

ST MARY HOO PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 22 MAY 2012
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

Item *Action point*

Minute number

2012/13 /

- 1 ELECTION OF CHAIRMAN**
- 1 It was proposed by Cllr Hassell, seconded by Cllr Khatkar 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 Hassell, seconded by Cllr Budd and agreed Cllr Khatkar be Vice-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 Apologies for absence were received from Cllrs Phil Filmer and Tony Watson, Medway Council.
- 6 DECLARATIONS OF INTEREST**
- 6 None.
- 7 VACANCY**
- 7 The vacancy remained.
- 8 APPOINTMENT TO COMMITTEES**
- 9 **a Amenity Committee**
- Chairman) *ex officio*
 Vice-chairman)
 Cllr Hassell; Mr Andrew Laphorn

9 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

10 **a Rural Liaison Sub-committee**

Cllr Budd

11 **b KALC Medway Area Committee**

Cllrs Khatkar and Mrs Heyburn

12 **c Police Liaison Committee**

Cllr Hassell.

10 APPOINTMENT TO OTHER POSTS

13 **a Footpaths Officer**

Vacancy.

14 **b Tree Wardens**

Mr Andrew Laphorn and Mr Alan Clark.

15 **c Pond Wardens**

Mr James George.

11 MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2011

16 It was proposed by Cllr Mrs Heyburn, seconded by Cllr Hassell and agreed that the minutes of the meeting held on 27 March 2012 be signed as a true record.

12 MATTERS ARISING

17 No matters were raised.

13 PLANNING

18 **a Applications**

None received.

19 **b Decisions**

It was reported that the Food Machinery Co had received planning permission.

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 obtained a quotation of £225 from Zurich Municipal, who now had a dedicated unit for parish councils. It was agreed to accept this quotation. (cheque 100783)

d Subscriptions

- 25 i. Action with Communities in Rural Kent £35. Agreed.
- 26 ii. Kent Association of Local Councils £98.71. 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 100776-100782).

28 f Accounts 2011/12

It was proposed by Cllr Budd, seconded by Cllr Khatkar and agreed the accounts for the year to 31 March 2012 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 2011/12

- 30 i. Bank Reconciliation. Approved.
- 31 ii. Statement of Accounts. It was proposed by Cllr Mrs Heyburn, 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 Mrs Heyburn 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 Heyburn and agreed the Chairman's Allowance be £150 for the year.

15 GRANT APPLICATIONS

34 None.

16 AMENITY COMMITTEE**35 a Nature Reserve**

Cllr Hassell spoke about future maintenance and suggested he and Cllr Budd investigate the purchase of machinery that would enable them to do much of the maintenance themselves as volunteers. It was proposed by Cllr Budd, seconded by Cllr Mrs Heyburn that a purchase be made if suitable machinery was found. The purchase would come from the Rural Liaison Grant.

36 b Pond

The situation at the pond would be monitored.

37 c Footpaths

It was reported that a notice saying “private property” had been put up across the footpath at Bellwood Court.

38 d Noticeboard, Rose Cottages

A resident had complained about the notice board at Rose Cottages. Cllr Hassell agreed to inspect it. It was suggested the openings could be fitted with acrylic sheet and that it be re-stained.

17 RURAL LIAISON COMMITTEE**39 a Representative’s Report**

No meeting.

b Rural Liaison Grant Projects

40 i. Bird boxes. These had been put up in the Nature Reserve by the RSPB.

18 KALC/MAC**41 a Representatives’ Report**

No meeting.

19 POLICE MATTERS**42 a Police Liaison Committee representative’s report**

Cllr Hassell had not been able to attend the meeting, as it was being held that evening

20 COMMUNICATIONS**43 a Magazine**

Cllr Budd said he had received some help with the deliveries.

44 **b Website**

Nothing to report.

21 HIGHWAYS AND TRANSPORT

45 **a Fenn Corner Roundabout**

As they had been unable to attend the meeting, it was agreed to invite Cllr Filmer and Ian Wilson to attend the next meeting of the Council.

46 **b St Mary's Cottages**

Cllr Khatkar said the scheme at St Mary's Cottages was a waste of money and people were still complaining

22 CONSULTATION

47 No documents received.

23 CORRESPONDENCE

48 None.

24 REPORTS AND CIRCULARS

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

25 DATE AND VENUE OF NEXT MEETING

50 Tuesday 24 July in the Function Room, Fenn Bell at 7.30 pm.

26 ANY OTHER BUSINESS

51 No matters were raised.

The Chairman closed the meeting at 9.00 pm

SignedChairman

On theday of2012