

FRINDSBURY EXTRA PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 26 MAY 2022 AT THE MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 pm

PRESENT: Cllr Chris Sparks Chairman In the chair item 1
 Cllr Geoff Moore Vice-Chairman
 Cllr Peter Martin
 Cllr Andrew Millsom
 Cllr Mrs Fatima Mitchell
 Cllr Vanessa Roach
 Cllr Mrs Sheila Noise
 Cllr Mrs Elizabeth Turpin
 Cllr John Williams

Mrs Roxana Brammer Clerk
 Mrs Dani Baylis Locum Clerk

In attendance 2 members of the public

Item *Action point*
 Minute number 2022/23/

1 ELECTION OF CHAIRMAN

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

2 CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE

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

3 ELECTION OF VICE-CHAIRMAN

59 It was proposed by Cllr Sparks, seconded by Cllr Millsom and agreed Cllr Moore be Vice-chairman for the year.

4 VICE-CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE

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

5 APOLOGIES

61 Apologies for absence were received from

Cllr Ope Onimole Holiday
 Cllr Gary Etheridge Family Commitment

It was proposed by the Chairman, seconded by Cllr Moore and agreed these apologies

be accepted. An apology for absence was also received from Mrs Emma Johnson, Assistant Clerk.

6 DECLARATIONS OF INTEREST

62 None.

7 APPOINTMENTS TO COMMITTEES

63 a Planning Committee

It was proposed by Cllr Williams, seconded by Cllr Mrs Mitchell and agreed the members of the Planning Committee be as follows:

Chairman) *ex*
 Vice-chairman) *officio*
 Cllr Vanessa Roach
 Cllr Andrew Millsom
 Cllr Mrs Sheila Noise
 Cllr John Williams
 Cllr Peter Martin

64 b Finance Committee

It was proposed by Cllr Williams, seconded by Cllr Mrs Mitchell and agreed the members of the Finance Committee be as follows:

Chairman) *ex*
 Vice-chairman) *officio*
 Cllr Mrs Fatima Mitchell
 Cllr Gary Etheridge
 Cllr Ope Onimole
 Cllr Mrs Elizabeth Turpin
 Cllr Paul Thorpe

65 C Wainscott Fields Working Group

It was proposed by Cllr Mrs Turpin, seconded by Cllr Mrs Mitchell and agreed the members of the Wainscott Fields Working Group be as follows:

Cllr Chris Sparks
 Cllr Gary Etheridge
 Cllr Paul Thorpe
 Cllr John Williams
 Cllr Mrs Sheila Noise
 Representative of Nurture Landscapes
 Representative of Ecological Planning and Research

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was proposed by Cllr Thorpe, seconded by Cllr Martin and agreed that the following appointments to outside bodies be made:

66 a **Rural Liaison Committee**

Cllr Andrew Millsom

67 b **KALC Medway Area Committee**

Cllrs Geoff Moore and Vanessa Roach

68 c **Police Liaison Committee**

Cllr John Williams

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

Cllr Mrs Sheila Noise

9 **APPOINTMENTS TO OTHER POSTS**

It was proposed by Cllr Thorpe, seconded by Cllr Martin and agreed that the following be appointed to other posts:

70 a **Footpaths Officers**

Mrs Anne Roscow and Dennis Weatherly

71 b **Tree Wardens**

Mrs Marilyn Campbell, Mrs Lindsay Hargreaves and Mrs Karen Seymour

10 **APPOINTMENTS TO OTHER RESPONSIBILITIES**

72 a **Park Rangers**

It was proposed by Cllr Millsom, seconded by Cllr Mrs Noise and agreed that the following be appointed as Park Rangers:

Cllrs John Williams (Recreation Ground), Gary Etheridge (Wainscott Fields), Peter Martin (Coomber Green) and Chris Sparks (Schooner Walk Play Area)

73 b **Magazine Liaison**

It was proposed by Cllr Moore, seconded by Cllr Mrs Mitchell and agreed that Cllr Gary Etheridge be appointed as Magazine Liaison.

