

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 6th June 2019 at 7.30pm.

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

Also: Parish Clerk and members of the public.

The meeting was chaired by Councillor Tildesley.

1. Apologies.

Apologies were received from Cllr Freshwater.

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 Williams to accept these as a true record, subject to an agreed alteration. This was seconded by Cllr Sands and agreed by all present.

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

4. Matters arising from the Minutes.

There were no matters arising.

5. Parish Councillor Vacancies.

The Clerk informed members that she had received seven applications for the three Parish Councillor vacancies and details had been circulated to all members for consideration.

She stated that apologies had been given from two of the candidates, Roy Freshwater and Pat Hipsey.

A discussion took place regarding the vacancies and how these would be determined.

The Clerk stated that a voting slip had been circulated to all members and each was asked to cross the three applicants they wished to be co-opted onto the Parish Council.

The voting papers within collected by the Clerk and the votes counted for each applicant. These were verified by a member of the public and the applicants with the most votes were therefore co-opted onto the Parish Council as follows:

Teresa Gissing
Roy Freshwater
Chris Winstanley

The Co-opted members were welcomed onto the Parish Council, they signed their Declaration of Acceptance of Office and took their seats around the table.

The Chairman thanked all applicants for their interest in the Parish Council.

6. To appoint Committees & Representatives to outside bodies.

The appointment of Committees and Representatives to outside bodies were agreed. (Fray/Pearce)

Planning Committee

Cllr Sands - Chairman
Cllr Rees
Cllr Fray
Cllr Freshwater
Cllr Williams

Environment Committee

Cllr Pearce
Cllr Fray
Cllr Perfect
Cllr Winstanley
Cllr Tildesley - Chairman
Cllr Rees
Cllr Chambers
Cllr Pratt
Cllr Freshwater

Finance & General Purposes Committee

Cllr Counsell
Cllr Cutting
Cllr Gissing
Cllr Pratt
Cllr Williams
Cllr Tildesley - Chairman
Cllr Savage
Cllr Sands

New Village Hall Project Committee

Cllr Savage
 Cllr Fray
 Cllr Williams
 Cllr Tildesley - Chairman
 Cllr Gissing
 Cllr Chambers
 Cllr Cutting

Representatives for Outside Bodies

Rural Liaison	Cllr Tildesley & Winstanley
Footpaths	Cllr Rees, Tildesley & Winstanley
Village Hall	Cllr Pratt
Police Liaison	Cllr Cutting & Gissing
Tree Warden	Cllr Pearce & Rees
Public Transport	Cllr Counsell & Rees
KALC	Cllr Rees, Tildesley & Pratt (Reserve Cllr Chambers)
Neighbourhood Plan	Cllr Freshwater, Cutting, Savage & Fray

Appointment of:

Internal Auditor – Martin Thomas & Co
 Bankers – Cooperative Bank
 External Auditors – PKF Little John
 Insurers - Zurich

7. Public Question Time.

A resident attended the meeting to speak regarding the development proposals at Chattenden, she stated the deadline for comments to Medway Council was the 21st June and had been unable to submit comments on the Medway Councils Planning Portal.

Cllr Sands confirmed that the Parish Council would be making representations regarding this planning application. He stated that there had been problems with Medway Councils Planning Portal and asked the Parish Clerk to liaise with Medway Council regarding this matter.

Action: Clerk to progress.

8. Urgent Matters.

No matters were raised.

9. Chairman's Report.

The Chairman reported that there had been three incidents of fires being started at Kingshill Recreation Ground. He stated that there was a lot of dead wood to the recreation grounds and tyres had been bought in to be burnt, fortunately the fires had been extinguished by a resident.

He suggested that this matter was referred to the Environment Committee as action may need to be taken to look at the trees at the Parish Councils Recreation Grounds.

This was agreed.

Action: Clerk to place item on future Environment Committee agenda.

Cllr Sands referred to a booklet circulated to members regarding Deangate Ridge. He stated that this identified the walks across the site, and he would give a presentation on this at the next meeting. He asked the Clerk to place this as an agenda item for the July Parish Council meeting.

Action: Clerk to place Deangate Ridge Defence Area 39 on next agenda.

Cllr Sands reported on a meeting that he and Cllrs Cutting, Chambers and Tildesley had attended with Medway Council Officer, Adam Taylor, regarding the bridleway to the rear of the Bells Lane development. He stated that there was little resulting from this meeting, the bridleway was being diverted whilst the development was being undertaken.

