

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

***Councillors present: Andrews
Chambers
Counsell
Fray
Hipsey
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 Cllr Gatfield.

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, subject to the agreed amendment, this was seconded by Cllr Hipsey and agreed by all present.

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

4. Matters arising from the Minutes.

No matters were raised.

5. Public Question Time.

A resident asked if the Public Meeting with Kelly Tolhurst had been arranged.

The Clerk confirmed that she was waiting for Kelly Tolhurst's Office to confirm a date in April and when agreed this would be advertised in the parish.

6. Urgent Matters.

Cllr Savage spoke regarding the NHP and stated that this had not been included in the agenda as agreed at the previous meeting.

The Clerk stated that she had received a written report from the Chairman of the NHP Group and this had been circulated to all members in their meeting papers.
She stated that she would ensure that it was placed on future agendas.

7. Chairman's Report.

The Chairman reported that the Wardens van had failed its MOT, new tyres had been purchased and the van had now passed, however, a number of issues that had been identified that would need addressing before the next MOT was due. He stated that the work would cost in the region of £900 plus three new tyres, labour and hire van fees.

He suggested that now was the time to consider the purchase of a replacement van.

He circulated details and costings for a replacement Ford Connect Van and second-hand options to all members.

The Clerk stated that as this was a financial matter that this item needed to be placed as an item on the next agenda for formal consideration.

Cllr Andrews proposed that the PC purchased a new van, this was seconded by Cllr Perfect.

Cllr Savage stated that she felt that the PC should look at other van options and seek alternative costings from different suppliers.

Cllr Sands suggested that the PC should also look at electric van options.

This was discussed further, and it was agreed that this matter would be deferred to the Audit, Finance and General Purposes Committee for further consideration.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

Entrance to Hoo Common – The Chairman referred to a request from a resident to have wood-chip laid at the entrance of Hoo Common as it was muddy. He stated that the wood-chip was available from Deangate, free of charge, and he would progress this with the Parish Warden.

9. Ward Councillors Report.

No reports were given.

10. Police Matters.

The Clerk stated that as agreed at the previous meeting, the police had been asked to set up the PACT meetings in Hoo.

Cllr Fray asked if the updated contact details for the PCSO could be circulated to members.

Action: Clerk to progress.

11. Monthly Financial Statement.

The Financial Statement was circulated to all members.

This was proposed by Cllr Savage, seconded by Cllr Perfect, and agreed by all present.

The approved cheques were then signed by two authorised signatories and signed authority was given to the Clerk to process the BACS payment as identified on the financial statement

12. Finance Audit and General Purposes Committee:

It was reported that the next meeting of the FA&GP Committee would be held on 21st March 2019 at 2.00pm.

13. Parish Council Policies.

The Clerk informed members that new Standing Orders had now been published by NALC and these had been circulated for consideration. It was proposed by Cllr Savage to adopt these, this was seconded by Cllr Perfect and agreed by all present.

14. Environmental Committee:**a. To consider the minutes from the recent Environment Committee meeting.**

Members approved that minutes from the recent Environment Committee meeting.

Please see Appendix 1 attached.

These were discussed.

Cllr Fray asked about the Section 106 contribution towards the Burial Ground.

Cllr Rees explained the burial ground funding. She stated that there was currently a debate regarding the burial ground, and she suggested that the PCC ask for a short extension to the projected handover of the site.

A discussion took place regarding the maintenance of the burial ground. Cllr Rees stated that she and the Clerk had researched this, and the Parish Council had no power that permitted it to take over the maintenance. She explained the rules by which the PC operated.

Cllr Sands stated that anyone on the Peninsula could be buried at the church and he asked whether other parishes had been asked to contribute. This was discussed.

Cllr Rees explained that under Section 215 of the Local Government Act a Parish Council was able to take over the maintenance of a closed churchyard, but not an open one.

