



# 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 & Miss Lissi Watt, Assistant Clerk/RFO

Minutes of the **Annual Parish Council Meeting** of Cliffe and Cliffe Woods Parish Council held on Thursday 16<sup>th</sup> May 2024, 7.00pm at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX

## MINUTES

Councillors Present: Barry Dibble, Robert Wyatt, Chris Fribbins, Sandra Fenney, Ken Kentell, Sue McDermid, Ray Letheren, Vivienne Walton, Peter Clements, Jim Wenban

Council Staff Present: Alex Jack – Clerk PO

- 1.0 **Election of Chair for 2024/2025**  
Cllr Barry Dibble was nominated for Chair by Cllr V Walton, seconded by Cllr S Fenney. Cllr Dibble accepted the nomination, 8 for, 1 abstention, **AGREED**.  
Chair accepted the position and signed the acceptance of office form.
- 2.0 **Apologies for Absence**  
Cllr A Cooper has resigned. Cllrs F Harper and J Darwell sent apologies which were accepted.
- 3.0 **Declarations of Interest**  
Cllrs C Fribbins, V Walton – Cliffe Woods Community Association, Cllrs. K Kentell, C Fribbins, V Walton – Cliffe and Cliffe Woods Community Trust, Cllr K Kentell – Cliffe Bowls Club
- 4.0 **Election of Vice Chair for 2024/25**  
Cllr V Walton nominated Cllr R Wyatt for Vice Chair, seconded by Cllr K Kentell. Cllr R Wyatt accepted the nomination, 8 for, 1 abstention, **AGREED**  
Vice Chair accepted the position and signed the acceptance of office form.
- 5.0 **Confirmation of Committees for 2024/25 (and Appointment of Members)**  
The Chair is ex-officio on all committees. Chair of committees to be selected at first committee meeting.
  - 5.1 **Finance and General Purposes** – Cllrs R Wyatt, J Darwell, B Dibble, S Fenney, K Kentell, J Wenban, R Letheren This was proposed by Cllr R Wyatt, seconded by Cllr K Kentell, 8 for, 1 abstention, **AGREED**
  - 5.2 **Quarter 1,2,3 Internal Review/Audit** – Cllr C Fribbins. This was proposed by Cllr V Walton, seconded by Cllr S McDermid, **ALL AGREED**
  - 5.3 **Planning** – Cllrs C Fribbins, F Harper, J Wenban, S McDermid, K Kentell This was proposed by Cllr R Wyatt, seconded by Cllr S Fenney, **ALL AGREED**
  - 5.4 **Personnel Advisory Committee, to be renamed Personnel Panel** - Cllrs S Fenney, V Walton and R Wyatt. This was proposed by Cllr K Kentell, seconded by Cllr McDermid, **ALL AGREED**

- 5.5 **Allotments** – Cllrs P Clements, R Wyatt. This was proposed by Cllr K Kentell, seconded by Cllr C Fribbins, **ALL AGREED**
- 5.6 **Footpaths and Common Land** – Cllr R Wyatt (*with Floss*). This was proposed by Cllr C Fribbins, seconded by Cllr V Walton, **ALL AGREED**
- 5.7 **Cliffe Village Fayre Advisory Committee** – Cllr J Darwell. This was proposed by Cllr K Kentell, seconded by Cllr V Walton, **ALL AGREED**
- 5.8 **Health and Safety Advisor to the Parish Council** - None
- 6.0 **Election of Representatives on Outside Bodies for 2024/2025**
- 6.1 **Kent Association of Local Councils (KALC) Medway Area Committee** – Cllrs S McDermid and F Harper. This was proposed by Cllr K Kentell, seconded by Cllr R Letheren, **ALL AGREED**
- 6.2 **Police Liaison/PACT** – to be dissolved. This was proposed by Cllr B Dibble, seconded by Cllr R Wyatt, **ALL AGREED**
- 6.3 **Medway Council Rural Liaison Committee** – Cllr R Wyatt. This was proposed by Cllr V Walton, seconded by Cllr S McDermid, **ALL AGREED**
- 6.4 **Cliffe Memorial Hall Liaison** – Cllr J Darwell. This was proposed by Cllr C Fribbins, seconded by Cllr V Walton, **ALL AGREED**
- 6.5 **Cliffe Woods Community Association Liaison** – Cllr V Walton. This was proposed by Cllr S McDermid, seconded by Cllr K Kentell, **ALL AGREED**. Cllr C Fribbins is a Management Trustee.
- 6.6 **Cliffe and Cliffe Woods Community Trust** – Cllrs K Kentell, C Fribbins, V Walton are current appointees and their positions do not need renewal.
- 6.7 **Bretts Liaison** – Cllrs J Wenban, J Darwell, S McDermid, C Fribbins, K Kentell, R Letheren. This was proposed by Cllr R Wyatt, seconded by Cllr C Fribbins, **ALL AGREED**
- 7.0 **Agreement of updated Parish Council Policies for 2024/2025**
- 7.1 **Standing Orders** – This was proposed by Cllr R Wyatt, seconded by Cllr K Kentell, **ALL AGREED**.
- 7.2 **Grant Awarding Policy and Terms** – This was proposed by Cllr V Walton, seconded by Cllr J Wenban, **ALL AGREED**.
- 7.3 **Local Event Grant Application Form** - This was proposed by Cllr K Kentell, seconded by Cllr V Walton, **ALL AGREED**.

The meeting was closed at 19.30

Mrs Alex Jack, Clerk PO, 17/05/2024

Signed as a correct record of proceedings:

Chair:

Date: