

**FRINDSBURY EXTRA PARISH COUNCIL****MINUTES OF THE MEETING HELD ON WEDNESDAY 15 MAY 2019 AT THE MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 8.00 pm**

Before the Chairman opened the meeting, all councillors present signed their declarations of acceptance of office before the Proper Officer of the Council. Cllr Mrs Elizabeth Turpin would sign her declaration of acceptance of office before the Proper Officer before the next meeting.

<b>PRESENT:</b>	Cllr David Coomber	Outgoing Chairman	In the chair item 1
	Cllr Chris Sparks	Chairman	Items 2-
	Cllr Gary Etheridge		
	Cllr Peter Martin		
	Cllr Andrew Millsom		
	Cllr Geoff Moore		
	Cllr Mrs Sheila Noise		
	Cllr Ope Onimole		Items 1-27
	Cllr Imran Rahim		Items 1 – 15a
	Cllr Mrs Rebecca Ryan		
	Cllr John Williams		
	Mrs Roxana Brammer	Clerk	

In attendance 1 member of the public

**Item** *Action point*  
Minute number 2019/20/

**1 ELECTION OF CHAIRMAN**

46 It was proposed by Cllr Martin, seconded by Cllr Etheridge and agreed Cllr Sparks be Chairman for the year.

**2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

47 Cllr Sparks signed his declaration of acceptance of office before the Proper Officer of the Council.

**3 ELECTION OF VICE-CHAIRMAN**

48 It was proposed by Cllr Martin, seconded by Cllr Etheridge and agreed Cllr Moore be Vice-chairman for the year.

**4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

49 Cllr Moore signed his declaration of acceptance of office before the Proper Officer of the Council.

**5 APOLOGIES**

50 An apology for absence was received from

Cllr Mrs Elizabeth Turpin At a meeting at Medway Council

It was proposed by the Chairman, seconded by Cllr Moore and agreed these apologies be accepted. An apology for early departure was received from Cllr Rahim.

An apology for absence was also received from Mrs Anne Roscow, Footpaths Officer.

**6 DECLARATIONS OF INTEREST**

51 None.

**7 APPOINTMENTS TO COMMITTEES**

52 **a Planning Committee**

It was proposed by Cllr Martin, seconded by Cllr Moore and agreed the members of the Planning Committee be as follows:

Chairman ) *ex*  
 Vice-chairman ) *officio*  
 Cllr Peter Martin  
 Cllr Andrew Millsom  
 Cllr Mrs Sheila Noise  
 Cllr Mrs Rebecca Ryan

53 **b Finance Committee**

It was proposed by Cllr Martin, seconded by Cllr Coomber and agreed the members of the Finance Committee be as follows:

Chairman ) *ex*  
 Vice-chairman ) *officio*  
 Cllr David Coomber  
 Cllr Gary Etheridge  
 Cllr Ope Onimole  
 Cllr Imran Rahim  
 Cllr Mrs Elizabeth Turpin  
 Cllr John Williams

**8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

54 **a Rural Liaison Committee**

Cllr Andrew Millsom

55 **b KALC Medway Area Committee**

Cllrs Geoff Moore .and Mrs Rebecca Ryan

56 **c Police Liaison Committee**

Cllr John Williams

57 **d Frindsbury Extra Memorial Hall Management Committee**

Cllr Mrs Sheila Noise

9 **APPOINTMENTS TO OTHER POSTS**

58 **a Footpaths Officer**

Mrs Anne Roscow

59 **b Tree Wardens**

Mrs Marilyn Campbell, Mrs Lindsay Hargreaves and Mrs Karen Seymour

10 **APPOINTMENTS TO OTHER RESPONSIBILITIES**

60 **a Park Rangers**

Recreation Ground: Cllr John Williams  
Wainscott Fields: Cllr Gary Etheridge  
Fordwich Drive Open Space: Cllr Imran Rahim

61 **b Magazine Liaison**

Cllr Gary Etheridge

62 **C Neighbourhood Watch Liaison**

Cllr Ope Onimole

11 **ANY OTHER BUSINESS OF AN URGENT NATURE**

63 None.

12 **MINUTES OF THE MEETING HELD ON 25 APRIL 2019**

64 It was proposed by Cllr Martin, seconded by Cllr Coomber and agreed the minutes of the meeting held on 25<sup>th</sup> April 2019 be signed as a true record.

