



# Cliffe and Cliffe Woods Parish Council

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Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, RFO

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 19th June 2025 at the Emmanuel Centre, Cliffe Woods ME3 8HX**

## MINUTES

**Councillors present:** Barry Dibble, Jim Wenban, Peter Clements, Chris Fribbins, Vivienne Walton. Fred Harper, Sue McDermid, David Bishop

**Council staff present:** Alex Jack, Clerk/PO, Helen Symmons, RFO

- 148 **Apologies for Absence**  
Cllrs. K Kentell, S Fenney, R Letheren, J Darwell, F Eyers, R Wyatt sent apologies. Reasons for absence were given, and it was proposed by Cllr B Dibble, seconded by Cllr C Fribbins that apologies be accepted, **ALL AGREED.**
- 149 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.  
Cllrs. C Fribbins, V Walton, - Cliffe Woods Community Association, Cllrs. D Bishop, C Fribbins, V Walton - Cliffe and Cliffe Woods Community Trust.
- 150 **Co-option – Currently two vacancies for Cliffe Woods Ward.**  
No interest received.
- 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 issues raised.
- 151 **Approval of Minutes of Meetings held on 15/05/2025**  
Proposed by Cllr C Fribbins, Seconded by Cllr V Walton, 5 agreed, 3 abstentions, **CARRIED.**
- 152 **Matters Arising from Minutes of Meetings on 15/05/2025**  
5.1 Deferred decision on date, time and venue of ordinary meetings – it was proposed by Cllr B Dibble that any discussion be deferred to the next meeting when more Councillors would be present.  
5.2 To consider a summer and winter recess of the full Council meetings (suggested as August and December meetings) – it was proposed by Cllr B Dibble, seconded by Cllr D Bishop to defer any decision until the next meeting when more Councillors would be present, 7 agreed, 1 abstention, **CARRIED.**
- 153 **Reports: Clerk & RFO**  
RFO reported that the Unity Trust account had now been accepted and set up with agreed signatories and online access.
- 154 **Report: Chair (Cllr B Dibble)**  
Cllr B Dibble reported on his attendance with Cllr C Fribbins at the KALC EGM held same day. Discussions were focused on local authority reform and devolution. Next meeting will be the AGM in November. Slides and Minutes from the meeting will be distributed once received.
- 155 **Report: Finance & General Purposes (Cllr B Dibble/RFO)**  
The F&GP committee met on 10/06/2025 and was attended by Cllrs. B Dibble, K Kentell, J Wenban, R Wyatt (Chair), Clerk/PO and RFO.  
Financial reports (to 31/05/2025) were **NOTED.**  
a) Recommendations to full Council from F&GP Committee  
i) Bank Reconciliation for April 2025 (Appendix 1)  
Proposed by Cllr C Fribbins, seconded by Cllr S McDermid, **ALL AGREED.**

- ii) Receipts and Payments for May 2025 (Appendix 2)  
Proposed by Cllr S McDermid, seconded by Cllr J Wenban, **ALL AGREED.**
- iii) System of Internal Control document (Appendix 3)  
Cllr C Fribbins raised that the document should specify that it would be reviewed annually. Proposed by Cllr B Dibble, seconded by Cllr V Walton with this addition, **ALL AGREED.**
- b) Other items of note from F&GP Committee (no decisions required)
  - i) Cliffe Woods car park solar lights and barriers installed – **NOTED.**  
Cllr J Wenban proposed an additional 2 solar lights be installed in the car park, one either side of the grassed area at the entrance and exit points. This to be added to the next F&P agenda for recommendation of approval at the July council meeting.
  - ii) Assistant Clerk appointment and purchase of laptop – **NOTED.**
  - iii) Tree survey works currently required undertaken – **NOTED.**
  - iv) Rubbish bin installed at Cliffe Rec and being serviced by Norse – **NOTED.**

The Chair thanked Cllrs. F Harper and J Wenban for their efforts initiating and completing the solar lights project and to Cllr J Wenban for the tree work and rubbish bin installation.

