

**FRINDSBURY EXTRA PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 22 MAY 2023 AT THE MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 PM**

<b>PRESENT:</b>	Cllr Chris Sparks	Chairman	In the chair item 1
	Cllr Geoff Moore	Vice-Chairman	
	Cllr Gareth Batts		
	Cllr Gary Etheridge		
	Cllr Craig Liddell		
	Cllr Andrew Millsom		
	Cllr Mrs Sheila Noise		
	Cllr Ope Onimole		
	Cllr Vanessa Roach		
	Cllr Mrs Anne Roscow		
	Cllr John Williams		
	Mrs Roxana Brammer	Clerk	
	Mrs Emma Johnson	Assistant Clerk	

In attendance 2 members of the public

**Item** *Action point*  
Minute number 2023/24/

**1 ELECTION OF CHAIRMAN**

57 It was proposed by Cllr Williams, seconded by Cllr Etheridge and agreed Cllr Sparks be Chairman for the year.

**2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

58 Cllr Sparks signed his declaration of acceptance of office before the Proper Officer of the Council.

**3 ELECTION OF VICE-CHAIRMAN**

59 It was proposed by Cllr Etheridge, seconded by Cllr Batts and agreed Cllr Moore be Vice-chairman for the year.

**4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

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

**5 APOLOGIES**

61 Apologies for absence were received from  
Cllr Tony Ashton Hospital  
It was proposed by the Chairman, seconded by Cllr Moore and agreed this apology be accepted.

**6 DECLARATIONS OF INTEREST**

62 None.

**7 APPOINTMENTS TO COMMITTEES**

63 **a Planning Committee**

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

Chairman ) *ex*  
 Vice-chairman ) *officio*  
 Cllr Tony Ashton  
 Cllr Andrew Millsom  
 Cllr Vanessa Roach  
 Cllr John Williams

64 **b Finance Committee**

It was proposed by Cllr Roach, seconded by Cllr Mrs Noise and agreed the members of the Finance Committee be as follows:

Chairman ) *ex*  
 Vice-chairman ) *officio*  
 Cllr Gareth Batts  
 Cllr Craig Liddell  
 Cllr Ope Onimole  
 Cllr Mrs Sheila Noise

65 **c Personnel Committee**

It was proposed by Cllr Moore, seconded by Cllr Roach and agreed the members of the Personnel Committee be as follows:

Chairman ) *ex*  
 Vice-chairman ) *officio*  
 Cllr Vanessa Roach  
 Cllr Gary Etheridge  
 Cllr Tony Ashton

**8 To Appoint other Council Groups**

66 **a Wainscott Fields Working Group**

It was proposed by Cllr Sparks, seconded by Cllr Moore and agreed the members of the Wainscott Fields Working Group be as follows:

Cllr Chris Sparks  
 Cllr Gary Etheridge  
 Cllr Gareth Batts  
 Cllr John Williams  
 Representative of Nurture Landscapes  
 Representative of Ecological Planning and Research

67     **b     Neighbourhood Plan Steering Group**

It was proposed by Cllr Mrs Noise, seconded by Cllr Williams and agreed the members of the Neighbourhood Plan Steering group be as follows:

Cllr Chris Sparks  
Cllr Gary Etheridge  
Cllr John Williams  
Cllr Gareth Batts  
Cllr Vanessa Roach

9             **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

It was proposed by Cllr Sparks, seconded by Cllr Moore and agreed that the following appointments to outside bodies be made:

68     **a     Rural Liaison Committee**

Cllr Gareth Batts

69     **b     KALC Medway Area Committee**

Cllrs Moore and Roach

70     **c     Police Liaison Committee**

Cllrs Onimole and Williams

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

Cllr Chris Sparks

10            **APPOINTMENTS TO OTHER POSTS**

It was proposed by Cllr Sparks, seconded by Cllr Moore and agreed that the following be appointed to other posts:

72     **a     Footpaths Officers**

Cllr Mrs Anne Roscow and Dennis Weatherly

73     **b     Tree Wardens**

It was agreed to no longer have tree wardens and deal with tree issues as they arise.