13 **MATTERS ARISING**

65 No matters were raised.

14 **FOOTPATHS**

66 **a Representative's Report**

In Mrs Roscow's absence, there was no report.

**15 PLANNING****a Applications**

- 67 **i MC/19/1100:** 16 Utah Rise, Wainscott: Application for Lawful Development Certificate (proposed) for installation of 3 roof lights to rear to facilitate conversion of loft space into a habitable room

No objection

- 68 **ii MC/19/1235:** 3 Admiralty Road, Upnor: Construction of a single storey extension to front,, 2 storey extension to side and single storey extension to rear. Demolition of front porch and single storey utility room to side

After discussion, it was agreed to respond as follows:

Frindsbury Extra Parish Council has no objection to the proposed side and rear extensions but objects to the proposed front extension, which it considers to be contrary to the street scene in this conservation area. The Council also queries whether an application for development in a conservation area should also have been submitted.

**69 b Decisions**

The decisions listed on Appendix A were received.

**c Appeals and Other Matters**

- 70 **i MC/18/1818 Appeal ref APP/A2280/W/19/3227260:** Plot 1, Anthony's Way, Medway City Estate

The appeal to be heard by written representations. Noted.

**16 FINANCE****71 a Bank Balances**

The bank balances as listed on Appendix B were noted.

**72 b Payments Made Since the Last Meeting**

None

**73 c Accounts for Payment**

It was proposed by Cllr Williams, seconded by Cllr Sparks and agreed the accounts for payment as listed on Appendix B be approved (cheques 02072 – 102078), with the addition of Strutt & Parker, allotment rent, £27 (cheque 102079)..

**74 d Accounts 2018/19**

It was proposed by Cllr Etheridge, seconded by Cllr Moore and agreed the accounts

for the year to 31 March 2019 be adopted and signed by the Chairman and Responsible Financial Officer.

75 **e Internal Audit Report**

The internal audit report was received. It was noted no further comments had been made by the Internal Auditor.

76 **f Audit Annual Return Governance Statement 2018/19**

The governance statements were read out and answered by the Council. It was then proposed by Cllr Millsom, seconded by Cllr Mrs Noise and agreed the Annual Governance Statement for the year to 31 March 2019 be signed by the Chairman and Clerk.

77 **g Audit Annual Return Statement of Accounts 2018/19**

The statement of accounts had been signed by the Responsible Financial Officer and circulated prior to the meeting. It was proposed by Cllr Millsom, seconded by Cllr Mrs Noise and agreed the Annual Statement of Accounts for the year to 31 March 2019 be signed by the Chairman .

78 **h Chairman's Allowance**

It was proposed by Cllr Williams, seconded by Cllr Mrs Ryan and agreed the Chairman's allowance for the year be £300.

**17 GRANT APPLICATIONS**

79 None

**18 INDUCTION AND TRAINING**

80 The Clerk said she would be holding an induction session for the new councillors in July. She also said she was arranging for Kent Association of Local Councils to provide a Dynamic Councillor course and that all councillors would be required to attend. This would be held on a Saturday morning.

**19 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**

81 **a Recreation Ground/Hall Garden**

Nothing to report.

82 **b Wainscott Fields Open Space**

The Clerk reported she had approached an environmental company to advise on the informal area. The company proposed a walk round with councillors and the Council's landscape contractor, followed by a report, which would include a way forward. The cost would be not more that £1,000. It was proposed by Cllr Sparks, seconded by Cllr Etheridge and agreed to proceed.

88     **c     Fordwich Drive Open Space**

Nothing to report.

