

Hoo St Werburgh Parish Council

The Minutes of the Annual Statutory Meeting of Hoo Saint Werburgh Parish Council
Held in Hoo Village Hall on Thursday 5th May 2022 at 7.00pm.

Councillor's present: Cutting
Freshwater
Pearce
Sands
Savage
Styles
Tildesley
Winstanley

Also: Parish Clerk and members of the public.

The meeting was chaired by Councillor Sands .

1. To elect a Chairman.

Nominations for Chairman were requested.

Cllr Sands was nominated as Chairman by Cllr Rees, this nomination was seconded by Cllr Winstanley, and a unanimous vote was cast in favour of this nomination.

Cllr Sands accepted this position.

2. To receive the Chairman's Declaration of Acceptance of Office.

Cllr Sands signed his Declaration of Acceptance of Office and took the Chair.

3. Apologies.

Apologies and reasons for absence were received and accepted from Cllr Counsell, Gissing, Pratt, and Freshwater.

4. To elect a Vice-Chairman.

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

Cllr Williams accepted this position.

5. To appoint Committees & Representatives to outside bodies.

It was agreed that the appointment of Committees and Representatives as follows:

Personnel Committee

Cllr Sands

Cllr Williams

Cllr Savage

Cllr Fray

Planning Committee

Cllr Sands
Cllr Rees
Cllr Fray
Cllr Freshwater
Cllr Williams
Cllr Pearce
Cllr Styles

Environment Committee

Cllr Pearce
Cllr Fray
Cllr Perfect
Cllr Winstanley
Cllr Tildesley
Cllr Styles
Cllr Pratt
Cllr Rees

Finance, Audit & General Purposes Committee

Cllr Cutting
Cllr Gissing
Cllr Williams
Cllr Tildesley
Cllr Savage
Cllr Sands
Cllr Freshwater

New Community Centre Project Committee

Cllr Savage
Cllr Pratt
Cllr Williams
Cllr Tildesley
Cllr Gissing
Cllr Cutting
Cllr Styles

Representatives for Outside Bodies

Rural Liaison - Cllr Tildesley & Rees
Footpaths - Cllr Rees, Tildesley & Winstanley
Village Hall - Cllr Styles
Police Liaison - Cllr Cutting & Gissing
Tree Warden - Cllr Pearce & Rees

Public Transport - Cllr Rees
 KALC - Cllr Rees, Tildesley & Pratt
 Neighbourhood Plan - Cllr Sands, Freshwater, Cutting, Styles & Fray
 Joint Parish - Cllr Sands & Williams

Appointment of:

Internal Auditor – Martin Thomas & Co
 Bankers – Cooperative Bank
 External Auditors – PKF Little John
 Insurers - Zurich

Memberships

Kent Association of Local Councils (KALC)
 Action for Communities in Rural Kent (ACRK)
 Information Commissioners Office (ICO)

6. Declaration of Interests.

Cllr Pearce – Financial Matters, payment to the Village Voices.
 Cllr Rees – Planning Matters.

7. Minutes of the previous meeting.

The Minutes of the previous meeting were circulated to all present.

It was proposed by Cllr Fray to accept these as a true record. This was seconded by Cllr Styles and agreed by all present.

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

8. Matters arising from the Minutes.

a. Parish Christmas Tree.

The Clerk reported permission had now been given to plant the tree at the agreed location.

This was discussed and it was agreed that the Clerk and Cllr Cutting would seek an updated quotation and further details regarding the planting timescales.

Action: Cllr Cutting/Clerk to action.

b. Parish Tour.

A date for the Parish Tour was discussed and it was agreed to hold this prior to a Parish Council meeting. It was agreed that a date for this would be circulated to all members.

c. Section 106 Green Spaces Meeting with Medway Council.

PC contacted Fiona Leadley to ask for a meeting to progress the improvements at Kingshill and Hoo Common, currently awaiting a date.

The Working Party will attend the meeting, and this will be reported back to the PC.

d. Safe Crossing of Bells Lane.

The Clerk reported that a site meeting had been requested, and she was due to arrange a meeting with Medway Council Officer David Warner.

9. Public Comments.

A resident raised concerns regarding the speeding traffic along Stoke Road.

This was discussed and it was agreed that this matter would be raised with MC Highways when meeting to discuss a safe crossing for Bells Lane.

It was agreed that MC Councillor Filmer would also be contacted regarding this matter.

Action: Clerk to action.

10. Urgent Matters.

Cllr Tildesley reported that the funfair had asked him if a removable bar tier could be installed at the access gate to the recreation ground to allow easier access. He stated that the fun fair had offered to undertake the work.

