#### FRINDSBURY EXTRA PARISH COUNCIL

# MINUTES OF THE MEETING HELD ON TUESDAY 27 JUNE 2023 AT FRINDSBURY EXTRA MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 PM

PRESENT: Cllr Chris Sparks Chairman

Cllr Geoffrey Moore Vice-Chairman

Cllr Tony Ashton From Item 10

Cllr Gareth Batts Cllr Craig Liddell Cllr Andrew Millsom

Cllr Andrew Millsom From item 10

Cllr Sheila Noise Cllr Mrs Anne Roscow

Mrs Roxana Brammer Clerk

Mrs Emma Johnson Assistant Clerk

In attendance 2 Member of the public

Item

Minute 2023/24 Action point

1 APOLOGIES

139 Apologies for absence were received from

Cllr Gary Etheridge Rural Liaison
Cllr Vanessa Roach Family Commitment
Cllr John Williams Rural liaison

Cllr Ope Onimole Childcare

Apologies for late arrival were received from Cllrs Millsom and Ashton due to attending a defibrillator

training session.

It was proposed by Cllr Moore, seconded by Cllr Roscow and agreed these apologies be

accepted.

2 DECLARATIONS OF INTEREST

140 None

3 ANY OTHER BUSINESS OF AN URGENT NATURE

141 None

4 MINUTES OF LAST MEETING

142 It was proposed by Cllr Moore, seconded by Cllr Liddell and agreed the minutes of the

meeting held on 22<sup>nd</sup> May 2023 be signed as a true record.

5 MATTERS ARISING

143 None

6 FOOTPATHS

144 Footpath Officer's Report

Cllr Mrs Roscow gave her report as follows:

When I walked RS120, between Cooling Road and Cliffe Road, this month, I saw that the undergrowth had been cut back from the path.

The dead tree leaning over the bridleway close to Dillywood Lane has been cut down, following on from my conversation with a Medway Norse Ranger last month.

#### 7 PLANNING

#### a Applications

i MC/23/1335 Land North Of Commissioners Road Strood: Details pursuant to condition 12- (additional bird nesting opportunities) on planning permission MC/16/4268 - Outline planning application (with all matters reserved except means of access from Commissioners Road) for up to 130 residential dwellings earthworks to create development levels; new internal access roads car parking, open space, sustainable urban drainage systems and associated landscaping and infrastructure

No objection.

ii MC/23/1243 43 Holly Road Wainscott: Retrospective appliction for the construction of a single storey extension to the rear; demolition of existing outbuilding with a replacement (larger) outbuilding together with extension to existing hardstanding area

No objection

iii MC/23/1210 Land North Of Commissioner's Road Strood: Details pursuant to condition 23 (boundary treatment) on planning permission MC/16/4268 - Outline planning application (with all matters reserved except means of access from Commissioners Road) for up to 130 residential dwellings earthworks to create development levels; new internal access roads car parking, open space, sustainable urban drainage systems and associated landscaping and infrastructure

No Objection

iv MC/23/1194 Good Food Wines Whitewall Road Medway City Estate: Construction of a two storey extension - removal of existing

No Objection

iv MC/23/1194 Upnor Castle House Upnor Road Upnor: Various tree works to trees growing within grounds of Upnor Castle House and numbered 1; 3; 4; 9;10;11;;13;27; 28; 31;42; 43; 54; 57; 59; 60; 62; 63; 66 and 68, please refer to document titled 'tree schedule' for more detail.

No Objection

## 150 b Decisions

The decisions as listed on Appendix A were noted.

#### c Appeals and Other Matters

## 151 i House Boat Lower Upnor

Cllr Sparks reported there was no further update since the last meeting.

152 d Neighbourhood Plan

Cllr Sparks reported that himself and Cllr Ashton would be arranging a meeting with Dave Harris at Medway Council and with Cliffe Woods Parish Council to get advise with completing the neighbourhood plan. The Clerk was asked to send the locality grant forms to the Assistant Clerk.

RB

CS

## 8 FINANCE

## 153 a Bank Balances

The Bank balances at 31 May as listed on Appendix B were noted.

# 154 **b** Paid since last meeting

Payments made since the last meeting as listed on Appendix B were ratified.

ΕJ

CS

ΕJ

ΕJ

CL

GB

#### 155 c Accounts for payment

It was proposed by Cllr Sparks, seconded by Cllr Moore and agreed that the accounts for payment as listed on Appendix B be paid.

#### 9 GRANT APPLICATIONS

156 None

#### 10 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

## a Recreation Ground/Hall Garden/Playpark

#### 157 i General Matters

Cllr Sparks reported he had done a walk around with a health and safety inspector around all the Parish Council's Play parks and a lot of work had been pointed out which needs attention. The Assistant Clerk has gathered quotes for Health and Safety companies to assist moving forward.

## 158 ii MHS Tree 39 Hollywood Lane

Cllr Sparks reported an email had been received stating work would not be completed until October after nesting season but on consultation with an expert in the field nesting season usually ends mid August or September to be safe. The Assistant Clerk will email to request earlier action.

#### Play Equipment, rear of 35 Hughes Drive

Cllr Sparks reported he would be asking Home Counties Play to continue looking for a solution.

#### b Wainscott Fields Open Space/Playpark

#### 160 i General Matters

159

iii

Nothing to report.

#### 161 ii Additional Litter Bin

A resident had reported that the bins were still overflowing. There is already 7 bins on site so Councillors agreed to see if there was a bin on site which was not getting as much use.

