

**The minutes of the Annual Statutory Meeting of Hoo Saint Werburgh Parish Council  
Held in the Red Cross Hall, Stoke Road, Hoo on Thursday 14th May 2015 at 7.30pm.**

***Councillors present: Counsell  
Hipsey  
Sheppard  
Rees  
Gatfield  
Chambers  
Sands  
Andrews  
Tildesley  
M Pearce  
L Pearce  
Pratt  
Singleton***

***Also: Parish Clerk and members of the public.***

***The meeting was chaired by Councillor L Pearce.***

**1. Declaration of Acceptance of Office for all elected Councillors.**

All elected Councillors signed their Declaration of Acceptance of Office forms and took their place around the table.

**2. To elect a Chairman.**

It was proposed by Cllr Rees to elect Cllr Lionel Pearce as Chairman. This was seconded by Cllr Chambers and agreed by all present. This was accepted by Cllr Pearce.

**3. Chairman to sign his Declaration of Acceptance of Office.**

Cllr Pearce signed his Declaration of Acceptance of Office and took his place as Chairman of the Parish Council.

**4. Apologies.**

Apologies were received from Cllr Perfect.

**5. Parish Councillor Vacancies.**

The Chairman informed the meeting that following an uncontested election in Central and West Wards, there were currently three vacancies on the Parish Council.

He stated that the Parish Council had received three applications for the state.

Details of the applications from Rhiannon Singleton, Pamela Pratt and Michael Williams were circulated to all members for their consideration.

The Chairman informed members that applicant Michael Williams had given his apologies for not attending the meeting as he had a prior commitment, however he had asked for his application to be considered in his absence.

These were discussed and Cllr Rees suggested co-opting all three applicants onto the Parish Council.

Cllr Sands suggested co-opting the two applicant's present onto the Parish Council and holding the other application over until the next meeting.

This was discussed and members agreed that the application and CV submitted by the applicant gave enough information for this to be considered at the meeting.

Following a discussion by members it was proposed by Cllr Andrews to co-opt all three applicants on to the Parish Council. This was seconded by Cllr Counsell. A vote was cast 7 in favour of this proposal. The vote was therefore carried and all three applicants were co-opted onto the Parish Council.

**6. Declaration of Acceptance of Office for co-opted Councillors.**

The two co-opted Councillors present signed their Declaration of Acceptance of Office forms and took their places around the table.

The Clerk stated that she would forward the forms onto Cllr Williams to complete before the next meeting.

**7. To elect a Vice-Chairman.**

It was proposed by Cllr L Pearce to elect Cllr Tildesley as Vice-Chairman. This was seconded by Cllr Gatfield and agreed by all present. Cllr Tildesley accepted this role.

**8. Parish Council Committees and Representatives to Outside Bodies.**

**Planning Committee**

Cllr. Rees  
Cllr. Chambers  
Cllr. Tildesley  
Cllr. Gatfield  
Cllr. Hipsey  
Cllr. Andrews  
Cllr. Sheppard  
Cllr. Pearce – Ex Officio

**Finance & General Purposes Committee**

Cllr. Counsell  
Cllr. Pearce  
Cllr. Hipsey  
Cllr Sands

Cllr Perfect  
Cllr. Pratt

**Recreation Grounds Committee**

Cllr. Chambers  
Cllr. Tildesley  
Cllr. Sands  
Cllr. Pratt  
Cllr. Singleton

**Allotments Committee**

Cllr. Rees  
Cllr. Andrews  
Cllr. Perfect  
Cllr. M Pearce

**Representatives for Outside Bodies**

Rural Liaison	Cllr L Pearce
Footpaths	Cllrs Rees & Tildesley
Village Hall	Cllrs Chambers & Pratt
Police Liaison	Cllrs Gatfield & Chambers (Reserve Cllr L Pearce)
Tree Warden	Cllrs Andrews & Chambers
Public Transport	Cllrs Counsell & Sheppard
KALC	Cllr Rees (Reserve Cllrs L Pearce & Chambers)

It was proposed by Cllr Tildesley to accept the Committees and Representatives to Outside Bodies as agreed on block, this was seconded by Cllr Hipsey and agreed by all present.

**9. Declaration of Interests.**

No interests were declared.

**10. 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.

**11. Matters arising from the Minutes.**

There were no matters arising.

**12. Urgent Matters.**

Cllr Andrews spoke regarding the footpath opposite 126 Main Road. He raised concerns that this had been excavated two months ago and had not yet been reinstated.

The Chairman stated that this was a BT responsibility and Medway Council were in the process of actioning this.

### **13. Chairman's Report.**

The Chairman gave his report to the meeting.

He spoke regarding former Parish Council Chairman, Ben Reeves who passed away on 28 April aged 89 years. He paid tribute to Ben who was a Parish Councillor for approximately 25 years and had also served as a Councillor on Rochester City Council and was Mayor in 1988.

The Chairman praised Ben Reeves and thanked him for the work undertaken for the parish. He stated that the Parish Council and Councillors offered their condolences to his wife Jenny.

He asked members to stand for a two minute silence in tribute to Ben Reeves.

Following this the Chairman informed the meeting that the funeral would take place at Medway Crematorium on 3rd June.

The Chairman spoke regarding the Parish Council elections and stated that three Parish Councillors had decided not to stand for re-election.

He thanked Parish Councillors Harry Bhattal, Janice Bamber and Peter Flack for their work for the Parish Council.

He reported on the District Council elections and the new Councillors representing the Peninsula and Strood Rural Wards.

### **14. Clerks Report.**

The Clerks Report was noted and accepted by members.

Hoo News and Booze - The Clerk reported that correspondence has been received from a resident raising concerns regarding the sign for the Hoo News and Booze shop in the parish. They had stated that the sign was not in keeping with a parish.

The Chairman stated that the Parish Council had raised concerns regarding this sign to Medway Council previously however no action had been taken.

This was discussed and it was noted that the sign had now been eliminated. It was therefore agreed that the Clerk would write to Medway Council again regarding this.

***Action: Clerk to action.***

### **15. Police Report.**

Cllr Gatfield reported that she was due to attend a Police Meeting on 2 June 2015.

Cllr Chambers reported on an incident at the Catholic Church where youths had been trying to break into the church through a window. She stated that they had caused damage to the window and this incident had been reported to the police.

**16. Public Question Time.**

A resident attended the meeting to raise concerns regarding vehicles parking on the zebra crossing at the bottom of Church Street. The Chairman stated that he was aware of this problem and the Parish Council would write to Medway Council and the police regarding this.

**Action: Clerk to progress.**

A resident attended the meeting to speak regarding the Youth Club. He stated that this was working well in Hoo Library, however they were not able to continue to use Chattenden Community Centre due to the cost, as funding from Medway Council was no longer available to cover the hire charges. He asked the Parish Council if a grant was available to assist with the charges.

The Chairman stated that he would liaise with the Youth Manager at Medway Council to establish the current situation.

**Action: Chairman to action.**

Cllr Sands asked if the Youth Club could be placed on the next agenda for further discussion.

**Action: Clerk to progress.**

A resident raised concerns regarding antisocial behaviour near Rivenhall Way. He stated that youths were lighting fires and the Fire Brigade was being called to attend to these.

Cllr Gatfield stated that she would raise this matter at the next Police Liaison meeting.

**17. Financial Statement.**

The Financial Statement was circulated to all members. It was proposed by Cllr Rees to accept this and authorise the cheques, this was seconded by Cllr Counsell and agreed by those present.

The cheques were then signed by two authorised signatories.

**18. 2014/15 Accounts and Annual Return.**

The Clerk circulated the 2014/15 Annual Accounts and Return for members consideration.

These were noted and discussed by members and it was proposed by Cllr Rees to accept these, this was seconded by Cllr Tildesley and agreed by all present.

The 2014/2015 Accounts and Annual Return were signed and dated by the Chairman.

**19. Grant Applications.**

The Chairman informed members that the grant application received from Hoo Church would be placed on the next agenda for determination.

**20. Land for use as a Burial-Ground.**

Cllr Rees stated that she had taken advice regarding the Easement for the Burial Ground from Medway Council and had been advised that the Parish Council needed to resubmit a full planning application at a cost of £195.

This was discussed and agreed by members (Rees/Pearce).

**Action: Cllr Rees to progress.**

Cllr Rees informed members that Section 106 funding for the burial-ground needed to be spent by March 2017 and the balance by November 2017.