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#### **Report: AGAR 2024/25 (RFO)**

- a) Internal Auditors Report – to receive and note the Annual Internal Audit Report.  
Proposed by Cllr C Fribbins, seconded Cllr S McDermid, **ALL AGREED.**
- b) Annual Governance Statement – to consider and resolve each accounting statement (the Clerk and Chair to sign after the resolution).  
Proposed by Cllr B Dibble, seconded by Cllr C Fribbins, **ALL AGREED.**  
Clerk and Chair signed the statement.
- c) Accounting Statement – to approve Section 2 Accounting Statement (the RFO has certified the Statement and the Chair is to sign immediately after the resolution).  
Proposed by Cllr C Fribbins, seconded by Cllr F Harper, **ALL AGREED.**  
Chair signed the statement.
- d) Appointment of Internal Auditor – it is recommended that Lionel Robbins be re-appointed internal auditor for 2025/26 under a formalised scope of work.  
Proposed by Cllr V Walton, seconded by Cllr D Bishop, **ALL AGREED.**
- e) Accompanying attachments to year end 31/3/2025 - Bank Reconciliation, Reserves Explanation and Statement of Variances were **NOTED.**
- f) Attachment 3.1, Public Rights Notice to be published and displayed on noticeboards for the inspection period 23/6/2025 to 1/8/2025.  
Proposed by Cllr S McDermid, seconded by Cllr V Walton, **ALL AGREED.**

The Chair thanked the RFO for all her meticulous work with the AGAR and the financial investments.

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#### **Report: Planning Committee (Cllr C Fribbins)**

The planning committee meeting on 29/05/2025 was cancelled due to lack of plans that required discussion. Cllr C Fribbins gave a verbal overview on the applications as below.

##### **157.1 Applications received:**

- a) **MC/25/1023 - 157 Church Street Cliffe ME3 7QB** - New glazed shopfront to the front (East) elevation, and fire-escape door with ramp to the side (North) elevation beside the existing side entrance. **Café/Bakery Previously Approved**
- b) **MC/25/0616 - 55 Brookmead Road Cliffe Woods ME3 8HL** -Construction of a single storey rear extension to accommodate a washroom and storage space to support disabilities. (site for the extension currently has an existing platform) - **Approved with Conditions**
- c) **MC/25/0917** Details pursuant to condition 7 (Ecological Enhancement) on planning permission MC/24/0430 -variation of condition 1 (approved plans) of planning permission MC/22/3020 - to revise approved layout to accommodate the revised configuration of affordable homes **Land At Town Road Town Road Cliffe Woods Rochester** This is Esquire1, issues with adjacent woodland previously reported to the parish council. Woodland management plan revisited for Esquire to deal with the most risk trees rather than the woodland. Medway informed no land in the ownership of the Parish Council, although report mentions Cliffe and Cliffe Woods Community Trust and the Parish Council.

157.2 Received after the meeting:

- a) **MC/25/1061** - Port View Farm Rye Street Cliffe ME3 7UD - Application under Schedule 2, Part 6 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the construction of a steel portal framed building for agricultural storage of hay and straw.
- b) **MC/25/0690** - 26 Milton Avenue Cliffe Woods ME3 8TP - Construction of a 2 storey side extension - Demolition of existing conservatory.
- c) **MC/25/0933** - Rye Street Farm Rye Street Cliffe ME3 7UD - Overhead Line (Exemption) (England & Wales) Regulations 2009, Statutory Instrument 2009 No. 640 Electricity, Paragraph 3 (1) - establish effect on the environment.

Cllr C Fibbins advised the above applications would be discussed at the next planning meeting.

