

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 4th April 2019 at 7.30pm.

***Councillors present: Andrews
Chambers
Counsell
Fray
Hipsey
Pearce
Pratt
Rees
Sands
Savage
Shepperd
Williams***

Also: Parish Clerk and members of the public.

The meeting was chaired by Councillor Williams.

1. Apologies.

Apologies were received from Cllrs Tildesley, Perfect and Gatfield.

2. Declaration of Interests.

No interests were declared.

3. Minutes of the previous meeting.

The Minutes of the previous meeting were circulated to all present. It was proposed by Cllr Andrews to accept these as a true record, this was seconded by Cllr Rees and agreed by all present.

The approved Minutes were then signed and dated by the Chairman.

4. Matters arising from the Minutes.

FOI request to Medway Council regarding the housing bonus – the Clerk reported that she had received an acknowledgment from Medway Council regarding this.

The Chairman welcomed Medway Council Operations Manager for Festivals and Events, Sammi Pople to the meeting to speak on the Focus On Event to be held in the Parish on 21st September 2019.

Sammi Pople informed members that the event was organised as part of the 20-year celebrations of Medway Council in 2018, this had been a success and was being organised again in 2019. She confirmed that Hoo had been selected, it was a free community event and they were seeking the involvement of the local community and community groups.

Cllr Sands raised concerns that this event was being held on the same day as the Annual Ploughing Match.

Cllr Savage asked if the date could be moved for future years to prevent it clashing with the Ploughing Match. Sammi Pople stated that they would work around them next year.

The Chairman thanked the Officers from Medway Council for attending the meeting.

5. Public Question Time.

A resident attended the meeting to speak about the boundary fence for Pottery Road Recreation Ground that was damaged.

Cllr Rees stated that she would check the deed to ensure that it was the PC responsibility.

Cllr Williams stated that he would liaise with the Parish Chairman regarding this matter to establish the current situation.

Action: Cllr Williams to liaise with Parish Chairman.

A resident raised concerns about an issue with a pond near to the development at Hoo Common.

Cllr Sands spoke regarding this matter and stated that he and Cllr Fray attended the site following a complaint by a resident regarding the developer filling the pond in and felling trees. He stated that Planning Enforcement had attended the site, and this had been stopped.

He confirmed that under the planning approval the pond was to remain.

Cllr Sands spoke regarding the Pavillion at the site and the suggestion that the Parish Council take on the responsibility for this as a community building. He stated that he would investigate this suggestion and keep members informed.

A resident raised concerns about the Parish Councils plans to create a Wardens Compound on Pottery Road Recreation Ground. She stated that the strength of feeling was that there would be objections to the plans from residents living in the area.

Cllr Williams stated that the Warden needed an area to store his equipment and there were plans to fence around the old infants play area to accommodate a small container, planting area and skip. He stated that planning approval was needed, and the PC would be submitting a planning application in the future.

Concerns were raised regarding motorcycles entering the PC Recreation Grounds. Cllr Fray stated that this was an issue at Kingshill Recreation Ground.

This was discussed by members and it was agreed that this matter would be referred to the Environment Committee to undertake a review of the security of the Recreation Grounds.

It was also agreed that the Clerk would make the police aware of the problem at the Recreation Grounds.

Action: Refer Recreation Ground security to Environment Committee.

Action: Inform police of issue with motorbikes at Recreation Grounds.

6. Urgent Matters.

No matters were raised.

7. Chairman's Report.

Cllr Williams reported that the Chairman had met with Norse to discuss the damage caused to Hoo Common, he stated that the ground was too wet to repair at present, however this would be undertaken as soon as possible. He confirmed that the Warden was inspection this on a daily basis and the damaged area was fenced.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

9. Public Meeting with Kelly Tolhurst MP.

Cllr Williams confirmed that the Public Meeting with Kelly Tolhurst MP had been arranged for 18th April 2019 at 7.30pm.

The arrangements for the meeting were discussed by members. It was agreed that Cllr Sands would Chair the meeting.

10. Ward Councillors Report.

Ward Councillor Roy Freshwater gave a report to the meeting.

He raised concerns about the GP services on the Peninsula and a discussion took place regarding the shortage of GPs in Medway.

11. Neighbourhood Plan Report.

Neighbourhood Plan Chairman, Elaine Cutting gave a report on the progress of the NHP.

She reported that consultant Jim Boot had attended the NHP meeting to give a presentation, he was currently working with other parishes on the Peninsula on their NHP's.

She stated that the group was looking at heritage sites in the parish and they were looking to put together a list of heritage sites to try to have them protected by Medway Council.

She stated that the NHP Group was networking in the Parish to gain the views of the local community and they were holding consultation days around the Parish.

It was reported that the next meeting was due to take place on 24th April at 7pm in the Church.

12. Police Matters.

It was reported that there was an issue with youths causing problems in the village on motorbikes.

A discussion took place regarding the police attendance at PC meetings.

Elaine Cutting stated that she was in the process of setting up a PACT Meeting in the parish and the date of this would be advertised in the local press.

13. Monthly Financial Statement.

The Financial Statement was circulated to all members.

This was proposed by Cllr Savage, seconded by Cllr Fray, and agreed by all present.

The approved cheques were then signed by two authorised signatories and signed authority was given to the Clerk to process the BACS payment as identified on the financial statement

14. Grant Requests.

Members considered a Grant Application from the Hoo In Bloom Group.

It was proposed by Cllr Savage to give a grant of £90 to the Hoo in Bloom Group, this was seconded by Cllr Rees and agreed by all present.

