

**ST MARY HOO PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 17 MAY 2016 IN THE FENN BELL INN, FENN STREET AT 8.30 pm**

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

Mrs Roxana Brammer Clerk

In attendance Mr Martin Botley Footpaths Officer  
 Mr Clive Stanley Webmaster  
 1 member of the public

**Item** *Action point*

Minute number  
 2016/17/

**1 ELECTION OF CHAIRMAN**

1 It was proposed by Cllr Mrs Heyburn, seconded by Cllr Ballard 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 Mrs Kelly, seconded by Cllr Mrs Heyburn 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 Apologies for absence were received from Cllrs Phil Filmer, Freshwater and Pendergast, 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 Martin Botley

11 b **Tree Wardens**

Mr Andrew Laphorn  
Mr Alan West

12 c **Pond Wardens**

Mr James George  
Mr Darren Summerfield

9 **MINUTES OF THE MEETING HELD ON 29 MARCH 2016**

13 It was proposed by Cllr Budd, seconded by Cllr Ballard and agreed that the minutes of the meeting held on 29<sup>th</sup> March 2016 be signed as a true record.

10 **MATTERS ARISING**

14 No matters were raised.

11 **PLANNING**

a **Applications**

15 i **MC/16/1821:** Brijo, Ratcliffe Highway: Application for a Lawful Development Certificate (Proposed) for the conversion of the existing garage into habitable living accommodation

No objection

16 b **Decisions**

None notified.

**c Appeals and Other Matters**

17 **i The Grange, Ratcliffe Highway**

Cllr Budd had contacted the Local Planning Authority about the building works at The Grange but had heard nothing back. The Clerk would contact the Enforcement Officer.

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 cheque signed since the last meeting as listed on Appendix B 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, £107.06 + VAT (cheque 100973)

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, £50 (cheque 100974).

23 **d Insurance Renewal**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed to renew the insurance with Zurich Municipal for £257.46 (cheque 100972).

24 **e 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 100968 – 100971, 100975).

25 **f Accounts 2015/16**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Kelly and agreed the accounts for the year to 31<sup>st</sup> March 2016 be adopted and signed by the Chairman and Responsible Financial Officer.

26 **g Internal Auditor's Report**

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

27 **h Audit Annual Return Governance Statement 2015/16**

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

28 **i Audit Annual Return Statement of Accounts 2015/16**

It was proposed by Cllr Mrs Heyburn, seconded by Cllr Hassell and agreed the audit annual return statement of accounts for the year to 31<sup>st</sup> March 2016 be signed by the Chairman and Responsible Financial Officer.

29 **i Chairman's Allowance**

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

13 **GRANT APPLICATIONS**

30 None.

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

31 **a Nature Reserve**

Cllr Hassell said that the land was nearly cleared, ready for the container. It was agreed to ask Norman Vidler to do the groundworks. *PH*

32 **b Pond and Green**

Cllr Budd said that Grass Roots was happy to do the contractor work and he would speak to him when he got back from holiday. *BB*

15 **HIGHWAYS & TRANSPORT**

33 **a Footpath Officer's Report**

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

34 **b Ratcliffe Highway at St Mary's Cottages**

Members were disappointed that Cllr Filmer had not been able to attend the meeting and requested the Clerk to invite him and Bryan Shawyer to the next meeting.

35 **c Any Other Transport or Highways Issues**

None.

**16 RURAL LIAISON COMMITTEE**

**36 a Representative's Report**

No meeting

**17 KALC/MAC**

**37 a Representatives' Report**

No meeting.

**18 POLICE MATTERS**

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

Cllr Hassell that a meeting was being held that evening and he had sent his apologies. From the agenda he noted that there was a speaker on traffic control concerning the demolition of Kingsnorth power station.

**19 COMMUNICATIONS**

**39 a Magazine**

Nothing to report.

**40 b Website**

Mr Stanley had nothing to add to his report to the Annual Parish Meeting.

**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 9.40 pm

Signed .....Chairman

On the .....day of .....2015