



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

Minutes of the Finance & General Purposes Committee Meeting held on 13th February 2024 at St Helen's House, Buttway Lane, Cliffe ME3 7QP.

F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Ken Kentell (Vice Chair), Barry Dibble, Sandra Fenney, Joan Darwell, Ray Letheren, Jim Wenban

Council Staff Present: Alex Jack – Clerk Proper Officer

1 Apologies for Absence

Cllr V Walton and Lissi Watt, Assistant Clerk & RFO sent apologies

2 Declarations of Interest

Cllr K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club

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 18th January 2024

It was resolved to accept the Minutes.

4 Matters Arising from Minutes of Prior Meeting

None.

5 Finance

a Month End Reports

Financial reports provided by the RFO to cover the prior months transactions and reconciliation were reviewed.

b Payments for Approval

None,

c PAYE Payments for Authorisation

It was proposed by Cllr B Dibble and seconded by Cllr R Letheren that the payroll payments as presented be authorised. **All agreed.**

d Other Financial Matters

i. Internal Audit

The RFO contacted the internal auditor for clarification regarding public attendance at Personnel Committee meetings and the reply was circulated to Councillors and discussed. It was proposed by Cllr B Dibble and seconded by Cllr R Letheren to recommend that in order to maintain confidentiality the Personnel Committee be changed to a Working Party at the next AGM. **All agreed.**

ii. Other financial matters arising

None.

6 Policy & Procedure Review

Financial Regulations – some Councillors had not received copies of the draft and review calendar. It was decided that in view of this and in the absence of the RFO these would be reviewed next month.

Action: Clerk to resend draft Financial Regulations and Review Calendar to F&GP Committee members.

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Council Assets

a Cliffe Allotments

i No issues

ii Mb Landscapes Ltd estimate

It was reported that a tree on the allotments required cutting back as it was close to the overhead power cables. Further to receipt of the estimate, Cllr R Wyatt made a site visit with UK Power Networks to survey the area and it was agreed that they would return and cut back 2 trees free of charge.

b Children's Play Area

The Clerk contacted Structural Steel Consultancy Ltd who advised the rear gate was in production and would be fitted in approx. 2 weeks. A photo of the gate has been requested beforehand so that finished colours can be decided. A meeting with Councillors will be arranged at time of fitting to discuss ideas on how to secure the Recreation Ground.

c Recreation Ground & Containers

Cllr R Wyatt advised that the rugby club had now removed boundary trees for gate access and cuttings had been placed behind their container, as requested.

i. Protecting the recreation ground

The Clerk advised there has been an article published in the February edition of Village Voices highlighting the current issues on the Recreation Ground.

ii. Funfair requests

The Clerk advised that both funfairs had requested to return this year and she had advised them that the issues with the pitch caused by Smiths Funfair last year were still not resolved. Councillors discussed the situation at length, and it was proposed by Cllr B Dibble and seconded by Cllr R Letheren to recommend that the pitches are left for a year to recover and not to allow the funfair to return this year; to be reviewed next year.

Action: Clerk to contact Norse about further remedial works.

iii. Request for Type 1 hardcore for approach road

Cllr P Clements requested 3 bags to fill potholes which will be laid by the allotment holders. This was agreed.

Action: Clerk to place order with supplier.

iv.

Impact of proposed sports field

This was discussed and possibilities noted.

d Other Parish Assets

None on this Agenda.

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Parish Events

a Guy Fawkes event income & expenditure event

The RFO circulated a spreadsheet received from Cllr J Darwell which was noted.

b D Day Landing event

Cllr J Darwell advised arrangements are well underway and will include a parade and possible beacon lighting. It was anticipated that the Recreation Ground could be used, however, due to the recommendation at item 7 c ii above, this would now need to be reviewed and decided at the next full PC meeting on 22/02/24.

c Cllr B Dibble advised that a summer fete was to be organised in Cliffe Woods to be held on 22/06/24.

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Planting of new trees in the Parish

Trees are available from the Woodland Trust but require regular maintenance in order to survive which cannot be guaranteed. Cllr K Kentell reported that the Cliffe Woods Community Trust continue to seek replacement of the trees removed by Esquire for the Woodlands Development in Cliffe Woods.

The meeting was closed at 20:32

Mrs Alex Jack, Clerk PO, 14/02/2024

Signed as a correct record of proceedings: Chair

Date: