

The Minutes of the Annual Statutory Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 3rd May 2018 at 7.30pm.

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

Also: Parish Clerk, Reverend John Smith, and members of the public.

The meeting was chaired by Councillor Tildesley.

1. To elect a Chairman.

Two nominations for Chairman were received as follows:

CLlr Sands – Proposed by CLlr Perfect and seconded by CLlr Savage.

CLlr Tildesley – Proposed by CLlr Chambers and seconded by CLlr Williams.

It was agreed by members that a secret vote would take place for this role.

The Clerk circulated a voting paper to all members to vote for their favoured Chairman.

When all voting papers were complete the Clerk collected these and announced the results.

CLlr Tildesley was voted in as Chairman for a further year by 8 votes to 7.

CLlr Tildesley accepted this role and took the Chair.

2. Elected Chairman to sign Declaration of Acceptance of Office.

The elected Chairman signed his Declaration of Acceptance of Office.

3. Apologies.

Apologies were received from Ward Councillors Phil Filmer and Roy Freshwater.

4. To elect a Vice Chairman.

It was proposed by Cllr Tildesley to elect Cllr Williams as Vice Chairman, this was seconded by Cllr Sands and agreed by all present.

Cllr Williams accepted this role.

5. To appoint Committees, Representatives to Outside Bodies and other appointments.**Planning Committee**

Cllr. Sands - Chairman

Cllr. Rees

Cllr. Shepperd

Cllr. Hipsey

Cllr Williams

Finance & General Purposes Committee

Cllr. Counsell

Cllr. Hipsey

Cllr Fray

Cllr Perfect

Cllr. Pratt

Cllr Williams

Cllr Tildesley

Cllr Savage

Cllr Sands (reserve)

Recreation Grounds Committee

Cllr. Chambers

Cllr. Tildesley

Cllr. Sands

Cllr. Pratt

Cllr. Williams

Allotments Committee

Cllr. Rees

Cllr. Andrews

Cllr. Perfect

Cllr. M Pearce

Representatives for Outside Bodies

Rural Liaison Cllr. Tildesley

Footpaths Cllr. Rees, Tildesley & Gatfield

Village Hall Cllr. Chambers, Shepperd & Pratt

Police Liaison Cllr. Gatfield, Chambers

Tree Warden Cllr Andrews & Cllr. Pearce

Public Transport Cllr. Counsell & Gatfield

KALC Cllr. Rees, Tildesley & Pratt (Reserve Cllr Chambers)

It was proposed by Cllr Shepperd to accept the report as agreed, this was seconded by Cllr Rees and agreed by all present.

6. Declaration of Interests.

No interests were declared.

7. Minutes of the previous meeting.

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

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

8. Matters arising from the Minutes.

There were no matters arising.

9. Urgent Matters.

No urgent matters were raised.

10. Chairman's Report.

The Chairman gave his report to the meeting.

He reported that he and Cllr Williams had met with officers from Medway Council to discuss Section 106 contributions, and he reported on this meeting.

He stated that some Section 106 money would be allocated towards a new village hall, however at present some of the contributions were subject to planning approval.

He reported that the Feasibility Study for the Village Hall has been received and he spoke regarding this. He stated that the next step would be for plans for the new hall to be drawn up, surveys to be undertaken and then planning permission sought.

The Clerk was asked to scan and email a copy of the Feasibility Study to all members.

Action: Clerk to action.

Cllr Tildesley informed members that the Parish Council had been offered £33000 of Section 106 Heritage Money to allocate within the Parish. He stated that this item would be placed on the next agenda for formal discussion and approval.

Action: Item to be placed on next agenda.

Cllr Williams spoke regarding the Medway Council Local Plan and stated that the Consultation period had been extended. He said that Medway Council were due to hold a series of workshops within the parish and they had asked the PC how they would like these to be undertaken.

This was discussed, and it was agreed that the Parish Council would favour an open consultation event similar to the one held in High Halstow.

Cllr Williams stated that he would liaise with Medway Council regarding this matter.

Action: Cllr Williams to action.

11. Clerks Report.

The Clerks Report was noted and accepted by members.

Public Rights of Way Improvements Plan

It was agreed that the Clerk should liaise with MC Officer Adam Taylor regarding this matter.

Action: Clerk to progress.

12. Ward Councillors Report.

Ward Councillors Roy Freshwater and Phil Filmer gave their apologies to the meeting.

13. Police Matters.

Cllr Gatfield reported that a new PCSO had now been allocated to the Peninsula.

Cllr Fray asked for his details and Cllr Gatfield stated that she would pass these on as soon as she had them.

14. Public Question time.

A resident spoke regarding the the Local Plan Consultation and asked whether Dave Harris from Medway Council would be invited to attend the consultation event. Cllr Sands responded to this query.

A general discussion took place regarding the Local Plan Consultation and it was suggested that the questions should be put forward to M`C Officer Dave Harris prior to his attendance.

A resident spoke regarding Section 106 contributions and suggested that the Parish Council had a schedule to monitor the payments and when they were available.

Reverend John Smith spoke regarding the S106 Heritage and the possible projects that this would cover.

Cllr Williams stated that the PC had to discuss possible Heritage Projects with Medway Council and at present the money was not readily available.

A resident reported on the situation regarding the trees affecting her property.

15. Deangate Ridge Golf Course.

Cllr Sands reported that the work of the Deangate Community Partnership, he stated that the golf course had closed on 14th April 2018.

