

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 1st December 2016 at 7.30pm.

***Councillors present: Andrews
Chambers
Counsell
Gatfield
Hipsey
Pearce
Perfect
Pratt
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 Cllrs Rees and Singleton.

2. Declaration of Interests.

Cllr Perfect declared an interest in the agenda item for The Brook.

3. Minutes of the previous meeting.

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

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

4. Matters arising from the Minutes.

The Chairman stated that Cllr Rees had reported the felling of trees at Hoo School and the response from Medway Council had been circulated to members by email.

5. Urgent Matters.

There were no urgent matters.

6. Chairman's Report.

The Chairman reported that the Tarmac Quarry Committee had now been set up and meetings were taking place.

He spoke regarding a Community Fund Scheme associated with this and suggested that the Parish Council set up a Funding Committee to seek grant funding for a new village hall. He stated that he had spoken with the funders and the Parish fell within the criteria.
He asked members if they wished to progress an application for grant funding. This was approved.

Following a further discussion as agreed that the following members would form the Funding Committee to meet as and when necessary:

Cllr Tildesley
Cllr Williams
Cllr Perfect
Cllr Gatfield
Cllr Pratt

This was proposed by Cllr Andrews, seconded by Cllr Counsell, and agreed by all present.

7. Clerks Report.

The Clerks Report was noted and accepted by members.

Invitation to Hoo Primary Nativity Play – It was agreed that Cllrs Pratt, Shepperd and Counsell would attend this event.

Action: Clerk to confirm Cllrs attendance.

8. Police Report.

Cllr Gatfield reported on police matters.

She informed members that a problem with vehicles parking and obstructing pavements had been reported to the PCSO. She stated that the police had confirmed that obstructing pavements for pedestrians was a police matter and should be reported on 101.

Cllr Tildesley stated that Ward Councillor Roy Freshwater was due to set up a meeting with Medway Council to discuss this matter and had asked whether any councillors would be interested in attending this. This was discussed and it was agreed that Cllrs Savage, Chambers, and Pratt would attend this meeting.

Action: Clerk to liaise with Councillor Freshwater regarding meeting

Cllr Gatfield reported on other police matters affecting the parish.

9. Public Question Time.

A resident in attendance at the meeting spoke regarding an incident at Hoo School when a pedestrian was hit by a car and the problems with vehicles parking on pavements.

10. Financial Statement.

The Financial Statement was circulated to all members.

The financial statement was then proposed by Cllr Pearce, seconded by Cllr Williams, and agreed by all present.

The approved cheques were then signed by two authorised signatories.

11. Finance and General Purposes Committee Meeting.

The Chairman proposed that due to the confidential nature of the Finance and General Purposes Committee Meeting regarding staffing matters, that this matter should be discussed as a confidential item excluding the press and public at the close of the meeting. This was agreed by members.

12. 2017/2018 Budget.

The Chairman proposed that due to the confidential nature of the Budget regarding staffing matters, that this matter should be discussed as a confidential item excluding the press and public at the close of the meeting. This was agreed by members.

13. Hoo Village Sign.

Cllr Pearce presented a report to all members with a proposal to renovate the Village Sign in the spring of 2017.

The report proposed refurbishing the village sign, post, and concrete base.

The Chairman stated that the post was made of oak this should therefore be kept and untreated.

A discussion took place regarding the village sign and Cllr Andrews spoke regarding the history of this as he was responsible for the design and erection of this many years ago.

Following a discussion Cllr Tildesley summarised Cllr Pearce's proposal that the village sign be renovated in the spring of 2017. He also suggested that the Parish Council appoint a contractor to deal with this. This was seconded by Cllr Savage and agreed by all present.

Action: Village Sign to be renovated in the spring of 2017

14. Land for use as a Burial-Ground.

Cllr Rees gave her apologies to the meeting and circulated a written report summarising the progress of the burial-ground for member's information. This was proposed by Cllr Pearce, seconded by Cllr Perfect and agreed by all present.

15. Planning Matters.

MC/16/4154 A289 FROM FOUR ELMS ROUNDABOUT TO MEDWAY TUNNEL INCLUDING FOUR ELMS ROUNDABOUT, SANS PAREIL ROUNDABOUT, ANTHONYS WAY ROUNDABOUT, FRINDSBURY HILL, AND ADJACENT ROADS AND LAND

Highway improvements to the A289 from Four Elms Roundabout to Medway Tunnel including Four Elms Roundabout, Sans Pareil Roundabout, Anthonys Way Roundabout, Frindsbury Hill, and adjacent roads and land comprising of road widening, enlarging and realigning the three roundabouts, installation of a pedestrian/cycle path, two footbridges and a new traffic signal junction on Frindsbury Hill.

No Objections were raised.

