

**The Minutes of the Meeting of Hoo Saint Werburgh Parish Council**  
**Held in the Village Hall, Pottery Road, Hoo on Thursday 6<sup>th</sup> December 2018 at 7.30pm.**

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

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

***The meeting was chaired by Councillor Tildesley.***

**1. Apologies.**

Apologies were received from Cllrs Shepperd and Medway Ward Councillor Roy Freshwater.

**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 Williams 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.

**4. Matters arising from the Minutes.**

Letter to Medway Council requesting a referendum – Letter acknowledged by MC.

Letter to Police re Policing on Peninsula – Letter acknowledged by Police.

**5. Urgent Matters.**

No matters were raised.

**6. Chairman's Report.**

The Chairman gave his report to the meeting.

He reported that he, the Vice Chairman and Cllr Rees had met with representatives from Dean Estates.

Cllr Rees reported on this meeting, she stated that the proposals were discussed, and concerns were raised regarding the narrowness of Stoke Road, water management and infrastructure. She stated that the PC would oppose the application but did discuss the Section 106 contributions.

Cllr Sands spoke regarding the proposals and the concerns regarding infrastructure and the development of rural land.

Cllr Tildesley stated that he had been in contact with Goathams to seek assistance with the preliminary plans for the new village hall, he stated that they were willing to assist the Parish Council with this.

Cllr Rees asked if the PC had been in contact with Action with Communities in Rural Kent as they gave assistance with Village Halls. This was discussed, and it was agreed that the Chairman would ascertain further details and report back to a future meeting.

The Chairman reported that a request had been received for a member of public to alter the layout of the member tables for the meeting.

He stated that it had been suggested that the tables were set out in a U shape, this was discussed by members and concerns were raised by some members who stated that they would struggle to hear if the tables were changed.

Following this discussion, it was proposed by Cllr Tildesley to keep the tables in a square for PC meetings, this was seconded by Cllr Hipsey. A vote was cast in favour of this proposal by 10 votes for and 4 against, the vote was therefore carried, and it was agreed that the table arrangement for future meetings would remain unchanged.

#### **7. Clerks Report.**

The Clerks Report was noted and accepted by members.

#### **8. Ward Councillors Report.**

Ward Councillor Roy Freshwater gave his apologies to the meeting and the Chairman read out a report on his behalf.

#### **9. Police Matters.**

Cllr Gatfield reported that she had not received a response from the PCSO. She stated that a police meeting was due to take place in the New Year and she was hoping to learn more about the police cover for Hoo.

#### **10. Public Question time.**

A resident asked the Parish Council if it was possible to write to the local MP to lobby her regarding development on the Hoo Peninsula. Cllr Williams stated that he had met with Kelly Tolhurst MP and had asked her to do this on behalf of the Parish Council and she had stated that she would.

This was discussed further and it was agreed that Kelly Tolhurst MP would be invited to attend the February Parish Council meeting.

***Action: Clerk to progress.***

A resident attended the meeting to ask the Parish Council if the standpipes for the parish allotments were being progressed.

The Chairman stated that this matter had been referred to the Environment Committee to progress.

A resident asked if the Parish Council could request that further signs were erected in the village giving directions to the public conveniences. This was agreed.

**Action: Clerk to progress.**

Concerns were raised by members of the public regarding the Arriva bus service into the village. The Chairman stated that Ward Councillor Roy Freshwater had been dealing with this. It was agreed that the Clerk would also liaise with Arriva buses to establish their timetables and plans for the future.

**Action: Clerk to progress.**

A resident spoke regarding the Village Hall and stated that she had now received the full set of accounts for the Village Hall from the Charities Commission.

The Chairman of the Neighbourhood Plan Steering Group, Elaine Cutting, gave an update on the progress of the Neighbourhood Plan. She stated that Medway Council had now accepted the designation for the Neighbourhood Plan in principle, and this would be rectified at a Council meeting on the 18th December 2018.

She reported that when this had been formally approved, the Steering Group could move onto the next stage and would have the authority to apply to organisations for grants. She explained the neighbourhood plan process to the meeting.

The Chairman thanked her for her report.

A resident spoke regarding a brochure circulated to parishioners regarding development by Gladman's. Cllr Sands stated that it was currently a consultation only and a planning application would be forthcoming, he stated that the Parish Council would consider the proposals when a formal planning application had been submitted to Medway Council.

#### **11. Monthly Financial Statement.**

The Financial Statement was circulated to all members.

The Clerk asked for authority to add three more cheques to the financial statement as follows:

Cheque 014 - £37.80 payable to Mr Pearce for reimbursement of materials.

Cheque 015 - £30.00 payable to Mrs Perfect for funeral flowers.

Cheque 016 - £100.00 payable to the Royal British Legion for poppy wreath.

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

The approved cheques were then signed by two authorised signatories.

#### **12. Finance Audit and General Purposes Committee:**

**a. To consider the minutes from the Finance, Audit and General Purposes Committee meeting.**

**Hoo St Werburgh Parish Council**

**Minutes from Finance and General Purposes Committee**

**Held in Pottery Road Meeting Room on Thursday 29<sup>th</sup> November 2018 at 2.00pm**

**Councillors Present:** Williams  
Sands  
Fray  
Counsell

**Also, Present:** Parish Clerk.

The Finance and General Purposes Committee held to a meeting on Thursday 29<sup>th</sup> November 2018 to discuss the following items:

1. **Public Participation arrangements at the PC Meetings**
2. **2019/20 Budget.**

**Cllr Williams Chaired the meeting.**

**1. Apologies.**

Apologies were received from Cllrs Pratt, Hipsey, Tildesley and Perfect.