157.3 Ongoing developments/issues:

- a) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – No meeting arranged, nothing further.
- b) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Online teams meetings for development s106 funding for bus service. New timetable introduced.
- c) **S106 Sporting facilities in Cliffe Woods** – PC online teams meeting with Medway Planning Officer to discuss a s106 contribution of £256,000 designated specifically for enhancing sports facilities in Cliffe Woods. PC have submitted a response with a priority of a MUGA and changing rooms refurbishment. Clerk/PO will follow up for an update.
- d) **Redrow 2** – Development approved by Medway Council. No further information.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting held re issues with bordering trees/planning commitments – see MC/25/0917 above.
- f) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods** – Mud and debris issues on road reported. Site meeting held with Esquire/Parish Council/Ward Cllr on 11/2/25.
- g) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – Nothing further
- h) **Neighbourhood Plan** – Effectiveness of the Plan was tested on a major application which is Trenport and Medway did not apply all the NP policies.
- i) **Homes England proposal for former Chattenden Barracks** Pre planning consultation exhibition held on 26/2 and attended by Planning Chair. Agreed to keep an eye on the development. Further online consultation planned.
- j) **Medway Local Plan** – open meeting to be held on 25/6, all are welcome to attend.

158 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway - No reports.

159 **Report: Other Committees/Panel**

159.1 Footpaths and Common Land (Cllr R Wyatt) – Cllr C Fribbins raised that due to the current weather conditions, some footpaths may become overgrown and require reviewing.

159.2 Personnel Panel (Cllrs. S Fenney, V Walton, J Wenban, R Wyatt) – no report.

159.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins) – no report.

160 **Report: Other Bodies**

160.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop, C Fribbins, K Kentell, V Walton) – it was reported that a meeting had been held and there were no outstanding grants. Some grants had been requested for help with school trips which were proving extremely expensive.

160.2 Cliffe Woods Community Association (Cllr V Walton) – it was reported that photos of the hall refurbishment had been posted on social media. A problem was reported at the end of the path leading to the car park and the Clerk will contact Medway Council to see if they can inspect this as it is their land.

160.3 Cliffe Memorial Hall (Cllr J Darwell) – no report.

160.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban) – no report.

160.5 Rural Liaison Committee (Cllr R Wyatt) – no report.

160.6 Kent Association of Local Council (KALC) (Medway) – No Councillor representation currently.

160.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllrs. S Fenney, S McDermid) – It was reported that currently the Memory Cafés are held twice a year and the next one will be around December. It was suggested that in between times i.e. possibly in September and March that a more informal drop-in meeting be arranged.

160.8 Events – Clerk reported there was to be a Charity Football Tournament and Fun Day at the Cliffe Recreation Ground on 5/7 from 12pm-6pm in memory of Kieran Ingram, proceeds to go to Air Ambulance charity, all documents requested had been received.

161 **Other Reports** – to be handed to the Clerk for the next meeting on 17/07/2025 at the Emmanuel Centre, Cliffe Woods – None.

The meeting was closed at 20:52 and the Chair thanked everyone for attending

*Alex Jack, Clerk/PO, 07/07/2025*

Signed as a true record of proceedings:

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

## Appendix 1

	<b>Mar-25</b>	<b>List of Receipts and</b>		
<b>F&amp;GP: 8th April 2025</b>		<b>Payments</b>		
	<b>Income</b>			
		<b>Receipts Received</b>		
NatWest	Bank Interest	£78.85		
Allotment Tenants	Plot rent	£2,365.00		
Total Income		<b>£ 2,443.85</b>		
<b>Payee</b>	<b>Item Description</b>	<b>Payment amount</b>	<b>Type</b>	<b>Authority</b>
Hugofox Ltd	Half Yearly subscription	£ 287.86	BACS	Contractual
Timpson	Replacement container key	£ 9.00	DC	Delegated
Post Office	Stamps	£ 3.35	DC	Delegated
EDF	Electricity changing rooms	£ 215.50	DDR	Contractual
Toner Giant	Toner Pack	£ 186.26	DC	Delegated
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - March
Salaries	February		BACS	F&GP - March
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
SLCC	Locum Fees February	£ 1,039.90	BACS	Contractual
SLCC	Locum Fees January	£ 1,049.76	BACS	Contractual
Vonage	Telephone	£ 10.64	DC	Contractual
Total Expenditure		<b>£ 3,819.51</b>		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

