

FRINDSBURY EXTRA PARISH COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 MAY 2018 AT THE MEMORIAL HALL, HOLLY ROAD,
WAINSCOTT AT 8.00 pm

PRESENT:	Cllr David Coomber	Chairman	
	Cllr Chris Buckwell		Items 1 - 24
	Cllr Gary Etheridge		
	Cllr Peter Hicks		Items 1 - 28
	Cllr Peter Martin		
	Cllr Geoff Moore		
	Cllr Chris Sparks		
	Cllr John Williams		
	Mrs Roxana Brammer	Clerk	
In attendance	Mrs Anne Roscow	Footpaths Officer	
	1 member of the public		

Item *Action point*
Minute number 2018/19/

1 ELECTION OF CHAIRMAN

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

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

52 Cllr Coomber signed his declaration of acceptance of office before the Proper Officer of the Council.

3 ELECTION OF VICE-CHAIRMAN

53 It was proposed by Cllr Buckwell, seconded by Cllr Hicks and agreed Cllr Martin be Vice-chairman for the year.

4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

54 Cllr Martin signed his declaration of acceptance of office before the Proper Officer of the Council.

5 APOLOGIES

55 Apologies for absence were received from

Cllr Trevor Archer	On holiday
Cllr Mrs Val Archer	On holiday
Cllr Mrs Fatima Mitchell	Away from home

It was proposed by the Chairman, seconded by Cllr Martin and agreed these apologies be accepted.

6 DECLARATIONS OF INTEREST

56 None.

7 APPOINTMENTS TO COMMITTEES

57 **a Planning Committee**

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

Chairman) *ex*
 Vice-chairman) *officio*
 Cllr Trevor Archer
 Cllr Mrs Val Archer
 Cllr Peter Martin
 Cllr Chris Sparks
 Cllr John Williams

58 **b Finance Committee**

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

Chairman) *ex*
 Vice-chairman) *officio*
 Cllr Chris Buckwell
 Cllr Gary Etheridge
 Cllr Peter Hicks
 Cllr Mrs Fatima Mitchell
 Cllr Ope Onimole

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

59 **a Rural Liaison Committee**

Cllr David Coomber

60 **b KALC Medway Area Committee**

Cllrs Chris Buckwell and Geoff Moore.

61 **c Police Liaison Committee**

Cllr John Williams

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

Cllr Mrs Fatima Mitchell

9 APPOINTMENTS TO OTHER POSTS**63 a Footpaths Officer**

Mrs Anne Roscow

64 b Tree Wardens

Mrs Marilyn Campbell, Mrs Lindsay Hargreaves and Mrs Karen Seymour

10 APPOINTMENTS TO OTHER RESPONSIBILITIES**65 a Park Rangers**

Cllr Mrs Val Archer
Cllr Gary Etheridge

66 b Magazine Liaison

Cllr Gary Etheridge

67 c Lower Upnor Riverside Project

Cllrs Peter Hicks and Chris Sparks

68 d Neighbourhood Watch Liaison

Cllr Ope Onimole

11 ANY OTHER BUSINESS OF AN URGENT NATURE

69 None.

12 MINUTES OF THE MEETING HELD ON 26 APRIL 2018

70 It was proposed by Cllr Martin, seconded by Cllr Moore and agreed the minutes of the meeting held on 26th April 2018 be signed as a true record.

13 MATTERS ARISING**71 a C/04/18/10 minute 2018/19/19: General Data Protection Regulations**

The Clerk reported that the Act of Parliament had been passed and that it would not be necessary for a parish council to appoint a Data Protection Officer.

14 FOOTPATHS**72 a Representative's Report**

The Chairman suspended the meeting to allow the Footpaths Officer give her report:

Mrs Roscow said that she had reported the presence of Japanese knotweed on RS 118

to Adam Taylor. It was growing near the end that meets the B2000, close to the bypass slip road. They had looked at it together and had concluded it was growing from an adjoining property. Mr Taylor would ask the owner of the property to deal with it. She also reported she had been cutting back nettles on RS 129 and RS 118. The Community Payback Team had dealt with nettles on RS 328. Mrs Roscow stated that the strimmer was too heavy for her and asked that a lighter weight strimmer be provided.

The Chairman thanked Mrs Roscow and reconvened the meeting.

Cllr Etheridge suggested Mrs Roscow source a lighter weight strimmer powered by a lithium battery.

15 PLANNING

a Applications

- 73 i **MC/18/1185:** H E Services, Whitewall Road, Medway City Estate: Change of use of land to allow for the construction of a gas to electricity generation plant with associated infrastructure and access

No objection

- 74 ii **MC/18/1226:** Co-operative Store, Anthony's Way, Medway City Estate: Retrospective installation of an air conditioning unit to rear elevation

No objection

- 75 iii **MC/18/1234:** Manor Barn Farm, Parsonage Lane, Frindsbury: Reconstruction and restoration of fire damaged Grade 1 Listed Manor Farm Barn and an ancillary building (cowshed) temporary containers for site storage, office and welfare facilities , 2.5m high palisade fencing and car parking area

No objection.

- 76 iv **MC/18/1235:** Manor Barn Farm, Parsonage Lane, Frindsbury: Listed building application for the reconstruction and restoration of fire damaged Grade I Listed Manor Farm Barn and an ancillary building (Cowshed)

No objection

- 77 v **MC/18/1571:** 32 Hilltop Road, Wainscott: Construction of a dormer to rear and two roof light windows to front to facilitate additional living accommodation within the roof space

No objection.

