

**The Minutes of the Statutory Annual Meeting of Hoo Saint Werburgh Parish Council**  
**Held in the Village Hall, Pottery Road, Hoo on Thursday 4<sup>th</sup> May 2017 at 7.30pm.**

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

***Also: Parish Clerk, Ward Councillor Roy Freshwater, and members of the public.***

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

**1. To elect a Chairman.**

CLlr Rees proposed to elect Cllr Tildesley as Chairman, this was seconded by Cllr Williams and agreed by all present.

Cllr Tildesley accepted this position.

**2. Chairman to sign Declaration of Acceptance of Office.**

The Chairman signed his Declaration of Acceptance of Office and took the Chair.

**3. Apologies.**

Apologies were received From Cllr Singleton and Ward Councillors Prendergast and Filmer.

**4. To elect a Vice Chairman.**

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

Cllr Williams accepted this position.

**5. To appoint Committees, Representatives to Outside Bodies and External Appointments.**

The following Committees, Representatives to Outside Bodies and External Appointments were agreed by all present.

**Planning Committee**

Cllr. Sands - Chairman

Cllr. Rees

Cllr. Shepperd  
 Cllr. Hipsey  
 Cllr Williams

**Finance & General Purposes Committee**

Cllr. Counsell  
 Cllr. Hipsey  
 Cllr Sands  
 Cllr Perfect  
 Cllr. Pratt  
 Cllr Williams  
 Cllr Tildesley  
 Cllr Savage

**Recreation Grounds Committee**

Cllr. Chambers  
 Cllr. Tildesley  
 Cllr. Sands  
 Cllr. Pratt  
 Cllr. Williams

**Allotments Committee**

Cllr. Rees  
 Cllr. Andrews  
 Cllr. Perfect  
 Cllr. M Pearce

**Representatives for Outside Bodies**

Rural Liaison	Cllr. Tildesley
Footpaths	Cllr. Rees, Tildesley & Gatfield
Village Hall	Cllr. Chambers, Shepperd & Pratt
Police Liaison	Cllr. Gatfield, Chambers
Tree Warden	Cllr Andrews & Cllr. Pearce
Public Transport	Cllr. Counsell & Gatfield
KALC	Cllr. Rees, Tildesley & Pratt (Reserve Cllr Chambers)

**External Appointments**

Bank	Coop Bank
Internal Auditor	Martin Thomas and Co
External Auditor	PKF Littlejohn

**6. Declaration of Interests.**

No interests were declared.

**7. 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 an agreed alteration, this was seconded by Cllr Chambers and agreed by all present.

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

**8. Matters arising from the Minutes.**

The Chairman spoke regarding the access road to the Pottery Road Recreation Ground and gave the following report:

*On 27th April at 11 am a site meeting was arranged between Councillor Ron sands and myself to discuss the Parking problem brought to our attention by Mrs Cole, one of the residents to the bungalows which use our access road  
Due to various commitments by the other councillors on the Finance & General Purpose Committee apologies were given.  
However, all councillors where telephoned after the meeting to seek their opinions.  
Three quotes have been received to allow for wooden bollards to be put down one side of the grass verge  
Upon further discussion, with the quotes ranging as high as £1500, it was decided that this would not be a viable proposition, and Mrs Coles offer of contributing to the cost would be inappropriate.  
Conclusion that four signs would be purchased with the words No Parking access only, two to be put on wire mesh gates and two to go on metal poles, both sides of entrance to access road  
These would be implemented in due time This is with full approval of the committee*

Cllr Savage stated that she had not been contacted to attend the site meeting to discuss the options for the access road and she abstained from voting on this matter.

Members approved the recommendations on of the F&GP Committee.

**9. Urgent Matters.**

No urgent matters were raised.

**10. Chairman's Report.**

The Chairman reported on the KALC area committee meeting that he had attended on 19<sup>th</sup> April. He spoke regarding the Frindsbury Extra roundabout improvements and stated that these had been delayed due to the compulsory purchase of the land.

**11. Clerks Report.**

The Clerks Report was noted and accepted by members.

Members noted the response from Medway Council to the Parish Councils letter regarding the lack of parking enforcement in the parish.