11            **APPOINTMENTS TO OTHER RESPONSIBILITIES**

74     **a     Park Rangers**

It was proposed by Cllr Millsom, seconded by Cllr Mrs Noise and agreed that the following be appointed as Park Rangers:

Cllrs John Williams (Recreation Ground), Gary Etheridge (Wainscott Fields), Craig Liddell (Coomber Green) and Chris Sparks (Schooner Walk Open Space)

75     **b     Magazine Liaison**

It was proposed by Cllr Moore, seconded by Cllr Roach and agreed that Cllr Gary Etheridge be appointed as Magazine Liaison.

76     **c     Neighbourhood Watch Liaison**

It was proposed by Cllr Sparks, seconded by Cllr Mrs Roscow and agreed that Cllr Andrew Millsom be appointed as Neighbourhood Watch Liaison.

77     **d     Social Media Liaison**

It was proposed by Cllr Moore, seconded by Cllr Mrs Roscow and agreed that Cllr Vanessa Roach be appointed as Social Media Liaison.

78     **e     Environmental Liaison**

It was proposed by Cllr Williams, seconded by Cllr Etheridge and agreed that Cllr Gareth Batts be appointed Environmental Liaison.

79     **f     Schools Liaison**

It was proposed by Cllr Mrs Noise, seconded by Cllr Roach and agreed that Cllrs Craig Liddell and Mrs Anne Roscow be appointed as Schools Liaisons.

**12     ANY OTHER BUSINESS OF AN URGENT NATURE**

80     None.

**13     MINUTES OF THE MEETING HELD ON 25 APRIL 2023**

81     It was proposed by Cllr Williams, seconded by Cllr Etheridge and agreed the minutes of the meeting held on 25<sup>th</sup> April 2023 be signed as a true record subject to the correction of three spelling mistakes.

**14     MATTERS ARISING**

82     No matters were raised.

**15     FOOTPATHS**

83     **a     Representative's Report**

Cllr Mrs Roscow reported that she had received a phone call on 12th May from a Medway Norse Ranger to discuss the tree she had reported overhanging the bridleway which is between Dillywood Lane and Hillyfield.

**16     PLANNING**

**a     Applications**

84     **i     MC/23/0138** Land To The Rear Of 30-38, Iden Road, Wainscott: Construction of a terrace of 3 dwellings with associated access and parking.

No further comments to add on from last objection

- 85    **ii**    **MC/23/1118** Mockbeggar Farm Town Road Cliffe Woods: Change of use to provide for the stationing and storage of 63 caravans for agricultural workers

Frindsbury Extra Parish Council has no objection in principle to this application but wanted to make comment with regards to the site looking visually very unattractive from the road and that some of the caravans look run down and not up to an acceptable level of standard for housing. Councillors also wondered if some tidying up along the boundaries and some fencing or screening could be added to screen the caravans from the road.

- 86    **iii**    **MC/23/1128** 5 Fordwich Drive, Strood: Retrospective - Conversion of integrated garage to a habitable space with the addition of a window to side and patio doors to rear.

No Objection

- 87    **iv**    **MC/23/1121** Plot 10 Ordnance Yard, Lower Upnor: Construction of a detached dwelling with associated landscaping works and new vehicle access to Upchat Road

No Objection

- 88    **v**    **MC/23/1133** 43 Templar Drive, Strood: Construction of a dormer window to side, installation of french doors together with juliette balcony at second floor level to front and second floor window to rear to provide additional living accommodation within roof space.

No Objection

- 89    **vi**    **MC/23/1137** 58 Jarrett Avenue, Wainscott: Construction of a single storey extension to rear - demolition of existing conservatory

No documents on Medway Council website, will send out by email once documents uploaded for comment.

- 90    **b**    **Decisions**

The decisions as listed on Appendix A were received.

- c**    **Appeals and Other Matters**

- 91    **i**    **Upnor House Boat**

Cllr Sparks reported there were no further updates.

- 92    **d**    **Neighbourhood Plan**

Cllr Sparks said he would speak to Cllr Ashworth provide a provide a provisional timetable and workshops at the next meeting.

CS  
TA

**17**    **FINANCE**

- 93    **a**    **Bank Balances**

The bank balances as listed on Appendix B were noted.

