



# Cliffe and Cliffe Woods Parish Council

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Parish Clerk: Mrs Alex Jack, Clerk/PO

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 10<sup>th</sup> September 2024 at St Helen's House, Cliffe, ME3 7QP**

## F&GP MINUTES

Councillors Present Robert Wyatt (Chair), Ken Kentell (Vice Chair), Joan Darwell, Barry Dibble, Ray Letheren, Jim Wenban. Non Committee Councillor, Chris Fribbins (Acting RFO)

Council Staff Present Alex Jack (Clerk/PO)

### 1 Apologies for Absence

Cllr S Fenney sent apologies which were accepted.

2 **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.  
Cllr K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club, Cllr J Darwell – Cliffe Memorial Hall

**Adjournment of the meeting to allow the public or press to comment.**  
No members of the public attended.

### 3 Approval of Minutes of Meeting held on 6<sup>th</sup> August 2024

Proposed by Cllr K Kentell, seconded by Cllr J Wenban, 5 agreed, 1 abstention, **carried.**

### 4 Matters Arising from Minutes of Prior Meeting

None.

### 5 Finance

- i) Cllr C Fribbins noted that the completed 2023/24 AGAR had been received with some matters for attention which were discussed.
  - ii) It was proposed by Cllr B Dibble to create a new EMR for the Cliffe Woods car park and for £70,000 to be transferred in from general reserves in addition to the £10,000 already agreed in the 2024/25 budget, seconded by Cllr J Wenban, **all agreed.**
- a. **Month End Reports**  
Cllr C Fribbins advised on the reports which were reviewed.
  - b. **Payments for Approval**  
All payments were reviewed. There were no payments to be approved.
  - c. **PAYE Payments for Authorisation**  
Payments paid in arrears were reviewed. It was proposed by Cllr B Dibble, seconded by Cllr K Kentell that August payroll be authorised for payment, **all agreed.**
  - d. **Other Financial Matters**
    - i) **Proposal for e-vehicle charging points in car park(s)**

This was discussed and it was thought not required at present.

- ii) **Proposal for new signage in Play Area and Defibs**  
It was proposed by Cllr J Wenban, seconded by Cllr R Wyatt to agree in principle for the removal of the current Play Area sign and replace with a PC specific sign and to add signs to the 2 defibrillators stating PC ownership, **all agreed.**
- iii) **Proposal to reposition barrier at small hall car park, Cliffe**  
This was discussed and it was not recommended due to access required at school times and by the sports teams. It was proposed by Cllr J Wenban, seconded by Cllr J Darwell to investigate the provision of an additional camera to cover the area rear of the Village Club, **all agreed.**
- iv) **Quotes for tree cutting at Memorial Hall, Cliffe**  
The 3 quotes forwarded by the Memorial Hall were reviewed. Cllr J Darwell to receive another quote and seek further advice on the condition of the trees.
- v) **British Gas electricity contract at Changing Rooms**  
The Clerk advised on quotes received for change of supplier now contract ended. It was proposed by Cllr R Wyatt, seconded by Cllr K Kentell to switch to EDF Energy, 2 year fixed rate, **all agreed.**
- vi) **Insurance policy renewal**  
Renewal quote awaited from current insurer. Clerk has requested comparison quote from another company.

## 6 Council Assets

- i) **Recreation Ground security and Ball Court repairs update**  
Contractors have advised work will commence this week.

## 7 Council Policies

- i) **Updated Councillor Code of Conduct**  
Clerk has circulated by email for approval at next full PC meeting. Paper copies will be provided in the Cllr packs.

## 8 Fly tipping at Pickles Way/Mead Wall, Cliffe

Cllr J Darwell advised she is in discussion with the company who have offered to help clear the site and will investigate further. Volunteers would be appreciated once the work commences.

## 9 The Environment

The Chair advised on his meeting with other Councillors from the Climate Action Working Party and their aims and proposals. It was proposed by Cllr R Wyatt, seconded by Cllr B Dibble to seek approval at the next full PC meeting to ban pesticides from the allotments and to apply to Southern Water for a grant to supply water butts for the community, **all agreed.**

## 10 Personnel Matters

- i) **Locum RFO appointment**  
The Clerk confirmed a temporary locum RFO will start on 20/9/24.

## 11 Clerk's report

- i) **Bonfire event update** - Cllr J Darwell advised volunteers are required.
- ii) **VE Day 2025** – Cllr J Darwell requested use of the Recreation Ground once again. Councillors advised this could go ahead but that vehicles would not be allowed to drive across the pitches.
- iii) **Cliffe in Bloom** – A letter of thanks and appreciation to be sent to the organiser.
- iv) **Gavin Meeser memorial service** – Cllr C Fribbins attended the service and a minute's silence will be held at the start of next full PC meeting in respect of Gavin who was a previous Clerk.

The meeting closed at 21:17