

FRINDSBURY EXTRA PARISH COUNCIL**MINUTES OF THE MEETING HELD ON WEDNESDAY 20 MAY 2015 AT THE MEMORIAL HALL, HOLLY ROAD,
WAINSCOTT AT 7.30 pm**

PRESENT:	Cllr David Coomber	Chairman
	Cllr Trevor Archer	
	Cllr Mrs Val Archer	
	Cllr Chris Buckwell	
	Cllr Peter Hicks	
	Cllr Peter Martin	
	Cllr Mrs Fatima Mitchell	
	Cllr Geoff Moore	
	Cllr Ope Onimole	
	Cllr Chris Sparkes	
	Mrs Roxana Brammer	Clerk
In attendance	Mrs Wendy Williams	Footpaths Officer

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

Item	<i>Action point</i>
Minute number 2015/16/	

1 ELECTION OF CHAIRMAN

53 It was proposed by Cllr Archer, seconded by Cllr Hicks and agreed Cllr Coomber be Chairman for the year.

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

54 Cllr Coomber signed his declaration of acceptance of office before the Proper Officer of the Council.

3 ELECTION OF VICE-CHAIRMAN

55 It was proposed by Cllr Martin, seconded by Cllr Buckwell and agreed Cllr Moore be Vice-chairman for the year.

4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

56 Cllr Moore signed his declaration of acceptance of office before the Proper Officer of the Council.

5 APOLOGIES

57 Apologies for absence were received from

Cllr Gary Etheridge	Family commitment
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Cllr John Williams

At a meeting of Medway Council

It was proposed by the Chairman, seconded by Cllr Moore and agreed these apologies be accepted.

6 DECLARATIONS OF INTEREST

58 None.

7 APPOINTMENTS TO COMMITTEES

59 **a Planning Committee**

Chairman) *ex*
Vice-chairman) *officio*
Cllr Trevor Archer
Cllr Mrs Val Archer
Cllr Gary Etheridge
Cllr Peter Martin
Cllr Chris Sparkes

60 **b Finance Committee**

Chairman) *ex*
Vice-chairman) *officio*
Cllr Chris Buckwell
Cllr Peter Hicks
Cllr Mrs Fatima Mitchell
Cllr Ope Onimole
Cllr John Williams

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

61 **a Rural Liaison Committee**

Cllr David Coomber

62 **b KALC MEDWAY AREA COMMITTEE**

Cllrs Chris Buckwell and Geoff Moore; alternate Cllr Martin

63 **c Police Liaison Committee**

Cllr John Williams

64 **d Frindsbury Extra Memorial Hall Management Committee**

Cllr Mrs Fatima Mitchell

9 APPOINTMENTS TO OTHER POSTS**65 a Footpaths Officers**

Mrs Wendy Williams with assistant Mr Oliver Hulf

66 b Tree Wardens

Mrs Marilyn Campbell, Mrs Lindsay Hargreaves and Mrs Karen Seymour

10 APPOINTMENTS TO OTHER RESPONSIBILITIES**67 a Park Ranger**

Cllr Mrs Val Archer

68 b Magazine Liaison

Cllrs Gary Etheridge and Ope Onimole

11 ANY OTHER BUSINESS OF AN URGENT NATURE

69 None.

12 MINUTES OF THE MEETING HELD ON 23 APRIL 2015

70 It was proposed by Cllr Archer, seconded by Cllr Hicks and agreed the minutes of the meeting held on 23rd April 2015 be signed as a true record.

13 MATTERS ARISING

71 None.

14 FOOTPATHS**72 a Representative's Report**

The Chairman suspended the meeting to allow Mrs Williams to give her report.

Mrs Williams said that everything was going well but that her walking companion was on holiday and she was slightly behind. She reported that the Assistant Footpaths Officer was doing well in Upnor.

The Chairman thanked Mrs Williams and reconvened the meeting.

73 b 27th All Saints Scout Group

The Scout Group wanted to do some tidying of footpaths and Mrs Williams had suggested two for their attention.