74 c **Neighbourhood Watch Liaison**

It was proposed by Cllr Williams, seconded by Cllr Thorpe and agreed that Cllrs Ope Onimole and Andrew Millsom be appointed as Neighbourhood Watch Liaison.

75 d **Social Media Liaison**

It was proposed by Cllr Mrs Turpin, seconded by Cllr Mrs Mitchell and agreed that Cllr

Vanessa Roach be appointed as Social Media Liaison.

76 e **Environmental Liaison**

It was proposed by Cllr Williams, seconded by Cllr Roach and agreed that Cllr Paul Thorpe be appointed Environmental Liaison.

77 f **Senior Citizens' Lunch Liaison**

It was proposed by Cllr Mrs Mitchell, seconded by Cllr Millsom and agreed that Cllr Mrs Elizabeth Turpin be appointed as Senior Citizens' Lunch Liaison.

78 g **Schools Liaison**

It was proposed by Cllr Mrs Noise, seconded by Cllr Mrs Turpin and agreed that Cllr Mrs Fatima Mitchell be appointed as Schools Liaison.

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

79 None.

12 **MINUTES OF THE MEETING HELD ON 28 APRIL 2022**

80 It was proposed by Cllr Martin, seconded by Cllr Mrs Noise and agreed the minutes of the meeting held on 28th April 2022 be signed as a true record.

13 **MATTERS ARISING**

81 No matters were raised.

14 **FOOTPATHS**

82 a **Representative's Report**

The Chairman suspended the meeting to allow Mrs Roscow give her report:

Dennis and I used the strimmer on RS131 between Brompton Farm Road and Dillywood Lane, as the stinging nettles are now getting quite tall. Due to the rain, we were unable to clear any footpaths this week. Annmarie has responded very quickly, and the fallen trees on RS122, close to Castle Street have been removed. Two stiles have been repaired on RS119 and four others on RS118 in the woods are going to be repaired.

The Chairman thanked Mrs Roscow and reconvened the meeting.

15 **PLANNING**

a **Applications**

83 i **MC/22/1251:** 45 Templar Drive, Frindsbury Extra: Construction of a dormer window to rear and installation of roof lights to front and rear to provide additional living accommodation within roof space

No objection

- 84 **ii MC/22/1093** 12 Frittenden Road, Wainscott: Construction of a single storey extension to rear- demolition of existing extension to rear

No Objection

- 85 **b Decisions**

None

- c Appeals and Other Matters**

- 86 **i Telephone Mast and Associated Infrastructure, Frindsbury Hill**

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

The members of the public had come to ask advice on the planning permission granted for a large phone mast erected outside Frindsbury Hall Nursing Home and opposite the property of one of them. The positioning was selected on economic grounds and the Parish Council had objected to the planning applications 3 times. Cllr Thorpe confirmed that there had been a lack of communication from Medway Council with nearby residents. It was explained that the only recourse was a Judicial Review if it could be determined that Medway Council had not followed sound procedure in determining the application.

The Chairman thanked the members of the public and reconvened the meeting.

After discussion it was agreed the Clerk write to Dave Harris, Chief Planning Officer and the Chairman of Planning at Medway Council to state the strong feelings of the residents and complain about the lack of consultation.

RB

- 87 **d Neighbourhood Plan**

Confirmation had been received from Medway Council. Cllr Sparks would produce a schedule of action for the next meeting.

CS

16 **FINANCE**

- 88 **a Bank Balances and Mandate**

The bank balances as listed on Appendix B were noted. The signatories on the mandate were discussed and it was agreed to add Cllrs Roach and Mrs Turpin.

- 89 **b Accounts for Payments**

It was proposed by Cllr Martin, seconded by Cllr Millsom and agreed the accounts for payment as listed on Appendix B be paid (cheques 102403 – 102407).

- 90 **c Reserves**

The report on Appendix B was noted.

91 **d Rialtas Payments and Receipts April 2022**

The report was noted.