## **21. Churchyard Pathway.**

It was reported that as agreed at the March 2015 Parish Council meeting, quotations had been sought for the construction of a pathway to the War Memorial in the Churchyard.

The quotations received were as follows:

**Andrews Contractors Ltd – £3250.00 + VAT**

**ELM Surfacing – £4593.18**

**RCL Royland Building and Civil Engineering – £9947.00 + VAT**

The Chairman informed members that he had been in contact with Medway Council and they had agreed in principle to release some Section 106 money from the Bells Lane development to finance this.

This was discussed by members and it was agreed to progress with the work and to accept the tender submitted by Andrews Contractors Limited.

**Action: Clerk and Cllr Rees to progress.**

## **22. Planning Matters.**

**MC/15/1170      175 BELLS LANE, HOO ST WERBURGH, ROCHESTER, ME3 9JA - No Objections.**  
Installation of a pair of gates to front of driveway.

**MC/15/0549      6 AVELING CLOSE, HOO ST WERBURGH, ROCHESTER, ME3 9BZ - No Objections.**  
Construction of a single storey rear extension; construction of a front extension with relocation of main entrance (demolition of existing porch).

**MC/15/1255      30 KNIGHTS ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9DP - No Objections**  
Construction of a two storey side extension.

**MC/15/1425      RAYES LODGE, BELLS LANE, HOO ST WERBURGH, ROCHESTER, ME3 9JA -**  
Demolition of Rayes Lodge and redevelopment of the site to provide 3 new dwellings consisting of a detached 4 bedroom dwelling and 2 link detached 3 bedroom dwellings, together with associated off-street car parking and amenity provision.

The Chairman explained the proposals to members and read out a suggested letter of objections. This was discussed and agreed by members.

**Action: Chairman to raise objections to planning application as agreed.**

- MC/15/1432**     **9 ELM AVENUE, CHATTENDEN, ROCHESTER, ME3 8LY - No Objections**  
Construction of a single storey rear extension.
- MC/15/1482**     **10 ARMYTAGE CLOSE, HOO ST WERBURGH, ROCHESTER, ME3 9AP - No Objections**  
Construction of a single storey rear extension.
- MC/15/1305**     **86 KNIGHTS ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9BU - No Objections**  
Construction of a two-storey side extension with a single storey front bay extension with canopy over along with a new storage shed to side.
- MC/15/1144**     **LAND FRONTING 39 FOURWENTS ROAD, HOO ST WERBURGH, ROCHESTER,**  
Change of use of amenity land to residential and construction of a hardstanding area to front.

The Chairman stated that there was no site plan with this application as therefore he would liaise with Medway Council regarding this.

***The meeting was adjourned at 8:45pm for refreshments.***

***Cllr Hipsey gave her apologies and left the meeting at 8:45pm.***

***The meeting was reconvened at 9pm.***

**23. Highways Matters.**

No matters were reported.

**24. Allotments.**

No matters were reported.

**25. Village Signage and Information Boards.**

Cllr Michael Pearce circulated a report and examples of signage to members.

He reported on plans for a fully funded project to have oak framed interpretation boards at various locations around the parish in celebration and memory of the life of Thomas Aveling.

He stated that the content of the interpretation panels would be agreed at a later date.

He reported that he was currently seeking quotations for the cost of the work and would report back to a future meeting.

This was discussed and it was agreed that Cllr Michael Pearce should progress this project. (M Pearce/Tildesley).

Cllr Tildesley thanked Cllr Michael Pearce for his work on this project.

**26. Provision of Disabled and Adult Fitness Equipment.**

Disabled Play Equipment – Cllr Sands reported that the equipment was still being progressed.

Adult Fitness Equipment – Cllr Tildesley reported that the outstanding work on the fitness equipment would be undertaken in the near future.

**27. Recreation Grounds.**

Cllr Tildesley reported that the zip wire seat had been repaired.

**28. Ward Councillors Report.**

No Ward Councillors were present at the meeting.

**29. Urgent Items.**

No matters were reported.

**30. Date of next meeting.**

4th June 2015.

*There being no further business to discuss, the Chairman closed the meeting at 9.20pm.*

Signed.....

Chairman

Dated.....