

**ST MARY HOO PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 19 MAY 2015 IN HIGH HALSTOW MEMORIAL HALL, THE STREET, HIGH HALSTOW at 7.50 pm**

|                 |                        |           |
|-----------------|------------------------|-----------|
| <b>PRESENT:</b> | 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 Clive Stanley       | Webmaster |

Before the commencement of the meeting, all councillors completed their declarations of acceptance of office before the Proper Officer of the Council.

| <b>Item</b>                           |   | <i>Action point</i> |
|---------------------------------------|---|---------------------|
| Minute number<br>2015/16/<br><b>1</b> | <b>ELECTION OF CHAIRMAN</b>   |                     |
| 1                                     | It was proposed by Cllr Hassell, seconded by Cllr Ballard and agreed that Cllr Budd be Chairman for the year.   |                     |
| <b>2</b>                              | <b>CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>   |                     |
| 2                                     | 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>  |                     |
| 3                                     | It was proposed by Cllr Budd, seconded by Cllr Mrs Kelly and agreed Cllr Hassell be Vice-chairman for the year. |                     |
| <b>4</b>                              | <b>VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>  |                     |
| 4                                     | Cllr Hassell signed his declaration of acceptance of office before the Proper Officer of the Council.           |                     |
| <b>5</b>                              | <b>APOLOGIES</b>  |                     |
| 5                                     | All councillors present.  |                     |
| <b>6</b>                              | <b>DECLARATIONS OF INTEREST</b>   |                     |
| 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**

Vacancy

**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 24 MARCH 2015**

13 It was proposed by Cllr Hassell, seconded by Cllr Budd and agreed that the minutes of the meeting held on 24<sup>th</sup> March 2015 be signed as a true record, subject to the following amendment:

Item 10b(ii) minute 2014/15/191: Substitute "airman" for "soldier".

**10 MATTERS ARISING**

14 No matters were raised.

**11 PLANNING**

**15 a Applications**

None.

**b Decisions**

- 16 i **MC/15/0465:** Fenn Barn, Fenn Street. Cllr Budd commented on the number of conditions attached to the permission.

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 Budd, seconded by Cllr Ballard and agreed the cheques (100919 – 100921) signed since the last meeting 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, £101.48 + VAT (cheque 100924)

- 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, £35 (cheque 100925).

23 **d 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 100922 – 100923, 100926), with the addition of £84, Nexus Data Systems (cheque 100927).

24 **e Accounts 2014/15**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed the accounts for the year to 31<sup>st</sup> March 2015 be adopted and signed by the Chairman and Responsible Financial Officer.

25 **f Internal Auditor's Report**

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

26 **g Audit Annual Return Statement of Accounts 2014/15**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed the audit annual return statement of accounts for the year to 31<sup>st</sup> March 2015 be signed by the Chairman and Responsible Financial Officer.

27 **h Audit Annual Return Governance Statement 2014/15**

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

28 **i Chairman's Allowance**

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

13 **GRANT APPLICATIONS**

29 None.

As the Webmaster was present, it was agreed to vary the order of the agenda.

19 **COMMUNICATIONS**

30 **b Website**

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

Mr Stanley said he had been discussing the implications to the website of the new transparency regulations with the Clerk and would be having a meeting with her to decide on the way forward. He also said he would be raising his fees to £26/hour from 1<sup>st</sup> January 2016.

The Chairman thanked Mr Stanley and reconvened the meeting.

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

31 **a Nature Reserve**

Cllr Hassell said that he and Cllr Budd had planted some snowdrops and bluebells. The Clerk said that she would contact National Grid later in the year about doing more planting. Cllr Hassell said they could not do any strimming at present due to the wildlife. The provision of an information board and new fence was discussed. Cllr Hassell suggested the provision of a secure equipment storage container and said it could be sited on his land. It was also agreed that a rotavator should be purchased once safe storage was available.

32 **b Pond and Green**

Cllr Hassell reported the seat needed cleaning and treating. Cllr Mrs Kelly said she would speak to Steve Bennett. Cllr Hassell said he needed to get together with

Darren Summerfield and the airman. Cllr Mrs Kelly offered to speak to Mr Summerfield. The tree would be planted on Tuesday 15<sup>th</sup> September if this was convenient to the airman.

## 15 HIGHWAYS & TRANSPORT

### 33 a Footpaths

Cllr Budd said he was still speaking to Martin Botley to see if he would agree to become the Council's footpaths officer. The Clerk said she would ask Turfsoil to evaluate the moss on the tarmac part of the public right of way by the village green and quote for moss removal if deemed necessary.

### b Other Matters

- 34 i. Ratcliffe Highway. Cllr Budd reported that Medway Council had done a lot of work on the bend on the Ratcliffe Highway where it flooded.
- ii. Water run-off at Fenn Corner. Cllr Hassell said water was still running off the A228 at the roundabout onto his land. The remaining problem was the concrete roundabout.

## 16 RURAL LIAISON COMMITTEE

### 35 a Representative's Report

No meeting had been held.

### b Rural Liaison Grant Projects

- 36 i. Equipment storage.
- 38 ii. Nature Reserve planting
- 39 iii. Bird boxes.

## 17 KALC/MAC

### 40 a Representatives' Report

No meeting.

## 18 POLICE MATTERS

### 41 a Police Liaison Committee representative's report

Cllr Hassell said no meeting had been held. The Chairman had not been re-elected to Stoke Parish Council and it was not known if the Committee would continue.

## 19 COMMUNICATIONS

### 43 a Magazine

Cllr Budd said he would write his Chairman's report for the next issue.

**20 CONSULTATION**

44 No documents received.

**21 CORRESPONDENCE**

45 None.

**22 DATES AND VENUES OF MEETINGS 2015/16**

46 It was agreed the Council meet at High Halstow Memorial Hall on the following dates, subject to the availability of the hall:

Tuesday 21<sup>st</sup> July  
Tuesday 29<sup>th</sup> September  
Tuesday 24<sup>th</sup> November  
Tuesday 26<sup>th</sup> January 2016  
Tuesday 29<sup>th</sup> March  
Tuesday 24<sup>th</sup> May

**23 REPORTS AND CIRCULARS**

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

**24 ANY OTHER BUSINESS**

48 No matters were raised.

The Chairman closed the meeting at 9.05 pm

Signed *Bill Budd* Chairman

On the 21<sup>st</sup> day of July 2015