- 94    **b**    **Accounts for Payments**

It was proposed by Cllr Roach, seconded by Cllr Moore and agreed the accounts for payment as listed on Appendix B be paid.

95     **c     Reserves**

The report on Appendix B was noted.

96     **d     Adoption of Accounts 2022/23**

It was proposed by Cllr Mrs Noise, seconded by Cllr Moore and agreed the accounts for the year to 31 March 2023 be adopted and signed by the Chairman and Responsible Financial Officer.

97     **e     Internal Audit Report**

The internal audit report was noted.

98     **f     Audit Annual Return Governance Statement 2022/23**

The governance statement was read and answered by the Council. It was then proposed by Cllr Etheridge, seconded by Cllr Millsom and agreed the Annual Governance Statement for the year to 31 March 2023 be signed by the Chairman and Clerk.

99     **g     Audit Annual Return Statement of Accounts 2022/23**

The statement of accounts had been signed by the Responsible Financial Officer and circulated prior to the meeting. It was proposed by Cllr Moore, seconded by Cllr Batts and agreed the Annual Statement of Accounts for the year to 31 March 2023 be signed by the Chairman.

100    **h     Chairman's Allowance**

It was proposed by Cllr Millsom, seconded by Cllr Etheridge and agreed the Chairman's allowance for the year be £500.

**18     GRANT APPLICATIONS**

101     None.

**19     MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**

**a     Recreation Ground/Play Park/Hall Garden**

102    **i     General Matters**

Nothing to report

103    **ii    MHS Tree, 39 Hollywood Lane**

Cllr Sparks said he was still waiting for a reply from his contact at MHS Homes and would chase.

CS

104    **iii   Play Equipment at rear of 35 Hughes Drive**

Cllr Sparks reported there had been two lots of criminal damage at Wainscott Recreation Ground Park where two Perspex windows had been purposely smashed. A quote had been received for the amount of £995 excluding VAT to replace the windows

with plain panels but a cheaper alternative would be investigated. The Assistant Clerk suggested moving the equipment from its current position and away from the houses where the resident of 35 Hughes Drive was experiencing items being thrown into his garden and having verbal abuse shouted at him by children on the equipment. The Assistant Clerk would investigate and obtain a quote.

EJ

**b Wainscott Fields Open Space/Play Park**

105 **i General Matters**

Nothing to report.

106 **c Wainscott Fields Working Group**

A meeting was scheduled for Friday 26<sup>th</sup> May.

107 **d Schooner Walk Open Space/Play Park**

Cllr Sparks reported that the unveiling of the Peter Hicks Memorial bench and the play park went well. The unveiling of the bench was performed by the late Cllr Hicks's widow and the Play Area was opened by the Rt Hon Kelly Tolhurst PC MP.

108 **e Coomber Green Open Space/Play Park**

The Assistant Clerk reported she had been contacted by a resident seeking permission to place a memorial bench for a late resident on the green. Councillors were concerned that not only would this set a precedent but there could also be problems in the future over maintenance. On a vote being taken it was agreed that permission should not be granted.

**f Allotments**

109 **i General Matters**

The Assistant Clerk reported an allotment holder had mentioned a fallen fence on site which might be the Council's responsibility. It was agreed the Assistant Clerk and the Chairman meet on site to discuss.

CS

EJ

110 **ii New Allotment Site**

Nothing to report.

111 **f Lower Upnor Village Green**

The vegetation needed cutting around the noticeboard.

112 **h Woodland**

The Clerk reported she had received a telephone call from Lee Curtis, a Medway Council Tree Officer. He had received a complaint from a Margetts Place resident concerning a tree adjacent to the public footpath; a fallen tree in the Council's Woodland and ash dieback. Mr Curtis had inspected the fallen tree and was happy it was stable and would not roll down the bank. He was also not concerned about ash dieback. The ownership of the tree by the footpath was in doubt. Mr Curtis would investigate further and if it proved the tree was not the Parish Council's he would deal with it.

