

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 7th December 2017 at 7.30pm.

***Councillors present: Andrews
Chambers
Counsell
Fray
Hipsey
Rees
Perfect
Pratt
Sands
Savage
Shepperd
Tildesley***

Also: Parish Clerk, Ward Councillor Roy freshwater, and members of the public.

The meeting was chaired by Councillor Tildesley.

1. Apologies.

Apologies were received from Cllrs Pearce, Williams 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.

No matters were raised.

5. Urgent Matters.

No matters were raised.

6. Declaration of Acceptance of Office for new Parish Councillor.

Cllr Fray signed her Declaration of Acceptance of Office and took her place round the table.

7. Chairman's Report.

The Chairman gave a report to members.

He reported that he was due to attend with Medway Council Officer Dave Harris to discuss Section 106 monies.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

9. Ward Councillors Report.

Ward Councillor Roy Freshwater gave his report to the meeting.

He reported that Bellway Homes were due to level the footpath next to the BAE development and he stated that the development of the whole site would be completed within three years.

Cllr Sands stated that a similar problem had happened with the footpath to the rear of the Bellway Homes development in Bells Lane.

He spoke regarding the works at the BAE development and stated that the noise from the works was very loud and lorries should not be able to access the site from Bells Lane.

Councillor Freshwater reported on other matters affecting Medway Council.

The Chairman thanked Councillor Freshwater for his report.

10. Police Report.

PCSO Lee Fennel attended the meeting on behalf of the police.

He reported on the policing of the Peninsula and informed members that two PCSO's would be covering the area after Christmas.

He stated that he was aware of the problem in Hoo and stated that he would be patrolling some areas on foot to ensure that a police presence was noticed.

11. Public Question Time.

A resident stated that he understood that traffic surveys were being undertaken near to the Arethusa Playing Fields without the legally required licence and this had been reported to Medway Council.

A resident attended the meeting to seek the views of the Parish Council on development along the Stoke Road.

The Chairman confirmed that the PC would oppose this as it did not want any further development in the village.

A discussion took place regarding the development in the Parish.

12. Finger Posts.

No matters were reported.

13. Recreation Grounds.

Cllr Sands spoke regarding the Parish Councils plans to have a new Infants play area and he asked permission to seek grants in order to secure the funding needed to finance this.

This was discussed and it was agreed that the Parish Council needed a new play area and this should be relocated on the Recreation Ground, it was further agreed that the Recreation Grounds Committee would be given the authority to progress with grant funding applications.

The Chairman stated that a new play area would cost in the region of £40000, it was agreed that the grant funding application would be completed and if successful, a tendering process for the work would be undertaken to seek three quotations for the work.

14. Recreation Ground Border Plan.

This matter was deferred to a future meeting.

15. Land for use as a Burial-Ground.

Cllr Rees updated members on the progress of the burial ground.

The meeting was adjourned at 8.25pm for refreshments.

The meeting was reconvened at 8.33pm

16. Planning Matters.

No matters were raised.

17. Finance and General Purposes Committee Meeting.

The following minutes of the Finance and General Purposes Committee meeting held on 15th November were circulated to all members with recommendations for members consideration.

**Minutes from Finance and General Purposes Committee
Held in Pottery Road Meeting Room on 15th November 2017 at 1.00pm**

Councillors Present: *Tildesley*
 Sands
 Perfect
 Pratt
 Savage
 Williams

Also, Present: *Parish Clerk.*

The Finance and General Purposes Committee held to a meeting on 15th November 2017 to discuss the following items:

- 1. *Stoke Road Public Conveniences.***
- 2. *2018/2019 Budget.***
- 3. *Quotations for Tarmac work at Recreation Grounds.***

1. Apologies.

Apologies were received from Cllrs Counsell and Hipsey.

2. Stoke Road Public Conveniences.

Members discussed the Stoke Road Public Conveniences, it was noted that these were going to be maintained by Medway Council for a two-year period before their future would be reviewed. It was therefore agreed that the PC would review the situation nearer the time.

