

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in the Village Hall, Pottery Road, Hoo on Thursday 4th October 2018 at 7.30pm.

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

Also: Parish Clerk, and members of the public.

The meeting was chaired by Councillor Tildesley.

1. Apologies.

Apologies were received from Cllr Williams and MC 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 Gatfield 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.

MC/18/1795 Street Farm, Stoke Road, Hoo St Werburgh, Rochester, Medway
Outline application with all matters reserved for redevelopment of former farm site to provide a residential development of up to 50 dwelling (Use Class C3), open space, infrastructure, landscaping and associated works.

Cllr Sands reported that he had met with Medway Council regarding the Bridleway at the development, he stated that the fencing was not adequate for horses and was unsafe.

He suggested that the Parish Council writes to Medway Council to express its concern and ensure that the Bridleway was kept open following the completion of the development and was safe for pedestrians and horse riders.

Action: Clerk to write letter to Medway Council.

MC/18/1854 77 Main Road Hoo St Werburgh Rochester Medway ME3 9AA
Change of use from former care home for the elderly with disabilities to a children's day nursery - resubmission of MC/17/3069

Cllr Sands reported that the Planning application 18/1854 had been approved by Medway Council with a stipulation that the lay-by in front of the house would enable access to the site.

5. Urgent Matters.

The Clerk was asked to place the village hall on the next agenda.

Action: Clerk to action.

6. Chairman's Report.

The Chairman gave his report to the meeting.

He reported that he and Cllr Sands had attended the Local Plan event arranged by Medway Council.

Cllr Sands stated that he would report on this under the relevant agenda item.

7. Finance and General Purposes Committee Meeting Report.

The minutes of the Finance and General Proposes Meeting held on 13th September 2018 were circulated to all members for approval. These were proposed as a true record of the meeting by Cllr Savage, seconded by Cllr Pratt and agreed by all present at that meeting.

Hoo St Werburgh Parish Council

Minutes from Finance and General Purposes Committee

Held in Pottery Road Meeting Room on 13th September 2018 at 12.30pm

Councillors Present: *Tildesley*
 Sands
 Counsell
 Pratt
 Savage
 Williams John
 Fray

Also, Present: *Parish Clerk.*

The Finance and General Purposes Committee held a meeting on 13th September 2018 to discuss the following items:

1. *The adoption of a Committee Structure for the Parish Council.*

2. **Positive promotion of the Parish Council.**
3. **To agree the wording for the submission form for the NHP.**

1. **Apologies.**

Apologies were received from Cllrs Perfect and Hipsey.

2. **Parish Council Committee Structure.**

The Clerk circulated a report regarding the creation of a Committee Structure within Hoo St Werburgh Parish Council. This outlined the positive approach that such a structure would bring to the PC and how this would work well within HPC.

Draft Terms of Reference for each Committee was circulated to all members for review if they felt that the new structure would be beneficial to the PC.

This was discussed by members and it was unanimously felt that the benefits of a Committee Structure within the Parish Council would improve the way it operated. It was therefore agreed that the Finance and General Purposes Committee would put a recommendation to the full Council to adopt this new structure at its October Parish Council meeting.

Action: F&GP Committee to recommend the adoption of a Committee Structure at the October PC meeting.

It was agreed that it would recommend having a meeting of the F&GP Committee and the Environmental Committee each alternate month during the day, with the option of having additional meetings as and when necessary.

3. **Positive promotion of the Parish Council.**

Members discussed ways in which the Parish Council could promote itself within the parish in order to raise its profile positively with its electorate.

It was agreed that the Parish Council should consider the following at its next meeting:

- *Facebook*
- *Twitter*
- *Newsletter four times a year*
- *Annual Report*
- *Councillor Business Cards*
- *Councillor Badges*
- *Notice Boards*
- *Advertise meetings in Local Press*

Action: It was agreed this item should be considered at the next PC meeting.