- 78 vi **MC/17/1415:** 206 Brompton Farm Road Frindsbury Extra: Non-Material Amendment to planning permission MC/15/3814 to allow for upvc window to front

No objection

- 79 vii **MC/18/1450:** 2 Islingham Cottages, Islingham Farm Road, Wainscott: Construction of single storey side extension, 3 dormer windows to side to provide additional living

accommodation within the roof space and porch to front (demolition of existing porch and conservatory)

No objection.

- 80 **viii MC/18/1470:** Ordnance Yard, Upnor Road, Lower Upnor: Alterations to 4 bricked up openings in boundary wall

No objection

- 81 **b Decisions**

The decisions listed on Appendix A were received.

- c Appeals and Other Matters**

- 82 **i Local Plan**

It was agreed to comment on the increased road and traffic problems within the parish that substantial residential development on the Hoo Peninsula would generate.

16 **FINANCE**

- 83 **a Bank Balances**

The bank balances as listed on Appendix B were noted.

- 84 **b Payments Made Since the Last Meeting**

It was proposed by Cllr Martin, seconded by Cllr Moore and agreed the payment made since the last meeting as listed on Appendix B be ratified.

- 85 **c Accounts for Payment**

It was proposed by Cllr Martin, seconded by Cllr Moore and agreed the accounts for payment as listed on Appendix B be approved (cheques 101986 – 101992).

- d Subscriptions**

- 86 i. Kent Association of Local Councils, £1,275. Agreed
87 ii. Action with Communities in Rural Kent, £50. Agreed.

- 88 **e Internal Audit Report**

The internal audit report was received.

- 89 **f Audit Annual Return Governance Statement**

It was proposed by Cllr Etheridge, seconded by Cllr Martin and agreed the Annual Governance Statement be signed by the Chairman and Clerk.

90 **g Audit Annual Return Statement of Accounts**

It was proposed by Cllr Etheridge, seconded by Cllr Moore and agreed the Annual Statement of Accounts be signed by the Chairman and Responsible Financial Officer.

91 **h Chairman's Allowance**

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

17 GRANT APPLICATIONS

92 **Kent Air Ambulance**

It was proposed by Cllr Williams, seconded by Cllr Sparks and agreed a grant of £300 be made under S 137 of the LGA 1972 (cheque 101993).

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

93 **a Recreation Ground/Hall Garden**

Nothing to report.

94 **b Wainscott Fields Open Space**

Nothing to report.

95 **c Fordwich Drive Open Space**

Nothing to report.

Playparks

96 i. Recreation Ground. Nothing to report.

97 ii. Wainscott Fields. Nothing to report

98 iii. Fordwich Drive. Nothing to report.

99 **e Allotments**

Nothing to report.

100 **f Lower Upnor Village Green**

Nothing to report.

101 **g Woodland**

The Clerk reported that she was still waiting for the tree survey report from Curtis Barkel.

102 **h Notice Boards**

Cllr Moore said the re-varnishing of the two Upnor notice boards was in hand.

19 UPNOR**103 a General Matters**

Cllr Moore reported there had been subsidence in Galleon Way, which was being dealt with. He said that a meeting about parking in Lower Upnor had been arranged for Friday 1st June.

104 b Lower Upnor Riverside Project

Cllr Sparks said he was ready to submit the planning application for the fence at the rear of the car park and was waiting to hear what the fee would be so that the Clerk could arrange a cheque.

20 HIGHWAYS AND TRANSPORT

105 Nothing to report.

21 LIGHTING

106 Nothing to report.

22 RURAL LIAISON COMMITTEE**107 a Representative's Report**

Cllr Hicks reported that there had been a speaker from the Demelza House Trust. The police had said they would no longer attend meetings, but wanted to promote their drop-in surgeries.

23 KENT ASSOCIATION OF LOCAL COUNCILS MEDWAY AREA COMMITTEE

108 The next meeting would be held on 20th June.

24 HALL MANAGEMENT COMMITTEE**109 a Representative's Report**

In Cllr Mrs Mitchell's absence, there was no report. The Clerk said that Strood 97 Football Club had removed everything, except for 2 long poles and they would hire a van to remove these. The keys would be returned once this had been done.

25 POLICE MATTERS**110 a Police Liaison Committee Representative's Report**

Cllr Williams said he attended the drop-in surgeries. He had circulated the crime figures.

111 b Neighbourhood Watch

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

26 COMMUNICATIONS**112 a Website**

Nothing to report

113 b Magazine

Cllr Etheridge said he had seen the draft of the next edition.

27 CONSULTATION

114 No documents received.

28 CORRESPONDENCE

115 None.

MEDWAY COUNCILLORS' REPORTS

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

Cllrs Etheridge and Williams said they had nothing to add to their reports given at the Annual Parish Meeting earlier in the evening

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

29 REPORTS AND CIRCULARS

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

CONFIDENTIAL SECTION**30 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

117 It was proposed by the Chairman, 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.

31 LAND AQUISITIONS

118 Ongoing

32 DISPOSAL OF LAND

119 Ongoing

33 REVIEW OF CLERK'S SALARY

120 It was proposed by the Chairman, seconded by Cllr Martin and agreed the Clerk's hourly rate be increased by 3%, in line with the rate of inflation in September 2017.

The Chairman thanked everyone for attending and closed the meeting at 10 pm

SignedChairman

On theday of2018