

The Minutes of the Annual Statutory Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 9th May 2019 at 7.30pm.

Councillors present: Chambers
Counsell
Cutting
Fray
Pearce
Perfect
Pratt
Rees
Sands
Savage
Tildesley
Williams

Also: Parish Clerk and members of the public.

The meeting was chaired by Councillor Tildesley.

1. To receive the Declaration of Acceptance of Office for Elected Councillors.

All elected Councillors signed their Declaration of Acceptance of Office.

2. To elect a Chairman.

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

Cllr Tildesley accepted this position.

3. To receive the Chairman's Declaration of Acceptance of Office.

Cllr Tildesley signed his Declaration of Acceptance of Office and took the Chair.

4. To elect a Vice-Chairman.

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

Cllr Williams accepted this position.

5. Apologies.

Apologies were received from Cllr Sands who stated he would arrive late to the meeting.

6. Parish Councillor Vacancies.

The Clerk informed members that to date she had received interest from seven residents for the three Parish Councillor vacancies.

This matter was discussed, and it was agreed that the Parish Councillor vacancies would be considered at the June Parish Council Meeting.

7. To appoint Committees & Representatives to outside bodies.

It was agreed that the appointment of Committees and Representatives to outside bodies would be held over to the June meeting.

8. Declaration of Interests.

No interests were declared.

9. Minutes of the previous meeting.

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

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

10. Matters arising from the Minutes.

Fencing at Pottery Road Recreation Ground – The Chairman confirmed that he was due to meet the contractor on site in the next week. He stated that he had asked the Warden to clear the area.

11. Public Question Time.

A resident attended the meeting to raise concerns regarding the Bridleway to the rear of the Bells Lane development. She stated that she had left a message for Medway Council Officer Adam Taylor, however he had not yet responded.

She asked if the Parish Council could arrange a site meeting with Adam Taylor to discuss the poor state of the Bridleway.

This was discussed and it was agreed that the Clerk would arrange a site meeting with MC Officer Adam Taylor to discuss the Bridleway.

Action: Clerk to progress.

A resident asked about the progress of the additional standpipes for the Allotments.

The Chairman confirmed that tenders for the work were being progressed.

12. Urgent Matters.

Cllr Fray asked about a procedural matter concerning the status of a Councillor who was elected by a non contested election and a Councillor elected as a result of an election.

The Chairman and Clerk confirmed that all Councillors were equal regardless of their elected status.

Cllr Perfect asked if the Parish Council could request that the boundaries within the Parish were reviewed before the next elections.

Cllr Pearce spoke regarding the information he had found out about the history of the Wards in Hoo.

It was agreed that the Clerk would establish further information from Medway Council regarding the Warding of the Parish and an item would be placed on the next agenda.

The Clerk was also asked to establish the procedure for the review of the number of parish councillors on the PC.

Action: Clerk to action.

13. Chairman's Report.

The Chairman reported that he and the Vice Chairman had attended a meeting at Medway Council with Dave Harris to discuss Section 106 funds.

He reported that a Section 106 payment of £45241.80 had been paid to the Parish Council towards the improvement and maintenance of Pottery Road Recreation Ground.

It was agreed that this would be put to the Environment Committee to consider possible projects.

The Chairman reported that the Parish Van had now been purchased, however the model was slightly different to the one first agreed, he stated that the one purchased was an upgraded model and fell within the approved budget.

He stated that the new van would not fit in the rented garage and therefore he had found alternative garaging on land in the parish. He asked for members agreement to use the new garage at a cost of £10 a week. This was proposed by Cllr Perfect, seconded by Cllr Savage and agreed by all present.

The Chairman spoke regarding the existing garage and it was agreed that this would be kept until the Wardens Compound had been constructed.

14. Clerks Report.

The Clerks Report was noted and accepted by members.

Members were reminded that the Fun Fair was arriving in the Parish on 10th June 19.

15. Ward Councillors Report.

The Chairman reported that Ward Councillor Sands was currently attending a meeting at Medway Council and would arrive late to the meeting.

Cllr Savage spoke regarding the attendance of Ward Councillors at Parish Meetings.

16. Neighbourhood Plan Report.

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

She reported that the group continued to hold meetings, all houses in the Parish had now received a NHP leaflet.

The next meeting would be held on 23rd May at the Marina on the green at 10.30am to 12.30pm, the NHP Group would have a stall at the Focus On event in September.