92 **e Adoption of Accounts 2021/22**

It was proposed by Cllr Mrs Turpin, seconded by Cllr Moore and agreed the accounts for the year to 31 March 2022 be adopted and signed by the Chairman and Responsible Financial Officer.

93 **e Internal Audit Report**

The internal audit report was read by the Chairman. The Auditor recommended paying by BACS rather than cheque whenever possible.

94 **f Audit Annual Return Governance Statement 2021/22**

The governance statement was read and answered by the Council. It was then proposed by Cllr Mrs Noise, seconded by Cllr Millsom and agreed the Annual Governance Statement for the year to 31 March 2022 be signed by the Chairman and Clerk.

95 **g Audit Annual Return Statement of Accounts 2021/22**

The statement of accounts had been signed by the Responsible Financial Officer and circulated prior to the meeting. It was proposed by Cllr Mrs Noise, seconded by Cllr Moore and agreed the Annual Statement of Accounts for the year to 31 March 2022 be signed by the Chairman .

96 **h Chairman's Allowance**

It was proposed by Cllr Millsom, seconded by Cllr Mrs Noise and agreed the Chairman's allowance for the year be £500.

17 GRANT APPLICATIONS

97 **a Donation in Memory of the late Former Cllr Tom Mason**

It was proposed by Cllr Mrs Turpin, seconded by Cllr Martin and agreed that a donation of £100 be made to the British Heart Foundation under S137 of the LGA 1972 (cheque 102408).

98 **b Donation in Memory of the late Former Cllr Mrs Anne Wade**

It was proposed by Cllr Roach seconded by Cllr Thorpe and agreed that a donation of £100 be made to the Woodland Trust under S137 of the LGA 1972 (cheque 102409)

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a Recreation Ground/Hall Garden

- 99 **i General Matters**
- A vehicle had driven over the Urban Tree Project trees. Medway Norse had said they would replace them in the autumn.
- 100 **ii MHS Tree, 39 Hollywood Lane**
- Cllr Sparks said he was still waiting for a reply from his contact at MHS Homes and would chase. CS
- 101 **iii Boundary Fence 35 Hughes Drive**
- Cllr Sparks said he had spoken to the resident who had not been happy with the Council's decision. The manufacturer of the climbing frame could not supply anything to obscure the view of the garden and the suggestion by the resident of swapping items of equipment was not financially viable. He would speak to some other companies who might be able to make a bespoke screen. CS
- 102 **iv Football**
- The 2 clubs were talking to each other. The bottom end goal mouth needed repair. A start date for line marking was awaited.
- 103 **v Litter bins**
- 3 quotations had been received. It was proposed by Cllr Moore, seconded by Cllr Martin and agreed to accept the quotation from Medway Norse for £207 per bin if the bins were equivalent and if not accept the Glasdon quotation. EJ
- 104 **vi Damaged Fence**
- A verbal quotation of £800 had been received with a recommendation that the PC looks at replacing the fence instead of constantly repairing it.
- 105 **b Wainscott Fields**
- 105 **I General Matters**
- Nothing to report.
- 106 **ii Request for barrier at path onto Hoo Road**
- The Clerk was asked to obtain quotations for this and ask Medway Council if this was something they could provide at the kerb on Hoo Road RB
- 106 **c Wainscott Fields Working Group**
- Nothing to report.

107 **d Coomber Green**

The area was looking nice and good comments were being received from residents.

e Playparks

108 **i Recreation Ground**

The swings had been oiled.

109 **ii Wainscott Fields**

A broken item would be repaired. The swings had been oiled.

110 **iii Coomber Green**

The swings had been oiled.

e Allotments

111 **I General Matters**

Nothing to report

112 **ii New Allotment Site**

Cllr Sparks was meeting with the Estates Department of the Church Commissioners regarding a piece of land behind the church in Upnor that might be suitable both as an allotment site and a memorial garden with car park.

113 **f Lower Upnor Village Green**

The vegetation needed cutting around the noticeboard.