## 162 iii Criminal Damage

Cllr Sparks reported there had been criminal damage to the MUGA ball court which needed to be fixed by a welder and all other parts be welded down to stop the damage reoccurring. Two quotes have been received but Councillors requested a third.

## 163 c Wainscott Fields Working Group

The Assistant Clerk reported a quote for the wild flower seed laying at Wainscott Fields was due to be received in the next few days.

# d Coomber Green Open Space/Playpark

## 164 i General Matters

Cllr Sparks reported a few issues with signage, flooring and trees which need looking at.

# 165 ii Tribute to Neighbour

The Assistant Clerk reported that she had gone back to the resident with the decision that Councillors did not agree to a memorial bench on site and the residents had asked for a tree and plaque to be considered. It was proposed by Cllr Liddel, seconded by Cllr Millsom and agreed that a tree could be planted on site but the Parish Council will provide a list of approved trees and decide on the location and must approve the wording of the plaque.

## e Schooner Walk Open Space/Playpark

#### **General Matters**

i Cllr Sparks reported that a hedge had now been planted to reduce the noise of the gym equipment on the neighbours.

#### f Allotments

i The Assistant Clerk reported the allotments were looking very over grown and the fence down the back of the allotments was still down. Cllr Sparks agreed to meet up and do a walk around.

#### 168 g Woodland

The quotations for land behind 8 Margetts Place was accepted.

## 169 h Notice Boards

Nothing to report.

#### 170 i Defibrillators

Cllr Millsom and Cllr Ashton attended the CPR defib training at the Kings Arms in Upnor and had been told when defibrillators get used they are usually still connected and taken in the ambulance and then get lost if not labelled where to return to, Assistant Clerk to arrange labelling of all defibs. The Assistant Clerk also reported the prices for the defibrillator for the Church Hall on Frindsbury Hill which Councillors agreed to.

ΕJ

#### 11 UPNOR

#### 171 a General Matters

It was reported the grass on the triangle junction was above waist height now and obstructing views and there had been a few near misses. The Assistant Clerk would chase MOD again.

# 172 b Arethusa Venture Centre

Nothing to report.

## 173 c Lower Upnor Green

Nothing to report.

## 12 FRINDSBURY EXTRA MEMORIAL HALL

Cllr Sparks reported that plans had been made and a schedule of works to be completed on the hall that would be shared in due course but that it had been discussed that the brownies move their equipment to a storage room downstairs and that the Parish Council could have an office upstairs.

## 13 HIGHWAYS AND TRANSPORT

175 Nothing to report.

## 14 LIGHTING

174

177

Nothing to report.

## 15 RURAL LIAISON COMMITTEE

# a Representative's Report

Cllr Batts reported many topics had been discussed such as the impact on the local area when the Lower Thames Crossing is complete, the piling noise coming from the docks across the river and that the Rural Liason Grant was going to be paid to Parish Council's again but no date had been confirmed.

## 16 KENT ASSOCIATION OF LOCAL COUNCILS MEDWAY AREA COMMITTEE

#### 178 a Representatives' Report

Cllr Moore reported their next meeting was in July.

# 17 POLICE MATTERS

## a Police Liaison Committee Representative's Report

179 In Cllr Williams and Cllr Onimoles absence no report was given.

#### b Neighbourhood Watch

180 In Cllr Millsom asked for contacts for the local groups.

## 181 c Medway Yacht Club Burglary

Cllr Sparks reported some boats and generators had been stolen from Medway yacht club and seemed to be an organised crime.

#### 18 COMMUNICATIONS

#### 182 a Website

Nothing to report.

#### 183 b Magazine

In Cllr Etheridge's absence no report was given.

#### 184 c Social Media

Nothing to report.

## 19 CONSULTATION

None.

#### 20 Correspondence

None.

#### 21 REPORTS AND CIRCULARS

None.

# MEDWAY COUNCILLORS' REPORT AND PUBLIC SESSION

As no Medway Councillors were in attendance no report was given.

# **CONFIDENTIAL SECTION**

## 22 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

It was proposed by Cllr Sparks, seconded by Cllr Moore and agreed the press and public be excluded from the following items on the grounds that the matter concerned members of staff.

#### 23 PERSONNEL

## 189 a Volunteers – Health & Safety and HR Legislation

It was reported that all volunteer groups were still suspended until the correct paper work has been put in place which is to be discussed next on the agenda.

## 190 b Health & Safety and HR Company Quotes

The Assistant Clerk reported a few months ago she had brought the lack of risk assessments or health and safety policies to the attention of the Parish Council and had been asked to find companies to help with the issues as the Assistant Clerk has no knowledge of what is needed.

The Assistant Clerk presented 4 quotes from Health and Safety companies with varying prices and services to the Councillors presenting what each company can provide. Budget and services were discussed and Councillors asked to defer the subject to the next meeting to have more time to assess each option.

# 191 c Promotion of Assistant Clerk to Clerk from 1st July

It was discussed that as of the 1st of July the Assistant Clerk will be promoted to Clerk alongside the current Clerk until the 7th July when the current Clerk will retire. A personnel meeting had taken place and the new Clerks salary was agreed where as at the 1st of July it will increase to £17.15 an hour and be contracted for 24 hours a week. It was also agreed that once a new Assistant Clerk was hired the Clerks salary will rise by £1.00 an hour, then on completion of the CILCA qualification will increase again by £2.45 an hour.

The Chairman thanked everyone for attending an	nd closed the meeting at 21:45
Signed	Chairman
On the day of	2023