



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 6th August 2024 at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

Councillors Present Robert Wyatt (Chair), Ken Kentell (Vice Chair), Joan Darwell, Sandra Fenney, Ray Letheren, Jim Wenban. Non committee Councillors David Bishop, Chris Fribbins (Acting RFO)

Council Staff Present Alex Jack (Clerk/PO)

1 **Apologies for Absence**

Cllr B Dibble 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 9th July 2024**

Proposed by Cllr S Fenney, seconded by Cllr J Darwell, **all agreed.**

4 **Matters Arising from Minutes of Prior Meeting**

None.

5 **Finance**

a. **Month End Reports**

Cllr C Fribbins advised on the reports provided which were reviewed. Staffology is now being used to produce the staff payroll. There is an issue reporting the 3 monthly VAT return online to HMRC due to changeover from previous RFO and the digital codes required no longer accessible.

b. **Payments for Approval**

All payments were reviewed. It was proposed by Cllr R Letheren, seconded by Cllr K Kentell, that payments be recommended to full council for approval, **all agreed.**

c. **PAYE Payments for Authorisation**

Payments paid in arrears were reviewed. It was proposed by Cllr R Letheren, seconded by Cllr K Kentell that July payroll be authorised for payment, **all agreed.**

d. **Other Financial Matters**

i) **Quote for Small Memorial Hall car park repairs/Buttway hatching lines**

This was reviewed and it was proposed by Cllr J Darwell, seconded by Cllr K Kentell that the quote from Volker be recommended for approval by full council, **all agreed.**

ii) **Play Area picnic benches**

The Clerk advised the reduced priced quoted for the 3 benches previously agreed for purchase was for the smaller size benches not the larger ones required. 2 large benches have now been ordered and will be delivered this week. They will require assembling onsite and would be initially placed along the fence bordering the allotments where the old concrete bench has now been removed.

iii) **Maintenance work in Changing Rooms**

The Clerk advised a plumber had attended and repaired the toilet in the AWAY room. She was advised that drain down of the water cylinders is not required.

6 **Council Assets**

i) **Kent Tree Planting Scheme**

This was discussed but it was realised that the Council do not have the capacity required for the trees to be planted.

ii) **Cliffe Allotments**

It was reported that 2 Councillors and the Clerk had met with representatives from wHoo Cares, a voluntary organisation who help those with dementia throughout the Hoo Peninsula, including our parish. They were keen to have an allotment plot for their groups to work on and the Clerk advised that as a charity they could be offered a plot free of charge, which was gratefully accepted.

7 **Council Policies**

The Clerk advised the next policy to be reviewed and updated would be the Councillor Code of Conduct.

8 **Social and Digital Media**

Cllr D Bishop attended the meeting to speak about his proposal for the formation of a social and digital media committee to discuss initiatives which he thought might help the Parish Council engage further with the local community and promote and highlight the work they do. It was decided that this should be further discussed at the next full Council meeting.

9 **Fly tipping at Pickles Way/Mead Wall, Cliffe**

Cllr J Darwell reported she would be liaising with the MSEP group regarding their offer of help to clear the area and the donation of £150 for the Parish Council requested. Ownership of the land was still in question, although it was thought it could be Trenport. Medway Council had advised they could not help with clearance as their vehicles could not be used on the unmade roads at this site. The local Police had advised they could not help if this were on private land. Cllr K Kentell suggested the Clerk contact a previous Parish Council Chair who may have further information. It was proposed by Cllr R Letheren, seconded by Cllr K Kentell for an agreement in principle of £150 be donated as above, to be agreed at next full Council meeting, **all agreed.**

Action: Clerk to contact previous Parish Council Chair

Action: Cllr J Darwell to contact MSEP group

10 **Highparks Medical Practice**

No further update on survey.

In view of the confidential nature of Personnel Matters, any attending members of the public and press may be excluded from the meeting for the duration, or part thereof, of the following item.

11 **Personnel Matters**

i) **Staff vacancy update**

The Clerk reported no applications had been received and the closing date had now passed. It was decided to advertise for a further month.

Action: Clerk

ii) **Clerk's report**

a) The Clerk advised on checking the Cliffe defibrillator a new battery was required as the LCD status on the device was showing it had less than half battery remaining. Cllr C Fribbins noted that a spare battery had been purchased at the same time but that the charge on this would also have been depleting. It was proposed by Cllr J Wenban, seconded by Cllr R Letheren that a replacement battery be purchased, **all agreed.** **Action:** Clerk

- b) A resident living adjacent to the Memorial Hall large car park in Cliffe had requested the tree bordering her house be cut as the branches were now touching it. There were also some dead branches seen and it is possible the tree could be diseased. Following a discussion it was decided that an assessment of the condition of the tree should be made prior to any further work.
Action: Clerk to ask Memorial Hall committee to obtain quotes.
- c) Parish Council insurance brokers, Gallagher, had sent a pre renewal questionnaire to be completed so the policy premium could be reviewed ahead of the renewal date on 1/10/24. The Clerk and Cllr R Wyatt had reviewed this. The figures given by the broker for the sums covered were confusing and further clarification was required. Cllr C Fribbins advised there may be further information on the asset register.
Action: Clerk to contact Gallagher accordingly.
- d) The Clerk had completed the requested risk assessment for the boulders in the Play Area at Cliffe. No further action required.

The meeting closed at 21:02

A Jack, Clerk/PO. 08/08/24

Signed as a true record of the proceedings:

Chair Date: