



Cliffe and Cliffe Woods Parish Council

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

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Clerk/PO Mrs Alex Jack, RFO Mrs Helen Symmons
and Assistant Clerk Mrs Parveen Comparat

Minutes of the **ANNUAL PARISH COUNCIL MEETING** of Cliffe and Cliffe Woods Parish Council held at 7:00pm on Thursday 21st May 2026, at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX

MINUTES

Councillors present: David Bishop, Peter Clements, Barry Dibble, Chris Fribbins, Harry Johnson, Ken Kentell, Ray Letheren, Vivienne Walton, Jim Wenban, Robert Wyatt
Council staff present: Alex Jack, Clerk/PO, Helen Symmons, Clerk/RFO

- 1.0 **Election of Chair for 2026/2027**
Cllr Barry Dibble was nominated for Chair by Cllr R Wyatt, seconded by Cllr C Fribbins. Cllr B Dibble accepted the nomination. **ALL AGREED.**
Chair accepted the position and signed the Acceptance of Office form.
- 2.0 **Election of Vice Chair for 2026/2027**
Cllr Robert Wyatt for nominated for Vice Chair by Cllr B Dibble, seconded by Cllr D Bishop. Cllr R Wyatt accepted the nomination. **ALL AGREED.**
Vice Chair accepted the position and signed the Acceptance of Office form.
- 3.0 **Apologies for Absence**
Cllrs. J Darwell, F Harper, S McDermid sent apologies. The reasons for the apologies were given and it was proposed by Cllr K Kentell, seconded by Cllr R Wyatt that the apologies be accepted. **ALL AGREED.**
- 4.0 **Declarations of Interest**
Cllrs. C Fribbins, V Walton – Cliffe Woods Community Association
Cllrs. D Bishop, C Fribbins, K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust
- 5.0 **Approval of Minutes of Meeting held on 15/5/2025**
Proposed by Cllr R Wyatt, seconded by Cllr R Letheren, 6 in favour, 4 abstentions, **carried.**
- 6.0 **Matters Arising from Minutes of Meeting on 15/5/2025**
None.
- 7.0 **Confirmation of Committees for 2026/2027 (And Appointment of Members)**
The Chair is ex-officio on all committees. Chair to be selected at first committee meeting.
 - 7.1 Finance and General Purposes – Cllrs. B Dibble, H Johnson, K Kentell, R Letheren, J Wenban, R Wyatt. Proposed by Cllr B Dibble, seconded by Cllr J Wenban. **ALL AGREED.**
 - 7.2 Planning – Cllrs. C Fribbins, F Harper, K Kentell, J Wenban. Proposed by Cllr H Johnson seconded by Cllr P Clements. **ALL AGREED.**
 - 7.3 Personnel Panel – Cllrs. V Walton, J Wenban, R Wyatt. Proposed by Cllr H Johnson, seconded by Cllr D Bishop. **ALL AGREED.**
 - 7.4 Allotment Committee, Cliffe site and Cliffe Woods site – Cllrs. B Dibble, P Clements, R Wyatt. Proposed by Cllr D Bishop, seconded by Cllr C Fribbins. **ALL AGREED.**
 - 7.5 Footpaths and Common Land – Cllr H Johnson. Proposed by Cllr K Kentell, seconded by Cllr D Bishop. **ALL AGREED.**
 - 7.6 Website and Social/Digital Media – Cllrs. D Bishop, C Fribbins. Proposed by Cllr R Wyatt, seconded by Cllr P Clements. **ALL AGREED.**
 - 7.7 Health and Safety Advisor to the Parish Council – no nominations.
- 8.0 **Agreement of updated Standing Orders, Financial Regulations and Financial Regulations Terms of Reference** - Proposed by Cllr R Wyatt, seconded by Cllr K Kentell. **ALL AGREED.**
- 9.0 **Election of Representatives on Outside Bodies for 2026/2027**
 - 9.1 Medway Council Rural Liaison Committee – Cllr R Wyatt. Proposed by Cllr H Johnson, seconded by Cllr D Bishop. **AGREED.** Substitute representative as required – Cllr D Bishop. Proposed Cllr C Fribbins, seconded Cllr V Walton. **AGREED.**
 - 9.2 Kent Association of Parish Councils (KALC) Medway Area Committee – no nominations.
 - 9.3 Cliffe Memorial Hall Liaison – to be elected.

- 9.4 Cliffe Woods Community Association Liaison – Cllr V Walton. Proposed by Cllr K Kentell, seconded by Cllr R Wyatt. **AGREED.**
Cllrs. C Fribbins, F Harper, S McDermid are Management Trustees.
- 9.5 Brett's Liaison – Cllrs. C Fribbins, K Kentell, R Letheren, J Wenban. Proposed by Cllr D Bishop, seconded by Cllr R Wyatt. **AGREED.**
- 9.6 Patient Participation Group – to be elected.
- 9.7 Police Liaison – Cllr H Johnson. Proposed by Cllr B Dibble, seconded by Cllr R Letheren. **AGREED.**
- 9.8 Cliffe Village Fayre Committee – It was proposed by Cllr B Dibble to disband due to duplication with Cliffe Memorial Hall Liaison, seconded by Cllr V Walton. **ALL AGREED.**
- 10 **Confirmation of arrangements for insurance cover in respect of all insurable risks and review of fixed assets** – Councillors reviewed the Zurich Insurance and List of Assets reports which were **NOTED.**
- 11 **Agreement of the Council's and/or staff subscriptions to other bodies and annual payments** – Councillors reviewed the Annual Payments and Direct Debits reports. Proposed by Cllr R Wyatt, seconded by Cllr D Bishop. **ALL AGREED.**
- 12 **Confirmation the following Council's Procedures/Policies were reviewed with no revisions – NOTED.**
 - 12.1 Complaints Procedure
 - 12.2 Freedom of Information Procedure
 - 12.3 Data Protection Policy
 - 12.4 Social Media Policy
- 13 **Agreement of the date, time and venue of ordinary meetings of the Council up to and including the next annual meeting of the Council** – Proposed by Cllr H Johnson, seconded by Cllr R Wyatt. **ALL AGREED.**

The meeting ended at 19:35

Alex Jack, Clerk/PO
22/5/2026

Signed as a true record of proceedings:

Chair Date