4. **Neighbourhood Plan.**

The Clerk circulated the proposed wording for the NHP registration form out forward by the NHP Committee.

This was considered and agreed by the F&GP Committee.

Action: Recommendation by F&GP Committee to formally approve the wording at the next PC meeting.

Members considered the recommendation and agreed to adopt a Committee Structure for the Parish Council. This was proposed by Cllr Sands, seconded by Cllr Savage and agreed by all present.

The following membership of the committee was agreed as follows:

Environmental Committee

Cllr. Pearce
Cllr. Rees
Cllr Fray
Cllr Perfect
Cllr. Pratt
Cllr Williams
Cllr Tildesley - Chairman
Cllr Chambers

Finance, General Purposes and Audit Committee

Cllr. Counsell
Cllr. Hipsey
Cllr Fray
Cllr Perfect
Cllr. Pratt
Cllr Williams
Cllr Tildesley - Chairman
Cllr Savage
Cllr Sands

Planning Committee

Cllr. Sands - Chairman
Cllr. Rees
Cllr. Shepperd
Cllr. Hipsey
Cllr Williams

Personnel Committee

Cllr. Fray
Cllr Williams
Cllr Tildesley - Chairman
Cllr Savage

Members agreed with the recommendation regarding the promotion of the Parish Council and that the following would be undertaken to improve Parish Council communication with the electorate:

Parish Council Notice Boards – it was agreed that these should be updated on a regular basis. Cllr Pearce proposed passing the responsibility of the notice boards to a members of the local community. This was discussed, and it was agreed that the Warden would continue to update the notice boards for the time being.

Concerns were raised regarding the workload of the Warden and it was agreed that the Clerk would write to the Warden to seek his views on this.

Action: Clerk to write to Warden.

Facebook – it was agreed that the Parish Council would create its own facebook page, this would be administered by the Parish Clerk and a Parish Councillor. Prior to the launch of the Facebook page the Clerk stated that the PC would need to prove a policy to cover this. It was agreed that this item would be placed on the next agenda.

Action: Clerk to place item on next agenda.

Councillor Badges – Clerk to seek costs for Councillor badges.

Action: Clerk to progress.

Parish Council Business Cards – Clerk to seek costs for PC Business Cards.

Action: Clerk to progress.

Village Voices – Cllr Pearce stated that the Parish Council was able to place items in the Village Voices, subject to space. He stated that due to his interests with the publication he was unable to get involved.

8. Clerks Report.

The Clerks Report was noted and accepted by members.

9. Ward Councillors Report.

Ward Councillor Roy Freshwater gave his apologies to the meeting.

10. Police Matters.

Cllr Gatfield reported that there was an incident on the Peninsula in the week and this had been reported to the police.

11. Public Question time.

A resident spoke regarding the Village Hall Management Committee and she spoke regarding the Parish Council membership on this committee.

Concerns were raised regarding the lack of communication from the police regarding the coverage of the Peninsula.

Cllr Gatfield stated that these concerns had been raised with the police. This was discussed, and it was agreed that the Clerk would write to the police to raised concerns regarding the policing of the Peninsula.

Action: Clerk to progress.

A resident spoke regarding the Villager Community Bus and stated that this was currently not operating in the village. She stated that she had raised this issue with MC Councillor Phil Filmer and was due to attend a meeting to discuss the situation.

Public Conveniences – the Clerk stated that she had written to Norse regarding the frequent closure of the Public Conveniences without notice and they had responded stating that they did inform Medway Council if the toilets needed to be closed.

It was agreed that the Clerk would liaise with Cllr Phil Filmer to request that the Parish Council was informed of future closures.

12. Safe Crossing of Bells Lane.

Cllr Tildesley stated that this item would be deferred to the Environmental Committee for further consideration.

Action: Item deferred to the Environmental Committee.

13. Public Conveniences.

Cllr Tildesley stated that this item would be deferred to the Environmental Committee for further consideration.