It was agreed that the fun fair should formally put this request to the PC if they wished it to be considered.

Cllr Fray reported that a dog had been attacked at Kingshill Recreation Ground and she asked if this was something that the PC wished to consider. It was agreed that this would be discussed at the next Environmental Committee Meeting.

11. Financial Matters.

Financial Statement.

The Financial Statement was circulated to all members.

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

12. Clerks Report.

The Clerk's Report was noted and approved by members.

13. Chairman's Report.

The Chairman reported on the following:

- New Wardens System now being operated.
- MC/22/0038 – refused by Medway Council.
- Deangate sports area – he reported on discussions with MC Cllr Doe.

14. Parish Council Committee Reports.

a. Jubilee Celebrations Committee.

The Jubilee Committee circulated a report outlining their plans for the Jubilee celebrations in the Parish.

The report was discussed and agreed by members.

It was agreed that delegated authority would be given to the Clerk, Cllr Pearce, and Chairman to action any other matters arising regarding the Jubilee Celebrations ahead of the event.

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

b. Environment Committee.

It was agreed that an Environment Committee meeting would be arranged, and a date would be agreed with the Chairman and circulated to members.

Action: Clerk to circulate a date for the meeting.

c. Finance, Audit and General Purposes Meeting.

It was agreed that a date for this meeting would be arranged prior to the next PC meeting to discuss the 2021/22 accounts following their internal audit.

Action: Clerk to circulate a date for the meeting.

15. Parish Council Policies.

This matter was deferred.

16. Planning Matters.

a. Planning Applications.

APPLICATIONS RECEIVED SINCE THE LAST MEETING

MC/22/0812 83 Rochester Crescent, Hoo St Werburgh, Rochester, Medway
Construction of a two-storey extension to side together with porch to front.

MC/22/0877 15 Braeburn Drive, Hoo St Werburgh, Medway, Rochester, ME3 9US
Construction of a single storey side extension.

MC/22/0890 153 Main Road, Hoo St Werburgh, Rochester, Medway, ME3 9EY
Construction of a first-floor rear and side extension - resubmission of MC/21/2551.

MC/22/0916 Port Werburgh, Vicarage Lane, Hoo St Werburgh, Rochester
Construction of a new amenity block.

MC/22/0873 The Farmhouse, Chattenden Farm, Lodge Hill Lane, Chattenden
Construction of a lodge building to be used as an annex.

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/22/0426
24 Elm Avenue Chattenden Rochester Medway ME3 8LZ
Construction of a first-floor extension to side
Approval with Conditions

MC/22/0407
28 Marley Road Hoo St Werburgh Rochester Medway ME3 9DH
Retrospective engineering works to facilitate block paved hardstanding together with vehicular crossover to the front and new steps.
Approval with Conditions

MC/22/0360

Hoath Lodge Chattenden Lane Chattenden Rochester Medway ME3 8NL

Construction of two dormers to front as part of partial loft conversion; entrance canopy to front; formation of front garden driveway with vehicle crossover onto a classified road with turning facilities and two car parking spaces together with associated works - demolition of lean-to to rear and single storey side elements.

Approval with Conditions

MC/22/0359

Flanders Farm Ratcliffe Highway Hoo St Werburgh Rochester Medway ME3 8QE

Details pursuant to condition 6 (External Lighting) on planning application MC/19/3128 for Construction of cold store building, packhouse to include chilled storage, office extension and smoking shelters with associated hardstanding for bin area together with provision of car parking, hardstanding, and landscaping

Discharge of Conditions

MC/22/0276

1 Wylie Road Hoo St Werburgh Rochester Medway ME3 9EE

Construction of a single storey extension to side with rooflight, hardstanding and extension to vehicular crossover to front to facilitate parking-demolition of garage and single storey out building (resubmission of MC/21/1987)

Approval with Conditions

MC/21/3415

Windwhistle Chattenden Farm Lodge Hill Lane Chattenden Rochester Medway ME3 8NY

Construction of a gable end to roof incorporating first floor level; insertion of balconies at first floor level and inset balconies at roof level, new roof tiles and solar panels; link extension to existing dormers over garage; replacement cladding and proposed rendering; replacement doors and windows and installation of a wind turbine in garden area. New

Decision Refusal

b. Other Planning Matters.

No matters were raised.

17. Annual Meeting of the Parish.

It was agreed that the Annual Meeting of the Parish would be held on 9th June 2022 at 7pm followed by the Parish Council Meeting.

18. Date of next meeting.

Date of next meeting – Tuesday 5th May 2022 @ 7pm.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.00pm.