

FRINDBURY EXTRA PARISH COUNCIL**MINUTES OF THE MEETING HELD ON THURSDAY 27 OCTOBER 2022 AT FRINDBURY EXTRA MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 PM**

PRESENT:	Cllr Chris Sparks	Chairman
	Cllr Geoffrey Moore	Vice-Chair
	Cllr Peter Martin	
	Cllr Mrs Sheila Noise	
	Cllr Vanessa Roach	
	Cllr Paul Thorpe	
	Cllr Mrs Elizabeth Turpin	
	Mrs Roxana Brammer	Clerk
	Mrs Emma Johnson	Assistant Clerk
In attendance	Mrs Anne Roscow	Footpaths Officer
	Mrs Brenda Bushell	Community lunch cook
	Mrs Val Archer	Community lunch volunteer
	Mrs Lynn Havers	Community lunch volunteer

Item

Minute 2022/23

*Action point***1 APOLOGIES**

330 Apologies for absence were received from

Cllr Gary Etheridge	Family Commitment
Cllr John Williams	Unwell
Cllr Andrew Millsom	Award Ceremony
Cllr Ope Onimole	Holiday

It was proposed by Cllr Roach, seconded by Cllr Thorpe and agreed these apologies be accepted.

As the Community Lunch cook and volunteers were present, it was agreed to vary the order of the Agenda.

14 COMMUNITY LUNCH

331 The Chairman suspended the meeting to allow the cook and volunteers to speak.

Mrs Bushell said that it was disappointing that the care home was no longer coming and she thought there needed to be a concentrated publicity drive. Mrs Archer said that if numbers increased more volunteers would be needed. The Chairman thanked the cook and volunteers and reconvened the meeting. The Clerk said that there was competition from the church drop in café, and regular lunches in High Halstow and Hoo Cares, the latter included the ME3 post code area and used volunteer drivers to enable people access their lunches. Cllr Roach said she thought it was a valuable exercise. People who saw the poster in the pharmacy were interested but perhaps reluctant to come on their own. She might suggest they gathered at the pharmacy and walked up together. After further discussion it was proposed by Cllr Sparks, seconded by Cllr Roach and agreed the lunches continue until Christmas. After which it would be assessed.

2 CASUAL VACANCY

332 Following the resignation of Fatima Mitchell the casual vacancy has been advertised for a qualified person to be co-opted.

3 DECLARATIONS OF INTERESTS

333 Cllr Sparks reported a conflict of interest in item 10 grant applications as his wife is a member of the Upton Ladies Club so would not participate in any discussions.

4 ANY OTHER BUSINESS OF AN URGENT NATURE

334 None

5 MINUTES OF THE MEETING HELD ON 29 SEPTEMBER

335 It was proposed by Cllr Roach, seconded by Cllr Thorpe and agreed the minutes of the meeting held on 29th September 2022 be signed as a true record.

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6 MATTERS ARISING

336 a Royal British Legion Poppy Appeal

It was agreed a poppy wreath would be laid in the memorial hall on Friday 11th November at 6pm.

7 FOOTPATHS

337 a Footpath Officer's Report

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

This month Dennis and I have been litter picking on RS120, between Cooling Road and Cliffe Road.

We also strimmed RS328 on the section near Frindsbury hill, as the stinging nettles had grown well in the mild, wet weather we have been experiencing.

The Chairman thanked Mrs Roscow and reconvened the meeting.

8 PLANNING

a Applications

338 i **MC/22/2465** Land Fronting Brompton Farm Road (adjacent To 241 Brompton Farm Road And Templars Drive): Installation of a 2.4m high palisade fence - removal of existing fence

No objection.

339 b Decisions

The decisions as listed on Appendix A were noted.

340 c **Appeals and Other Matters**

None

341 d **Neighbourhood Plan**

Cllr Sparks reported he would get a timetable together before the next meeting in order to organise public consultations, following which a leaflet would be distributed to all households and businesses in the Parish. In addition the Assistant Clerk would organise another meeting with Medway Council to discuss plans. CS
EJ

9 FINANCE

342 c **Bank Balances**

The Bank balances at 30 September 2022 as listed on Appendix B were noted.

343 d **Paid since last meeting**

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

344 e **Accounts for payment**

It was proposed by Cllr Roach, seconded by Cllr Thorpe and agreed that the accounts for payment as listed be paid.

345 f **To set date for finance committee budget meeting**

It was agreed to hold the finance committee budget meeting on the 28th November.

10 GRANT APPLICATIONS

346 a **Upnor Ladies Club**

The Clerk reported she had received a request from the Upnor Ladies Club for a grant towards food and decorations for a community event they would be holding. Cllrs requested more information such as an amount, location, date, etc before making a decision.

11 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a **Recreation Ground/Hall Garden**

347 i **General Matters**

Nothing to report.

348 ii **MHS Tree 39 Hollywood Lane**

The Chairman said he was still trying to get a response from MHS Homes and would pursue the matter. CS

349 **iii Boundary fence at rear of 35 Hughes Drive**

Cllr Sparks reported he spoke to the resident who did not want shrubs planted in the Recreation Ground at the rear of his property. It was also reported that the resident had threatened to take the matter to the Health & Safety Executive.

CS

350 **iv Football**

The Clerk reported she had been contacted by the treasurer of the hall regarding goals being in the way, who had been advised to speak to The Woodpeckers directly.

351 **v Damaged Fence**

The Clerk reported Bayliss Landscapes would inform the Council when work could commence.

b Wainscott Fields

352 **i General Matters**

The Assistant Clerk reported she had contacted Medway Council following concerns by a resident about children cycling or running into Hoo Road due to the slope on the path.

