

Minutes of the Parish Council Meeting held at 6.30 p.m. on Tuesday 9th July 2002 in the Function Room of the Fenn Bell Inn

Attendance Those present were as follows:- Mrs M D Stanney (Chairman); M E Budd (Vice-Chairman); D F Sinclair; Mrs M L Sinclair; J W Nettleton and The Clerk/RFO E C Woodards. Mrs B Gower and Mrs C Ordway of the Landfill Action Committee and a Resident of the Parish was also in attendance. An apology for non-attendance was received from Medway Councillor C Buckwell.

Minutes of the Annual Parish Council Meeting held on the 14th May 2002 Minutes, copies of which had been previously circulated to Members, were agreed as a true record and signed by the Chairman.

Matters arising from the Minutes

Model Code of Conduct The Clerk reported that the Registers of Personal Interests had been sent to the Monitoring Officer at Medway and a notice of the completion of the procedures required had been sent to the Standards Board, both on the 27th May 2002.

A joint advertisement concerning the adoption of the Code of Conduct for Medway and all the Parish Councils had been inserted in the local press on the 17th and 20th June 2002 by Medway.

Finance - Internal Auditor Members again reported upon their inability to find a volunteer to act in this capacity.

Planning and Associated Items

- Newlands Farmhouse. Application received for the Demolition of a 2 storey addition and porch and the construction of a Conservatory to side and rear with a 1750m high wall. The Clerk reported that the Chairman had investigated and approved the Application. Councillor Nettleton referred to a possible revision of the Scheme in connection with building control.
- Proposed Extension to the Landfill Site by Biffa. The Chairman reported that Medway Council had refused this application at a Meeting held on the 5th June 2002. At a subsequent Rural Liaison Committee, at which the Chairman and Councillor Buckwell had been present, it had been agreed that a sum of money be put aside by Medway to fight any appeal that Biffa might submit during the six months appeal period allowed. The licence was due to expire in September with the site being finished by the end of next year.

Finance - Contribution to the British Red Cross re. Hoo Medical Loan Centre It was agreed to continue to make this contribution in the sum of £100 as allowed in the Estimates.

Finance - Accounts for Payment Approval was given as follows:-

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| 1. Mrs M D Stanney On a/c Chairman's Allowance | | |
| Allowance £168 per annum | June 2002 | £ 14.00 |
| 2. E C Woodards On a/c Clerk's Allowance and Expenses | | |
| for June 2002/03 (Detailed breakdown submitted) | | £ 70.22 |
| 3. J W Nettleton Hire of Function Room on 09.07.02 | | £ 14.00 |
| 4. British Red Cross Contribution to Hoo Medical Loan Centre for 2002/03 | | £100.00 |

D. Stanney

10/7/8/9

Finance - VAT Claim on Customs and Excise Clerk reported that a claim for the Financial Years 2002/01 and 2001/02 would be submitted later this month.

Final Accounts for the Financial Year 2001/2002 - Submission of Unaudited Accounts The Accounts and the Account Book, copies of which had been previously circulated, were produced for the information of the Meeting. Approval was given, with the exception of two amendments to descriptions, and the Accounts Book was signed in three places by the Chairman.

Re-Appointment of Barclays Bank Plc as the Parish Council's Banker The Appointment of Barclays Bank Plc as the Council's Banker and the acceptance of its terms of operation was approved

Bank Mandate Changes The completion of Personal Details Forms required by Barclays was being dealt with by individual Members.

"Lighter Touch" External Audit to commence Monday 9th September 2002 The Clerk referred to the completed Annual Audit Return signed by him and the Chairman. The Statement of Assurance showing the present lack of an Internal Auditor was completed and approved in the presence of Members and signed by the Clerk and Chairman. The Clerk referred to the need for a proper Risk Management Policy although the elimination of risk was constantly under review.
The Notice of Audit would be published by the end of July.

Adoption of Standing Orders It was agreed that the Mandatory Standing Orders revealed in the specimen received be adopted.

Guidance Notes on Financial Arrangements between Medway and Parish Councils It was agreed that no comment should be made.

Focus Group on Waste Management formed of Medway Council and Parish Councils The Clerk reported that the Chairman had been appointed as the Parish Council's representative.

Questionnaire on Medway Environment Forum It was agreed not to comment.

Fenn Bell Inn to continue as a Polling Station Reported by Councillor Nettleton.

Footpath Complaints Councillor Mrs Sinclair to notify the Clerk of the details concerning the various footpaths requiring action.

Fenn Industrial Site A complaint was made by a member of the Public concerning the impact of various items of plant contained on the site of A and M Plant. Councillor Nettleton referred to the necessity for the parking of plant in the manner described. Reference was also made to the landscaping to be made in the autumn which will further obscure the plant in question.

Highway Complaint - Ruts in the Sharnal Street Bypass Councillor Nettleton made reference to his earlier complaint about the Sharnal Street Bypass. The Chairman reported that officers from Medway Council had inspected the site and action was awaited.

D. Stanney

Next Meeting It was agreed that Wednesday 11th September 2002 was convenient and available.

Signed... *M. P. Stanley* ...
Chairman of the Parish Council

Dated... *11.09.2002*