**2. Declaration of Interests.**

No interests were declared.

**3. Public participation arrangements at Parish Council Meetings.**

Members noted a request from a resident to move the public participation agenda item to the end of the meeting.

This was discussed, and it was noted that the reason for this agenda item being placed at the beginning of the meeting was to enable members to address matters raised by residents.

It was agreed that it may be more productive to move this agenda item ahead of Urgent Items to enable any matters raised by residents to be addressed as an urgent item if deemed necessary by members.

**Action: Recommendation to Full Council to change the agenda item for all future meetings.**

The layout of the room for Parish Council meetings was also discussed and it was agreed this would be changed to see if a U-shaped layout could be done to enable all members to face the public.

**4. 2019/2020 Budget.**

The budget was discussed by members and it was agreed that the following items needed to be considered:

**Replacement van for Warden**

The PC has an earmarked reserve of £8900 for the Wardens Van.

It was agreed that the PC van was in need of replacement at a cost of approximately £14000, therefore an allocation of an additional £7000 should be allowed for in the budget.

**Planters for the Village Centre**

*It was agreed at the recent PC meeting that planters would be purchased to replace the hanging baskets in the Village Centre and an allocation of £2500 would be allowed for in the budget.*

**Allotment water supply**

*Members considered an allocation in the budget for additional standpipes for the allotments.*

*It was agreed that the PC should consider increasing the allotment rents to assist in the financing of this, it was proposed that the price of a plot should be increase by £5.*

**Action: Recommendation to Full Council to increase a plot by £5 for the next allotment year.**

*It was also noted that there was a need for water pressure to be checked.*

*Cllr Sands asked the Clerk to circulate a breakdown of the costs of the allotments for the last 10 years.*

**PC Storage Facility**

*Cllr Williams stated that planning permission was required for change of use of land for a storage facility on the site of the old infants play area.*

*He stated that a Planning application would cost in the region of £500 and if approved the project would cost approximately £15000, this would include a container, security fencing and a dropped kerb and gate.*

*It was agreed that an allocation of £15000 would be allowed for in the budget to cover the cost of this project.*

**Removal of old infants play area**

*Members agreed that the old infants play area should be removed and this could possibly be removed at a cheaper rate by cutting it off and disposing of the scrap metal.*

*Following a further discussion, it was proposed that the Precept for 2019/20 was increased by 15%, to £77251.00. The budget would then be drafted to incorporate the above projects. It was agreed that an allocation would be brought forward from the PC reserves to balance the budget.*

**The Finance and General Purposes Committee therefore recommends a precept for 2019/20 of £77251.00, this being an increase of 15% on the 2018/19 precept.**

**The Parish Council is asked to consider and ratify this recommendation.**

**5. Other Matters**

*Cllr Fray spoke regarding a project to have a Beacon placed in the original site at Beacon Hill, Chattenden. She stated that the area of land was a listed monument site and suggested that the ownership should be established. This was agreed by all present.*

***Action: Cllr Fray to seek advice from Cllr Rees.***

**b. To consider recommendations from the Finance, Audit and General Purposes Committee.**

The following recommendations were considered by members:

1. Recommendation to Full Council to change the agenda item for Public Comments to above Urgent Items for all future meetings – Approved.
2. Recommendation to Full Council to increase a plot by £5 for the next allotment year from 2019/20 – Approved.
3. Recommendation for the FA&GP Committee to set a precept for 2019/20 of £77251.00, this being an increase of 15% on the 2018/19 precept.
  - This was discussed, and it was agreed that the Grants allocation of the budget would be increased to £2000 (Savage/Sands).
  - An allocation of £14000 would be added to the Van Replacement Fund to enable the PC to purchase a new van in 2019 was approved. (Williams/Chambers).
  - The sum of £2500 was approved for the purchase of village planters. (Williams/Savage).
  - An allocation of £15000 would be placed in the budget for the PC Storage Area Project, it was noted that this project was subject to gaining planning approval.
  - The recommended precept increase of 15% to £77251.00 for 19/20 was approved. (Williams/Tildesley).

***The meeting was adjourned at 8.40pm for refreshments.***

***The meeting was reconvened at 9.00pm.***

**13. Parish Council Policies.**

The Clerk informed members that new Standing Orders had now been published by NALC and these would be circulated for consideration at the next meeting.

**14. Environmental Committee:**

**a. To consider Environmental matters within the Parish.**

The Clerk reported that she had contacted Medway Council to request a safe crossing on Bells Lane.

**15. Planning Committee:**

**a. To consider planning applications received.**

MC/18/3245 Land North of Four Elms Hill, Chattenden, Kent

Outline application with all matters reserved for residential Development for up to 21 houses inclusive of open amenity land, bunding, landscaping and foul pumping station with double garage to serve existing dwelling and removal and re-design of frontage layby on A228 (Bridge Lodge, Four Elms Hill).

***Cllr Sands confirmed that Objections had been submitted to Medway Council regarding this application.***

MC/18/2817 9 Belfry Drive, Hoo St Werburgh, Rochester, Medway, ME3 9JG

Construction of two dormers to rear together with roof light and sun tunnel to front to facilitate further living accommodating within the roof space.

**No Objections**

**b. To consider recommendations from the Planning Committee.**

No matters were raised.

**16. Village Hall.**

The Clerk circulated a report regarding the Village Hall as agreed at the previous meeting. This was noted by members.

**17. Urgent Items.**

No matters were raised.

**18. Date of next meeting.**

3<sup>rd</sup> January 2019.

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

Signed.....

Chairman

Dated.....