She reported that she was in the process of completing and end of grant return and applying for technical grants for specialist assistance with the NHP.

The Chairman thanked Cllr Cutting for her report as Chairman of the NHP Group.

17. Police Matters.

Cllr Cutting reported that a PACT meeting was being set up in the Parish and the first meeting had been organised for 30th May 2019 at 7pm in the Village Hall. She confirmed that the PCSO would be in attendance and the meeting was open to any interested parties, this was the opportunity to discuss and raised any issues regarding the policing of the village.

She confirmed that the meeting was being advertised in the parish.

Cllr Tildesley reported on the recent KALC Meeting he attended. He stated that the police had attended this meeting and the Inspector had said that he would try to attend a parish meeting to speak regarding police matters.

18. Monthly Financial Statement.

The Financial Statement was circulated to all members.

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

The meeting was adjourned at 8.15pm for refreshments.

The meeting was reconvened at 8.25pm.

Cllr Sands arrived at the meeting at 8.25pm

19. Finance Audit and General Purposes Committee:

a. To consider any matters referring to the FA&GP Committee.

The Clerk confirmed that the next meeting of the Finance, Audit and General Purposes Committee would take place on Thursday 16th May at 2pm.

Cllr Perfect gave her apologies for this meeting.

20. Environmental Committee

a. To consider the minutes from the recent Environmental Committee Meeting.

The attached minutes from the Environmental Committee Meeting held on 25th April 2019 were approved by members. (Williams/Pratt).

Appendix 1.

b. To consider the recommendations from the Committee Meeting.

Hoo Common

Recommendation to Full Council to replace litter bin at Hoo Common at a cost of approximately £400.

This was approved by members (Williams/Pearce).

Pottery Road Recreation Ground

Recommendation to Full Council to have concrete plinth installed in front of the bench at Pottery Road Recreation Ground to stop the issue of water pooling.

This was approved by members (Savage/Pearce).

Wardens Compound/Storage Area

Recommendation to Full Council to accept the quotation for £575.00 to have the planning application undertaken.

This was approved by members (Fray/Chambers).

Village Planters

Recommendation to Full Council to approve the quotation for four steel planters at a cost of £2060.00, this being within the budgeted allocation in the 2019/20 budget.

This was approved by members (Chambers/Fray).

c. Other Environmental Matters.

Cllr Rees spoke regarding the quotations received for the grass cutting of the burial ground. She stated that the land needed to be maintained by the Parish Council for a period of two years before it was handed over to the Church.

Cllr Chambers declared an interest in this item and withdrew from discussions.

Cllr Rees stated that the Section 106 funding would fund the maintenance of the land for the first year, after which it was fall to the Parish Council.

She stated that three quotations had been received, the most reasonable being for £525 a year plus vat.

This was discussed and it was proposed by Cllr Williams to accept this quotation, this was seconded by Cllr Sands and agreed by all present.

Action: Clerk to formally accept the quotation on behalf of the Parish Council.

The Chairman stated that the Warden would undertake the weeding on the site as overtime between weed spraying.

Cllr Rees confirmed that she was currently seeking quotations for the vehicle crossover at the site and she asked the Reverend John Smith if he would confirm the situation regarding the gates for the site. Reverend Smith stated that he would seek an update at the next PCC meeting.

He thanked the Parish Council for its work in bringing the project forward.

21. Planning Committee:

a. To consider planning applications received.

MC/19/0978 14 Clayhill Gardens, Hoo St Werburgh, Rochester, Medway, ME3 9FA
Construction of a dormer window and installation of roof lights to side to provide additional living accommodation within the roof space
No objections.

MC/19/1050 The Grange, Ratcliffe Highway, St Mary Hoo, Rochester, Medway
Part retrospective construction of two storey extension to front, side and rear including rear balcony; construction of a single storey extension to and rear including rear balcony; construction of a single storey extension to swimming, gym and wet room.
Cllr Sands stated that he would establish further information regarding this planning application.

MC/19/0888 Stoke Road Business Centre, (Land South of Stoke Road), Hoo
Approval of reserved matters application (appearance, landscaping, layout and scale) for outline application MC/17/4424 for the erection of 200 dwellings (including 25% affordable), parking, publicly accessible open space, play area and associated works on land south of Stoke Road, Hoo St Werburgh
No objections.

