



# Cliffe and Cliffe Woods Parish Council

42 Quickrells Avenue, Cliffe, Rochester, Kent ME3 7RB

[www.cliffeandcliffewoods-pc.gov.uk](http://www.cliffeandcliffewoods-pc.gov.uk)

☎ 01634 566166

✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

To all Parish Councillors, you are summoned to attend an extraordinary meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 29th September 2022 in the Emmanuel Centre, Parkside, Cliffe Woods at 19:30.**

## AGENDA

As this is the first meeting of the Parish Council since the death of Queen Elizabeth II there will be a 2-minute silence for attendees to remember her at the start of the meeting.

- 1.0 **Apologies for Absence**
- 2.0 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils. *A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.*
- 3.0 **Election of Vice Chair of C&CWPC** – Interested councillors can contact the Clerk PO/Chair for more information about the role and responsibilities.
- 4.0 **Appointment of Clerk (Proper Officer)** – Following the resignation of the Chris Fribbins as Clerk (PO), the Parish Council will receive a report from the Chair on discussions held with Mrs Alex Jack and any other applications/interest shown. The Parish Council is asked to agree next steps, including possible appointment of Mrs Alex Jack (who was previously the Proper Officer before her resignation and Chris Fribbins taking over).  
  
Chris has indicated that he would be willing to extend his notice period in the role to ensure a suitable handover to the new Clerk (PO) and to continue support as necessary (and has indicated that he will offer himself for co-option as a Parish Councillor when the notice period has completed).
- 5.0 **Replacement Tube Heaters and outside PIR Lighting, Cliffe Changing Rooms**  
Approval sought for quote to install replacement tube heaters and outside PIR lighting (Evenings are now drawing in) – Clerk (RFO) will distribute details.
- 6.0 **Provision of Bird Boxes for Cliffe and Cliffe Woods.**  
Due to the cancellation of the September Parish Council meeting, the Chair reports that he authorised Cllr Darwell to spend no more than £300 on materials for bird boxes, under delegated powers due to the Boot Fair/Event at the Memorial Hall, Cliffe was to take place before the next Parish Council meeting– To Note.

Chris Fribbins (Clerk Proper Officer) 23<sup>rd</sup> September 2022