

St Mary Hoo Parish Council

Minutes of the Annual Parish Council meeting held on Tuesday 29 May 2018
in the Memorial Hall, The Street, High Halstow at 7.30 p.m.

Present:	CLlr Bill Budd	Chairman
	CLlr Mrs Carol Heyburn	
	CLlr Mrs Pat Kelly	
	CLlr Terry Ballard	
	Mrs Roxana Brammer	Clerk
	Mrs Linda Atkinson	Assistant Clerk
Apologies:	CLlr Paul Hassell	Vice Chairman
	CLlr Roy Freshwater	Ward Councillor Medway Council

Item Minute number 2018/19		Action Point
1.	ELECTION OF CHAIRMAN	
1	It was proposed by Cllr Ballard, seconded by Cllr Mrs Heyburn and agreed that Cllr Budd be Chairman for the year.	
2.	CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE	
2	It was agreed that Cllr Budd would sign his Declaration of Acceptance of Office before the Proper Officer of the Council at a convenient time between both parties.	LA
3	ELECTION OF VICE CHAIRMAN	
3	It was proposed by Cllr Pat Kelly, seconded by Cllr Carol Heyburn and agreed Cllr Hassell be Vice-Chairman for the year.	
4	VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE	
4	It was agreed that Cllr Hassell would sign his Declaration of Acceptance of Office before the Proper Officer of the Council at a convenient time between both parties.	LA
5	APOLOGIES FOR ABSENCE	
5	Apologies received from Cllr Hassell due to a family commitment. Cllr Freshwater also sent his apologies.	
6	DECLARATIONS OF INTEREST	
6	None	
7	TO APPOINT REPRESENTATIVES	
7	a. Rural Liaison Committee	Cllr Budd

- 8 b. KALC Medway Area Committee Cllr Ballard and Cllr Mrs Heyburn
- 9 c. Police Liaison Committee Cllr Hassell

8 TO APPOINT OTHER POSTS

- 10 a. Footpaths officer Vacancy
- 11 b. Tree warden Andrew Laphorn and Alan West
- 12 c. Pond wardens Darren Summerfield and James George

9 MINUTES OF THE MEETING HELD ON 27 MARCH 2018

- 13 It was proposed by Cllr Ballard and seconded by Cllr Heyburn and agreed that the minutes of the meeting held on 27 March, 2018 be signed as a true record.

10 MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA

- 14 No matters arising.

11 PLANNING – APPENDIX A

- 15 a. **Applications** None
- 16 b. **Decisions** Application for loft conversion with dormer to 2 Rose Cottages in Coombe Farm Lane had been approved.
- 17 c. **Appeals and other matters** None

12 FINANCE – APPENDIX B

- 18 a. **Bank balances** Were agreed.
- 19 b. **Cheques signed since last meeting** Were agreed.
- 20 c. **Subscriptions**
- 21 i. KALC £120 plus VAT. Agreed. LA
- 22 ii. ACRK Agreed. LA
Action for Rural Communities in Kent.
- 23 d. **Insurance renewal** Agreed. LA
- 24 e. **Accounts for payment:**
- An additional payment was produced for W Budd for maintenance services, which was agreed. Also an additional payment for Assistant Clerk Mrs Linda Atkinson for stationery purchases. LA

25 f. **To approve the accounts 2017/18**

Approved and signed.

26 g. **Internal Auditor's report**

Approved. Proposed by Cllr Ballard and seconded by Cllr Heyburn.

27 h. **To approve and sign the Audit Annual Return Governance Statement 2017/18**

The Governance Statement was approved and signed. Proposed by Cllr Budd and seconded by Cllr Ballard.

28 i. **To approve and sign the Audit Annual Return Statement of Accounts 2017/18**

The Audit Annual Return Statement of Accounts was approved and signed. Proposed by Cllr Heyburn and seconded by Cllr Ballard.

29 j. **To sign Certification of Exemption**

Certificate of Exemption to sign off due to our Parish less than £25,000. Signed and dated by Bill Budd as Chairman.

