

**The Minutes of the Statutory Annual Meeting of Hoo Saint Werburgh Parish Council  
Held in the Village Hall, Pottery Road, Hoo on Thursday 12th May 2016 at 7.30pm.**

***Councillors present: Chambers  
Counsell  
Gatfield  
Hipsey  
Pearce  
Pratt  
Sands  
Shepperd  
Tildesley  
Williams***

***Also: Parish Clerk and members of the public.***

***The meeting was chaired by Councillor Tildesley.***

**1. To elect a Chairman.**

It was proposed by Cllr Chambers to elect Cllr Tildesley as Chairman, this was seconded by Cllr Williams and agreed by all present.

Cllr Tildesley accepted this role and took the Chair.

**2. Elected Chairman to sign Declaration of Acceptance of Office.**

The elected Chairman signed his Declaration of Acceptance of Office.

**3. Apologies.**

Apologies were received Cllrs Perfect, Singleton, Rees, Andrews.

**4. To elect a Vice Chairman.**

It was proposed by Cllr Tildesley to elect Cllr Williams as Vice Chairman, this was seconded by Cllr Chambers and agreed by all present.

Cllr Williams accepted this role.

**5. To appoint Committees, Representatives to Outside Bodies and other appointments.**

**Planning Committee**

Cllr. Sands - Chairman

Cllr. Rees

Cllr. Shepperd

Cllr. Hipsey

Cllr Williams

**Finance & General Purposes Committee**

Cllr. Counsell  
 Cllr. Hipsey  
 Cllr Sands  
 Cllr Perfect  
 Cllr. Pratt

**Recreation Grounds Committee**

Cllr. Chambers  
 Cllr. Tildesley  
 Cllr. Sands  
 Cllr. Pratt  
 Cllr. Williams

**Allotments Committee**

Cllr. Rees  
 Cllr. Andrews  
 Cllr. Perfect  
 Cllr. M Pearce

**Representatives for Outside Bodies**

Rural Liaison	Cllr. Tildesley
Footpaths	Cllr. Rees, Tildesley & Gatfield
Village Hall	Cllr. Chambers, Shepperd & Pratt
Police Liaison	Cllr. Gatfield, Chambers
Tree Warden	Cllr Andrews & Cllr. Pearce
Public Transport	Cllr. Counsell & Gatfield
KALC	Cllr. Rees, Tildesley & Pratt (Reserve Cllr Chambers)

Members discussed the Planning Committee and it was agreed that a Committee of five Councillors would be set up to deal with planning applications effectively and within the timescales set by Medway Council.

It was proposed that the Cllr Sands would be Chairman of this Committee.

It was proposed by Cllr Shepperd to accept the report as agreed, this was seconded by Cllr Williams and agreed by all present.

**6. Declaration of Interests.**

No interests were declared

**7. Minutes of the previous meeting.**

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

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

**8. Matters arising from the Minutes.**

There were no matters arising.

**9. Urgent Matters.**

No urgent matters were raised.

**10. Parish Councillor Vacancy.**

The Clerk informed members that a Councillor vacancy had now been declared due to the sad loss of Councillor Lionel Pearce. She stated that the first Statutory Notice was due to be displayed and Medway Council had now been informed of the vacancy.

**11. Chairman's Report.**

No matters were reported.

**12. Clerks Report.**

The Clerks Report was noted and accepted by members.

**13. Police Report.**

No matters were raised.

**14. Public Question Time.**

A member of the public reported that children had been using catapults to smash the lampposts at Rivenhall Way. Cllr Gatfield stated that she would raise this with the police and asked them to patrol the area.

***Action: Cllr Gatfield to progress.***

**15. Financial Statement.**

The Financial Statement was circulated to all members.

The financial statement was then proposed by Cllr Counsell, seconded by Cllr Williams and agreed by all present.

The approved cheques were then signed by two authorised signatories.

**16. 2015/2016 Accounts and Annual Return.**

The 2015/2016 Annual Accounts and Return were circulated to Members for approval.

These were noted and approved by members, proposed by Cllr Williams seconded by Cllr Chambers and agreed by all present.

The Chairman signed the Accounts and Annual Return.

**17. Chairman's Communication.**

The Clerk suggested that the Parish Chairman had an iPad with a sim card to enable effective communication with members of the Parish Council and the Parish Clerk. This was discussed and it was proposed that the Clerk purchase an iPad, SIM card and insurance for the Chairman's use.

(Pearce/Hipsey)

***Action: Clerk and Cllr Pearce to progress.***

**18. Land for use as a Burial-Ground.**

The Clerk informed Members that the planning application for the burial ground had been approved by Medway Council.