## Appendix 2

	Apr-25	List of Receipts and		
F&GP: 6th May 2025		Payments		
	<b>Income</b>			
		<b>Receipts Received</b>		
NatWest	Bank Interest	£68.45		
Allotment Tenants	Plot rent	£1,324.50		
HMRC	VAT refund	£870.02		
Total Income		<b>£ 2,262.97</b>		
Payee	Item Description	Payment amount	Type	Authority
Village Voices	Job Advert	£ 120.00	BACS	Delegated
Cliffe Memorial Hall	VE Day event donation	£ 1,000.00	BACS	Council - March
Structural Steel	Buttway works	£ 3,803.44	BACS	Council - Nov
EDF	Electricity changing rooms	£ 203.03	DDR	Contractual
Structural Steel	Rec Ground works	£ 342.00	BACS	F&GP - April
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - April
Business Stream	Water charge (quarterly)	£ 343.46	DDR	Contractual
Salary costs	March		BACS	F&GP - April
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
SLCC	Locum Fees March	£ 1,108.44	BACS	Contractual
KALC	Annual Subscription	£ 1,998.96	BACS	F&GP - April
Simply Extinguishers	Fire safety	£ 168.75	BACS	F&GP- April
Morrisons	APM consumables	£ 11.79	DC	Delegated
HMRC	PAYE & NI - Dec to Feb	£ 847.11	DDR	Contractual
Rialtas	Software Package annual fees	£ 1,646.40	BACS	F&GP - April
Vonage	Telephone	£ 10.94	DC	Contractual
Total Expenditure		<b>£ 13,074.96</b>		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

## **Appendix 3**

# **CLIFFE AND CLIFFE WOODS PARISH COUNCIL**

**June 2025**

## **System of Internal Control to support Annual Governance Statement**

Cliffe and Cliffe Woods Parish Council (the Council) is a local authority funded by public money and is responsible for ensuring its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, used economically, efficiently and effectively.

In meeting this responsibility assurance is required that there is a sound system of internal control and that the Council's accountability framework is 'risk' based; proportionate to that risk and to the amounts of public money involved and to the stakeholders' need for assurance

## **The Purpose of the System of Internal Control**

The system of internal control is designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage those risks accordingly.

## **The Internal Control Environment**

### ***The Council:***

- appoints a Chairman to be responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful with the clerk's advice.
- reviews its obligations and objectives and approves budgets for the following year at its January meeting. This meeting also approves the level of precept for the following financial year.
- meets at least 4 times each year and monitors progress against its aims and objectives.

### ***The Clerk to the Council and the Responsible Financial Officer:***

- are appointed by the Council to act as the Council's advisors and administrators
- are responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks
- ensures that the council's procedures, control system and policies are adhered to.

### ***The Responsible Financial Officer:***

- is responsible for administering the council's finances

### ***Payroll Controls:***

- staff have a contract of employment with clear terms and conditions.
- Salary paid is to agree with that approved by the Council.
- PAYE is being properly operated by the Council as an employer and monthly submissions are made to HMRC under Real Time.

## **Appendix 3**

### ***Payments:***

- are reported to the Council for approval
- are authorised by two bank signatories
- are made via internet bank transfer

***Income:*** is banked in the Council's name in a timely manner and reported to the Council

**Risk Assessments (Risk Management)** - assessments are carried out in respect of actions, systems and controls are regularly reviewed.

**The Internal Audit** - is carried out by an independent Internal Auditor who reports to the Council on the adequacy of its records, procedures, systems, internal controls, regulations and risk management reviews.

**Standing Orders** - the Council has adopted the Model Standing Orders.

**Financial Regulations** - the Council has adopted the Model Financial Regulations and reviews updates as necessary each year.

**V.A.T.** - V.A.T. payments are identified, recorded and reclaimed.

**Asset Register** - the Council maintains a register of all material assets owned or in its care. The RFO to update as and when necessary and to be approved annually.

**Insurance** - The Council's insurance provision is reviewed annually and at the end of each contract period both in relation to its schedule of cover and also its value for money.

### **Code of Conduct:**

- Each member must sign an Acceptance of the Code and complete a Register of Interest form. Members to consider every item on the agenda and ensure that any interest is declared at the beginning of the meeting or before the matter is discussed.
- an item 'Declarations of Interest' will be placed on every agenda.

This document will be reviewed annually.