**Playparks**

89     i.       Recreation Ground. It was proposed by Cllr Etheridge, seconded by Cllr Martin and agreed to proceed with the addition of more outdoor gym equipment from Home Counties Play for £7,990.

90     ii.      Wainscott Fields. It was proposed by Cllr Etheridge, seconded by Cllr Martin and agreed to proceed with the addition of more outdoor gym equipment from Home Counties Play for £5,910.

91     iii.     Fordwich Drive. Nothing to report.

92     **e     Allotments**

Nothing to report.

93     **f     Lower Upnor Village Green**

Nothing to report.

94     **g     Woodland**

The Clerk reported she would contact Laverock Tree Care about crown lifting a tree adjacent to 30 Brissenden Close.

95     **h     Notice Boards**

Cllr Moore said he would speak to Mr Reddick about the problems with the B2000 and Leigh Road notice boards.

**20     UPNOR**

96     **a     General Matters**

Cllr Moore had nothing to report.

97     **b     Parking and Traffic Management**

Cllr Sparks reported that the situation was as bad as ever. Taylor Wimpey had said they could not do anything at present with the subsidence problem in Galleon Way due to the death of a landowner at the top of the cliff. Cllr Etheridge said he would take it up with Medway Council.

98     **d     Public Toilets**

The Chairman suspended the meeting to allow the member of the public to speak.

He said it was a disgrace that the public toilets were closed. Lower Upnor had many visitors and they needed toilets. Cllr Etheridge said that the land the toilets stood on was owned by the Arethusa Venture Centre, which was now in administration and on

the market. The closure was the responsibility of Medway Council and not the Parish Council.

The Chairman thanked the member of the public and reconvened the meeting. The member of the public was advised to raise the matter with Medway Council.

## **21 HIGHWAYS AND TRANSPORT**

### **99 a Four Elms Hill**

*GE*

Cllr Millsom asked if Cllr Etheridge could provide an update.

## **22 LIGHTING**

100 Nothing to report.

## **23 RURAL LIAISON COMMITTEE**

### **101 a Representative's Report**

No meeting..

## **24 KENT ASSOCIATION OF LOCAL COUNCILS MEDWAY AREA COMMITTEE**

102 The next meeting would be held on 24<sup>th</sup> July

## **25 HALL MANAGEMENT COMMITTEE**

### **103 a Representative's Report**

Cllr Coomber reported that Mrs Fatima Mitchell was the new Treasurer.

## **26 POLICE MATTERS**

### **104 a Police Liaison Committee Representative's Report**

Cllr Williams had circulated the crime figures and had nothing further to report.

### **105 b Neighbourhood Watch**

Cllr Onimole had nothing to report.

## **27 COMMUNICATIONS**

### **106 a Website**

Nothing to report

### **107 b Magazine**

Cllr Etheridge said the magazine was going well.

**28           CONSULTATION**

108           No documents received.

**29           CORRESPONDENCE**

109           None.

**MEDWAY COUNCILLORS' REPORTS**

The Chairman suspended the meeting to allow Cllrs Etheridge and Williams give their reports.

Cllrs Etheridge and Williams said that following the local elections, they had not yet been assigned to any committees.

The Chairman thanked Cllrs Etheridge and Williams and reconvened the meeting.

**30           REPORTS AND CIRCULARS**

110           The reports and circulars as listed on the agenda were received.

**CONFIDENTIAL SECTION****31           RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

111           It was proposed by Cllr Sparks, seconded by Cllr Martin and agreed to exclude the press and public on the grounds that the first two items related to legal matters and the third concerned a named member of staff.

**32           LAND AQUISITION**

112           Ongoing

**32           DISPOSAL OF LAND**

113           It was agreed to disclose the surveyor's report to the owner of the adjacent property.

**33           REVIEW OF CLERK'S SALARY**

114           Deferred to next meeting..

The Chairman thanked everyone for attending and closed the meeting at 9.17 pm

Signed .....Chairman

On the .....day of .....2019