*The meeting was adjourned at 8:08 PM for refreshments.*

*The meeting was reconvened at 8:23 PM.*

**19. Planning Matters.**

**MC/16/1724      2 FARM COTTAGES, LODGE HILL LANE, CHATTENDEN, ROCHESTER, ME3 8NS**  
Construction of a part single storey front/part two storey side/rear extension -  
demolition of existing side projection

Cllr Sands suggested that the planning committee should meet informally at 7 PM before each Parish Council meeting to discuss any outstanding planning applications. This was agreed by all present.

**20. Parish Council Notice Boards.**

The Parish Council notice boards were discussed by members and it was agreed that the two existing notice boards in the Village Centre should be refurbished and three additional notice boards placed at Chattenden, Fourwents and Pottery Road should be purchased.

It was agreed that the Clerk should seek quotations for this work.

**Action: Clerk to progress.**

**21. Parish Council Website.**

Members discussed the Parish Council's website and it was agreed that there was a need to have a new effective website designed for the Parish Council to enable the required information to be displayed correctly. It was agreed that quotations for this work should be sought by the Parish Council.

**Action: Clerk to progress.**

**22. Allotments.**

The Clerk reported that there was a problem with the fence at the Allotments and a quotation had been sought to repair this for £195 from West Sole Fencing.

It was proposed by Cllr Williams to accept this quotation, this was seconded by Cllr Pratt and agreed by all present.

**Action: Clerk to except quotation and have work progressed.**

**23. Village Signage.**

Cllr Tildesley stated that this matter was being progressed by Medway Council.

**24. Provision of All Inclusive Play Equipment.**

Cllr Sands informed members that the Tesco Community Fund Grant would be paid into the Parish Council's bank account in the near future and it was likely that the equipment would be installed by August 2016. He stated that this would now include the safety surfacing.

**25. The Brook.**

The Chairman reported that a large tree in The Brook had now been removed.

He spoke regarding the landslides along the Brook footpath and stated that work now needed to be undertaken to reinstate the footpath as a matter of Health and Safety.

He stated that he had been in contact with the Hoo Institute and quotations had been sought to undertake this work.

He informed members that this was specialist work and a quotation had been received to reinstate 15 m of the footpath for the sum of £3105.

He explained how the footpath would be reinstated and why this method would be effective and environmentally friendly.

This was discussed and it was agreed that the quotation should be accepted. (Chambers/Gatfield).

Members agreed that a further quotation it should be sought to for the reinstatement of the remaining area of the footpath.

**Action: Chairman and Clerk to progress.**

## **26. Tree Planting at Kingshill Recreation Ground.**

Cllr Pearce circulated a report to Members proposing that a tree planting project was undertaken at Kingshill Recreation Ground.

The report stated that an application would be submitted to the Woodland Trust for the trees and if successful the planting would be part of a Community Project.

This was discussed by Members and it was agreed in principle to allow Cllr Pearce to submit an application for the trees with the Woodland Trust.

The Chairman spoke regarding this project and read out a report from the Village of the Year Trees competition regarding the trees at Kingshill Recreation Ground.

Cllr Pearce stated that he would seek professional advice from the Woodland Trust regarding the type of trees if the application was successful, before this was progressed further.

**Action: Cllr M Pearce to progress.**

***Councillors Counsell and Chambers gave their apologies and left the meeting at 9:10 PM.***

## **27. Queens Official Birthday.**

Cllr Sands asked if the Parish Council could mark the Queens Official Birthday with an event in the Parish.

He asked members if they could allocate a budget of £4000 from that Parish Council funds to hold a Community Event for residents.

Cllr Pearce stated that he felt that the Parish Council did not take part in community activities and he supported this suggestion.

This was discussed further by Members and it was agreed that a budget of up to £4000 would be allocated for a Community Event to mark the Queens Official Birthday.

This was proposed by Cllr Williams, seconded by Cllr Shepherd and agreed by all present.

Cllrs Sands and Williams were given delegated authority to arrange this event.

**Action: Cllrs Sands and Williams to progress.**

**28. Recreation Grounds.**

Kingshill Recreation Ground refurbishment – Cllr Williams reported that as agreed at the previous meeting the order had been placed with Safeplay for the refurbishment of the children's play area at Kingshill Recreation Ground.

He spoke regarding the goal area at the Recreation Ground and stated that following a tendering process, a quotation for this work had been received for £9282.00.

This was discussed by members and it was agreed to accept this quotation and have the work progressed as soon as possible. (Williams/Pearce)

Pottery Road Recreation Ground – The Chairman reported that the ground had been damaged by the Circus and following their departure they had been contacted by the Parish Clerk and had returned and reinstated this. He stated that the ground had been re-inspected and signed off as satisfactory.

**29. Ward Councillors Report.**

No matters were reported.

**30. Urgent Items.**

No matters were raised.

**31. Date of next meeting.**

2nd June 2016.

*There being no further business to discuss, the Chairman closed the meeting at 9.30pm.*

Signed.....

Chairman

Dated.....