353 **c Wainscott Fields Working Group**

The Assistant Clerk reported a meeting would be arranged with EPR.

354 **d Coomber Green**

The Assistant Clerk reported she had posted a compliment received from a resident regarding the standard of upkeep of Coomber Green since the Council had taken the area over.

e Playparks

355 **i Recreation Ground**

Nothing to report.

356 **ii Wainscott Fields**

The Clerk reported the damaged basket swing could not be repaired and would need replacing. Cllr Sparks said he would contact a manufacturer to see if they could create the part needed.

CS

357 **iii Coomber Green**

Nothing to report.

- F Allotments**
- 358 **i General Matters**
- The Assistant Clerk reported she wanted to arrange a skip to be delivered to the allotment site to enable the allotment holders to dispose of accumulated rubbish. Cllr Sparks said he could assist with getting a skip. CS
- 359 **ii New Allotment Site**
- Cllr Sparks reported he was meeting again with Church Commissioners in November for further discussion. CS
- 360 **g Lower Upnor Village Green**
- Nothing to report.
- 361 **i Notice Boards**
- The Assistant Clerk requested the board in Lower Upnor be turned away from the road to make it safer for putting up notices and reading them. This was agreed. EJ
- 362 **j Defibrillators**
- The Assistant Clerk reported the recalled defibrillator had been sent back and she would liaise with Cllr Williams to advise on regular maintenance. EJ
- 15 UPNOR**
- 363 **a General Matters**
- i House Boat**
- Cllr Sparks reported he had tried to contact Shaftesbury Homes to see if they had given permission for the house boat to moor on their land, but had no response. He had also contact Medway Council and they were taking enforcement action.
- 364 **b River Wain**
- Cllr Thorpe reported he had met with the University Lecturer and two students to undertake sampling of the chalk stream. The university had agreed they did not want payment for the testing as it was good experience for the students. Cllr Thorpe hoped that if the river obtained designation it would help protect the Hogmarsh valley and stream.
- 365 **c Land adjacent to Ordnance Yard**
- Cllr Sparks reported the land had been sold.
- 366 **d Arethusa Venture Centre**
- Nothing to report.

13 FRINDSBURY EXTRA MEMORIAL HALL

367 Cllr Sparks reported that the treasurer/booking clerk had withdrawn her resignation as trustee immediately after the Parish Council meeting held in August at which she had resigned. She had continued to run the hall as sole trustee, until Cllr Sparks had decided to become a second trustee. He hoped to that more Parish Councillors would do the same.

15 HIGHWAYS AND TRANSPORT

368 Nothing to report.

16 LIGHTING

369 Nothing to report.

17 RURAL LIAISON COMMITTEE

370 a Representative's Report

In Cllr Millsom's absence there was no report.

18 KENT ASSOCIATION OF LOCAL COUNCILS MEDWAY AREA COMMITTEE

371 a Representatives' Report

Cllr Moore reported the last meeting had been poorly attended, with only 5 Parishes represented. There had been discussion on Parish Halls and the 250 houses in Cliffe.

19 POLICE MATTERS

372 a Police Liaison Committee Representative's Report

In Cllr Williams absence no report was given. However, it was requested that Cllr Wiliams present crime figures to the Council.

373 b Neighbourhood Watch

In Cllr Onimole's absence no report was given.

22 COMMUNICATIONS

374 a Website

Nothing to report.

375 b Magazine

Nothing to report.

376 c **Social Media**

The Assistant Clerk reported good interaction on social media which seem to be reaching more residents.

23 **CONSULTATION**

377 a **Hoo Development Framework**

Medway Council was consulting on the Hoo Development Framework.

378 b **Medway Council Parish Community Governance Review**

It was reported Medway Council had sent all residents a community governance review document for their comments. Cllr Sparks said that in spite of the meeting held with the Election Officer and the warded parish councils in the spring no alterations were being proposed for the parish.

22 **CORRESPONDENCE**

379 None.

23 **REPORTS AND CIRCULARS**

380 None

The Chairman suspended the meeting for the Medway Councillors' report.

MEDWAY COUNCILLORS' REPORT

No report was given.

CONFIDENTIAL SECTION

24 **RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

381 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 the first was a legal matter and the second concerned named members of staff.

25 **ACQUISITION OF LAND**

382 Cllr Sparks reported that from 19th of October the Schooner Walk Open Space was in the ownership of the Parish Council. The council's landscape contractors had taken over maintenance and a new play park was on order with Home Counties Play.

26 Personnel**383 a Proposal to set up personnel committee**

Cllr Roach proposed a personnel committee be set up. She explained that the council employed three people and depending on what happens to the Hall possibly another person. A personnel committee could keep on top of employment legislation and make informed recommendations to the parish council who as the corporate body was the employer. This was seconded by Cllr Martin and agreed. Members of the committee would be Chairman and Vice-chairman ex-officio, and a minimum of three other councillors including cllrs Roach, Mrs Noise and Mrs Turpin.

384 b Work Place Pension for Assistant Clerk

The Assistant Clerk left the room for this discussion. It was reported that the Assistant Clerk wanted to set up a pension and a decision was needed to be made about the percentage of contributions. The Assistant Clerk would be putting in 5% and it was proposed by Cllr Roach, seconded by Cllr Mrs Turpin and agreed the Parish Council would match the percentage contribution. Subject to annual review at the time of the salary review.

385 c Volunteers

It was proposed by Cllr Mrs Turpin, seconded by Cllr Roach and agreed that Bluewater vouchers be given to the footpaths officer, assistant footpaths officer and community lunch volunteers in thanks for their support to the Council.

The Chairman thanked everyone for attending and closed the meeting at 21:35

Signed Chairman

On the ... day of2022