

FRINDBURY EXTRA PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 26 JANUARY 2023 AT FRINDBURY EXTRA MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 PM

PRESENT:	Cllr Chris Sparks	Chairman	
	Cllr Geoffrey Moore	Vice-Chairman	
	Cllr Andrew Millson		Item 7-25
	Cllr Vanessa Roach		
	Cllr Paul Thorpe		
	Cllr Mrs Elizabeth Turpin		
	Cllr Mrs Sheila Noise		
	Cllr John Williams		
	Mrs Roxana Brammer	Clerk	
	Mrs Emma Johnson	Assistant Clerk	

In attendance 2 Members of the public

Item

Minute 2022/23

Action point

1 APOLOGIES

510 Apologies for absence were received from
 Cllr Mrs Anne Roscow Prior Commitment
 Cllr Ope Onimole Family Commitment
 Cllr Peter Martin Unwell
 Cllr Gary Etheridge Unwell
 It was proposed by Cllr Moore, seconded by Cllr Roach and agreed these apologies be accepted. Apology for late arrival was received from Cllr Millson.

2 DECLARATIONS OF INTERESTS

511 None

3 ANY OTHER BUSINESS OF AN URGENT NATURE

512 None

4 MINUTES OF LAST MEETING

513 It was proposed by Cllr Moore, seconded by Cllr Roach and agreed the minutes of the meeting held on 22nd December 2022 be signed as a true record.

5 MATTERS ARISING

514 None

6 FOOTPATHS

515 a Footpath Officer's Report

In Cllr Mrs Roscow's absence her report was read:
 This month we have focused our work in Upnor. We have cut down the trees that were partially blocking RS121, and cut back the buddleia along that path. This is the footpath between Upnor and Berwick Way. We also cut down the ivy that had fallen across RS122, between Castle Street and RS121. We filled 4 sacks with litter from RS121, mostly between Berwick Way and Parsonage Lane.

- 7 PLANNING**
- a Applications**
- 516 **i MC/23/0150** Grass Verge On The Corner Of Maritime Close And Anthony's Way Frindsbury: Prior approval under Part 16 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) for proposed 15.0m Phase 8 Monopole, C/W wraparound cabinet at base and associated ancillary works
- No objection.
- 517 **ii MC/23/0152** Land North Of Commissioners Road Strood: Details pursuant to condition 27 (Movement of Vehicle Restriction) on planning permission MC/16/4268 for Outline planning application (with all matters reserved except means of access from Commissioners Road) for up to 130 residential dwellings earthworks to create development levels; new internal access roads car parking, open space, sustainable urban drainage systems and associated landscaping and infrastructure
- No objection
- 518 **iii MC/23/0072** Stanley House Anthony's Way Medway City Estate: Installation of PV Solar system on roof of Stanley House
- No Objection
- 519 **iv MC/23/0069** Medway Yacht Club Upnor Road Upnor: Details pursuant to conditions 3 (Materials), 4 (Surface water disposal), 5 (Flood measures), 6 (CEMP), 7 (Biodiversity), 8 (Lighting), 9 (Retained trees) and 10 (Steward flat accommodation) on planning permission MC/19/3257 for demolition of building containing changing rooms and first floor flat, two storage buildings and additions to clubhouse. Construction of extensions and alterations to clubhouse including new roof and canopy, construction of a detached building with storage on ground floor level and stewards flat above and a detached building with training facilities on ground floor level and changing room facilities above together with associated works
- No objection
- 520 **v MC/23/0058** 26 Grasmere Grove Wainscott: Construction of a roof extension to side with gable end incorporating first floor level, dormer to rear, roof lights to front and first floor window to side to facilitate additional living accommodation in roof space.
- No objection
- 521 **vi MC/22/0030** H E Services (plant Hire) Ltd Whitewall Road Medway City Estate: Details pursuant to condition 6 (surface water drainage) of planning permission MC/22/0487 – Variation of condition 2 (approved plans) on planning permission MC/21/2710 to allow a minor material amendment to increase the height of the stacks.
- No objection
- 522 **vii MC/23/0008** 45 Rolvenden Road Wainscott: Construction of a single storey extension to rear – demolition of existing single storey to rear.
- No objection
- 523 **viii MC/22/3039** 40 Hollywood Lane Wainscott: Construction of a boundary wall with rendered panels and access gates
- Frindsbury Extra Parish Council objects to this application due to concerns over the height of the wall, the impact of construction on the trees and the loss of amenity on the location. Also Councillors wish to raise concerns with regards to highways and sight lines for neighbours coming out of their driveways and their view of the pathway and road being blocked.