Cllr Savage reported that Parking Officers had now been seen in the parish ticketing illegally parked vehicles.

The Clerk reported on the new Website and gave an update on this.

**12. Ward Councillors Report.**

Ward Councillor Roy Freshwater reported on Medway Council and informed members that they had closed the public conveniences in Grain to save money.

Parking in the parish was discussed by all present.

**13. Police Report.**

Cllr Gatfield reported on police matters.

She reported that the next PACT meeting was due to take place on 6<sup>th</sup> May 2017.

She stated that the tyres had been slashed on several vehicles parked in Bells Lane and this had been reported to the police and was currently under investigation.

**14. Public Question Time.**

A resident attended the meeting asked about the Section 106 payments from new development in Hoo and asked why this had been spent outside of the parish.

Cllr Perfect stated that she had taken this matter up with Ward Councillor Filmer and he was looking into this.

Cllr Sands stated that the Parish Council looked to its Ward Councillors to ensure that the Parish would benefit from the S106 payments.

Councillor Freshwater stated that Wards Councillors did try to have the funds allocated to Hoo and a large sum had been allocated to the roundabout improvements for the Peninsula.

He advised the Parish Council to write to the Chairman of the Planning Committee to make its view known.

A resident asked the Parish Council if there were plans to replace the bench that had been removed from the Recreation Ground.

The Chairman stated that the bench would be installed at another location on the Recreation Ground.

A resident spoke regarding the proposed access road signs for Pottery Road and asked for clarification regarding the positioning of these.

The Chairman confirmed the location to the resident.

A resident stated that she lived on an estate with open garden covenant, and reported that a neighbour had erected a 1.2meter fence on their boundary, she asked what the Parish Council could do about this.

Cllr Rees stated that this was not necessarily a planning matter as covenants were put on the property by the developers. Cllr Freshwater stated that he would assist the resident with this matter.

A resident spoke regarding the problem with vehicles parking on pavements in the parish.

The Chairman stated that parking on pavements was a police matter and therefore any vehicles obstructing the pavements should be reported to the police at the time of the obstruction.

**15. Financial Statement.**

The Financial Statement was circulated to all members.

The financial statement was then proposed by Cllr Rees, seconded by Cllr Chambers, and agreed by all present.

The approved cheques were then signed by two authorised signatories.

**16. Street Cleaning Contract.**

No matters were reported.

**17. Horse Trough.**

Cllr Tildesley stated that the Parish Warden would fill the Horse Trough with soil in preparation for the wild flower seed planting.

Cllr Pearce asked about the Horse Trough sign and when this would be replaced. Cllr Tildesley stated that he would arrange for the lettering to be repainted.

**Action: Clerk, Chairman and Cllr Pearce to action.**

**18. Village Sign.**

Cllr Tildesley stated that quotations were being sought to have the sign cleaned.

**19. Land for use as a Burial-Ground.**

Cllr Rees circulated a report to all members regarding the treatment of the ground, she stated that this would be carried out in two phases, the first in June and a second in October/November.

She informed members that three quotations for the work had been obtained, and the recommended quote was for £260.00.

This was discussed and it was proposed by Cllr Pearce to accept this quotation, this was seconded by Cllr Williams and agreed by all present.

**Action: Cllr Rees to progress.**

The Chairman thanked Cllr Rees for her work on this project.

**20. Planning Matters.****APPLICATIONS RECEIVED****MC/17/1354 2 HOO COMMON, CHATTENDEN, ROCHESTER, ME3 8LT**

Construction of single storey extension to rear and replace existing conservatory roof with flat roof, parapet and lantern skylight.

**MC/17/1335 PLOT 4 LONDON COMMERCIAL PARK HOO ST WERBURGH ME3 9ND**

Approval of reserved matters (appearance, landscaping, layout and scale) pursuant to condition 1 of MC/13/1594 for variation of condition 51 to allow a minor material amendment to planning permission MC/08/0370 to allow B1(c) not exceeding 40,000 Sq.m of floor space when measured as gross internal area; B2 not exceeding 115,120 Sq.m of floor space when measured as gross internal area; B8 not exceeding 200,000

Sq.m of floor space when measured as gross internal area; and total floor space not exceeding 250,992 Sq.m of floor space when measured as gross internal area.

