

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 7th November 2019 at 7.30pm.

Councillors present: Chambers
Cutting
Fray
Gissing
Pearce
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 Cllrs Counsell and Perfect.

2. Declaration of Interests.

No matters were declared.

3. Minutes of the previous meeting.

The Minutes of the previous meeting were circulated to all present.

It was proposed by Cllr Cutting 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.

4. Matters arising from the Minutes.

Beacon – The Clerk informed members that she had now received correspondence from Esquire Developments confirming that they were in agreement with the proposals put forward by the Parish Council for the Beacon.

Port Werburgh Issues – Cllr Sands reported that the Parish Council had received a response from Perry Holmes stating that he was unable to assist with issues concerning Port Werburgh.

He stated that his correspondence with Peel Ports had not been successful and he was now considering the next steps.

5. Public Question Time.

Residents from Port Werburgh attended the meeting to speak regarding the issues at the site.

They stated that the MP had advised that it was a civil matter and could not assist either.

Cllr Sands stated that he was not giving up on this issue and would explore all avenues to try to assist the residents.

Residents spoke regarding the issues that they had at the site with access for emergency services, they informed members that a letter had been received from the site manager stating that the residents needed to make provision for access should they call the emergency services.

Cllr Freshwater suggested that the Parish Council should write to the site manager regarding this matter, as legally he should make provision for access for the emergency services. This was discussed and it was agreed that Cllr Freshwater would draft a letter regarding g Port Werburgh.

Action: Cllr Freshwater to Action.

A resident raised concerns regarding the motorbikes riding on footpaths and the Seawall. This was discussed by members and residents were advised to report such action to the police on 101.

6. Urgent Matters.

No matters were raised.

7. Chairman's Report.

Cllr Tildesley gave his report to members.

He reported that a meeting had taken place on site at Pottery Road Recreation Ground with Medway Council Officers, Dave Harris, Martin Hall and Fiona Leadley to discuss the Section 106 funds, the new play area and the Wardens Nursery Area.

He stated that the outcome of the meeting was that the PC needed to purchase three additional pieces of play equipment for the infants play area to ensure that the facilities had been improved. He stated that this matter would be discussed at the forthcoming Environmental Meeting.

He stated that Medway Council Officers were due to attend the December meeting to speak regarding Section 106 funds and therefore the agenda for this meeting would be reduced to enable a full discussion to take place.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

The Clerk informed members that the Mayor was also due to attend the December Parish Council Meeting.

It was agreed that the Parish Council would serve refreshments for this meeting.

Cllr Savage stated that she would coordinate this, and the Clerk was asked to liaise with Medway Council to establish the dietary requirements for the Mayor.

January PC Meeting – it was agreed that the meeting would take place on the 9th January 2020 rather than 2nd January.

Medway Council HIF Bid – The press report for the MC HIF Bid was circulated to all members along with a draft letter from Cllr Freshwater in response to this.

Cllr Sands stated that he had corresponded with Alan Jarrett regarding this as a Ward Councillor, and he explained his objections to members.

He stated that the HIF Bid would do nothing to eliminate traffic and he felt that there were lies being told by Medway Council. He urged all Parish Councils to write to Alan Jarrett regarding this.

He stated that the Parish Council should try to stop development on air pollution and environmental grounds. The Peninsula had protection and it should use it.

Cllr Freshwater suggested that the Parish Council did need to respond to this, and a draft letter had been circulated to all members. It was agreed that comments to this letter should be sent to Cllr Freshwater and a final letter put together for the Clerk to send to Medway Council.

Action: Cllr Freshwater and Clerk to action.

9. Ward Councillors Report.

Cllr Sands gave his report to the meeting.

He reported that he had arranged a meeting at Deangate on 16th November and members were invited to attend.

He stated that the occupation of Deangate was now gaining pace and the amount of transport on site was increasing.

The operation was currently illegal as they did not have planning approval, the application was due to go before the Planning Meeting on 11 December and he urged members and the public to attend this meeting.

