

Hoo St Werburgh Parish Council

The Minutes of the Meeting of Hoo Saint Werburgh Parish Council
Held in Hoo Village Hall on Thursday 9th June 2022 at 8.00pm.

Councillor's present: Fray
 Gissing
 Pearce
 Rees
 Sands
 Styles
 Tildesley
 Williams
 Winstanley

Also: Parish Clerk and members of the public.

The meeting was chaired by Councillor Sands .

1. Apologies.

Apologies and reasons for absence were received and accepted from Cllrs Counsell, Savage, Cutting, Perfect, Pratt, and 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 Rees to accept these as a true record, subject to agreed alterations. This was seconded by Cllr Tildesley and agreed by all present.

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

4. Matters arising from the Minutes.

a. Parish Christmas Tree.

The PC has permission to plant the tree in the Village Centre and we are seeking quotations, and this will be progressed in the Autumn.

b. Parish Tour.

Members were asked to approve the following date and time for a Parish Tour:

Thursday 7th July 2022 commencing at 6pm, ending at 8.15pm.

A shortened PC meeting will then take place in the Village Hall to agree essential business.

This was agreed.

c. Section 106 Green Spaces Meeting with MC.

Fiona Leadley to meet with the small working group in June, she is going to forward date options.

d. Safe Crossing of Bells Lane.

It has now been agreed that this meeting is deferred to September.

e. Parish Council Email Addresses.

All members will have now been issued with a Parish Council email address and instructions on how to use this are included in your meeting papers. This will be the only email address used from September 2022.

Action: Clerk to forward new passwords to Cllrs Tildesley, Fray, Rees, and Gissing.

5. Public Comments.

No matters were raised.

6. Urgent Matters.

Meeting with Taylor Wimpy – it was agreed that a face meeting would be arranged for early July.

Action: Clerk to action.

7. Financial Matters.

a. Financial Statement.

The Financial Statement was circulated to all members.

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

b. Finance, Audit and General Purposes Committee Report.

Members considered the report and recommendations from the FA&GP Committee and agreed to the following:

Quotations for Play Area repairs and maintenance.

The Clerk circulated quotations for the repairs and maintenance to the play areas at Pottery Road Recreation Ground and Kingshill Recreation Ground.

This work was identified during the annual inspections as both medium and low risk.

It was noted that three contractors had been approached to give quotations, however only one had submitted their quotation.

Pottery Road Recreation Ground

The quotation of £15594 was considered by members and it was agreed that all identified maintenance at Pottery Road that should be undertaken to bring the equipment up to standard, this included all low risk and medium risk items.

It was agreed that the work needed to be undertaken and it was agreed that a recommendation should be put to full Council to have this done in full.

Recommendation to accept the quotation in full at a cost of £15594 – RESOLVED TO ACCEPT.

Kingshill Recreation Ground

The quotation of £7772 was considered for Kingshill Recreation Ground, it was agreed that as Section 106 improvements were due to be undertaken at the ground, only the essential medium risk items

should be undertaken at a cost of £2300.

Recommendation to have essential work undertaken at a cost of £2300 – RESOLVED TO ACCEPT.

Quotation Allotment Trees.

The Committee considered a quotation for £710 from a tree surgeon to tend to two trees at the allotments that were in need of maintenance.

It was noted that this work was too large for the Wardens to complete, and the quotation also included the removal of the debris from the site.

The Committee agreed that this work should be undertaken, and therefore a recommendation should be put to full Council to approve this, subject to ensuring that the regulation regarding bird nesting was adhered to.

Recommendation to accept the quotation and proceed with the work at a cost of £710 – RESOLVED TO ACCEPT.

Wardens Tools.

Cllr Williams circulated a list of tools for the Wardens. He stated that basic tools were needed to ensure that the Wardens had the essential tools to undertake small jobs within the parish, and the list covered these at a cost of £160.92.

This was discussed by the Committee, and it was agreed that this should be accepted and put forward to full Council.

