) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Teams meeting regarding S106 for bus service.
- d) **Redrow 2** – Development approved by Medway Council.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting regarding issues with bordering trees/planning commitments.
- f) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods.**
- g) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – details pursuant.
- h) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport.

10.2 Further applications received:

- a) MC/24/1924 - **10 Hilton Rd, Cliffe Woods ME3 8LA** – Construction of a detached outbuilding to rear to form annexe.
- b) MC/24/2271 – **Water Lane House, 4 View Rd, Cliffe Woods ME3 8JQ** – Application for a non-material amendment to planning permission MC/21/0165 for construction of a two storey front extension, two bay windows to front, addition of quoin stones with associated external alteration.
- c) MC/24/2299 – **18 Parkside, Cliffe Woods ME3 8JP** – Two storey rear extension.

11.0 **Report: Other Committees/Panel**

- 11.1 Footpaths and Common Land – Cllr Wyatt
- 11.2 Personnel Panel – Cllrs Fenney/Walton/Wyatt
- 11.3 Social and Digital Media – Cllr Bishop

12.0 **Report: Other Bodies**

- 12.1 Cliffe and Cliffe Woods Community Trust – Cllrs Fribbins/Kentell/Walton
- 12.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton
- 12.3 Cliffe Memorial Hall – Cllr Darwell
- 12.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban
- 12.5 Rural Liaison Committee - Cllr Wyatt
- 12.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid
- 12.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid
- 12.8 Events

13.0 **Other Reports** – to be handed to the Clerk for the next meeting on 16/1/25 at the Emmanuel Centre, Cliffe Woods.