

**ST MARY HOO PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 22 MAY 2013  
IN THE FUNCTION ROOM, THE FENN BELL, FENN STREET AT 8.45 pm**

<b>PRESENT:</b>	Cllr Bill Budd	Chairman
	Cllr Terry Ballard	
	Cllr Paul Hassell	
	Cllr Mrs Carol Heyburn	
	Mrs Roxana Brammer	Clerk
<b>In attendance</b>	Mr Mike Windsor	Footpaths Officer
	Cllr Tony Watson	Medway Council
	Mr Michael Pearce	Editor, Village Voices magazine
	Mr Mick Smith	Footpaths officer, Allhallows Parish Council

<b>Item</b>		<i>Action point</i>
<i>Minute number</i> 2013/14 /		
<b>1</b>	<b>ELECTION OF CHAIRMAN</b>	
<i>1</i>	It was proposed by Cllr Hassell, seconded by Cllr Ballard and agreed Cllr Budd be Chairman for the forthcoming year.	
<b>2</b>	<b>CHAIRMAN'S DECLARATION OF OFFICE</b>	
<i>2</i>	Cllr Budd signed his Declaration of Acceptance of Office before the Proper Officer of the Council.	
<b>3</b>	<b>ELECTION OF VICE-CHAIRMAN</b>	
<i>3</i>	It was proposed by Cllr Mrs Heyburn and seconded by Cllr Ballard that Cllr Hassell be Vice-chairman for the forthcoming year. Although there were no other nominations, a vote was taken and Cllr Hassell was elected by 3 votes for, none against and 1 abstention.	
<b>4</b>	<b>VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>	
<i>4</i>	Cllr Hassell signed his Declaration of Acceptance of Office before the Proper Officer of the Council	
<b>5</b>	<b>APOLOGIES</b>	
<i>5</i>	An apology for absence for personal reasons was received from Cllr Khatkar, which was accepted. Apologies for absence were also received from Cllrs Phil Filmer and Chris Irviine, Medway Council.	
<b>6</b>	<b>DECLARATIONS OF INTEREST</b>	
<i>6</i>	None.	

7 **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

7 **a Rural Liaison Sub-committee**

Cllr Budd

8 **b KALC Medway Area Committee**

Cllrs Ballard and Mrs Heyburn

9 **c Police Liaison Committee**

Cllr Hassell; alternate Cllr Ballard.

8 **APPOINTMENT TO OTHER POSTS**

10 **a Footpaths Officer**

Mr Mike Windsor

11 **b Tree Wardens**

Mr Andrew Laphorn and Mr Alan Clark.

12 **c Pond Wardens**

Mr James George.

9 **MINUTES OF THE MEETING HELD ON 26 MARCH 2013**

13 It was proposed by Cllr Budd, seconded by Cllr Ballard and agreed that the minutes of the meeting held on 26 March 2013 be signed as a true record.

10 **MATTERS ARISING**

14 No matters were raised.

11 **PLANNING**

**a Applications**

15 **i MC/13/0969:** Fenn Farm, Fenn Street: Conversion of existing building to residential dwelling

After discussion, it was agreed to object as follows:

St Mary Hoo Parish Council objects to this application as it goes against planning policy concerning new dwellings in the open countryside. A previous application on a site in the vicinity has been refused twice and the second refusal was subsequently upheld by the Planning Inspectorate.

16 **b Decisions**

None notified.

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

**c Subscriptions**

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

22 ii. Kent Association of Local Councils £100.32. Agreed

23 **d Accounts for Payment**

It was proposed by Cllr Budd, seconded by Cllr Mrs Heyburn and agreed the accounts for payment as listed on Appendix B be approved (cheques 100835-100840).

24 **e Accounts 2011/12**

It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the accounts for the year to 31 March 2013 be approved and signed by the Chairman and Responsible Financial Officer.

25 **f Internal Audit**

The internal auditor's report was received.

26 **g Audit Annual Return Statement of Accounts 2012/13**

It was proposed by Cllr Mrs Heyburn, seconded by Cllr Ballard and agreed the Statement of Accounts be signed by the Chairman and Responsible Financial Officer.

27 **h Audit Annual Return Governance Statement 2012/13**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed the Statement of Assurance be signed by the Chairman and Clerk.

28 **i Chairman's Allowance**

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

**13 GRANT APPLICATIONS**

29 None.

**14 MANAGEMENT OF THE COUNCIL'S LAND & PROPERTY****30 a Nature Reserve**

Cllr Budd said that he and Cllr Hassell had done some strimming. A resident had complained about the grass cutting. Cllr Budd had replied that professional reports had been obtained that the area should be managed to encourage wild life. The resident had been lent copies of the reports and understood although he did not necessarily agree. Two quotations had been obtained to create a path, one of £8,600 and the other for £4,100, to differing specifications. It was agreed Cllr Ballard would write a specification so that comparative quotes could be sought. 3 quotations would be needed and would be brought to the next meeting. Cllr Mrs Heyburn proposed a vote of thanks to Cllrs Budd and Hassell for the work they had done, which had helped to increase the wildlife. *TB*

**31 b Pond**

Cllr Budd said the pond looked good but the green needed cutting. The weather had not been suitable.

**15 HIGHWAYS & TRANSPORT****32 a Footpath Officer's Report**

The Chairman suspended the meeting to enable Mr Windsor to speak.

Mr Windsor said he had nothing to add to the report he had given to the Annual parish meeting.

The Chairman thanked Mr Windsor and reconvened the meeting.

**33 b Other Matters**

It was agreed to invite Cllr Filmer to attend the July meeting to provide an update.

**16 RURAL LIAISON COMMITTEE****34 a Representative's Report**

No meeting.

**b Rural Liaison Grant Projects**

35 i. Bird boxes. The Clerk would contact Rolf Williams of the RSPB.

36 ii. Path. This had been discussed earlier in the meeting..

**17 KALC/MAC****37 a Representatives' Report**

No meeting.

**18 POLICE MATTERS**

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

No meeting had been held. Cllr Hassell said he understood there were 2 new inspectors and there would be two PCSOs for the Peninsula.

**19 COMMUNICATIONS**

**39 a Magazine**

The Chairman suspended the meeting to enable the Editor of Village Voices to speak.

Mr Pearce said Village Voices was a magazine wholly supported by advertising and was free of charge to the parish councils. It had started in Hoo. There was now an edition covering Stoke and St Mary Hoo and he would be pleased to print anything the Council submitted.

The Chairman thanked Mr Pearce and reconvened the meeting.

After discussion, it was proposed by Cllr Budd, seconded by Cllr Hassell and agreed to collaborate with Village Voices and to give High Halstow Times two issues’ notice.

**40 b Website**

The Webmaster would be asked to liaise with the Editor of Village Voices.

**20 CONSULTATION**

**41 a Southern Water – Water Resources Management Plan.**

Received.

**21 CORRESPONDENCE**

42 None.

**22 REPORTS AND CIRCULARS**

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

**23 DATE AND VENUE OF NEXT MEETING**

44 Tuesday 23 July in the Function Room, Fenn Bell at 7.30 pm.

**24 ANY OTHER BUSINESS**

45 No matters were raised.

The Chairman closed the meeting at 10.10 pm

Signed .....Chairman

On the .....day of .....2013