In addition, Cllr William suggested that the PC seeks to open an account at a local hardware store to enable the Wardens to purchase small supplies as and when necessary. This was agreed by members.

Recommendation to purchase essential tools for the Wardens at a cost of £160.92, and to open an account at the local hardware store – RESOLVED TO ACCEPT.

PC Policies.

The Parish Council Policies for review were circulated to the Committee for consideration and review. These were discussed, and it was agreed that these should be put to full Council for formal adoption.

Recommendation to accept and adopt the circulated policies – RESOLVED TO ACCEPT.

c. 2021/2022 Accounts and AGAR.

The Clerk circulated the internally audited accounts and AGAR to the FA&GP Committee for their consideration.

Members noted that these had been through the internal audit process, the AGAR had been signed off by the Auditor, Martin Thomas, with no queries.

Following discussions, it was agreed that a recommendation be put to full Council to approve the 2021/2022 Accounts and AGAR as follows:

To approve the Annual Governance Statement for 2021/22, Section 1 of the Annual Return for the year ending 31 March 2022. The Chair of the meeting and the Clerk to sign.

To approve the Statement of Internal Control in support of the Annual Governance Statement and Accounting Statements for 2021/22, Section 2 of the Annual Return for the year ending 31 March 2022 and the supporting Bank Reconciliation as of 31 March 2022 and if necessary, the explanation of the significant variations from last year (2020/21) to this year (2021/22) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chair of the meeting to sign.

It was proposed by Cllr Tildesley accept and approve the annual Governance Statement for 2021/22, and to approve the Statement of Internal Control in support of the Annual Governance Statement and Accounting Statements for 2021/22, Section 2 of the Annual Return for the year ending 31 March 2022 and the supporting Bank Reconciliation as of 31 March 2022 and the explanation of the significant variations from last year (2020/21) to this year (2021/22) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. This was seconded by Cllr Williams and agreed by all present.

8. Clerks Report.

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

9. Chairman's Report.

The Chairman reported on the following:

- Future Hoo Group and Hif Delivery Board.
- SEMS Consultation.

10. Parish Council Committee Reports.

a. Jubilee Celebrations Committee.

Cllr Pearce gave a report on the Jubilee celebrations that took place in the village over the Jubilee Weekend. He circulated a written report and financial statement.

b. Environment Committee.

It was agreed that an Environment Committee meeting would be arranged when necessary.

11. Planning Matters.

a. Planning Applications.

APPLICATIONS RECEIVED SINCE THE LAST MEETING

MC/22/0843 Unit 1A London Medway Commercial Park , James Swallow Way
Variation of condition 2 (approved plans) of planning permission MC/21/1889 to allow a minor material amendment for the proposed outbound gatehouse to be raised to align with the cab height of HGVs entering and leaving the site. Associated amendments to improve on-site safety and security in the vicinity of the gatehouses.

MC/22/1013 27 Wall Close, Hoo St Werburgh, Rochester, Medway, ME3 9LN
Construction of a single storey extension to front.

- MC/22/1131 2 Miskin Road, Hoo St Werburgh, Rochester, Medway, ME3 9EB
Construction of a single storey extension to rear - demolition of existing rear projection.
- MC/22/0974 The Hundred of Hoo Primary School, Main Road, Hoo St Werburgh
Construction of a two-storey extension with associated external works incorporating the expansion in the capacity of the staff car park and reconfigured early years play area and playground.
- MC/22/1104 1 Rochester Crescent, Hoo St Werburgh, Rochester, Medway
Construction of a part two storey side/part single storey front extension - demolition of porch to the front and detached store to the side.
- MC/22/1311 Unit 8A London Medway Commercial Park, James Swallow Way, Hoo
Variation of condition 1 (approved drawings) on planning permission MC/20/0132 to allow a minor material amendment for design and layout changes to Plot 8A which includes increase in floorspace of 726 sqm from 4,900 sqm to 5,626 sqm, updates to HGV and van parking areas within the service yard, addition of 2no. level access doors and 1no. dock door, reconfiguration to car parking layout, increase in car parking spaces by 1no. space from 53no. spaces to 54no. spaces, inclusion of external amenity area for staff, re-location of cycle shelter, condenser compound and bin store, increase to ridge height of 2.3m from 12.6m to 14.9m, update to elevational colour palette and update to elevations to align with changes to office and warehouse elements.
- MC/22/1338 Grass Verge Ratcliffe Highway , Opposite Farman Drive , Hoo
Prior approval under Part 16 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) for proposed 15.0m Phase 9 slimline Monopole and associated ancillary works.
Comments to consider alternative sites as there is already one there and to have it painted Green.

