

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 1st November 2018 at 7.30pm.

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

Also: Parish Clerk, and members of the public.

The meeting was chaired by Councillor Tildesley.

1. Apologies.

Apologies were received from Cllrs Hipsey, Gatfield and The Worshipful the Mayor of Medway, Councillor Steve Iles.

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.

There were no matters arising.

5. Urgent Matters.

Cllr Perfect – the removal of a tree near to the Brook.

6. Chairman's Report.

The Chairman gave his report to the meeting.

He reported that he and the Vice Chairman had met with Medway Council Officer Dave Harris regarding Section 106 Money and he stated that he would report further at the forthcoming Environment Committee Meeting.

Cllr Sands asked if minutes were taken when Parish Councillors met with officers from external parties.

The Chairman stated that yes, if action points were raised.

7. Clerks Report.

The Clerks Report was noted and accepted by members.

Correspondence from Medway Council regarding Recycling Units in Village Centre.

Members considered correspondence from Medway Council asking if the recycling units from the Village Center Car Park could be relocated to the Village Hall Car Park.

Cllr Fray raised concerns regarding the implications on parking if these were relocated to the Village Hall Car Park.

Cllr Rees stated that the VHMC was responsible for the Car Park and therefore any request should be made to them.

Cllr Pearce suggested that they should be relocated to the Chattenden Community Centre as this would give two recycling points in the Parish.

Cllr Freshwater stated that the recycling units were well used, and he felt that should they be relocated, they would not be used as much. He felt that additional units were needed.

This was discussed further, and it was agreed that the Clerk should respond with the suggestion that they were relocated to Chattenden Community Centre to enable the two recycling points on the parish to be retained.

Action: Clerk to action.

The Clerk reported that correspondence had been received from a resident asking for changes to be made to the agenda regarding Public Question Time. It was agreed that this matter would be deferred to the Finance Audit and General Purposes Committee.

Action: Item to be deferred to the FA&GP Committee.

8. Ward Councillors Report.

Ward Councillor Roy Freshwater gave his report to the meeting.

He referred to the recent accident on the A228 and stated that he was pressing for a Plan B for an emergency plan for such days.

He spoke regarding the GP services in the parish and stated that the Bells Lane Practice had a change of ownership and the overflow patients would now be seen at Gillingham, he stated that this was not satisfactory, and he was looking into this.

Bus Services – he stated that he had submitted a Freedom of Information request to Medway Council regarding this.

9. Police Matters.

The Clerk reported that a letter had been sent to the police as requested at the last meeting.

10. Public Question time.

A resident stated that the Village Poppies and Centenary Silent Silhouettes looked lovely. She stated that she had 14 more lamppost poppies available if the Parish Council required more. This was discussed and agreed at a cost of £42.00. (Sands/Perfect) with 3 abstentions.

She spoke regarding Parish Council Representatives to Outside Bodies and stated that she had spoken with the Parish Clerk regarding their roles.

She spoke regarding the Village Hall Management Committee and stated that she had requested a copy of their accounts in March 2018 and she had not received them, she stated that she had now made a complaint to the Charities Commission regarding this.

She said that she had been informed that the VHMC had held its AGM on 6th October 2018 and raised concerns that this had not been advertised.

She asked the Parish Council Representatives serving on the Hall Committee if they were aware of this. Cllrs Pratt and Shepperd confirmed that they were not aware of a meeting.

It was agreed that the Clerk would investigate this and report back to the next meeting.

Action: Clerk to action.

11. Monthly Financial Statement.

The Financial Statement was circulated to all members.

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

The approved cheques were then signed by two authorised signatories.

12. Finance Audit and General Purposes Committee:**a. To agree a date for the Finance, Audit and General Purposes Committee meeting.**

It was agreed that the next FA&GP Committee Meeting would be held on Thursday 29th November 2018 at 2pm in the Village Hall.

The meeting was adjourned at 8.20pm for refreshments.

The meeting was reconvened at 8.30pm.

13. Parish Council Policies.

The Clerk circulated a Social Media Policy to all members for their consideration.

This was approved with one agreed amendment.

PC Facebook Page – it was agreed that the Admins for the Facebook Page would be the Clerk, Cllr Sands and Cllr Savage.

14. Environmental Committee:**a. To consider Environmental matters within the Parish.**

Cllr Sands proposed a vote of thanks to Cllr Pearce for his work in the Parish on the Centenary Celebrations. This was seconded by Cllr Fray and agreed by all present.

b. To consider the minutes from the recent meeting.

