

FRINDSBURY EXTRA PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 23 MAY 2014 AT THE
MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 pm**

PRESENT: Cllr David Coomber Chairman
Cllr Trevor Archer
Cllr Mrs Val Archer
Cllr Gary Etheridge
Cllr Peter Hicks
Cllr Peter Martin
Cllr David Miller
Cllr Andrew Millsom From item 16f
Cllr Mrs Georgina Revell

Mrs Roxana Brammer Clerk

In attendance 1 member of the public

Item *Action point*
Minute number 2014/15

1 ELECTION OF CHAIRMAN

44 It was proposed by Cllr Martin, seconded by Cllr Etheridge and agreed that Cllr Coomber be Chairman for the year.

2 CHAIRMAN'S DECLARATION OF OFFICE

45 Cllr Coomber signed his Declaration of Acceptance of Office before the Proper Officer of the Council.

3 ELECTION OF VICE-CHAIRMAN

46 It was proposed by Cllr Etheridge, seconded by Cllr Miller and agreed that Cllr Moore be Vice-chairman for the year.

4 VICE-CHAIRMAN'S DECLARATION OF OFFICE

47 As Cllr Moore was not present, it was resolved he sign his Declaration of Acceptance of Office before the Proper Officer of the Council before the commencement of the next meeting.

5 APOLOGIES

48 Apologies for absence were received from.

Cllr Mrs Pam Coomber Family commitment
Cllr Geoff Moore indisposed

It was proposed by the Cllr Etheridge, seconded by Cllr Mrs Revell and agreed these apologies be accepted. An apology for late arrival was received from Cllr Millsom.

6 DECLARATIONS OF INTEREST

49 None.

7 APPOINTMENT OF COMMITTEES

50 **a Planning Committee**

It was proposed by the Chairman, seconded by Cllr Hicks and agreed the members of the Planning Committee be as follows:

Chairman) *ex officio*
 Vice-Chairman)
 Cllr Trevor Archer
 Cllr Mrs Valerie Archer
 Cllr Gary Etheridge
 Cllr Peter Martin
 Cllr David Miller

51 **b Finance & General Purposes Committee**

It was proposed by the Chairman, seconded by Cllr Etheridge and agreed the members of the Finance Committee be as follows

Chairman) *ex officio*
 Vice-Chairman)
 Cllr Mrs Pam Coomber
 Cllr Peter Hicks
 Cllr Tom Mason
 Cllr Andrew Millsom
 Cllr Mrs Georgina Revell

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

52 **a Rural Liaison Committee**

Cllr Coomber

53 **b KALC Medway Area Committee**

Cllrs Moore and Miller.

54 **c Police Liaison Committee**

Cllr Millsom.

55 **d Memorial Hall Management Committee**

Cllr Mrs Pam Coomber.

9 APPOINTMENTS TO OTHER POSTS

56 a Footpaths Officers

Mrs Wendy Williams; Assistant Footpaths Officers Mr Dave O'Meara and Mr Oliver Hulf.

57 b Tree Wardens

Mrs Marilyn Campbell, Mrs Lindsay Hargreaves and Mrs Karen Seymour.

10 APPOINTMENTS TO OTHER RESPONSIBILITIES

58 a Park Ranger

Cllr Mrs Archer.

59 b Magazine Liaison

Cllr Etheridge.

11 ANY OTHER BUSINESS OF AN URGENT NATURE

60 None

12 MINUTES OF THE MEETING HELD ON 24 APRIL 2014

61 It was proposed by Cllr Miller, seconded by Cllr Archer and agreed that the minutes of the meeting held on 24 April 2014 be signed as a true record.

13 MATTERS ARISING

62 No matters were raised.

14 FOOTPATHS

63 a Footpath Officer's Report

In Mrs Williams's absence, there was no report.

15 PLANNING

a Applications

64 i MC/14/0986: 117 Hollywood Lane, Wainscott: Application for a Lawful Development Certificate (proposed) for an extension to the existing vehicle crossover

No objection, subject to no objections from neighbours.