Cllrs Fray and Pearce declared an interest in this item and withdrew from voting.

Action: Clerk to arrange payment of the approved grant.

15. Finance Audit and General Purposes Committee:**a. To approve the minutes from the Finance, Audit and General Purposes Committee Meeting.**

The minutes from the FA&GP Committee held on 21st March 2019 were approved by members. Copy attached.

b. To consider the recommendations from the FA&GP Meeting.Parish Van

Recommendation from FA&GP Committee: PC to purchase a new Ford Connect Van – details as circulated.

If approved members to agree to a cheque of £250 being drawn up for the deposit to secure the van.

It was proposed by Cllr Andrews to accept the recommendation and progress with the purchase of the new Parish Van, this was seconded by Cllr Sands and agreed by all present.

It was further agreed that a cheque for £250 would be raised for the van deposit.

Action: Clerk to action.

Old play equipment removal

Recommendation: PC to accept the quotation for the removal of the old play equipment at a cost of £634.00.

It was proposed by Cllr Fray to accept this recommendation, this was seconded by Cllr Pearce and agreed by all present.

Action: Clerk to action.

16. Environmental Committee**a. To consider environmental matters within the Parish.**

It was noted that the next meeting of the Environmental Committee would be held on 25th April 2019 at 2pm.

b. Focus On event at Pottery Road Recreation Ground 21st September 2019.

No further matters were raised.

17. Planning Committee:**a. To consider planning applications received.**

MC/19/0602 33 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9AA

Construction of a part two storey part single storey rear extension and vehicular crossover to front (demolition of existing rear projection)

No Objections.

MC/19/0596 Eschol Farm, Jacobs Lane, Hoo St Werburgh, Rochester, Medway
Construction of a single storey side/rear extension including dormer window
within roof space
No Objections.

b. To consider other Planning Matters.

Cllr Sands spoke regarding the problems relating to the Amazon site, he stated that there were issues with parking and human excrement in the area.

He reported that he had met with Medway Councillor Phil Filmer and the issue appeared to be that yellow lines had been placed around the Amazon site and preventing parking, he confirmed that Amazon had good driver facilities on site.

He stated that Medway Council had put portable toilets in areas to ease the issue with waste, however there were still issues on the Old Ratcliffe Highway.

He suggested that the Parish Council writes a letter to Amazon regarding the double yellow lines at their facility.

Action: Clerk to Action.

18. New Village Hall Project Committee.

Cllr Williams stated that an initial meeting of the Village Hall Committee had taken place and the notes from the meeting would be circulated to all at the next meeting.

19. Parish Council Elections.

This matter was noted by members.

20. Annual Meeting of the Parish.

It was agreed that the Annual Meeting of the Parish would be held at 7am on 9th May 2019.

21. Urgent Items.

Cllr Williams stated that Councillor Andrews, Shepperd and Gatfield were not standing for re-election and therefore this was their last meeting with the PC.

On behalf of all members, he thanked them for their work and service to the Parish Council.

22. Date of next meeting.

9th May 2019.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.00pm.

Signed.....

Chairman

Dated.....

Hoo St Werburgh Parish Council
Minutes from Finance, Audit and General Purposes Committee
Held in Pottery Road Meeting Room on Thursday 21st March 2019 at 2.00pm

Councillors Present: Williams
Sands
Fray
Counsell
Hipsey
Tildesley
Savage

Also, Present: Parish Clerk.

CLlr Tildesley chaired the meeting.

1. Apologies.

No apologies were received.

2. Declaration of Interests.

No interests were declared.

3. Parish Wardens Van.

The Chairman stated that following the last Parish Council Meeting it was agreed that the Parish Council needed to consider the options for the replacement of the Parish Wardens Van. This matter had now been referred to the Finance, Audit and General Purposes Committee to enable the options to be considered and a recommendation to be put to Full Council.

Members were circulated with options for new replacement vans. This covered various models of petrol, diesel and electric vans and their costings.

These were considered and discussed by all present.

It was proposed by Cllr Williams that the Parish Council puts forward the Ford Connect as a recommendation for the new Wardens Van. This was seconded by Cllr Hipsey and agreed by all present, with the exception of Cllr Savage who abstained from voting.

It was therefore agreed that a recommendation would be put to Full Council to purchase the Ford Connect Van – cost as attached.

It was further agreed that the following extras would also be recommended:

- Lining of van
- Roof rack
- Tow bar
- Sign writing

The Chairman stated that if the recommendation was accepted and approved by the Parish Council, then a deposit of £250 was needed to secure the van.

Recommendation: PC to purchase a new Ford Connect Van as attached, with the above extras. If approved members to agree to a cheque of £250 being drawn up for the deposit to secure the van.

4. Other Matters

Old Infants Play Equipment.

Cllr Tildesley stated that following the last meeting Cllr Williams had been trying to find a Scrap Metal Company to remove the old play equipment, however this had not been successful.

He stated that he had received a quotation from a builder to remove the equipment and fill the holes for the sum of £400.

This was discussed and it was agreed that this should be put to the Full Council for approval.

Recommendation: to accept the quotation to remove the play equipment.

Damage to Hoo Common.

The Chairman reported that Norse equipment had got stuck on Hoo Common whilst undertaking maintenance, causing damage to the land.

He stated that he had been in contact with Norse regarding the damage and they had fenced the area, and this would be reinstated as soon as the weather was better.

He confirmed that a risk assessment had been completed by the Parish Council and the Parish Warden was inspecting this on a regular basis. It was anticipated that this would be reinstated within the next few weeks.

The meeting was closed at 2.30pm