- 113 **i Notice Boards**
- The Assistant Clerk reported one of the locks on the noticeboard on Wainscott Road was broken and would contact Derek Reddick to fix. *EJ*
- 114 **j Defibrillators**
- Cllr Williams said he would send the Assistant Clerk details of someone who could provide training. *JW*
- 20 UPNOR**
- 115 **a General Matters**
- It was reported a verge in Upnor was obstructing sight lines, the Assistant Clerk would email to get issue resolved. *EJ*
- 116 **b River Wain**
- Cllr Sparks reported on the outstanding work completed by former Councillor Paul Thorpe who after a lot of hard work had got the River Wain named on an Ordnance Survey map as a rare chalk stream. Cllr Sparks wanted to thank Mr Thorpe for all his hard work on the project and wish him the best for the future. *CS*
- 117 **d Arethusa Site**
- Nothing to report
- 21 FRINDSBURY EXTRA MEMORIAL HALL**
- 118 Cllr Sparks reported that the halls accounts had been filed with the Charity Commission and that they were in the process of completing a schedule of dilapidation work.
- 22 HIGHWAYS AND TRANSPORT**
- 119 **a Upnor Road**
- It was reported that foliage around the pond at frog island in Upnor needed cutting back. The Assistant Clerk would request Medway Council to address this matter. *EJ*
- 23 LIGHTING**
- 120 Nothing to report.
- 24 RURAL LIAISON COMMITTEE**
- 121 **a Representative's Report**
- Nothing to report.
- 25 KALC/MAC**
- 122 Nothing to report.

**26 POLICE MATTERS****123 a Police Liaison Committee Representative's Report**

Cllr Williams reported he had successfully organised the CCTV in Upnor Car Park to help tackle anti-social behaviour, thefts and criminal damage and that he was also pushing for a camera at Wainscott Recreation Ground Park as the Parish had been suffering with multiple acts of criminal damage.

**124 b Neighbourhood Watch**

Nothing to report.

**27 COMMUNICATIONS****125 a Website**

The Assistant Clerk reported that the website was up to date.

**126 b Magazine**

Cllr Etheridge reported the next issue was coming out in 7-8 weeks time.

**127 c Social Media**

Nothing to report.

**28 CONSULTATION**

128 No documents received.

**29 CORRESPONDENCE**

129 None.

**30 DATES OF MEETINGS 2023/24****130 a December 2023 meeting**

It was agreed this would be held on 19<sup>th</sup> December

**131 b Annual Parish Meeting 2024**

To be decided.

**31 REPORTS AND CIRCULARS**

133 None

**SUSPENSION OF MEETING FOR MEDWAY COUNCILLORS' REPORTS AND PUBLIC SESSION**

The Chairman suspended the meeting to allow Medway Councillors to speak. Cllr Etheridge reported on the Trenport planning application in Cliffe as this would have a knock on effect to traffic in the Parish. It was also reported the bypass will be closed on the 1<sup>st</sup>, 7<sup>th</sup> and 8<sup>th</sup> of June.

The Chairman thanked the Medway Councillors and reconvened the meeting.

**CONFIDENTIAL SECTION**

**32 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

134 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 the first and third items concerned a legal matters and the second concerned members of staff.

**33 INSURANCE CLAIMS**

135 The incident on the climbing wall at Wainscott Fields had been reported to the Council's insurers.

**34 PERSONNEL MATTERS**

136 **a Volunteer Policies/Health and Safety**

Cllr Sparks reported that all volunteer groups had been suspended while advice was being sought. The Assistant Clerk would obtain quotations from companies qualified to provide this advice. Cllr Sparks said he knew of one company but further quotes would be needed.

CS  
EJ

137 **b Assistant to Current Assistant Clerk**

The subject of an Assistant to help the current Assistant Clerk once promoted to Clerk following Mrs Brammer's retirement was discussed. The focus of the job would be administration for the neighbourhood plan and other duties that might be required. It was agreed to hold another personnel meeting to discuss details.

VR

**35 LOWER UPNOR VILLAGE GREEN**

138 **a Lower Upnor Village Green Status**

Cllr Sparks reported the solicitor's advice had been that it would not be possible to register the land at the Land Registry in the Parish Council's ownership due to a technicality. A caution against First Registration had been applied for.

The Chairman thanked everyone for attending and closed the meeting at 21:37

Signed .....Chairman

On the .....day of .....2023