30 k. **Chairman's Allowance (budget £150)**

The Chairman's Allowance was discussed and agreed. Proposed by Cllr Ballard and seconded by Cllr Mrs. Heyburn.

13 GRANT APPLICATIONS

31 a. **Kent Air Ambulance**

Discussion on grant and it was unanimously agreed to provide £150 grant. Cllr Ballard proposed and Cllr Budd seconded payment.

LA

14 GENERAL DATA PROTECTION REGULATIONS

32 H M Government have suggested an amendment to the Act of Parliament that smaller Parish Council's need not appoint an officer. After much discussion it was decided not to employ an officer until the Government had finalised the wording of the Act. To be discussed at a further meeting should this be necessary.

15 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

33 a. **Nature reserve.**

Laverock Tree Care will be taking care of the trees in July. Laverock will return in September time when the birds have finished nesting and remove any trees which appear dangerous. Nothing will be paid until further notice.

34 b. **Pond**

Cllr Budd discussed issues regarding the pond. As planning permission is required for anything that needs to be done, this pond will be maintained on an annual basis. It was discussed that as long as the previous planning application procedure is followed then this will be approved without any issues, provided that the Parish Council do not go outside of that envelope.

There was also discussion regarding weed killer having been sprayed around the trees which is not suitable as they are young trees. The posts had also been sprayed.

35 c. **Noticeboards**

Landlord of Fenn Bell public house where one of the Noticeboards is held has not been contacted as yet but will be contacted at an appropriate time. The other Noticeboard at Rose Cottages will be maintained when time and weather dictates.

BB

16 HIGHWAYS AND TRANSPORT

36 a. **Public Rights of Way**

This applies to Footpaths. There has been concern about the footpaths blocked.

37 b. **Any other transport or highways issues**

LA

- (i) Cllr Filmer assured Cllr Budd that Medway Council are dealing with the installation of an Armco barrier.
- (ii) There was a discussion regarding grass verges at Newlands Farm Road were very high and a danger to drivers as they are unable to see any other traffic coming due to the height of the grass. It was decided that the Clerk would speak to Medway Council Highways Department regarding cutting the sight lines back. Clerk to email Phil Filmer for confirmation that sight lines will be cut back as Medway Council are responsible for keeping sight lines clear at road junctions. This is a road safety matter.

17 RURAL LIAISON COMMITTEE

38 a. **Representative's report**

Cllr Budd was unable to attend.

18 KALC/MAC

39 a. **Representative's report**

Cllr Hassell was unable to attend.

19 POLICE MATTERS

40 a. **Police Liaison Committee representative's report**

The meeting did not take place.

20 COMMUNICATIONS

- 41 a. **Magazine**
The Parish Council have the option to use Village Voices if necessary. Using Village Voices means that the Council no longer have the responsibility of delivering so Village Voices is preferred. We have the facility to advertise on social media. Clerk volunteered to produce a newsletter but this was considered unnecessary. But on further discussion Cllr Kelly suggested Clerk Linda Atkinson contact a villager who she knows to be a journalist. Clerk Linda Atkinson to investigate and explore the idea. LA
- 42 b. **Website**
No issues.

21 CONSULTATION

- 43 None.

22 REPORTS AND CIRCULARS

- 44 a. **Clerks and Councils Direct**
None

23 Any other urgent business at the Chairman’s discretion

- 45 **Bank mandate**
Cllr Budd and Cllr Ballard signed a new mandate to enable Clerk Linda Atkinson to have access to the Parish Council bank account. Clerk Linda Atkinson to hand signed bank mandate into Barclays Bank for processing. LA
- 46 **Contract of Employment for new Clerk**
Cllr Budd requested that the Clerk populate a copy of the Contract of Employment for St Mary Hoo Parish Council with her details. The previous Contract of Employment was agreed in March 2017. LA

The Chairman thanked councillors for attending and closed the meeting at 21.21

Signed

Chairman

On the Day of2018