Action: Item deferred to the Environmental Committee.

14. Recreation Grounds.

Pottery Road Recreation Ground

Cllr Tildesley reported that work on the new play area at Pottery Road Recreation Ground was underway, however work seemed to have stopped at present. He stated that there had only been one person working on site for then last week. He stated that the contractor had also had an excavator stolen from site over night.

It was agreed to keep an eye on the situation and raise concerns with the contractor if necessary.

15. Burial Ground.

Cllr Rees spoke regarding the minutes from the previous meeting and the concerns raised regarding the Burial Ground expenditure.

She circulated a report to all members regarding the actions and expenditure for the burial ground to date and confirmed that all expenditure had been financed from Section 106 money.

Cllr Sands spoke regarding the concerns raised at the last meeting regarding the work to date and the proposed handover.

Cllr Fray asked if there was a contingency plan should the Church decide that they did not want to take on the burial ground. Cllr Rees stated that should this be the case the PC could make use of the land.

A general discussion took place regarding this matter.

Cllr Perfect thanked Cllr Rees for the work she had undertaken on this project to date.

16. Neighbourhood Plan.

The Clerk informed members that the forms notifying Medway Council of the intention to undertake a Neighbourhood Plan had been completed and would be submitted to Medway Council when signed off by Parish Councillors.

17. Hoo Remembers Event.

Cllr Pearce reported on this Hoo Remembers Project, he informed members that the additional Silhouettes for display inside of the Church during the Century Celebrations had been ordered as agreed at the previous meeting.

He reported that the large poppies for lampposts had been partly sponsored and there would be 52 in total displayed around the Parish.

He proposed that the Parish Council purchase 22 Tommy Silhouettes to display around the Parish at a cost of £55 each. One to represent each who had lost their lives in Hoo during the war.

Cllr Savage stated that the church had purchased 4 and therefore only 18 were needed. Cllr Pearce amended his proposal to purchase 18 Tommy Silhouettes, this was seconded by Cllr Chambers and agreed by all present.

Action: PC to purchase 18 Tommy Silhouettes at a cost of £55 each.

Cllr Pearce stated that he would liaise with Medway Council to ascertain whether they had plans to light a Beacon at Kingshill Recreation Ground.

Horse Trough Plaques – It was agreed that Cllr Pearce would liaise with Cllr Andrews to reinstate the plaques on the Horse Trough, Members set a budget of £100 to undertake this.

18. Planning Matters.**APPLICATIONS RECEIVED**

MC/18/2671 44 Miskin Road, Hoo St Werburgh, Rochester, Medway, ME3 9ED
Construction of a detached outbuilding for use as a games room to rear.

MC/18/2727 Nullisec, Main Road, Chattenden, Rochester, Medway
Construction of a detached annex to rear.

MC/18/2560 24 Broadwood Road, Chattenden, Rochester, Medway, ME3 8LU
Construction of single storey side extension with car port and insertion of roof lights to side and rear - demolition of existing garage to side.

MC/18/2612 - Cllr Sands reported that an application to develop the land West of Hoo with 550 houses, he asked for members views on this application.

He stated that the Parish Council should object to this application on grounds of traffic and pollution.

Cllr Sands reported that he and the Chairman had attended a meeting at Chattenden arranged by Medway Council regarding the Medway Local Plan. He spoke regarding the presentation and briefed members on the meeting.

19. Allotments.

Cllr Tildesley suggested that the PC should consider having further stand pipes installed at some point. This was discussed, and it was agreed that this matter would be referred to the Environmental Committee.

Action: Item to be referred to the Environmental Committee.

20. Financial Statement.

The Financial Statement was circulated to all members.

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

The approved cheques were then signed by two authorised signatories.

Members noted the receipt of the Audit Clearance Certificate received from PKF Littlejohn.

21. Urgent Items.

No matters were raised.

22. Date of next meeting.

1st November 2018.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.17pm.

Signed.....

Chairman

Dated.....