Cllr Savage reported that the current churchyard was nearly full and may soon need to be closed. A discussion took place regarding the history of the churchyard.

b. To consider the recommendations from the Environment Committee meeting.**a. Old Infants Play Area**

To agree that the old infants play equipment be removed as scrap metal and the Warden asked to make safe the ground.

This was agreed by members (Fray/Sands).

Cllr Williams stated that he was in the process of drawing up the specification for the Wardens Compound, quotations for the preliminary work would then be sought.

Action: Cllr Williams to progress.

b. RNAS Kingsnorth Memorial

To agree that the Parish Council takes part in the RNAS\Kingsnorth Memorial Project.

Members discussed this project and it was proposed by Cllr Williams to progress this, this was seconded by Cllr Savage and agreed by all present.

Cllr Pearce stated that he would contact the trust and ascertain the next steps to progress the project.

Action: Cllr Pearce to progress.

c. Official Opening of new Infants Play Area

To agree to postpone the Official Opening of the New Children's Play Area until after the elections, when a new date will be agreed.

This was discussed and it was agreed that this would be placed on the agenda in May to agree a new date for the opening of the play area.

Action: Place item on May agenda.

d. Village Planters

To agree the proposed locations for the planters in the parish, subject to approval by Medway Council.

Cllr Pearce explained the proposed locations for the new planters to members. These were discussed and agreed, subject to permission being sought from Medway Council.

(Chambers/Rees).

c. **To consider other environmental matters within the Parish.**

The Clerk was asked to liaise with Medway Council to confirm whether the CCTV cameras in the village centre were working and whether automated number plate recognition cameras could be used to monitor parking in the Parish.

Action: Clerk to liaise with Medway Council.

b. **Focus On event at Pottery Road Recreation Ground 21st September 2019.**

Concerns were raised that the Focus On Event organised by Medway Council in the Parish for 21st September 19 clashed with the date of the local Ploughing Match.

The Clerk was asked to invite the Medway Council Officer organising the event to attend the next meeting.

Action: Clerk to action.

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

MC/19/0543 6 Grandsire Gardens, Hoo St Werburgh, Rochester, Medway
Construction of a single storey rear extension - demolition of existing conservatory.

No Objections.

b. To consider other Planning Matters.

Cllr Sands referred to a report from Cllr Pearce regarding planning application MC/18/0620 (Arethusa Playing Field) that was approved with conditions. Within the section 106 Agreement was a contribution of £7,871.85 for Great Lines Heritage Park.

He asked for authority to liaise with Medway Council to request that Medway Council Planning Department adds this contribution to the HPC Community Heritage Projects to enable the Parish Council to spend this on local heritage.

This was discussed and agreed by members.

Action: Cllr Pearce to liaise with Medway Council.

Cllr Sands referred to a booklet regarding Local Needs Housing that was circulated at the previous meeting. He suggested that this was discuss after the elections.

He referred to the New Homes Bonus paid to Medway Council and stated that the Parish Council had submitted a Freedom of Information Request to ask how much they have raised from this bonus over the past 15 years, and what it had been spent on.

The Clerk stated that to date she had not received a response from Medway Council.

It was agreed that this should be followed up with Medway Council.

Action: Clerk to action.

16. New Village Hall Project Committee.

The Chairman stated that an initial meeting of the Village Hall Committee had taken place and the notes from the meeting would be circulated to all at the next meeting.

17. Urgent Items.

No matters were raised.

18. Date of next meeting.

4th April 2019.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.00pm.

Signed.....

Chairman

Dated.....

Hoo St Werburgh Parish Council
Minutes from the Environmental Committee Meeting
Held in Pottery Road Village Hall on 21st February 2019 at 3.00pm

***Councillors Present: Tildesley
Rees
Chambers
Perfect
Williams
Pratt
Pearce
Fray***

Also, Present: Parish Clerk.

1. Apologies.

No apologies were received.

2. Declaration of Interests.

No interests were declared.

3. Recreation Grounds.

Infants Play Area.