The minutes from the recent Environment Committee Meeting were proposed by Cllr Williams, seconded by Cllr Chambers and agreed by all present.

Minutes from the Environmental Committee Meeting
Held in Pottery Road Village Hall on 22nd October 2018 at 1.30pm

Councillors Present: Tildesley
Fray
Pearce
Pratt
Chambers

Also, Present: Parish Clerk.

The Environmental Committee held to a meeting on 22nd October 2018 to discuss the following items:

- 1. Environmental project within the Parish.***
- 2. Future meeting dates for the Committee.***

1. Apologies.

Apologies were received from Cllrs Perfect and Rees.

2. Environmental Projects.

The Chairman spoke regarding the role of the Environmental Committee and the areas that it would cover.

He asked members about current projects and what future projects they would like the Environmental Committee to consider.

The following projects were discussed:

Centenary Silhouettes – current project

It was confirmed that the Silhouettes had been ordered and when delivered these would be displayed within the Church.

Tommy Silhouettes – current project

Cllr Pearce reported that the Tommy Silhouettes were currently being made and when delivered he would arrange for these to be displayed around the Parish in key locations.

Members discussed possible locations for these and agreed that they should be secured in place by a lock and chain.

Cllr Pearce stated that he would ensure that they were secured adequately.

Horse Trough Back Board – current project

Cllr Pearce stated that it was agreed at the last PC meeting that he and Cllr Andrews would progress the back board for the plaques on the Horse Trough.

Signs for Recreation Grounds – current project

Cllr Pearce confirmed that he was still progressing the No Parking signs for Kingshill Rec and the general entry signs for all Recreation Grounds.

Dog Bag Dispensers – current project

Cllr Pearce confirmed that he would install the dog bag dispenser at Pottery Road Recreation Ground when it was delivered.

Cllr Fray suggested that if the Dog Bag Dispensers were vandalised that the Parish Council does not replace them or revisits the decision whether to replace them.

It was agreed that a supply of dog bags would be purchased for the Dispensers.

Safe Crossing of Bells Lane – new project

Cllr Chambers stated that a safe crossing of Bells Lane was needed.

She said that since the new developments along Bells Lane the route was now used by children walking to school and there had been an increase in traffic, she now felt that a crossing was needed near to Kingshill Crescent, at the lower end of Knights Road.

She stated that she had also been approached by a number of residents regarding this.

Members of the Environmental Committee agreed with this suggestion and asked the Clerk to put this forward as a recommendation to full Council.

Action: Recommendation to request Medway Council install a Safe Crossing at Bells Lane.

Parish Council Storage Facility – new project

The Chairman stated that when the new infants play area had been completed, and the old play equipment removed there was the option of turning the old play area into a storage facility for the Parish Council.

He stated that the area could be fenced with a dropped kerb entry and two containers and a skip installed on site, this would then enable the Parish Warden to store his equipment on site and the skip would be used for the Wardens waste material.

He stated that the area could also house a wash and toilet facility for the Warden.

This was discussed, and it was agreed that this project should be considered by the Parish Council and seek approval to have this investigated and costed.

Action: Recommendation to the Parish Council to consider the above project in principal and seek approval to investigate this further and cost the project.

Hanging baskets

The Chairman spoke regarding the hanging baskets in the Parish and stated that he felt that they should be removed as the Parish Warden was struggling to water them due to the weight of the watering container. He stated that this was a Health and Safety issue.

Cllr Pearce stated that he felt that the Parish Council should have more baskets and consider appointing a contractor to oversee them. Members disagreed and stated that the baskets did not look good as they were not receiving enough water and they were too high to be seen and enjoyed.

The Clerk stated that they were costing the Parish Council £56 per month for the contractor to maintain.

This was discussed by members and it was agreed that other options should be explored to enhance the visual impact of the parish. It was suggested that planters could be installed and maintained by the Parish Council.

This was discussed further, and it was agreed that four planters should be considered for the parish and then sponsorship could be sought from businesses in the parish to water and maintain them.

It was agreed that a recommendation would be put to the Parish Council to have planters in the parish and to allocate a sum of £2500 for the next budget to finance the cost of them. It was agreed that the existing budget allocation for the baskets would be adequate to maintain the new planters.

Action: Recommendation to seek authority to cost a project for Planters and to have a budget allocation of £2500 in the next budget.

Allotment Stand Pipes – new project

The Chairman stated that the water supply at the allotments was inadequate and as a result two taps were being shared by 30 allotment holders. He suggested that the Parish Council should consider having additional stand pipes installed at the allotments.