114 **g Woodland**

Nothing to report

115 **h Notice Boards**

Nothing to report.

116 **I Defibrillators**

Cllr Millsom had not registered his yet. Cllr Williams reported that the other 2 had been registered. And he would help Cllr Millsom with the procedure.

20 UPNOR

117 **a General Matters**

Cllr Sparks said he had been approached by Dave Harris about an untidy parcel of land

adjacent to Ordnance Yard. He would investigate ownership and the item would be placed on the agenda for the next meeting.

118 b River Presentation

Cllr Thorpe gave his presentation on the unnamed chalk stream which was of great environmental significance and importance. He questioned why the river Wain was not named on maps. It was agreed to investigate this and wrap it into the Neighbourhood Plan as it was a rare chalk stream that needed protecting. It was agreed to try and get the involvement of Kelly Tolhurst MP.

119 d Arethusa Site

Nothing to report

21 SENIOR CITIZENS' LUNCH

120 Cllr Mrs Turpin reported that heavy rain had led to a disappointing turnout the previous week. It was agreed that telephone numbers be circulated to make sure that people had lifts and also an informal survey to ask how they got there to make sure that lifts were made available to those that needed them.

22 HIGHWAYS AND TRANSPORT

121 a Fly Tipping

Cllr Roach's letter would be pushed out on Social Media, Press Release and Village Voices. Grants for dealing with fly tipping had been announced in April. A letter would be written to Jo Churchill MP, the Environment Minister seeking more funding as this was a heavily targeted area. Medway Council would be asked to give a time scale for the removal of fly tipping.

EJ

23 LIGHTING

122 Nothing to report.

24 RURAL LIAISON COMMITTEE

123 a Representative's Report

No meeting.

25 KALC/MAC

124 The next meeting would be held on 20 July

26 HALL MANAGEMENT

125 a Representative's Report

Cllr Mrs Noise had nothing to report.

27 POLICE MATTERS**126 a Police Liaison Committee Representative's Report**

There would be a Police Surgery meeting at Medway Council's offices on 7 June. Cllr Mrs Mitchell said she would like flyers for the Police Surgery on the 1 June put on the noticeboards. She was referred to the Assistant Clerk.

127 b Neighbourhood Watch

In Cllr Onimole's absence, there was no report.

28 COMMUNICATIONS**128 a Website**

Nothing to report. All up to date.

129 b Magazine

Photographs of the unveiling of the memorial bench would be submitted.

130 c Social Media

Cllr Roach said that a Social Media Policy was needed.

29 CONSULTATION

131 No documents received.

30 CORRESPONDENCE

132 None.

31 DATES OF MEETINGS 2022/23**133 a December 2022 meeting**

It was agreed this would be held on 22 December.

134 b Annual Parish Meeting 2023

It was agreed to hold this meeting on 13th April.

135 c Annual Parish Council Meeting 2023

It was agreed to hold this meeting on Monday 22 May 2023 to comply with the rules pertaining to an election year.

32 REPORTS AND CIRCULARS

136 None

SUSPENSION OF MEETING FOR MEDWAY COUNCILLORS' REPORTS

The Chairman suspended the meeting to allow Cllrs Mrs Turpin and Williams to speak.

They reported there was no update on the Local Plan. Cllr Jarrett would not be standing in the next elections. There would be a consultation on the Lower Thames Crossing on the 9th June at the Bridgewood Manor Hotel.

The Chairman thanked the Medway Councillors and reconvened the meeting.

CONFIDENTIAL SECTION

31 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

137 It was proposed by Cllr Sparks, seconded by Cllr Moore and agreed the press and public be excluded from the following item on the grounds it was a legal matter.

32 LAND AQUISITION

138 Schooner Walk Open Space

Cllr Sparks and the Clerk had both recently spoken to the Council's solicitor. The documents were with Taylor Wimpy for signature.

The Chairman thanked everyone for attending and closed the meeting at 9.27 pm

SignedChairman

On theday of2022