The Chairman stated that he and Cllr Williams had met with Safeplay to discuss the outstanding issues with the play equipment installation. He confirmed that the snagging issues were being addressed and Safeplay were contacting the manufacturers regarding the multipurpose unit.

It was agreed that payment would be made to Safeplay following a satisfactory outcome regarding the complaint with the manufacturer.

Old Infants Play Area.

The Chairman asked for members views regarding the removal of the old infants play equipment.

It was agreed that the Parish Council should recommend that this is removed as scrap metal and the Warden would make safe the ground.

Action: Recommendation to full Council arrangements for removal of play equipment to be progressed.

Wardens Compound Area.

The Chairman stated that quotations needed to be sought to progress the Wardens Compound Project. It was agreed that a specification was to be drafted to enable the quotations to be progressed.

Other Matters.

The Chairman reported that the newly installed dog bin at Pottery Road Recreation Ground was now missing.

The Clerk confirmed that this had been reported to Medway Council.

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Cllr Pearce reported that he had recently installed the new dog bag dispenser at Pottery Road Recreation Ground, and this was being used by members of the public.

Cllr Fray asked about the progress of the signage for the Recreation Ground. Cllr Pearce stated that he was still progressing this.

Cllr Perfect reported that the garages at Kingshill Recreation Ground had been sold and a private parking company was now enforcing parking in the area, she stated that parking was an issue at Kingshill Rec.

4. Parish Allotments.

A discussion took place regarding the standpipes for the allotments.

Cllr Perfect stated that she would not encourage putting the standpipes along the allotment pathway, she suggested that two additional standpipes were placed next to the existing ones at each end of the allotment site.

This was discussed further, and it was agreed that there should be three standpipes in total, and that the Allotment Representatives would speak with key allotment holders to establish a way forward and report back to a future meeting.

Action: Allotment Representatives to action.

5. Burial Ground.

Cllr Rees reported on a meeting held with the PCC to discuss the burial ground.

She stated that the issue of maintenance for the burial ground had been raised as the PCC had stated that they were unable to finance this.

She reported that the PCC had stated that the annual cost would be in the region of £4000 to maintain it and the PCC had suggested that the Parish Council fund this. As far as the Parish Council is aware it is not authorised to fund ongoing maintenance of an open churchyard.

She said that the transfer of the land to the Church was due to take place in late spring. She had asked the PCC if they would like to seek a short extension to the projected hand over date to allow time for further consideration of the issue of funding maintenance.

6. Other Projects.

Village Planters

Cllr Pearce circulated a plan showing the suggested locations for the proposed planters in the parish.

These were discussed and it was agreed that the locations should be approved by Medway Council and subject to this the proposed locations would be put forward as a recommendation to full Council.

Action: Recommendation to full Council.

Safe Crossing of Bells Lane

Cllr Chambers reported on a meeting that she had attended with Medway Council to discuss a safe Crossing of Bells Lane.

She stated that they had agreed to carry out a survey to establish if it was possible and she was awaiting a response from Medway Council.

7. RNAS Kingsnorth Memorial.

Cllr Pearce reported on the RNAS Kingsnorth Memorial Project and suggested that the PC takes part in this. He circulated details to all present and explained that the Trust installed the memorial and gifts it to the community.

This was discussed and it was agreed that the Environment Committee would recommend that the Parish Council supports the project.

Action: Recommendation to support project.

8. Any Other Business.

Official Opening of new Infants Play Area.

It was agreed to defer the proposed opening of the play area and arrange a new date after the elections as this would enable a small group of councillors to take this matter forward.

Action: Recommendation to postpone opening of new play area.

Horse Trough.

Cllr Pearce stated that he was in the process of progressing the plaques for the Horse Trough.

Parking in the Parish.

Cllr Perfect suggested that Automated Number Plate Recognition could be used to enforce parking in the Parish. It was agreed that the Clerk would establish if this was possible from Medway Council.

Action: Clerk to liaise with Medway Council to establish further details.

The meeting was closed at 16.30pm