

ST MARY HOO PARISH COUNCIL**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 29 MARCH 2016 IN THE FENN BELL INN, FENN STREET, ST MARY HOO at 7.30 pm**

PRESENT: Cllr Bill Budd Chairman
 Cllr Terry Ballard
 Cllr Paul Hassell
 Cllr Mrs Carol Heyburn

Mrs Roxana Brammer Clerk

Item *Action point*

Minute number
 2015/16/

1 APOLOGIES

166 An apology for absence was received from

Cllr Mrs Pat Kelly indisposed

It was proposed by Cllr Hassell, seconded by Cllr Budd and agreed that this apology be accepted by the Council.

2 DECLARATIONS OF INTEREST

167 None.

3 MINUTES OF THE MEETING HELD ON 26 JANUARY 2016

168 It was proposed by Cllr Mrs Heyburn, seconded by Cllr Ballard and agreed the minutes of the meeting held on 26th January 2016 be signed as a true record.

4 MATTERS ARISING

169 None.

5 PLANNING

a Applications

170 No applications received.

171 Out of Time

The response to the out of time applications as listed on Appendix A was ratified.

172 b Decisions

The decisions as listed on Appendix A were received.

- c Appeals and Other Matters**
- 173 **i APP/A2280/W/16/3143613: MC/15/3706: The Birches, Ratcliffe Highway**

Appeal against refusal of planning permission for the construction of a 2 bedroomed detached chalet bungalow.

Noted.
- 174 **i The Grange, Barn Street**

Cllr Budd said that building works were in hand at The Grange and he had sent an email about his concerns to Enforcement.
- 175 **ii Local Plan**

Cllr Budd reported that the second phase of the Plan would start naming sites.
- 176 **d Licensing**

None.
- 6 FINANCE**
- 177 **a Bank Balances**

The bank balances as listed on Appendix B were noted.
- 178 **b Cheques Signed Since the Last Meeting**

The cheques signed since the last meeting as listed in Appendix B were ratified.
- 179 **c Accounts for Payment**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed the accounts for payment as listed on Appendix B be paid (cheques 100963 – 100965), with the addition of £58.50, Clive Stanley (cheque 100966.).
- 180 **d Internal Auditor**

The Clerk reported that the previous internal auditor had resigned. She had contacted Veronica Brazier, who had worked in finance at Swanley Town Council. Mrs Brazier would be prepared to undertake the internal audit. It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed Mrs Brazier be appointed internal auditor.
- 181 **e Purchase of Laptop Computer**

The Clerk said that if the Council would supply the Clerk with a laptop computer or similar device, in the event of sickness, holiday or resignation, it could simply be passed over so that the Council’s business would not be interrupted. A lengthy discussion followed about whether this was necessary or whether it would be

better to make use of electronic cloud storage. The item was deferred until a future meeting.

182 **f Clerk's Employment Conditions**

It was agreed the Clerk's employment conditions required updating. The Clerk would arrange a meeting with the Chairman, Vice-chairman and Cllr Mrs Heyburn in due course to discuss the matter and would bring along samples of her other contracts of employment. The Clerk stated that this meeting was not likely to be until the second half of June as April and May were her busiest months with end of year accounts and audit and the May statutory meetings. She would be on holiday from 28th May until 15th June.

7 GRANT APPLICATIONS

183 None.

8 MANAGEMENT OF THE COUNCIL'S LAND & PROPERTY

184 **a Nature Reserve**

Cllr Hassell reported that the bird boxes were up. The area needed tidying up and he suggested a working party be formed to undertake this. Cllr Mrs Heyburn and Cllr Ballard proposed that Grass Roots be asked to help and this was agreed. It was also suggested that Grass Roots be sounded out as to becoming the Council's contractor for odd jobs and it was agreed Cllrs Budd, Hassell and Ballard arrange a meeting with the proprietor. Cllr Hassell said he would clear his land ready for the hardstanding and container to be installed. Cllr Budd said he had been in touch with a solicitor over registering the land with the Land Registry. He would pursue this with Cllr Hassell.

185 **b Pond**

Cllr Hassell reported that Mr Summerfield had cleaned out the pond.

186 **c Village Green**

Cllr Budd said that the tarmac on the public footpath was breaking up.

9 HIGHWAYS AND TRANSPORT

187 **a Footpaths**

Martin Botley had said he had been unable to walk the paths, due to the weather and also because he was changing jobs. Cllr Budd reported that the former chairman had complained about the removal of hedgerows at Turkey Hall Farm and that RS 25 had been destroyed from St Mary's Cottages to Malmaynes Hall Farm. Signs had been obscured by tape. The path through Bellwood Court was being blocked by residents and the signs had been obliterated or were absent. He had been in touch with the Public Rights of Way officer and had copied in the Council's Footpaths Officer. He stated that what the PROW officer had said was unacceptable and would contact Cllr Filmer.

188 **b St Mary's Cottages Road Safety Issues**

It was reported that Brian Shawyer of Medway Council had not replied to either Cllr Budd or the Clerk.

189 **c Contingency Plans**

Part of Medway Council's contingency plans for the Peninsula was to install permanent diversion signs and to operate a stacking system for heavy goods vehicles on Peninsula Way.

10 RURAL LIAISON COMMITTEE

190 **a Representative's Report**

Cllr Budd reported on the last meeting. There had been presentations on the proposed Lower Thames Crossing, the Local Plan and proposals for Four Elms roundabout.

b Rural Liaison Grant Projects

191 i. Equipment storage. Ongoing.

192 ii. Bulb planting. It was agreed more snowdrops and bluebells be planted.

11 KALC/MAC

193 **a Representative's Report**

The next meeting was in April.

12 POLICE MATTERS

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

Cllr Hassell said the next meeting was in April.

13 COMMUNICATIONS

195 **a Magazine**

Nothing to report

196 **b Website**

Nothing to report.

14 FENN STREET INDUSTRIAL AREA LIGHTING

197 Cllr Budd reported that Sarah Rushden of Medway Council had contacted him. It was agreed the businesses be written to, asking them to put their lights on timers or position and angle them correctly.

15 DATES OF MEETINGS 2016/17

198 It was agreed meetings be held on the following dates for the Council year 2016/17:

- Tuesday 24 May (Annual Parish Meeting)
- Tuesday 24 May (Annual Parish Council Meeting)
- Tuesday 26 July
- Tuesday 27 September
- Tuesday 29 November
- Tuesday 31 January 2017
- Tuesday 28 March

The Annual Parish Meeting and Annual Parish Council Meeting for the Council year 2017/18 would be held on Tuesday 23 May 2017.

16 CONSULTATION

199 No documents received.

17 CORRESPONDENCE

200 None.

18 REPORTS AND CIRCULARS

201 None received.

20 ANY OTHER BUSINESS

202 No matters were raised.

The Chairman closed the meeting at 9.35 pm

Signed.....Chairman

On theday of2016