15 PLANNING

a Applications

- 74 **i MC/15/0795:** 24 Chatsworth Drive, Frindsbury: Construction of a single storey extension to side to form garage/store

No objection

- 75 **ii MC/15/1373:** 4 Wainscott Road, Wainscott: Application for a non-material amendment to planning application MC/14/3819 for amendments to shop front main access, side access and loading dock

No objection

- 76 **iii MC/15/1434:** Veetee House, Neptune Close, Medway City Estate: Advertisement Consent for 2x internally illuminated box signs

No objection

- 77 **iv MC/15/1595:** 1 Parsonage Lane, Frindsbury: Construction of a modular building to be used as assisted living facility

After discussion, it was agreed to respond as follows:

Frindsbury Extra Parish Council objects to this application. Members consider it is inappropriate within the curtilage, is setting a precedent and is taking part of the garden. The Parish Council requests that the application is determined by committee and not under delegated powers.

- 78 **v MC/15/1619:** 4 Hawkenbury Rise, Frindsbury Extra: Conversion of garage to habitable room and hardstanding area to front

After discussion, it was agreed to respond as follows:

Frindsbury Extra Parish Council would like to point out that the drawings downloaded from Medway Council's website do not show details of the proposed hardstanding area, which is part of the application. Members request that the local planning authority asks the applicant to submit revised drawings showing the hardstanding area and details of its composition, together with the proposed parking provision in terms of numbers of vehicles that would be accommodated within the curtilage and that no determination of the application is made until these drawings have been received and been consulted upon.

- 79 **vi MC/15/1643:** 30 Lingley Drive, Wainscott: Neighbourhood consultation for single storey extension to rear.

Noted.

80 b Decisions

The decisions listed on Appendix A were received.

81 **c Appeals and Other Matters**

None.

82 **d Licensing Applications**

None.

16 FINANCE

83 **a Bank Balances**

The bank balances as listed on Appendix B were noted.

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

It was proposed by the Chairman, seconded by Cllr Moore and agreed the payments made since the last meeting as listed on Appendix B be ratified.

85 **c Accounts for Payment**

It was proposed by the Chairman, seconded by Cllr Moore and agreed the accounts for payment as listed on Appendix B be approved (cheques 101717 – 101719).

86 **d Accounts 2014/15**

It was proposed by Cllr Hicks, seconded by Cllr Martin and agreed the accounts for the year to 31st March 2015 be approved and signed by the Chairman and Responsible Financial Officer.

87 **e Internal Auditor's Report**

The Internal Auditor's report was received. No concerns had been raised.

88 **f Audit Annual Return Statement of Accounts 2014/15**

It was proposed by Cllr Mrs Archer, seconded by Cllr Hicks and agreed the audit annual return statement of accounts for the year to 31st March 2015 be signed by the Chairman and Responsible Financial Officer.

89 **g Audit Annual Return Governance Statement**

The governance statement was read and all points agreed. It was proposed by Cllr Martin, seconded by Cllr Hicks and agreed the statement be signed by the Chairman and Clerk.

90 **h Chairman's Allowance**

It was proposed by Cllr Moore, seconded by Cllr Martin and agreed the Chairman's allowance be £300 for the year.

91 **i Training**

- i. New Councillors' Workshop, 9th June, £25. Cllrs Mrs Mitchell and Onimole.
- ii. Councillors' Conference, 24th July, £60. Cllrs Mrs Mitchell and Onimole. Cllr Williams would be notified.

17 GRANT APPLICATIONS

92 **a 27th All Saints Scout Group**

It was proposed by Cllr Hicks, seconded by Cllr Martin and agreed a grant of £200 be made under S19 of the Miscellaneous Provisions Act 1976.

93 **b Liberty Park Residents Association**

It was proposed by Cllr Hicks, seconded by Cllr Martin and agreed a grant of £200 be made under S 137 of the LGA 1972.

