C/05/2014/1-24

ST MARY HOO PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 27 MAY 2014 IN THE FUNCTION ROOM, THE FENN BELL, FENN STREET AT 8.30 pm

PRESENT:	Cllr Bill Budd	Chairman
	Cllr Terry Ballard	
	Cllr Paul Hassell	
	Cllr Mrs Pat Kelly	
	Mrs Roxana Brammer	Clerk
In attendance	Cllr Tony Watson	Medway Council
	Mr Mike Windsor	Footpaths Officer
	Mr Michael Pearce	Editor, Village Voices

Item Minute number 2014/15/		*Action point*
1	**ELECTION OF CHAIRMAN**	
1	It was proposed by Cllr Hassell, seconded by Cllr Mrs Kelly and agreed that Cllr Budd be Chairman for the year.	
2	**CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**	
2	Cllr Budd signed his declaration of acceptance of office before the Proper Officer of the Council.	
3	**ELECTION OF VICE-CHAIRMAN**	
3	It was proposed by Cllr Budd, seconded by Cllr Ballard and agreed Cllr Hassell be Vice-chairman for the year.	
4	**VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**	
4	Cllr Hassell signed his declaration of acceptance of office before the Proper Officer of the Council.	
5	**APOLOGIES**	
5	An apology for absence, which was accepted by the Council, was received from Cllr Mrs Heyburn, delayed at work. Apologies for absence were also received from Cllrs Phil Filmer and Chris Irvine, Medway Council.	
6	**DECLARATIONS OF INTEREST**	
6	None.	

7 APPOINTMENT OF REPRESENTATIVES

7 **a Rural Liaison Committee**

Cllr Budd.

8 **b KALC Medway Area Committee**

Cllr Ballard
Cllr Mrs Heyburn

9 **c Police Liaison Committee**

Cllr Hassell.

8 APPOINTMENTS TO OTHER POSTS

10 **a Footpaths Officer**

Mr Mike Windsor

11 **b Tree Wardens**

Mr Andrew Lapthorn
Mr Alan West

12 **c Pond Wardens**

Mr James George
Mr Darren Summerfield

9 MINUTES OF THE MEETING HELD ON 25 MARCH 2014

13 It was proposed by Cllr Hassell, seconded by Cllr Mrs Kelly and agreed that the minutes of the meeting held on 25th March 2014 be signed as a true record.

10 MATTERS ARISING

14 No matters were raised.

11 PLANNING

15 **a Applications**

No new applications. The response to the out of time application as listed on Appendix A was ratified.

16 **b Decisions**

The decisions as listed on appendix A were noted.

17 **c** **Appeals and Other Matters**

None

18 **d** **Licensing Applications**

None.

12 **FINANCE**

19 **a** **Bank Balances**

The bank balances as listed on Appendix B were noted.

20 **b** **Cheques Signed Since the Last Meeting**

It was proposed by Cllr Budd, seconded by Cllr Ballard and agreed the cheques (100876 – 100878) signed since the last meeting be ratified.

c **Subscriptions**

21 i. Kent Association of Local Councils. It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed to renew the subscription to KALC, £100.32 + VAT (cheque 100882)

22 ii. Action with Communities in Rural Kent. It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed to renew the subscription to ACRK, £35 (cheque 100883).

23 **d** **Accounts for Payment**

It was proposed by Cllr Budd, seconded by Cllr Ballard and agreed the accounts for payment as listed on Appendix B be approved (cheques 100879 – 100881, 100884).

24 **e** **Accounts 2013/14**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Kelly and agreed the accounts for the year to 31st March 2014 be adopted and signed by the Chairman and Responsible Financial Officer.

25 **f** **Internal Auditor's Report**

The internal auditor's report was received. It was noted no concerns had been raised.

26 **g** **Audit Annual Return Statement of Accounts 2013/14**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Kelly and agreed the audit annual return statement of accounts for the year to 31st March 2014 be signed by the Chairman and Responsible Financial Officer.

27 **h** **Audit Annual Return Governance Statement 2013/14**

The individual governance statements having been read and answered, it was proposed by Cllr Hassell, seconded by Cllr Mrs Kelly and agreed the annual return governance statement be signed by the Chairman and Clerk.

28 **i** **Chairman's Allowance**

It was proposed by Cllr Ballard, seconded by Cllr Hassell and agreed the Chairman's Allowance for the year be £150.

13 **GRANT APPLICATIONS**

29 **a** **Kent Air Ambulance**

It was proposed by Cllr Budd, seconded by Cllr Mrs Kelly and agreed a grant of £150 be made under S 137 of the LGA 1972 to the Kent Air Ambulance.

14 **MANAGEMENT OF THE COUNCIL'S LAND & PROPERTY**

30 **a** **Nature Reserve**

The drain had been dug. Soil was building up by the fence opposite the garages. Cllr Budd would chase up Grass Roots about the path. *BB*

31 **b** **Pond and Green**

If nothing further was heard from Medway Council, the tree works could be done after 17th June. Cllr Hassell suggested planting a suitable tree in a sensible position that would eventually replace the cracked willow. He suggested a former World War II Lancaster bomber pilot who had connections with the village be invited to plant it. Advice would be sought from Laverock Tree Care. Cllr Hassell reported he had spoken to an officer of Medway Council about the overflow from the pond.

15 **HIGHWAYS & TRANSPORT**

32 **a** **Footpath Officer's Report**

Mr Windsor indicated he had nothing further to add to his report given at the Annual Parish Meeting.

b **Other Mattters**

33 i. Biffa Lay-by. A resident had written complaining about the piece of land owned by Biffa at the entrance to Shakespeare Farm that was being treated as a lay-by. It was agreed to send a copy of the letter to Cllr Filmer and ask for an update.

16 **RURAL LIAISON COMMITTEE**

34 **a** **Representative's Report**

No meeting had been held.

b Rural Liaison Grant Projects

35 i. Path. Waiting for construction. The money had been received.
36 ii. Nature Reserve Drain. Completed.

17 KALC/MAC

37 **a Representatives' Report**

No meeting.

18 POLICE MATTERS

38 **a Police Liaison Committee representative's report**

Cllr Hassell reported on the last meeting. There was a new PCSO, Chris Price. A prosecution was pending on the fly-tipping in Hopper's Lane. There was an operation to tackle the joy riding in the area. He had found a dog, which the police had failed to collect. They were due to come to speak to Cllr Hassell about it.

19 COMMUNICATIONS

39 **a Magazine**

Nothing to report.

40 **b Website**

Nothing to report.

20 CONSULTATION

41 No documents received.

21 CORRESPONDENCE

42 None.

22 REPORTS AND CIRCULARS

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

23 ANY OTHER BUSINESS

44 No matters were raised.

The Chairman closed the meeting at 9.45 pm

Signed ……..Chairman

On the ……day of ……2014