- 524 **ix** **MC/22/2981** 33 Galleon Way Upnor: Construction of a single storey extension to rear – demolition of existing conservatory
- No Objection
- 525 **x** **CAN/22/2977** Hawthorns Upnor Road Upnor: Sycamore – Fell
- No Objection
- 526 **xi** **MC/22/2970** 4 Povey Avenue Wainscott: Construction of a single storey extension to rear and two storey extension to side along with construction of a two car detached garage - demolition of existing garage and conservatory.
- No Objection
- 527 **b** **Decisions**
- The decisions as listed on Appendix A were noted.
- c** **Appeals and Other Matters**
- 528 **i** **Patman’s Wharf** Cllr Sparks reported The Patman’s Wharf appeal would be considered by the inspector on January 31st.
- 529 **d** **Neighbourhood Plan**
- Cllr Sparks reported a member of the public had come forward wanting to help with the Neighbourhood Plan. He also reported that a meeting had taken place with Medway Council and it has been advised that information about grants could be obtained from Locality. A meeting would be sought with the Luton Arches Neighbourhood Plan Group who had generated amazing community engagement. Cllr Sparks agreed to create a timetable with a plan on how to move forward.
- 8** **FINANCE**
- 530 **a** **Bank Balances**
- The Bank balances at 31 December as listed on Appendix B were noted.
- 531 **b** **Paid since last meeting**
- Payments made since the last meeting listed on Appendix B were ratified.
- 532 **c** **Accounts for payment**
- It was proposed by Cllr Moore, seconded by Cllr Roach and agreed that the accounts for payment as listed be paid.
- 9** **GRANT APPLICATIONS**
- 533 **a** **Wainscott Brownies**
- The Assistant Clerk reported a letter had been received from the 2nd Wainscott Brownies who were asking for a grant to help pay for hall hire, as the costs had been increased by hall management. Cllr Sparks said he would speak to hall management to see if there was a long term solution.
- 10** **MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY**
- a** **Recreation Ground/Hall Garden/Playpark**

- 534 **i General Matters**
- The Assistant Clerk reported broken glass had been found inside the play park and also some equipment had graffiti, which had now been cleaned up. Also reported was that the football goal posts were still leaning against the fence at 41 Hollywood Lane and the others were still unsecured in the hall garden.
- 535 **ii MHS Tree 39 Hollywood Lane**
- Cllr Sparks reported he would be meeting with someone from MHS Homes to discuss the tree and work that needed doing. CS
- 536 **b Wainscott Fields Open Space/Playpark**
i General Matters
- Cllr Sparks knew somebody who could possibly manufacture a bespoke fixing for the basket swing. CS
- 537 **c Wainscott Fields Working Group**
- Cllr Sparks reported a meeting had taken place on the 20th of Jan where it was Agreed that EPR and Nurture Landscapes would meet on site to establish budgets for each area of the site. This would enable the Parish Council to sell Bio Diversity Net Gains credits to developers to improve and maintain the site and continue to grow its ecology.
- 538 **d Coomber Green Open Space/Playpark**
- Nothing to report.
- 539 **e Schooner Walk Open Space/Playpark**
- It was reported work had begun on site and that a new bin had been ordered.
- 540 **f Allotments**
i General Matters
- Cllr Sparks agreed to arrange to get a skip delivered to site to help clear some rubbish which has built up over time. CS
E J
- 541 **ii New Allotment Site**
- Cllr Sparks reported he met with the Church Commissioners who were not interested in selling the land for the allotments and car park. In addition the vicar of St James, Upnor had decided that a memorial wall and interment of ashes was not needed.
- 542 **g Lower Upnor Village Green**
- Following a request from Medway Council it had been established that the Village Green was not registered at the Land Registry. After consultation with the Chairman the Clerk had contacted the Council's solicitor about registration. R B
- 543 **h Woodland**
- Nothing to report.
- 544 **j Notice Boards**
- Cllr Moore reported he had been in contact with Derrick Reddick who would be moving the noticeboard in Upnor and looking at the wobbly board on Leigh Road.