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

94 **a Recreation Ground/Hall Garden**

The Clerk said that she would be having a meeting with Turfsoil to sign the new contract for the year.

95 **b Wainscott Fields Open Space**

Nothing to report.

c Playparks and MUGA

- 96 i. Recreation Ground. Nothing to report.
- 97 ii. Wainscott Fields. Nothing to report.
- 98 iii. Fordwich Drive. Nothing further had been heard from the landowner. The Clerk would pursue the matter.

99 **d Allotments**

Nothing to report.

100 **e Lower Upnor Village Green**

Nothing to report.

101 **f Woodland**

Nothing to report.

102 **h Notice Boards**

The Clerk reported that the boards were still in the process of being refurbished. The position of the notice board at the top of Sword Grove was discussed and it was

proposed by Cllr Hicks, seconded by the Chairman and agreed the board be left in its current position.

19 UPNOR

103 a General Matters

Cllr Moore had nothing to report.

104 b Lower Upnor Riverside Project

Cllr Hicks had arranged a meeting for 26th May.

105 c Upnor Residents' Community Association

In Cllr Etheridge's absence, there was no report.

20 HIGHWAYS AND TRANSPORT

106 a Pedestrian Crossing, Hollywood Lane/Greenfields Close

Nothing further had been heard.

21 LIGHTING

107 Nothing to report.

22 RURAL LIAISON COMMITTEE

108 a Representative's Report

The next meeting would be held in June.

b Projects

109 i. Parish Room. Details for the honours board had been passed on to the cabinet maker.

110 ii. Projects 2015/16. The improvement of the play area at Fordwich Drive was suggested.

23 KENT ASSOCIATION OF LOCAL COUNCILS MEDWAY AREA COMMITTEE

111 The next meeting would be held the following week.

24 HALL MANAGEMENT COMMITTEE

112 a Representative's Report

Cllr Mrs Archer said no meeting had been held. She reported that the caretaker had seen children on the roof and the police had been informed. Cllr Archer reported that no-one had taken over as Bookings Clerk and that Mrs Atkinson was continuing for the time being. He said that both the upstairs meeting room and parish room had

been booked for every other Wednesday from September until March and that the KALC meeting dates would have to take account of this. Cllr Buckwell said he had a problem with parish council meetings taking place on Thursdays and had hoped meetings could change to Wednesdays. The matter would be placed on the agenda for the next meeting.

113 **b Hall Improvements**

The Chairman reported that he had been informed by Medway Council that some S106 money remained from the Liberty Park development for the hall or its immediate environs. This could be used for the refurbishment of the gents' toilets; new floor covering in the main hall; new stage curtains and improvements to the AV facilities.

114 **c 50th Anniversaries**

The Women's Institute was celebrating its 50th anniversary and had asked to put up a plaque. The hall would be 50 years old in 2016. Councillors were asked to put forward ideas to mark the occasion.

25 POLICE MATTERS

115 **a Police Liaison Committee Representative's Report**

No report.

116 **b Neighbourhood Watch**

No report.

26 COMMUNICATIONS

117 **a Website**

Nothing to report

118 **b Magazine**

In Cllr Etheridge's absence, there was no report.

27 CONSULTATION

119 No documents received.

28 CORRESPONDENCE

120 None.

29 REPORTS AND CIRCULARS

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

CONFIDENTIAL SECTION

30 EXCLUSION OF PRESS AND PUBLIC

122 It was proposed by the Chairman, seconded by Cllr Moore and agreed the press and public be excluded from the following item on the grounds that it concerned a named member of staff.

31 REVIEW OF CLERK’S SALARY

123 The Clerk left the room for this item.

It was proposed by the Chairman, seconded by Cllr Moore and agreed the Clerk’s salary be increased to £16.40 per hour from 21st May, with a monthly payment of £41.50 for use of her home as the office and mileage remaining at 45p per mile.

The Chairman thanked everyone for attending and closed the meeting at 9.40 pm

SignedChairman

On theday of2015