

ST MARY HOO PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 17 MAY 2011
IN THE FUNCTION ROOM, THE FENN BELL, FENN STREET AT 7.30 pm**

PRESENT:	Cllr Bill Budd	Chairman
	Cllr Bill Khatkar	Vice-chairman
	Cllr Paul Hassell	
	Cllr Mrs Carol Heyburn	
	Mrs Roxana Brammer	Clerk
In attendance	Mrs Ann Stanbrook	Footpaths Officer

Item	<i>Action point</i>
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*Minute number
2011/12 /*

1 ELECTION OF CHAIRMAN

1 It was proposed by Cllr Khatkar, seconded by Cllr Hassell and agreed Cllr Budd be Chairman for the forthcoming year.

2 CHAIRMAN'S DECLARATION 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 Hassell and agreed Cllr Khatkar be Chairman for the forthcoming year.

4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

4 Cllr Khatkar signed his Declaration of Acceptance of Office before the Proper Officer of the Council

5 APOLOGIES

5 An apology for absence was received from Cllr Tony Watson, Medway Council.

6 DECLARATIONS OF INTEREST & MEMBERS' REGISTERS OF INTEREST**6 a Declarations of Interest**

No declarations of interest were made. The dispensations given to the councillors living at Fenn Corner had elapsed with the elections and Cllrs Budd, Hassell and Mrs Heyburn would have to apply individually to the Standards Committee for a dispensation to discuss matters in their locality.

7 **b Registers of Interest**

Members were reminded they had 28 days following the election to complete and return their register of interest forms.

7 **VACANCY**

8 The vacancy following the election would be advertised.

8 **APPOINTMENT TO COMMITTEES**

9 **a Amenity Committee**

Chairman) *ex officio*
Vice-chairman)
Cllr Hassell
Cllr Mrs Heyburn
Mr Andrew Laphorn
Mrs Ann Stanbrook
Mr Tim Weedon

9 **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

10 **a Rural Liaison Sub-committee**

Cllr Hassell

11 **b KALC Medway Area Committee**

Cllrs Khatkar and Mrs Heyburn

12 **c Police Liaison Committee**

Cllrs Hassell and Khatkar.

10 **APPOINTMENT TO OTHER POSTS**

13 **a Footpaths Officer**

It was proposed by Cllr Budd, seconded by Cllr Mrs Heyburn and agreed Mrs Ann Stanbrook be appointed.

14 **b Tree Wardens**

Mr Andrew Laphorn and Mr Alan Clark.

15 **c Pond Wardens**

Mr Tim Weedon and Mr James George.

11 **MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2011**

16 It was proposed by Cllr Hassell, seconded by Cllr Budd and agreed that the minutes of the meeting held on 8 February 2011 be signed as a true record.

12 MATTERS ARISING

17 No matters were raised.

13 PLANNING

18 a Applications

None received.

19 b Decisions

None notified.

20 c Appeals and Other Matters

None

21 d Licensing Applications

None.

14 FINANCE

22 a Bank Balances and Bank Mandate

The bank balances as listed on appendix B were noted.

23 b Cheques Signed Since the Last Meeting

It was proposed by Cllr Mrs Heyburn, seconded by Cllr Hassell and agreed the cheques signed since the last meeting be ratified.

24 c Insurance Renewal

The Clerk had reviewed the cover which she recommended was adequate and this was agreed.

d Subscriptions

25 i. Action with Communities in Rural Kent £35. Agreed.

26 ii. Kent Association of Local Councils £98.14. Agreed

27 e Accounts for Payment

It was proposed by Cllr Mrs Heyburn, seconded by Cllr Hassell and agreed the accounts for payment as listed on Appendix B be approved (cheques 100718-100731).

28 f Accounts 2010/11

It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the accounts for the year to 31 March 2011 be approved and signed by the Chairman and Responsible Financial Officer.

29 **g Internal Audit**

The internal auditor's report was received.

h Audit Return 2010/11

30 i. Bank Reconciliation. Approved.

31 ii. Statement of Accounts. It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the Statement of Accounts be signed by the Chairman and Responsible Financial Officer.

32 iii. Statement of Assurance. It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the Statement of Assurance be signed by the Chairman and Clerk.

33 **i Chairman's Allowance**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Johnson and agreed the Chairman's Allowance be £250 for the year.

15 GRANT APPLICATIONS

34 None.

16 AMENITY COMMITTEE

35 **a Nature Reserve**

The winter work had been completed. Cllr Mrs Heyburn said that people had been seen in the Reserve.

36 **b Pond**

Nothing to report.

37 **c Footpaths**

It was understood from Mrs Stanbrook that some paths needed clearing.

17 RURAL LIAISON COMMITTEE

38 **a Representative's Report**

The next meeting was on 21 June.

b Rural Liaison Grant Projects

39 i. Seat. Ongoing.

40 ii. Spring Bulbs. It was agreed bulbs be planted at the junction of the Ratcliffe Highway and Fenn Street. This would be delegated to the Amenity Committee.

41 iii. Bird boxes. It was agreed bird boxes be put up in the Nature Reserve. This would be delegated to the Amenity Committee.

18 KALC/MAC

42 a Representatives' Report

Cllr Hassell reported that a talk on the census had been given at the last meeting. The next meeting was on 15 June.

19 POLICE MATTERS

43 a Police Liaison Committee representative's report

Cllr Hassell reported that a mobile police van had been sited in the Fenn Bell car park.

20 COMMUNICATIONS

44 a Quarterly Newsletter

Following discussion, it was proposed by Cllr Budd, seconded by Cllr Hassell and agreed an approach be made to Allhallows Parish Council about having space in Allhallows' Life magazine and enough copies for St Mary Hoo.

45 b Website

Nothing to report.

20 HIGHWAYS AND TRANSPORT

46 a Fenn Corner Roundabout

Cllr Mrs Heyburn referred to the promises made by Cllr Filmer and Ian Wilson of Medway Council. The alterations they had promised had not been put in place. The Clerk was asked to remind them.

47 b Newlands Farm Road

Cllr Hassell said Newlands Farm Road had been repaired but the repair was inadequate. The Clerk would contact the Highways Manager.

22 CONSULTATION

48 No documents received.

23 CORRESPONDENCE

49 None.

24 REPORTS AND CIRCULARS

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

25 DATE AND VENUE OF NEXT MEETING

51 Wednesday 20 July in the Function Room, Fenn Bell at 7.15 pm.

26 ANY OTHER BUSINESS

52 No matters were raised.

The Chairman closed the meeting at 9.00 pm

SignedChairman

On theday of2011