He spoke regarding the Youth Club and stated that this had 40 members at present.

He stated that they wished to use the Playing Field and therefore the light was needed.

Cllr Sands stated that the Village Hall was for the use of the whole of the local community and therefore he felt that the Parish Council should write to the Village Hall Management Committee to ask for three hours to be made available for the Youth Club on a Friday evening.

This was discussed and it was agreed that the Flood Lights would be discussed at the Environmental Meeting. It was also agreed that the Clerk should liaise with the VHMC re the hire of the hall.

Action: Clerk to write to the Village Hall Management Committee as agreed.

10. Neighbourhood Plan Report.

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

She reported that the NHP Group continued to meet on a regular basis.

Members were working on various items regarding protecting buildings in the parish.

They were investigating further grant applications as there would be a shortfall of funds.

The Technical Grant was also being considered as this would unlock a further £8000.

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

11. Police Matters.

Cllr Gissing reported that a PACT Meeting had been held and a PACT Committee had been setup. She stated that she had been elected as Chairman and a meeting would be arranged in the near future.

12. Monthly Financial Statement.

The Financial Statement was circulated to all members.

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

Cllr Williams spoke regarding the Whoo Cares Christmas Lunch and proposed that the Parish Council make a one-off donation of £100 to this. This was seconded by Cllr Savage and agreed by all present. It was further agreed that a cheque would be raised at the meeting.

Action: Clerk to action.

13. Finance Audit and General Purposes Committee:**a. To consider the minutes of the Committee Meeting.**

The minutes of the recent meeting were approved by members (Williams/Savage).

b. To consider the recommendations from the Committee Meeting.

Members consider the report and attached draft budget put forward by the FA&GP Committee and agreed the recommended Precept of £92701.00 for 2020/2021.

The report and recommendations from the FA&GP Committee was proposed by Cllr Rees, seconded by Cllr Chambers and agreed by all present.

Action: Approved Precept for 2020/2021 £92701.00.

14. Environmental Committee**a. Environmental Meeting – next meeting Thursday 21st November 2019 @2pm.****b. To consider urgent environmental matters.**Burial Ground

Cllr Rees reported that the trees had now been delivered for planting at the Burial Ground and the Warden would tend to this.

She stated that the next grass cut was due to take place in February 2020.

Christmas Lights and Tree

The Clerk confirmed that the Christmas tree would be erected in the village before the 28th November and the lights would be installed shortly after.

15. Planning Committee:**a. To consider planning applications received.**

MC/19/2470 220 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9HG

Retrospective application for construction of an outbuilding to rear for use as a skin rejuvenation clinic.

No objections.

MC/19/2757 Plot 1B, London Medway Commercial Park, James Swallow Way
Development of Plot 1B incorporating the construction of a warehouse building including Class B1(c) light industrial/ B2 general warehouse building including 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 submitted to MC.

MC/19/2894 8 Church Street, Hoo St Werburgh, Rochester, Medway, ME3 9AH
Construction of a dormer to rear.
No objections.

b. To consider other Planning Matters.

No matters were discussed.

16. Community Centre Committee

The Chairman stated that a meeting had taken place to update members on the progress to date. He stated that this would be discussed in detail at the February 2020 meeting.

17. Urgent Items.

No matters were raised.

18. Date of next meeting.

5th December 2019.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.15pm.

Signed.....

Chairman

Dated.....

Hoo St Werburgh Parish Council
Minutes from Finance, Audit and General Purposes Committee
Held in Pottery Road Meeting Room on Thursday 17th October 2019 at 2.00pm

Councillors Present: Williams
Sands
Tildesley
Rees
Savage
Pratt

Also, Present: Parish Clerk.

CLlr Tildesley chaired the meeting.

1. Apologies.

No apologies were received.

2. Declaration of Interests.

No interests were declared.

3. 2020/2021 Budget.