Cllr Winstanley stated that there were organisations in the area that could assist with the reinstatement and protection of Bridleways and Footpaths. She questioned whether the landowner would reinstate the footpath and stated that people had the right to use the bridleway as residents.

Cllr Cutting stated that Medway Council had said that they would raise the Bridleway levels at some point during the year.

The Chairman suggested that this matter should be discussed in more detail at an Environment Committee Meeting.

10. Clerks Report.

The Clerks Report was noted and accepted by members.

11. Ward Councillors Report.

Cllr Sands gave a report to the meeting as Ward Councillor.

He stated that Kings Ferry Coaches were no longer serving Allhallows, Lower Stoke and Grain and he was looking into this.

He reported on the proposal to close Stoke School as only 85 children attended this. A discussion took place regarding the effects this would have on the local area.

He reported that a closure of Bells Lane for one week would take place to enable a tabletop junction to be installed.

He informed members that a Public Meeting had been arranged on the 11th July 2019 at 10 am with the Police Crime Commissioner. He stated that this meeting would be publicised throughout the parish.

The Chairman thanked Cllr Sands for his report.

12. Neighbourhood Plan Report.

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

She reported that Catherine Smith had attended the last meeting and the project was gradually progressing.

A £344 refund for a grant underspend was due to be paid back to Locality and following this she would submit a technical grant application.

She stated that the next meetings would take place on the last Wednesday of June and July at 7 pm.

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

13. Police Matters.

Cllr Cutting reported that a PACT meeting had taken place on 30th May 2019, A number of people had attended, and Cllr Gissing had been appointed Chairman.

Cllr Gissing stated that the public were under the impression that it was a meeting to raise police issues, not to form a committee. She spoke regarding the role of a PACT and the way that it should be run. She said that there would be a further meeting to set up the committee in the near future.

Cllr Cutting stated that she would like members to engage with the public to explain the purpose of a PACT if possible.

She stated that Medway Council Warden Ian Sears was willing to attend the Parish Council meeting at some point in the future.

14. Monthly Financial Statement.

The Financial Statement was circulated to all members.

The Clerk asked for authority to raise an additional cheque for £50 payable to the Royal British Legion for the D-Day Wreath. This was agreed by members.

The Financial Statement was proposed by Cllr Chambers, seconded by Cllr Fray, and agreed by all present.

Grant application submitted by Strood Youth Club.

A grant application submitted by Strood Youth Club seeking a grant of £1400 for summer activities within the parish was circulated to all members.

The Clerk reminded members that the Parish Council have set a budget for grants at £1000, she advised members that it was best practice to work to the budget when considering such matters.

This was discussed by members, and It was proposed by Cllr Savage to award a grant of £1400 to the Youth Club from the Parish Council's contingency, this was seconded by Cllr Gissing and approved by all members.

Cllr Sands suggested that the Parish Council should consider having its own summer school for 2020. He asked the Clerk to places as an item on a future agenda for consideration at budget time.

Authority was given to the Clerk to pay the £1400 grant by bank transfer. (Pearce/Savage)

Councillor Savage gave her apologies and left the meeting at 9pm.

15. Finance Audit and General Purposes Committee:

a. To consider the minutes from the recent Finance, Audit and General Purposes Committee Meeting.

The attached minutes from the FA&GP Committee Meeting held on 16th May 2019 were approved by members. (Fray/Perfect).

Appendix 1.

b. To consider the recommendations from the Committee Meeting.

Members considered the recommendation of the Finance, Audit and General Purposes Committee to accept and approve the 2018/19 Accounts and Annual Return.

The 2018/19 audited Accounts and Annual Return were circulated to all members for their consideration.

It was proposed by Cllr Williams to accept and approved these, this was seconded by Cllr Rees and agreed by all present.

The Chairman signed the accounts on behalf of the Parish Council.

16. Environmental Committee

a. To consider any matters referring to the Environment Committee.

The Clerk confirmed that the next meeting of the Environment Committee would take place on Thursday 20th June 2019 at 2pm.

b. Other Environmental Matters.

Cllr Rees spoke regarding the quotations received for the dropped kerb for the burial ground. She stated that following a tendering process three quotations were received and she proposed the acceptance of the quotation from Medway Council Volker for £1533.47. this was seconded by Cllr Perfect and agreed by all present.

Action: Clerk to formally accept quotation from Volker.

Cllr Rees spoke regarding the Section 106 money for the burial ground, she stated that when the dropped kerb was installed the gates would need to be erected to secure the site.

