



## **Minutes of Extraordinary Meeting held Thursday 29<sup>th</sup> September 2022**

### **The Emmanuel Centre, Cliffe Woods**

**PRESENT:** Cllrs Barry Dibble (Chair, BD), Robert Wyatt (RW), Vivienne Walton (VW), Joan Darwell (JD), Peter Moore (PM), Ken Kentell (KK), Jim Wenban (JW), Sandra Fenney (SF) And Ray Letheren (RL)

Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)  
The meeting opened at 7.30

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.

#### **64. Apologies for Absence**

Apologies were received from Cllrs Fred Harper (Holiday), Sue McDermid (Holiday), Peter Clements (Holiday) and Annette Cooper (Unwell).

These were proposed to be accepted by Cllr VW, seconded by Cllr KK and ALL AGREED

#### **65. 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. There were no declarations of interest.

#### **66. Election of Vice Chair of C&CWPC –**

Interested councillors can contact the Clerk PO/Chair for more information about the role and responsibilities.

Cllr BD reported that he had spoken to Cllr RW about the position, and he was happy to stand as vice-chair. This was proposed for Cllr RW to be vice chair by Cllr VW, seconded by Cllr JW and ALL AGREED.

#### **67. 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).

Cllr SF proposed that Clerk PO leaves the room whilst discussions took place, this was seconded by Cllr JW- 4 AGREE, 4 AGAINST AND 1 ABSTENSION- CHAIR HAD CASTING VOTE, Clerk PO stayed in room.

Cllr BD gave the report on the recent interview with Alex Jack. It was proposed by Cllr VW that Alex Jack is formally offered the position, this was seconded by Cllr RW and ALL AGREED.

Clerk PO was asked to leave the meeting room at this point as salaries were going to be discussed. Upon the appointment of Alex Jack, salaries were also spoken about. There were two options proposed at the meeting

- Option 1- Alex to receive the lower Ic2 Scale and upon completion of 6 months' probation this would rise by 2 scale points. All home allowance and mileage to remain the same as current amounts
- Option 2- Alex to receive same salary as current Clerk PO and upon completion of 6 months' probation rise 2 scale points. All Home Allowance and mileage to remain the same as current amounts.

Cllr JW proposed option 2, this was seconded by Cllr KK and ALL AGREED.

Clerk RFO was asked to leave the meeting room at this point as salaries and home allowance was going to be discussed for the RFO role.

When considering the new budget for the 2022-23 financial year it was discussed that Clerk RFO's salary be increased, including the home allowance to £40 per month. There is stipulations with this agreement in that Clerk RFO shall complete the CILCA training. This was proposed by Cllr BD, seconded by Cllr JW and ALL AGREED.

Clerk PO and RFO re-entered the meeting room.

#### **68. 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.

This was deferred to the F+GP Committee on the 04.10.2022

#### **69. 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– NOTED

The meeting ended at 20:25