65 ii MC/14/1169: Unit 2, Riverside Estate, Sir Thomas Longley Road, Medway City Estate: Installation of new metal doors and a roller shutter doors (removal of existing timber doors)

No objection

- 66 **iii** **MC/14/1383:** 46 Cooling Road, Frindsbury Extra: Construction of a garage to rear (demolition of existing garage)

No objection in principle, but request a condition is imposed that it cannot be used for business use and is personal to the applicant.

- 67 **iv** **MC/14/1346:** Module 2 Ltd, Whitewall road, Medway City Estate: Outline application with some matters reserved (Appearance, Landscaping, Layout and Scale) for construction of a two storey office/workshop building to allow a flexible Class B1a, b and c use with associated parking, cycle/refuse store and creation of access onto Whitewall Road

No objection.

- 68 **v** **MC/14/1330:** Pear Tree Cottage, Noke Street, Wainscott: Construction of a single storey front extension including integral garage and porch

No objection.

- 69 **vi** **MC/14/0117:** Arethusa Playing Field, Elm Avenue, Chattenden: Removal of existing wooden pavilion and replacement with a new wooden pavilion to be used as an educational hub and activity support building

No objection.

Neighbourhood Consultations

- 70 **a** **MC/14/0980:** 53 Wainscott Road, Wainscott: Neighbourhood consultation application for the construction of a single storey extension to rear. The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 6m. The maximum height of the proposed extension from the natural ground level is 3.8m The height at eaves level of the proposed extension measured from the natural ground level is 2.9m

Noted.

- 71 **b** **Decisions**

The decisions as listed on Appendix A were noted.

c **Appeals and Other Matters**

- 72 **i** **Review of the Guide to Developer Contributions**

Cllr Etheridge reported difficulties in viewing the consultation online and had found it confusing, especially in relation to industrial development. A discussion about planning in general terms followed and it was agreed to ask the Principal Planning Officer to attend the next or a subsequent meeting.

73 ii **Lodge Hill**

It was reported that the Lodge Hill application would be considered at a special meeting of Medway Council's planning committee, probably on 2nd July. Cllr Hicks said he would be speaking in favour of the proposals, provided the highway issues could be resolved. He was aware that the other members for Strood Rural ward would be against, as were the three members for the Peninsula ward.

74 e **Licensing Applications**

None.

16 **FINANCE**75 a **Bank Balances**

The bank balances as listed on Appendix B were noted.

76 b **Cheques Signed Since the Last Meeting**

The cheque signed since the last meeting as listed on Appendix B was ratified.

77 c **Accounts for Payment**

It was proposed by the Chairman, seconded by Cllr Miller and agreed the accounts for payment (cheques 101638 – 101640) as listed in Appendix B be approved.

78 d **Accounts 2013/14**

It was proposed by the Chairman, seconded by Cllr Revell and agreed the accounts for the year to 31st March 2014 be approved by the Council and signed by the Chairman and Responsible Financial Officer.

79 e **Internal Audit**

The report of the internal auditor was received. It was noted nothing had been brought to the Council's attention.

80 f **Annual Audit Return Statement of Accounts for 2013/14**

It was proposed by Cllr Martin, seconded by Cllr Mrs Revell and agreed the audit return statement of accounts be signed by the Chairman and Responsible Financial Officer.

81 g **Annual Audit Return Governance Statement for 2013/14**

The Council considered the annual return governance statement. It was proposed by Cllr Hicks, seconded by Cllr Etheridge and agreed the governance statement for the year to 31st March 2014 be signed by the Chairman and Clerk.

82 h **Chairman's Allowance**

It was proposed by Cllr Martin, seconded by Cllr Mrs Archer and agreed the

Chairman's Allowance be £300 for the year.

17 GRANT APPLICATIONS

83 None received.

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a Recreation Ground/Hall Garden

84 i General Matters. Nothing to report.