Following a discussion, it was agreed that Cllr Rees would liaise with the Church Wardens regarding the purchase of the gates.

b. Fencing at Pottery Road Recreation Ground.

The Chairman asked members to ratify the decision for the replacement of the damaged fence at Pottery Road Recreation Ground. This was approved by members. (Perfect/Rees)

17. Planning Committee:

a. To consider planning applications received.

MC/19/1309 6 Rivenhall Way, Hoo St Werburgh, Rochester, Medway, ME3 9FH
Construction of a single storey extension to front and the conversion of an attached ground floor storeroom to a habitable space resubmission of MC/18/3616
No objections

MC/19/1299 Land West of Elm Avenue and South of Broadwood Road, Chattenden
Construction of 6 no dwellings, associated access, infrastructure, parking and landscaping - Demolition of the existing building.
Objections

MC/19/1300 Land West of Elm Avenue and South of Broadwood Road, Chattenden
Application for approval of reserved matters being access, appearance, landscaping, layout and scale pursuant to planning permission MC/18/0620 - Outline application with all matters reserved for construction of up to 63 dwellings alongside associated parking, access, infrastructure, engineering, landscaping works and creation of publicly accessible open space.

Objections

MC/19/0831 35 Rochester Crescent, Hoo St Werburgh, Rochester, Medway
Construction of a precast concrete single storey garage to side

No objections

b. To consider other Planning Matters.

Beacon – the Chairman spoke regarding the Parish Councils beacon and stated that provision needed to be made to move this to a safe location. It was agreed that this matter would be deferred to the Environment Committee for further discussion.

Action: Item to be included on the Environment Committee agenda.

18. Parish Wards

The Clerk informed members that following the last meeting she had been in contact with Medway Council regarding the Warding of the Parish. She stated that the wards were set by the Boundary Commission and not Medway Council. A Boundary Review was due to take place sometime this year and therefore the PC could ask for a review of its boundaries at that stage.

19. Urgent Items.

No matters were raised.

20. Date of next meeting.

4th July 2019.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.10pm.

Signed.....

Chairman

Dated.....

Appendix 1.
Hoo St Werburgh Parish Council
Minutes from Finance, Audit and General Purposes Committee
Held in Pottery Road Meeting Room on Thursday 16th May 2019 at 2.00pm

Councillors Present: ***Williams***
 Sands
 Counsell
 Tildesley
 Savage

Also, Present: Parish Clerk.

CLlr Tildesley chaired the meeting.

1. Apologies.

Apologies were received from Cllrs Fray and Perfect.

2. Declaration of Interests.

No interests were declared.

3. 2018/19 Accounts.

The Clerk circulated the 2018/19 Accounts to all members.

These were discussed and the Clerk explained the breakdown of the expenditure.

She informed members that the accounts were currently with the auditor and following this a report would draft a report explaining the variances from 2018 to 2019. This report would be circulated to all members with the accounts at the next full Parish Council Meeting.

Following discussions, it was proposed by Cllr Sands to put a recommendation to Full Council to approve the accounts, this was seconded by Cllr Williams and agreed by all present.

Recommendation that the Parish Council approve the 2018/2019 Accounts.

4. Other Matters

Defibrillator for Parish.

The Clerk informed members that correspondence had been received from a resident asking for the Parish Councils assistance in having a Defibrillator at the Bowls Club to serve the surrounding area. This suggested that Bellway may be willing to assist with the finance.

Members discussed this matter and it was agreed that it would be beneficial to have a Defibrillator at the top end of the Parish, however before this was progressed, the Bowls Club should be approached to see whether they would be willing to house this.

The Clerk was asked to contact the Bowls Club to ascertain their views.

Action: Clerk to action.

Parish Councillor Training.

The Clerk informed members that the KALC had stated that they would be willing to give bespoke training to the Parish Council in the autumn, and they would arrange a date following the August recess.

New Village Hall Project.

Cllr Williams referred to the decision made at the last Full Council meeting not to take up the offer from a local business to undertake the preliminary work for the new Village Hall. He stated that he had drafted a report to assist members in understanding the work undertaken to date, and the offer received, as this matter would be brought back to the Council in October 2019.

Deangate Golf Club.

Cllr Sands informed the meeting that Norse had been given a change of use for a two-year period to use Deangate as their base.

He confirmed that Deangate had been registered as a Community Asset.

The meeting was closed at 3.30pm