- MC/16/4355 30 HOO COMMON, CHATTENDEN, ROCHESTER, ME3 8LT**
Construction of a two storey side extension and additional off road parking to the front (Resubmission of MC/16/1082)
No Objections were raised.
- MC/16/4511 RIVER VIEW COTTAGE, STOKE ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9**
Retrospective joint application for construction of a front extension to River View Cottage and Hillside Cottage - Demolition of existing projections.
No Objections were raised.
- MC/16/4582 55 MAIN ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9AA**
Construction of a hardstanding and vehicle crossover to front together with bio folding timber gates.
No Objections were raised.

The meeting was adjourned at 8:00PM for refreshments.

The meeting was reconvened at 8:20PM.

16. Lionel and Elsie Pearce Memorial.

The Chairman informed members that he had recently met with the Reverend John Smith and Mr Pearce to discuss the site for the memorial bench.

He stated that it had been agreed that the Parish Warden would clear a small area within the churchyard to prepare the ground for the bench.

He confirmed that the Reverend John Smith would be seeking the agreement of the Diocese regarding this matter.

This was discussed by members and it was agreed that subject to approval from the Diocese, the Parish Council would allocate a budget of £500 in order to prepare the ground for the memorial bench (Williams/Andrews).

17. Parish Council Website.

The Clerk informed members that this matter was progressing.

18. Allotments.

Cllr Perfect reported on the progress of the allotments.

The Chairman stated that a complaint had been received regarding overgrown ivy from the allotments. He stated that he had instructed the Warden to deal with this matter as at present he was awaiting the delivery of his new strimmer.

19. The Brook.

Cllr Tildesley reported that the work on the Brook had now been undertaken by the contractor to a satisfactory standard. He thanked Cllrs Rees and Perfect for their work on the project.

He informed members that he was due to meet with Medway Council Officer Pricilla Mumby to discuss the work in the near future.

The Clerk was asked to send a letter of thanks to the contractor.

20. Recreation Grounds.

Pottery Road Recreation Ground

Cllr Chambers informed members that she had received a complaint regarding the poor condition of the infants playing area. She asked members if this could be considered for an upgrade.

Cllr Sands stated that he was currently working on a grant application for the infants play area and was hopeful that this would be progressed by February 2017.

Kingshill Recreation Ground.

Cllr Pearce reported that a tree planting event had been held and attended by 20 volunteers who had planted 300 trees.

He stated that the poppy seeds have been ordered and would be planted in the spring.

He reported that the rubbish bins and dog bins were due to be installed at Kingshill Recreation Ground in the next week.

Cllr Tildesley spoke regarding the trees that have been planted and raised concerns regarding their proximity to garden fences. Cllr Pearce stated that he had measured the minimum distance from the fences in line with the recommendation by the Woodland Trust.

Cllr Tildesley spoke regarding the tarmaced path area at Kingshill Recreation Ground and stated that two quotations had been sought for this work.

He informed members that quotations for the sum of £655+VAT and £725+ VAT had been received.

These were discussed and it was proposed by Cllr Perfect to accept the quotation for £655+VAT, this was seconded by Cllr Savage and agreed by all present.

It was further agreed to have an item of play equipment installed at Kingshill at the same time that the work was undertaken.

Action: Clerk to formally accept quotation.

The Chairman spoke regarding an email received from Cllr Pearce regarding strange objects at Kingshill Recreation Ground and he reported on these and the action to be taken.

Hoo Common

Cllr Andrews spoke regarding an area of brambles at Hoo Common that needed attending to. This was discussed and it was agreed that the Parish Warden would be asked to action these.

The Chairman reported that a complaint had been received regarding a pothole at the Saxon Shore Way at Hoo Common. He stated that he had consulted with Cllr Rees regarding the PC deeds and this was not a Parish Council responsibility and he had therefore passed this back to Medway Council.

He reported that he had asked West Sole Fencing to give a quotation for the repairs to the fencing at Hoo Common and he would report this to the next meeting.

21. Ward Councillors Report.

Ward Councillor Roy Freshwater gave his apologies to the meeting.

22. Urgent Items.

No matters were raised.

23. Date of next meeting.

5th January 2017.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.40pm.

Signed.....

Chairman

Dated.....

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Agenda Item 11

Finance and General Purposes Meeting.

A report regarding the Finance and General Purposes Committee Meeting was circulated to all members for consideration (copy attached).

This was discussed and it was proposed by Cllr Chambers to accept this report, this was seconded by Cllr Andrews and agreed by all present.

Agenda Item 12

2017/18 Budget and Precept.

The draft budget was circulated to all members along with an explanation report (Copy attached). This recommended a precept increase of 5% for 2017/18.

Members considered the draft budget and it was proposed by Cllr Pearce to increase the precept 5%, making the precept for 2017/18 the sum of **£47,175**, this was seconded by Cllr Perfect and agreed by all present.

The Parish Council Precept for 2017/18 precept was therefore set at £47,175.

Members also considered the Auto Enrolment Pension Provision for its employees and it was agreed that the Parish Council would register with the People's Pension to comply with the Auto Enrolment Regulations.

Cllr Sands spoke regarding the introduction of a Staff Appraisal System for staff to commence from 1 April 2017. This was agreed by members.

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

Signed.....

Chairman

Dated.....