85 ii Football. A request had been received by Cliffe Colts to use the football pitch. They had been advised to contact Strood 87 who had already been given permission. Subsequently Cliffe Colts withdrew their request. Strood 87 wished to use the pitch for a game in July and had offered to mow and mark the pitch and to repair the goal mouths. They would require access to the field and it was agreed they should be allowed keys to the gates. A discussion about use of the toilets was held with Cllrs Mrs Archer and Archer in their capacities as the Chairman and Treasurer of the Hall Committee. It was agreed the Hall Secretary should write to the hirers of the hall on Sunday mornings, informing them that the football club had permission to use the gate to the garden and the toilets.

86 **b Wainscott Fields**

Nothing to report.

c Playparks

87 i Recreation Ground and Wainscott Fields. Nothing to report.

88 ii Fordwich Drive. The Clerk reported that the developers had sold the land to Greenbelt Energy Ltd, who were based in Glasgow. She had written to them and had passed on their details to a resident, who had also contacted them. Contractors had come on site at the beginning of the month. Meanwhile she had asked Turfsoil to quote for maintaining the area. Andy Freeman of Turfsoil had visited the site at the same time as Greenbelt Energy's contractors, who had said they were contracted to mow from 1st May. Mr Freeman had informed them that his company had started mowing from the beginning of March. The resident of Fordwich Drive would monitor the situation. Meanwhile, no response had been received from Greenbelt Energy to the Clerk's letter.

89 **d Allotments**

Mrs Bright had reluctantly given up her allotment as she was now working full time and had been unable to maintain it. The magazine and other correspondence from the Allotment Society would now be passed to Lionel Scales.

90 **e Lower Upnor Green**

Nothing to report.

91 **f Woodland, Lower Upnor**

The Clerk had mentioned the fallen branches to Mike Sankus. She would ask him for

an update.

92 **g Noticeboards**

The provision of a noticeboard near Wainscott Fields was discussed and it was agreed to proceed when the housing development was further advanced.

19 **UPNOR**

93 **a General Matters**

Cllr Hicks reported that both the Cricket and Tennis clubs had received letters from the Church Commissioners refusing to renew their leases, in case they wanted to release land for development. Cllr Hicks had arranged a meeting with the clubs and would contact the Director of Greening the Gateway, Thames and Medway prior to this meeting.

94 **b Lower Upnor Riverside Project**

Cllr Hicks said that he would arrange a meeting of the Project Group in the near future.

20 **HIGHWAYS AND TRANSPORT**

95 **a Wainscott Road**

The Chairman said he had reminded Cllr Filmer, but had not had a reply. Cllr Hicks said he had been contacted by a resident, who had asked for the zig zag lines to be removed, as they were no longer required for the school. Highways engineers were involved with the new school entrance and were on the case.

21 **LIGHTING**

96 Nothing to report.

22 **RURAL LIAISON COMMITTEE**

97 **a Representative's Report**

No meeting.

b Projects

98 i Parish Room. The Chairman said he was still working through the archives for the honours board.

99 ii Projects for 2014/15. Councillors were asked to give the matter some thought.

23 **KALC/MAC**

100 **a Representatives' Report**

No meeting.

24 HALL MANAGEMENT COMMITTEE

102 a Representative's Report

Cllr Mrs Archer said that new committee members were needed.

25 POLICE MATTERS

103 a Police Liaison Committee Representatives' Report

Cllr Millsom said he had been unable to attend the last meeting.

104 b Neighbourhood Watch

Cllr Miller reported that a garage had been broken into in Povey Avenue and alcohol and golf equipment had been stolen. There had also been a theft from a motor vehicle in Wainscott Road.

26 COMMUNICATIONS

105 a Website

Nothing to report.

106 b Magazine

The Clerk reported that the publishers were putting the next issue together but were still short of articles.

27 CONSULTATION

107 No documents received.

28 CORRESPONDENCE

108 None received.

29 REPORTS AND CIRCULARS

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

CONFIDENTIAL SECTION

30 RESOLUTION OF DEFERRAL

110 The Chairman said that certain information was not to hand and he proposed that the review of the Clerk's salary be deferred to the next meeting. This was seconded by Cllr Martin and agreed.

The Chairman closed the meeting at 9.10 pm

SignedChairman

On theday of2014