- 545 **k** **Defibrillators**
- Nothing to report.
- 11** **UPNOR**
- 546 **a** **General Matters**
- Cllr Sparks reported that there were two memorial benches on the land that had been sold with the toilet block. The Council had been asked if they could be relocated. *C S*
- 547 **b** **House Boat**
- Cllr Sparks reported that the house boat was beginning to lean as the mud underneath was moving and that Medway Council had issued an enforcement notice.
- 548 **c** **River Wain**
- Cllr Thorpe reported that it has been agreed with Ordnance Survey to name the river.
- 549 **d** **Arethusa Venture Centre**
- Nothing to report.
- 12** **FRINDSBURY EXTRA MEMORIAL HALL**
- 550 Cllr Sparks indicated that he expected the Parish Council would be taking over management of the Hall from the end of March. After discussion it was agreed a Personnel Committee meeting would be held to deal with necessary staffing. *V R*
- 13** **COMMUNITY LUNCH**
- 551 It was reported that the cook's final salary payment would be made on 31st January. *E J*
- 14** **HIGHWAYS AND TRANSPORT**
- 552 Nothing to report.
- 15** **LIGHTING**
- 553 The Chairman suspended the meeting to allow a resident of Upnor to speak.
- The resident raised a concern over lack of lighting near Upper Upnor car park which made it difficult at night for drivers to see pedestrians. The Assistant Clerk would raise the issue with Medway Council. *E J*
- 16** **RURAL LIAISON COMMITTEE**
- 554 **a** Representative's Report
Next meeting would be taking place on March 1st.
- 17** **KENT ASSOCIATION OF LOCAL COUNCILS MEDWAY AREA COMMITTEE**
- 555 **a** **Representatives' Report**
- Cllr Moore reported that the next meeting would be held in February.
- 18** **POLICE MATTERS**
- 556 **a** **Police Liaison Committee Representative's Report**
- In Cllr William's reported that he was continuing to attend monthly meetings and said that from June dedicated a police officer should be appointed.

557 **b Neighbourhood Watch**

In Cllr Onimole's absence no report was given.

19 COMMUNICATIONS558 **a Website**

The Assistant Clerk reported that a member of the public had questioned why Councillors register of Interest forms were not on the website. In the past they had been available on Medway Council's website with a link from the parish Council website. On raising this with the relevant officer at Medway Council it had become clear that Parish Councillor's forms were no longer on the Medway Council website. The original forms were held by the Monitoring Officer therefore it had been necessary to ask some Councillors to complete new forms. Copies of these would be uploaded to the Parish Council website and kept on file.

*all
E J*

559 **b Magazine**

In Councillor Etheridge's absence. Nothing to report.

560 **c Social Media**

The Assistant Clerk reported more residents were using this method of communication to report problems and that good feedback was being received.

20 CONSULTATION561 **a Medway Council – Call for sites.**

It was reported that as part of their new Local Plan process, Medway Council was consulting on call for sites

21 CORRESPONDENCE

562 None.

22 DATES OF FUTURE MEETINGS

563 The Clerk suggested moving the meeting dates from the 4th Thursday of the month to the 4th Tuesday due to the loss of Medway Councillors when they have to go to their meetings and struggling occasionally to get a quorum. This was agreed and next meeting would be held on Tuesday 28th February.

23 REPORTS AND CIRCULARS

564 None.

MEDWAY COUNCILLORS' REPORT AND PUBLIC SESSION

The Chairman suspended the meeting to enable the Medway Councillors and members of the public to speak.

Cllr Williams reported there were a few ongoing issues at Medway Council especially with the HIF project.

The Chairman thanked the Medway Councillors and reconvened the meeting.

CONFIDENTIAL SECTION**24 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

565 It was proposed by Cllr Sparks, seconded by Cllr Moore and agreed the press and public be excluded from the following items on the grounds that both items concerned named members of staff.

25 PERSONNEL COMMITTEE

566 a Verbal report of the meeting held on 23rd January

Cllr Roach reported she had been voted in as Chairman and many items were discussed at the meeting including contracts, appraisals, recruitment, and volunteer protocols moving forward.

b Recommendations relating to Clerk/Assistant clerk

567 Cllr Roach reported there had been a discussion about altering the Assistant Clerk contract from hours worked to regular weekly hours. It had been calculated that currently she averaged fifteen hours/week and according to the SLCC for four hours to obtain the CILCA making a total of nineteen hours/week. This was proposed by Cllr Roach seconded by Cllr Mrs Noise and agreed. A new contract would be issued.

VR
RB

The Clerk withdrew for the following discussion. It was then reported that the Clerk planned to retire on the 7th July but would like to be considered as a consultant to help the Assistant Clerk to ease into the role of Clerk and also to mentor her for the CiLCA. She proposed to submit a monthly invoice at £30/hour which would include all expenses and come from Council's budget for professional fees. It was proposed by Cllr Sparks, seconded by Cllr Roach and agreed. This offer be accepted.

The Chairman thanked everyone for attending and closed the meeting at 21:45

Signed Chairman

On the ... day of2022