He reported that the Group had met with a solicitor regarding the options available to challenge the decision to close the golf course. He stated that they were still fighting to keep it open, however there was a rumour that the Council were not going to accept an application to run it.

Cllr Sands spoke regarding the importance of the Golf Course and informed members that a letter was being circulated regarding the questions raised by the solicitor to ask Medway Council. He reported that the next Community Partnership Meeting was due to be held in May.

16. Recreation Grounds.

Cllr Tildesley reported that he had met with Tarmac Contractors to go over the final details regarding the work on the footpaths and this was due to start on 8th May 2018.

He reported that the footpaths at Pottery Road would be undertaken first followed by the work at Kingshill Recreation Ground.

He reported that the annual inspection of the play equipment had been undertaken at the end of March and some minor maintenance work had been identified. He stated that a schedule of works had been drafted and quotations for this would be sought.

He reported that references were in the process of being sought for the two contractors shortlisted for the new play equipment at Pottery Road and this matter would be determined at the next meeting.

The Clerk reported that the damaged dog bin had been reported to Medway Council.

Cllr Pearce circulated photographs of the old chestnut fencing at the Recreation Ground to members, Cllr Tildesley stated that this would be actioned when the new play equipment was installed.

The meeting was adjourned at 8.30pm for refreshments.

The meeting was reconvened at 8.40pm.

17. Burial Ground.

Cllr Rees circulated a report on the progress of the Burial Ground and the seed planting. She reported that she had submitted a further application for trees for the Ground and these were due in the Autumn.

Cllr Rees spoke regarding the rotavating of the land and stated that the cost of the hire of a rotavator was £200 a day, she stated that the Warden could undertake the work , this was agreed by members.

18. Neighbourhood Plan.

Cllr Sand spoke regarding a Neighbourhood Plan for Hoo, he stated that this had been discussed previously, however the Parish had now become the centre of Medway Councils development plans and he felt that there was a need for the PC to do as much as possible to protect the Parish.

He spoke regarding the process of undertaking a NHP and the benefits of this, he stated that a number of members of the local community were supportive of undertaking the NHP.

A general discussion took place and it was generally agreed that it was too late for the NHP to protect the Parish from development, however this did not prohibit the PC or a community group from undertaking the process. It was also noted that work had been carried out by MC Officer Catherine Smith on a NHP in the past and therefore some information may still be available.

Cllr Sands Proposed that this should be looked at to see if there was interest within the local community on undertaking a Neighbourhood Plan. This was seconded, and it was agreed that Cllr Sands should progress this further to seek the views of residents and ascertain the interest in the local community in undertaking a NHP.

Action: Cllr Sands to progress.

19. Planning Matters.

Cllr Sands reported on the discussions that had taken place regarding the development of the Sturdee Club and he circulated plans to members for information.

He spoke regarding the Local Plan Consultation and circulated a draft letter to all members with the Parish Councils proposed comments, he asked for members views on the letter.

He urged all members and residents to submit their own views in writing to Medway Council.

20. Beacons of Light.

Cllr Pearce circulated a quotation for a Beacon to all members for consideration.

The Chairman stated that the Parish Council needed to consider whether it was going to take part in the event before it could consider the quotation or the purchase of a Beacon for the Parish.

Members discussed this further and noted that the PC had previously owned a Beacon, however this had not been maintained.

Cllr Sands proposed that the PC set up a small Working Party to look at the options for holding an event to celebrate the Centenary celebrations and report back to the PC with options. Reverend John Smith stated that he would also like to be included on the Working Group to represent the Church, this was agreed by all present.

It was agreed that the Working Group would include Cllrs Pearce, Sands and Reverend John Smith.

21. Allotments.

Cllr Perfect reported that an allotment inspection had been undertaken with no major issues.

22. Asset of Community Value.

Cllr Sands suggested that the Parish Council actively look at the buildings within the Parish that should be registered as a Asset of Community Value. This was agreed by members.

Cllr Sands suggested all members to consider the buildings that they wished to be protected and feed this back to the next meeting.

Cllr Rees stated that she had had the format for an application and she would put together a list for the next meeting. This was agreed.

Action: Cllr Rees to progress.

23. Christmas Lighting for the Parish.

Cllr Savage spoke regarding the cost of the Christmas Tree and lighting and stated that she felt that this could be sought for less elsewhere, she asked for members approval for her to try to seek sponsorship or a lower quotation for the tree from local businesses within the Parish, this was agreed by members.

Action: Cllr Savage to progress.

24. Financial Statement.

The Financial Statement was circulated to all members.

The financial statement was proposed by Cllr Chambers, seconded by Cllr Gatfield, and agreed by all present.

The approved cheques were then signed by two authorised signatories.

2017/18 Accounts.

The Clerk circulated the 2017/18 accounts to all members for their attention. She stated that these were currently with the Internal Auditor for the first stage of the Audit and an item would be placed on the next agenda for members to formally consider and approve these.

25. PC Policies and General Data Protection Regulations.

The Clerk stated that she had circulated documents regarding the new General Data Protection Regulations and the Parish Council Policies to all members at the previous meeting. She spoke regarding the GDPR and stated that these came into force on 25th May 2018.

These were discussed, and it was proposed to approve the policies and forms as circulated relating to the GDPR and appoint the Clerk as the PC Data Protection Officer. This was proposed by Cllr Rees, seconded by Cllr Hipsey, and agreed by all present.

It was agreed that the other PC Policies should be considered at the next PC meeting.

26. Urgent Items.

No meters were raised.

27. Date of next meeting.

7th June 2018.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.40pm.

Signed.....

Chairman

Dated.....