MC/19/1028 Unit 2B London Medway Commercial Park, James Swallow Way, Hoo

Development of Plot 2B incorporating the construction of a warehouse building with undercroft; first and second floor mezzanine levels for Class B1(c) light industrial/ B2 general industrial/ B8 storage and distribution uses, access, parking, drainage, landscaping and associated works including means of access.

Objections on the grounds of parking of HGV lorries and the parking restrictions around the site.

MC/19/1002 42 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8NL

Outline application with all matters reserved for the construction of a new terrace comprising of four x 3-bedroom dwelling houses (demolition of existing property)

Objections on the grounds of overdevelopment of the site.

b. To consider other Planning Matters.

Meeting with developer regarding the beacon and pavilion.

Cllr Pearce informed the Parish Council that the old metal beacon belonging to the PC had been discovered on the Arethusa site. He proposed that a meeting was arranged with the developer to discuss this and the pavilion that was currently on the site as this may be made available to the PC. He stated that he had provisionally arranged a meeting for Friday 17th May 2019 at 12pm in the meeting room at the Village Hall.

Cllr Sands spoke regarding this matter and stated that the Parish Councils discussions with the developer regarding the pavillion would be a fact finding meeting only and no decisions would be made.

A general discussion took place regarding the pavilion and the possible uses for this.

It was agreed by members that a meeting could take place with the developer and the Planning Committee would be invited to attend. The Clerk confirmed that she would attend to minute the meeting.

22. New Village Hall Project Committee.

The Clerk circulated minutes from the meeting of the new Village Hall Project Committee with a recommendation that the Parish Council accept the offer from a local business to undertake the preliminary work for the new Village Hall taking it up to planning approval.

Cllr Rees stated that she would not support this recommendation as she did not like the commercial interest that the Parish Council would have with a local business.

Cllrs Sands and Savage stated that they would not support the recommendation either.

The Clerk explained the legal advice she had received from the Kent Association of Local Councils regarding this matter, stating that the Parish Council could legally except an offer however, it should consider the moral implications of accepting this.

Cllr Pearce stated that he felt that the Parish Council should talk to the business regarding the offer.

A discussion took place regarding this and the Chairman stated that he would take a vote on whether the Parish Council should hold a meeting with the business to ascertain the terms of their offer.

Cllr Pearce put forward a proposal that the Parish Council set up a small group to explore the terms of the offer put forward and report back to a parish council meeting. This was seconded by Cllr Chambers.

A vote was cast five in favour and seven against this proposal, the proposal was not passed, and no further action taken.

23. Urgent Items.

Cllr Fray spoke regarding the setting up of the hall for meetings and asked if the Village Hall Management Committee had a caretaker who could put the furniture away at the end of the meeting. She stated that she did not think that the Parish Council should put furniture away for health and safety reasons, due to the fact that the new tables are too heavy.

This was discussed and it was agreed that hall hire should be discussed further at a future Finance Audit and General Purposes Committee meeting.

24. Date of next meeting.

6th June 2019.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.17pm.

Signed.....

Chairman

Dated.....

Appendix 1.
Hoo St Werburgh Parish Council
Minutes from the Environmental Committee Meeting
Held in Pottery Road Village Hall on 25th April 2019 at 2.00pm

Councillors Present: Tildesley
Rees
Chambers
Perfect
Williams
Pratt
Pearce
Fray

Also, Present: Parish Clerk.

1. Apologies.
 No apologies were received.

2. Declaration of Interests.
 No interests were declared.

3. Recreation Grounds.
Bin for Hoo Common
 Cllr Pearce stated that a makeshift litter bin had been used at Hoo Common for some time and this had been emptied regularly by Medway Council. He proposed that the Parish Council replace this with a new free-standing litter bin.

This was discussed by members and it was agreed that a recommendation would be put forward to Full Council to replace the makeshift a bin with a freestanding metal bin at a cost of approximately £400. This was proposed by Councillor Pearce, seconded by Councillor Chambers and agreed by all present.

Action: Recommendation to Full Council to replace litter bin at Hoo Common.

Cllr Chambers spoke regarding the footpath RS98 from Kingsnorth Close to the corner of Bells Lane, she stated that this was used by dog walkers and asked the Parish Council could request that a dedicated dog bin was installed in this area.

Action: Clerk to liaise with Medway Council.

Fencing at Pottery Road Recreation Ground.

Cllr Tildesley stated that he was aware of the complaints from residents regarding the fencing at the recreation ground and the Clerk was arranging for a contractor to meet him on site to seek a quotation for the replacement of the damaged fencing.

