



Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Clerk/PO Mrs Alex Jack and RFO Mrs Helen Symmons

Minutes of the **ANNUAL PARISH COUNCIL MEETING** of Cliffe and Cliffe Woods Parish Council held on Thursday 15th May 2025, at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX

MINUTES

Councillors present: Barry Dibble, Robert Wyatt, Chris Fribbins, Sandra Fenney, Vivienne Walton, Peter Clements, Jim Wenban, Faith Evers, Joan Darwell
 Council staff present: Alex Jack, Clerk/PO

- 1.0 **Election of Chair for 2025/2026**
 Cllr Barry Dibble was nominated for Chair by Cllr V Walton, seconded by Cllr R Wyatt. 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 2025/2026**
 Cllr Robert Wyatt was nominated for Vice Chair by Cllr V Walton, seconded by Cllr C Fribbins. 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. K Kentell, S McDermid, R Letheren, D Bishop, F Harper sent apologies. The reasons for the apologies were given and it was proposed by Cllr C Fribbins, 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, Cliffe and Cliffe Woods Community Trust, Cllr J Darwell – Cliffe Memorial Hall
- 5.0 **Approval of Minutes of Meeting held on 16/5/2024**
 Proposed by Cllr R Wyatt, seconded by Cllr V Walton, **ALL AGREED.**
- 6.0 **Matters Arising from Minutes of Meeting on 16/5/2024**
 None.
- 7.0 **Confirmation of Committees for 2025/2026 (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. R Wyatt, J Darwell, B Dibble, S Fenney, K Kentell, R Letheren, J Wenban. Proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **ALL AGREED.**
- 7.2 **Planning** – Cllrs. C Fribbins, F Harper, K Kentell, S McDermid, J Wenban. Proposed by Cllr V Walton, seconded by Cllr R Wyatt, **ALL AGREED.**
- 7.3 **Personnel Panel** – Cllrs. S Fenney, V Walton, J Wenban, R Wyatt. Proposed by Cllr B Dibble, seconded by Cllr F Evers, **ALL AGREED.**
- 7.4 **Allotment Committee** – Cllrs. P Clements, R Wyatt. Proposed by Cllr B Dibble, seconded by Cllr F Evers, **ALL AGREED.**
- 7.5 **Footpaths and Common Land** – Cllr R Wyatt Proposed by Cllr F Evers, seconded by Cllr S Fenney, **ALL AGREED.**
- 7.6 **Cliffe Village Fayre Committee** – Cllrs. J Darwell, S Fenney. Proposed by Cllr F Evers, seconded by Cllr. R Wyatt, **ALL AGREED.**
- 7.7 **Website and Social/Digital Media** – Cllrs. D Bishop, C Fribbins. Proposed by Cllr R Wyatt, seconded by Cllr F Evers, **ALL AGREED.**
- 7.8 **Health and Safety Advisor to the Parish Council** – no nominations. It was proposed by Cllr B Dibble that this be outsourced as required.
- 8.0 **Agreement of updated Standing Orders and Financial Regulations**
 Standing Orders - proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **ALL AGREED.**
 Financial Regulations - proposed by Cllr R Wyatt, seconded by Cllr F Evers, **ALL AGREED.**
- 9.0 **Election of Representatives on Outside Bodies for 2025/2026**
- 9.1 **Medway Council Rural Liaison Committee** – Cllr R Wyatt. Proposed by Cllr V Walton, seconded by Cllr C Fribbins, **ALL AGREED.**
- 9.2 **Kent Association of Parish Councils (KALC) Medway Area Committee** – to be advised.

- 9.3 **Cliffe Memorial Hall Liaison** – Cllr J Darwell. Proposed by Cllr V Walton, seconded by Cllr F Evers, 8 in favour, 1 abstention, **AGREED.**
- 9.4 **Cliffe Woods Community Association Liaison** – Cllr V Walton. Proposed by Cllr B Dibble, seconded by Cllr S Fenney, 8 in favour, 1 abstention, **AGREED.**
- 9.5 **Brett’s Liaison** – Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban. Proposed by Cllr C Fribbins, seconded by Cllr F Evers, **ALL AGREED.**
- 9.6 **Patient Participation Group** – Cllrs. S Fenney, S McDermid. Proposed by Cllr V Walton, seconded by Cllr J Wenban, **ALL AGREED.**
- 10 **Confirmation of arrangements for insurance cover in respect of all insurable risks**
Clerk/PO advised cover provided by Zurich Insurance under a long term agreement until 1/10/2027, **NOTED.**
- 11 **Agreement of the Council’s and/or staff subscriptions to other bodies**
Councillors reviewed the Annual Payment and Direct Debit report and with the addition of the National Allotment Society it was proposed by Cllr R Wyatt, seconded by Cllr C Fribbins, **ALL AGREED.**
- 12 **Agreement of updated Council’s Procedures/Policies**
 - 12.1 **Complaints Procedure** – Proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **ALL AGREED.**
 - 12.2 **Freedom of Information Procedure** – Proposed by Cllr R Wyatt, seconded by Cllr C Fribbins, **ALL AGREED.**
 - 12.3 **Data Protection Policy** – Proposed by Cllr J Wenban, seconded by Cllr V Walton, **ALL AGREED.**
 - 12.4 **Social Media Policy** – Proposed by Cllr F Evers, seconded by Cllr S Fenney, **ALL AGREED.**
- 13 **Confirmation 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 R Wyatt, seconded by Cllr J Wenban to defer a decision until the next full Council meeting when more Councillors would be present, 8 in favour, 1 abstention, **AGREED.** Cllr B Dibble raised a proposal for a summer and winter recess of the full Council meetings (suggested as the August and December meetings), to be considered at the next full Council meeting.

The meeting was closed at 19.50

Alex Jack, Clerk/PO16/5/2025

Signed as a true record of proceedings:

Chair

Date

Committees & Members 2025/26**Finance & General Purposes**

Joan Darwell, Barry Dibble, Sandra Fenney, Ken Kentell, Ray Letheren, Jim Wenban, Robert Wyatt
Clerk/RFO and Clerk/PO both attend

Planning

Chris Fribbins, Fred Harper, Ken Kentell, Sue McDermid, Jim Wenban

Personnel Panel

Sandra Fenney, Vivienne Walton, Jim Wenban, Robert Wyatt

Allotments

Peter Clements, Robert Wyatt

Footpaths and Common Land

Robert Wyatt

Cliffe Village Fayre Advisory Committee

Joan Darwell

Social and Digital Media

David Bishop, Chris Fribbins

Health and Safety Councillor (review and advise of risk assessment and procedure)

None

Representatives on Outside Bodies Representing the Parish**Medway Council Rural Liaison Committee**

Robert Wyatt

KALC and Medway Area Committee

tba

Cliffe Memorial Hall Liaison

Joan Darwell, Sandra Fenney

Cliffe Woods Community Association Liaison

Vivienne Walton

Chris Fribbins is a Management Trustee

Cliffe & Cliffe Woods Community Trust (non-councillors can also be appointed)

David Bishop, Chris Fribbins, Ken Kentell, Vivienne Walton

Brett's Liaison Group

Joan Darwell, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid, Jim Wenban

Patient Participation Group

Sandra Fenney, Sue McDermid