- MC/17/1175 1 ROPERS FARM, ROPERS GREEN LANE, HIGH HALSTOW, ROCHESTER, ME3 8AD**  
Construction of sun room extension to rear.
- MC/17/1343 38 KNIGHTS ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9DS**  
Construction of a two storey side extension.
- MC/17/1527 2 GRANDSIRE GARDENS, HOO ST WERBURGH, ROCHESTER, ME3 9LH**  
Construction of two storey extension to side with insertion of dormer window to front, canopy over front door and roof over bay window - removal of existing front canopy.
- MC/17/0521 29 WYLIE ROAD, HOO ST WERBURGH, ROCHESTER, ME3 9EF**  
Change of use from residential to dog grooming parlour including the construction of a detached outbuilding to rear.

Cllr Sands stated that the Planning Committee had concerns about the change of use, as the application indicated that the change of use was from residential. He stated that there were also concerns regarding the possible increase in traffic and noise. If approved he stated that this would set a precedent.

It was agreed that Cllr Sands would raise the concerns with Medway Council.

**Action: Cllr Sands to progress.**

## 21. Lionel and Elsie Pearce Memorial.

Cllr Savage reported that Reverend John Smith was submitting an application to the Diocese and when they had given permission for the bench to be placed in the Church Yard then the land could be cleared.

## 22. Allotments.

Cllr Rees reported that she had walked the allotments and was impressed with their overall appearance.

Cllr Perfect reported on the allotment inspection and stated that there were currently two vacant plots which would be let.

Cllr Tildesley spoke regarding the reinstatement of the footpath adjacent to the allotments and stated that a specification for the work had been drawn up and quotations were currently being sought for the work.

## 23. Recreation Grounds.

Kingshill Recreation Ground.

Cllr Williams reported that the replacement climbing net had now been replaced.

He reported that he was currently seeking quotations for the repairs to the tarmac as agreed by members.

Cllr Pearce reported that the trees planted at Kingshill Recreation were doing well and the stakes would be ordered in due course.

He reported that one of the new litter bins at the Recreation Ground had been burnt and it would cost in the region of £120 to replace this.

The Chairman reported that there had been a spate of fires at Kingshill Rec and that there was evidence that further fires were being put together in the woodland.

He stated that the Warden was inspecting this area on a regular basis.

He suggested that the Parish Council should not replace the bin at present.

This was discussed and it was agreed that the bin should be replaced with a metal one. Cllr Pearce stated that he would look at options and forward them to the Clerk and Chairman.

**Action: Cllr Pearce, Clerk, and Chairman to action.**

Cllr Sands stated that he would place an item on the residents Facebook to raise awareness regarding the fires at Kingshill Rec.

The Chairman reported that three quotations had been sought to have the fencing replaced on the perimeter of Kingshill Rec, the most competitive quotation was for £3500 including vat.

This was discussed and it was proposed by Cllr Savage to accept this quotation, this was seconded by Cllr Perfect and agreed by all present.

**Action: Clerk to formally accept the quotation for the work to be progressed.**

#### Pottery Road Recreation Ground

Cllr Williams reported that the Donut swing at Pottery Road Rec had been vandalised and this had been repaired for safety reasons.

The Chairman reported that the bench at Pottery Road that had been moved from its position had been removed from the Recreation Ground. He stated that it had been suggested that it was repositioned along the pathway in the Recreation Ground and a quotation had been sought to install this at a cost of £450.

Cllr Sands stated that he did not think that the Parish Council should allow residents to move the benches.

This was discussed and it was agreed that the bench would be repositioned along the central pathway of the recreation ground.

It was proposed by Cllr Chambers to accept the quotation for £450, this was seconded by Cllr Williams and agreed by all present.

**Action: Clerk to action.**

#### Hoo Common

The Chairman reported on Hoo Common.

**24. Urgent Items.**

No matters were raised.

**25. Date of next meeting.**

1<sup>st</sup> June 2017.

*There being no further business to discuss, the Chairman closed the meeting to the press and public at 8.55pm.*

Signed.....

Chairman

Dated.....