



Cliffe and Cliffe Woods Parish Council

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

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Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

F&GP MINUTES 11TH FEBRUARY 2025

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

Council Staff Present Alex Jack (Clerk/PO), Helen Symmons (Locum RFO)

The meeting opened at 19.30

1 Apologies for Absence
None received

2 Declarations of Interest: Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
Cllr Darwell – Cliffe Memorial Hall
Cllr Kentell – Cliffe Bowls Club, wHoo Cares short mat 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 7th January 2024
Following a proposal (Cllr Dibble, seconded Cllr Fenney) the Committee **RESOLVED** the minutes which were signed by the Chair.

4 Matters Arising from Minutes of Prior Meeting
None

5 Finance and General Purposes

a. Month End Reports

Locum RFO advised on the reports which were reviewed. The Bank reconciliation for December 2024 will be presented to Council.

b. Payments for Approval

There were none presented:

c. PAYE Payments for Authorisation

RESOLVED January payroll amounts

d. Other Financial Matters

- i) Internal Control – **NOTED** that the Bank Reconciliation checks are in progress.
- ii) Receipts and Payments January 2025. The Committee **RESOLVED to recommend to Council.**
- iii) Bank Interest on credit balances – the report was **NOTED.**
- iv) Precept 2025-26 – the report was **NOTED.**
- v) EMR Parish Events – the report was **NOTED.** The balance has now been paid.

- e. **Advisory Matter for Council to consider**
 - i) Trees. **The Clerk will obtain quotes** for a tree survey on trees at the Recreation Ground, Allotment site and Buttway.
 - ii) Social and Digital Media. There was confusion regarding communication channels for Councillors. **The matter will be referred to full Council.**
 - iii) Kent County Council – Parish Council Support Scheme. It was established that the Parish Council did not qualify to apply for this funding.
 - iv) St Helen’s House outside lighting. Following a proposal (Cllr Wyatt, seconded Cllr Fenney) the Committee **RESOLVED** a solar light costing £22.99 would be purchased.

- f. **Council Policies for recommendation to Council to adopt**
 - i) Tree Management Policy – **RESOLVED to recommend to Council**
 - ii) Terms of Reference – **RESOLVED to recommend F&GP and Planning to Council.** The TOR for Personnel were **DEFERRED** to consider additional amendments.

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.

6 Personnel Matters

- i) Staffing – it was **NOTED** that the annual appraisal for the Clerk was in progress.

The meeting closed at 20.30

Minute taker: H Symmons, Locum RFO

Signed as a true record of proceedings:

Chair

Date