The Committee has recommended an increase in the Parish Precept of 20%, increasing this from £77251 in 2019/2020 to £92701 for 2020/2021.

The following items were considered by members when considering the draft budget and calculating the required precept:

1. Wardens salary

It was agreed that a recommendation would be put forward to Full Council for the Wardens salary to be increase as follows over a two-year period as this would bring his salary in line with similar job types.

Recommendation: to approve the Wardens Salary increase as above.

2. Training

An allocation of £2000 put against training, this is because the Parish Council hopes to have a training session for all councillors at some point in the future when KALC are available to do this.

This allocation is an increase of £800 on previous years allocation which will allow members and the Clerk or Warden to attend training courses relevant to the Parish Council if necessary.

3. Recreation Grounds

The allocation for recreation grounds has been increased to £9500. This is to cover the following:

- **Repairs to play area as necessary.**

The Parish Council needs to make provision for the repair of the play area as it cannot rely on having Section 106 money to cover this, also vandalism is not covered under our insurance Policy.

- **Repairs and replacement of parish councils litter bins and dog bins.**

The Parish Council has identified a number of litter bins that need to be replaced on Pottery Road Recreation Ground and has authorised the purchase of these within this budgetary financial year.

There is a need to have these inspected regularly and replaced if in a dangerous condition, therefore it is recommended that an allocation is included in the budget should this arise.

- **Repairs to footpaths and benches.**

The Parish Council needs to make provision for the replacement/repair of benches and footpaths should this be necessary within the financial year.

A footpath in Pottery Road Recreation Ground has already been identified as needing some remedial work and this has been undertaken by the Chairman and Warden, however at some point in the future it may be necessary to have a contractor in to undertake repairs, and therefore the allocation in the budget should be sufficient to cover this.

- **Maintenance of Parish Council and trees and recreation grounds**

This is likely to be the biggest cost to the Parish Council in the next financial year.

As agreed at a recent meeting, Norse has been commissioned to inspect the Recreation Ground and draw up Management Plans for our recreation grounds.

To date we have received an estimate for the maintenance of the trees at Kingshill Recreation Ground over a five-year period, this indicates that in year one the maintenance needed will cost in the region of £1500, reducing to £350 in year five.

It is anticipated that this cost will be similar for each recreation ground and therefore for the maintenance of the trees alone requires an allocation of approximately £5000 for 20/21.

The Parish Council needs to consider the maintenance of its trees and land as the insurance cover dictates that we must have evidence that maintenance is carried out on a regular basis should a claim arise against us, therefore the Parish Council has a legal obligation to have this work undertaken.

4. Parish Beacon

Members agreed to insert an allocation of £500 for the maintenance of the Parish Beacon.

5. Allotments

The allocation for allotment expenditure has been increased from £1000 to £3000 as we need to have fence work undertaken.

6. Youth provision

Members have already agreed at a previous meeting to have a youth provision allocation in the 2020/21 budget of £2000.

7. Burial-ground

The attached report from Cllr Rees regarding the proposed burial ground budget for 20/21 was considered by members and it was agreed that an allocation of £3500 should be allowed for in the budget.

8. Van renewal fund

Allocation of £500 to start the new van replacement fund.

9. Grant and donations

Members have discussed increasing the grants and donations allocation in the 20/21 budget and increased this from £1000 to £2000.

They agreed that a policy should be drafted to regulate the way in which the Parish Council considered grant applications.

It was recommended that the Parish Council considered grant applications four times a year and the maximum amount to be awarded would be £500.

Recommendation: Members to agree the changes to the way the PC allocates grants. If approved a Grant Policy will be drafted for approval at the next meeting.

10. Village planters

When the village planters have been installed as agreed these will need to be maintained on an annual basis and therefore I have inserted a draft allocation of £500 for this project. This needs to be considered and discussed by members.

Recommendation to Full Council

Members consider the above report and attached draft budget and agree the recommended 2020/2021 Precept of £92701.00 for 2020/2021.

The meeting was closed at 2.48pm