APPLICATIONS DETERMINED BY MEDWAY COUNCIL

MC/22/1016

27 Wall Close Hoo St Werburgh Rochester Medway ME3 9LN

Neighbourhood consultation application for the construction of a single storey extension to rear.

The details submitted are as follows:

The extension will extend beyond the rear wall of the original dwelling by 4 m

The maximum height of the proposed extension from the natural ground level is 3 m

The height at eaves level of the proposed extension measured from the natural ground level is 2.73m

Decision PD - App with Conditions Larger Homes Ex

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

Approval with Conditions

MC/22/0877

15 Braeburn Drive Hoo St Werburgh Medway Rochester ME3 9US

Construction of a single storey side extension

Approval with Conditions

MC/22/0812

83 Rochester Crescent Hoo St Werburgh Rochester Medway ME3 9JJ

Construction of a two-storey extension to side together with porch to front

Approval with Conditions

MC/22/0794

151 Bells Lane Hoo St Werburgh Rochester Medway ME3 9JA

Construction of an additional vehicular crossover to front

Approval with Conditions

MC/22/0756

1 Walters Road Hoo St Werburgh Rochester Medway ME3 9JR

Construction of a single storey extension to front/ rear and two storey extension to the side

Approval with Conditions

MC/22/0644

57 Chattenden Lane Chattenden Rochester Medway ME3 8LE

Construction of a single storey front and side extension

Approval with Conditions

MC/22/0626

25 Rochester Crescent Hoo St Werburgh Rochester Medway ME3 9JH

Construction of a single storey extension to rear - demolition of existing conservatory

Approval with Conditions

MC/22/0038

42 Main Road Hoo St Werburgh Rochester Medway ME3 9AD

Construction of a 2-bedroom detached chalet bungalow with attached garage accessed off Coombe Road.

Refusal

REASONS FOR REFUSAL:

1 The proposed development by reason of its design, scale, mass, and height would result in an unacceptable form of development that fails to respect the immediate character of the area while negatively competing with the adjoining dwelling on 42 Main Road. The development as such fails to provide a positive improvement to the character and appearance of the street scene, contrary to Policies H4 and BNE1 of the Medway Local Plan 2003 and paragraphs 126 and 130 of the NPPF

MC/16/4154

A289 From Four Elms Roundabout to Medway Tunnel Including Four Elms Roundabout Sans Pareil Roundabout Anthonys Way Roundabout Frindsbury Hill and Adjacent Roads and Land Highway improvements to the A289 from Four Elms Roundabout to Medway Tunnel including Four Elms Roundabout, Sans Pareil Roundabout, Anthonys Way Roundabout, Frindsbury Hill, and adjacent roads and land comprising of road widening, enlarging, and realigning the three roundabouts, installation of a pedestrian/cycle path, two footbridges and a new traffic signal junction on Frindsbury Hill.

Withdrawn by Applicant

b. Other Planning Matters.

No matters were raised.

12. Neighbourhood Plan Report.

The Chairman read out an update for the NHP on behalf of Cllr Cutting.

13. Ward Councillor Report.

Cllr Sands gave his Ward Councillors Report.

14. Date of next meeting.

Date of next meeting – Tuesday 7th July 2022 following the parish tour.

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