Cllr Chambers stated that she had been approached by members of the public regarding the bench in the new play area as the area in front of this was filling with water. This was discussed and it was agreed that quotations would be sought for a concrete plinth to be installed in front of the bench.

Action: Recommendation to Full Council to have concrete plinth installed in front of the bench at Pottery Road Recreation Ground.

Hoo Common Reinstatement.

The Chairman stated that he had contacted Norse regarding the damage at Hoo Common and this was due to be reinstated when the weather was drier, possibly May time.

Old Infants Play Area.

The Chairman stated that the quotation for the removal of the old infants play area has now been accepted.

He spoke regarding the old picnic bench and whether this should be relocated at another recreation ground. This was discussed and it was agreed that this would be relocated to Hoo Common. The Chairman stated that he would liaise with the contractor regarding this.

4. Parish Allotments.

Cllr Perfect stated that she had spoken with allotment holders regarding the additional standpipes and they were happy to have this down the central pathway.

The location of the standpipes was discussed, and it was agreed that three additional standpipes would be needed, and quotations should be sought for these.

Action: Recommendation to Full Council to seek quotations for three additional standpipes at the Parish Allotments.

5. Burial Ground.

Cllr Rees reported that Reverend John Smith had found further burial spaces in the church yard, therefore the Church would not need the burial-ground for another 2 to 3 years. She stated that the Parish Council needed to maintain the ground for this period and suggested that quotations were sought for the maintenance of the burial-ground.

This was agreed by members of the Environment Committee.

Cllr Rees stated that she would prepare a specification and seek quotations as agreed by members.

Action: Cllr Rees to progress.

She suggested that the Parish Council might wish to consider a temporary use for the land and this was a matter that could be considered at some point in the future.

She circulated a report on the progress of the burial-ground and stated that weed killing in the north-west corner of the plot had to be undertaken, the new trees were due to be delivered in November and the application for the dropped kerb had been submitted to Medway Council.

6. Other Projects.

Village Planters

Cllr Pearce reported that he had received four quotations for planter options, and he circulated these to all members as follows:

£2060.00 – 4 x Steel

£1759.96 – 4 x Wooden

£1996.00 – 4 x Plastic

£4160.00 – 4 x Concrete

These were discussed and it was agreed that the steel planter was preferable for the Parish with the PC logo at a cost of £2060 for four planters. (Pearce/Perfect)

The agreed locations were discussed, and Cllr Pearce clarified that he still had to formally agree these with Medway Council. He stated that he had put together an installation plan for the planters and he briefed members on this.

Following a discussion, it was agreed that Cllr Pearce would undertake a Risk Assessment to support the Installation Plan and liaise with Medway Council to confirm the locations for the planters.

Following this the planters could then be ordered.

The Chairman thanked Cllr Pearce for his work on the project.

Action: Recommendation to Full Council to approve the quotation for four steel planters at a cost of £2060.00.

Parish Council Storage Area/Wardens Compound

The Chairman stated that the first step was to seek planning consent for the project.

He stated that Cllr Rees had sought quotations for a consultant to draw up the plans and submit a planning application on behalf of the Parish Council. The quotations were as follows:

Contractor 1 -£575.00

Contractor 2 -£945.00

Contractor 3 -£1275.00

It was agreed that the quotation for £575.00 should be put to Full Council for approval.

Action: Recommendation to Full Council to accept the quotation for £575.00

Safe Crossing of Bells Lane

No matters to report.

The Clerk stated that she would follow this up with Medway Council.

Action: Clerk to progress.

7. RNAS Kingsnorth Memorial.

Cllr Pearce reported that the RNAS Kingsnorth Memorial Project was progressing.

8. **Any Other Business.**

New Parish Van.

Cllr Tildesley reported that the new parish van had been ordered as agreed at the PC meeting. He stated that there was a need to find alternative parking for the van as it was too big for the rented garage.

This was discussed and it was agreed that the Chairman would liaise with Landowner Andrew Brice to see if there were any parking areas available in the Parish.

Action: Chairman to action.

Floodlights at Pottery Road Recreation Ground.

Cllr Pearce spoke regarding the floodlights at the Recreation Ground and asked if these were still working.

This was discussed and it was agreed that the Clerk would liaise with the Village Hall Management Committee to establish to current situation regarding the lighting.

Action: Clerk to liaise with VHMC.

The meeting was closed at 15.45pm