3. 2018/2019 Budget.

The draft budget was circulated to members with various options to consider regarding the percentage increase on the Precept.

Members discussed this, and it was agreed that the following projects which needed to be considered when looking at next year's budget:

- *Public Conveniences.*
- *New Infants play area.*
- *Tarmacing of footpaths on the Recreation Grounds.*
- *Burial Ground.*

Members noted the ongoing liability of the Parish Councils Recreation Grounds and the need to have an amount in reserves to cover this due to the vandalism that regularly took place.

A discussion took place and it was agreed by all members present that a recommendation would be put to the Parish Council to increase the Precept in 2018/2019 by 42.4% to cover the ongoing projects and responsibilities of the Parish Council.

It was therefore recommended that the Precept was increased to £ 67175.00 for 2018/19.

Action: Recommendation of F&GP Committee – PC to consider increasing the Precept to £67175.00.

It was agreed that this recommendation and the Budget would be considered under Agenda Item 19.

4. Quotations for tarmacing Work at Recreation Grounds.

Members inspected quotations for the extensive tarmacing work at the Parish Councils Recreation Grounds.

The Chairman stated that quotations had been sought for essential tarmacing work at Kingshill Recreation Ground and Pottery Road Recreation Ground from three contractors, in line with the Parish Council Financial Regulations and Standing Orders.

He stated that two quotations had been received for the two projects as follows:

Quotation 1

Kingshill Play Area - £16500

Pottery Road Footpaths - £8000 & £11500

Total quotation £35500

Quotation 2

Kingshill Play Area - £9240

Pottery Road Footpaths - £11376 (both)

Total quotation £20616

The third contractor did not respond to the quotation request.

These were discussed, and it was agreed that the F&GP Committee would recommend the approval of Quotation 2 by the Parish Council.

Action: F&GP Committee recommendation: PC to accept Quotation 2 for the total cost of £20616.00.

The Parish Council considered the above quotations and it was proposed by Cllr Perfect to accept the quotation from Tarmac, this was seconded by Cllr Sands and agreed by all present.

Action: Clerk to liaise with successful Contractor.

5. Any Other Business.

Members discuss the new village hall project and it was advised that a formal Village Hall Funding Committee consisting of members from the Village Hall Management Committee and the Parish Council was set up to take this project forward.

The Clerk advised members that this Committee would need its own separate Constitution and Bank Account to seek funding for the project.

The meeting was closed at 2.10pm

18. Financial Statement.

The Financial Statement was circulated to all members.

The financial statement was proposed by Cllr Rees, seconded by Cllr Andrews, and agreed by all present.

The approved cheques were then signed by two authorised signatories.

Members discussed the cost of the Christmas Trees and Lights and it was agreed that this would be placed as an item on the March 2018 Agenda to enable alternative more cost effective options for the 2018 Christmas Tree to be considered.

Action: Clerk to place item on March 2018 Agenda.

19. 2018/2019 Budget.

The draft budget put forward by the Finance and General Purposes Committee was circulated to all members with a recommendation to increase the 2018/2019 to £67175.00. This was considered and it was proposed by Cllr Chambers to accept this recommendation, this was seconded by Cllr Pratt and agreed by all present. The 2018/19 Precept was therefore approved for the sum of £67175.00.

Action: 2018/2019 Precept agreed at £67175.00

20. Allotments.

The Chairman reported that the dangerous tree on Parish Council land had been removed as agreed at the last meeting, he stated that two other trees had also been cut back to the crown to make these safe.

21. 2018 Meeting Dates.

The 2018 Meeting dates were circulated to all members for their information.
It was agreed that the Mayor and Local MP would be invited to attend PC meetings in 2018.
Action: Clerk to Action.

22. Urgent Items.

No matters were raised.

23. Date of next meeting.

4th January 2018.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.56pm.

Signed.....

Chairman

Dated.....