Members agreed with this and the Clerk was asked to put this as a recommendation to full Council.

Action: Recommendation for authority to seek quotations for the installation of additional stand pipes at the allotments.

3. Dates of future Environmental Committee Meetings.

The Clerk stated that she would liaise with all members of the Environmental Committee to ascertain the next year's meeting dates. A provision date was set for the next meeting for Monday 10th December 2018 at 1.00pm

Action: Clerk to liaise with all Committee members regarding meeting dates.

4. Other Matters.

The Chairman spoke regarding the new infants play area and raised concerns regarding the work undertaken by the contractor.

He stated that work had currently stopped, and the contractor had asked for a meeting to hand over part of the play area, grass seed had also been planted, however this was not growing.

He stated that a temporary fence had been put around the play area and this had been pulled down.

He asked the Clerk to email the contractor and raise concerns regarding the work as the play area was expected to be completed within two weeks and this was currently week six.

Action: Clerk to Action.

The Chairman reported that the base of one of the fitness machines had been vandalised.

He stated that the gate to the inclusive equipment was also in need of repair.

Action: Clerk to seek quotations for repair of equipment.

c. To consider recommendations from the Environmental Committee.

The recommendations made by the Environment Committee were considered by the Parish Council:

1. **Recommendation to request Medway Council install a Safe Crossing at Bells Lane.**
Approved (Chambers/Perfect)
2. **Recommendation to the Parish Council to consider the above project in principal and seek approval to investigate this further and cost the project.**
Approved (Williams/Pearce)
3. **Recommendation to seek authority to cost a project for Planters and to have a budget allocation of £2500 in the next budget.**
Approved (Chambers/Pearce abstention Cllrs Sands and Perfect)
4. **Recommendation for authority to seek quotations for the installation of additional stand pipes at the allotments.**
Approved (Tildesley/Perfect)

New Play Area

Cllr Tildesley reported on the progress of the work on the play area. He stated that this was nearly complete, and the Clerk had requested a quotation to have the grassed area turfed as the grass seed was not taking.

Horse Trough

Cllr Pearce stated that the plaques were due to be installed on the Horse Trough. He said that he would also plant spring bulbs in the Horse Trough and in the planters at Kingshill Recreation Ground.

Centenary Celebrations

Cllr Pearce reported that he had put up 18 Tommy Silhouettes around the Parish. One had been kicked by Primary School children and one had been vandalised, however this had now been repaired.

The Chairman thanked Cllr Pearce for his work.

Cllr Savage reported that the Silent Silhouettes were in place at the Church.

15. Planning Committee:

a. To consider planning applications received.

MC/18/2791 8 Church Street, Hoo St Werburgh, Rochester, Medway, ME3 9AH
Change of use class from sui generis Beauty Salon to use class C3 dwelling house.

MC/18/2897 120 Knights Road, Hoo St Werburgh, Rochester, Medway, ME3 9BX
Construction of single storey side/rear extension - demolition of single storey rear projection and out building to side/rear.

MC/18/2552 45 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9AA

Construction of a single storey rear and 2 storey front extension.

MC/18/2968 46 Tenor Drive, Hoo St Werburgh, Rochester, Medway, ME3 9LP
Construction of a single storey rear/side extension.

MC/18/2697 54 Vidgeon Avenue, Hoo St Werburgh, Rochester, Medway, ME3 9DE
(Retrospective)
Construction of a 1.8 m wall fronting a highway.

Cllr Sands stated that Medway Council appeared to be adamant that the Parish would become a Town and he felt that the PC should write to Medway Council to seek a referendum as to whether the electorate wanted to become a Town.

He asked for backing for the Parish Clerk to write to Medway Council to request this. This was agreed by all present. (Sands/Perfect).

Action: Clerk to action.

b. To consider recommendations from the Planning Committee.

No matters were raised.

16. Village Hall.

The Chairman reported that there was no progress with the new Village Hall at present. He reported that 1.7million was due in 20/21 from Section 106 payments.

Cllr Sands suggested that the current site of the Village Hall may not be the correct location. He stated that he did not feel that the Parish Council should negotiate funds via building development.

17. Urgent Items.

Cllr Perfect stated that there was a tree on the Brook that needed to be cut back as it was causing problems for the neighbouring properties.

The Chairman stated that he and the Warden would inspect the tree and report back to members.

Action: Chairman to progress.

18. Date of next meeting.

6th December 2018.

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

Signed.....

Chairman

Dated.....