

Hoo St Werburgh and Chattenden Parish Council

The Minutes of the Annual Statutory Meeting of Hoo Saint Werburgh and Chattenden Parish Council
Held at Pottery Road Village Hall on Thursday 9th May 2024 at 7.00pm.

Councillors present: Barton
Chester
Cutting
Dunkley
Francis
Fray
Hopson
Koroma
Mitchell
Pearce
Sands
Sparkes
Styles
Tildesley
Williams
Wood

Also: Sherrie Babington - Parish Clerk, and members of the public.

The meeting was chaired by Councillor Sands.

1. To elect a chairman.

To receive nominations for Chairman.

Nominations for Chairman were received as follows:

Cllr Sands – proposed by Cllr Williams, seconded by Cllr Styles, agreed by all present.

Cllr Sands was therefore elected as Chairman.

2. To receive the Chairman's Declaration of Acceptance of Office.

Cllr Sands signed his Declaration of Acceptance of Office.

3. Apologies.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies were received, and reasons for absence accepted from Cllrs Gissing (holiday).

4. **To elect a Vice-Chairman.**

To receive nominations for Vice-Chairman.

Cllr Williams was nominated for the position of Vice Chairman, this was proposed by Cllr Fray, seconded by Cllr Sands, and agreed by all present.

Cllr Williams was therefore elected as Vice Chairman.

5. **To approve the appointment of Committees, Representatives and External Bodies.**

Member approved the appointment of the following Committees, representatives and external bodies, these were proposed by Cllr Cutting, seconded by Cllr Williams and agreed by all present.

Planning Committee (8)

Cllr Fray
Cllr Styles
Cllr Sparks
Cllr Pearce
Cllr Koroma
Cllr Barton
Cllr Chester
Cllr Francis

Environment Committee (8)

Cllr Fray
Cllr Mitchell
Cllr Pearce
Cllr Wood
Cllr Hopson
Cllr Chester
Cllr Francis
Cllr Barton

Finance, Audit & General Purposes Committee (8)

Cllr Sands
Cllr Williams
Cllr Pearce
Cllr Gissing
Cllr Tildesley
Cllr Koroma
Cllr Dunkley
Cllr Mitchell

New Community Centre Project Committee (8)

Cllr Williams
Cllr Tildesley
Cllr Sparks

Cllr Cutting
 Cllr Styles
 Cllr Gissing
 Cllr Hopson
 Cllr Dunkley

Events Committee (8)

Cllr Sands
 Cllr Styles
 Cllr Cutting
 Cllr Gissing
 Cllr Hopson
 Cllr Pearce
 Cllr Dunkley
 Cllr Koroma

Personnel Committee (3)

Cllr Williams
 Cllr Styles
 Cllr Fray

Representatives for Outside Bodies

Rural Liaison	Cllr Fray (reserve Cllr Cutting)
Footpaths	Cllr Tildesley & Wood
Village Hall	Cllr Styles
Police Liaison	Cllr Cutting & Barton
Tree Warden	Cllr Pearce
Public Transport	Cllr Koroma
KALC	Cllr Tildesley
Neighbourhood Plan	Cllr Sands, Cutting, Styles & Fray
Allotments	Cllr Pearce

Appointment of:

Internal Auditor – Martin Thomas & Co
 Bankers – Cooperative Bank
 External Auditors – Mazars
 Insurers – Zurich

Memberships

Kent Association of Local Councils (KALC)
 Information Commissioners Office (ICO)

6. Declaration of Interest.

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

No declarations of interest were received.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

No dispensations were considered.

7. Approval of the minutes of the previous meeting.

To consider the minutes of the previous meeting and if in order sign as a true record.

The Minutes of the previous meeting were circulated to all present.

It was proposed by Cllr Barton to accept these as a true record, seconded by Cllr Woods and agreed by all present.

The approved Minutes were then signed and dated by the Chairman.

8. Matters arising from the Minutes.

a. Chattenden Consultation.

Consultation – Consultation forms being printed and will be delivered within the next few weeks.

Members approved the estimated printing and distribution costs of £250.

9. Public Participation.

To discuss any questions received by members of the public.

No public questions were raised.

10. Police and PACT Report.

To receive a report regarding police matters and the PACT.

Cllr Cutting reported that the next Pact meeting would take place in the Church at 7pm on 17th May 2024, posters had been displayed and the police and the Community Safety Officer, Mark Mcree would be in attendance.

She stated that the police were continuing to work actively in the parish and were keen to attend community events.

11. Urgent Matters (if any with the Chairman's consent).

To consider any urgent matters raised by members.

Cllr Dunkley updated the meeting in the current situation with the Village Hall.

12. Financial Matters.

a. To consider the monthly financial statement.

Financial Statement will be circulated in paperwork at PC meeting.

The bank balances and payments were considered by members, these were approved, proposed by Cllr Styles, seconded by Cllr Barton, and agreed by all present.

- b. To consider the 2023/2024 Accounts, Internal Controls, Auditors Report and AGAR.
To consider and approve the 2023/24 Accounts, Internal Controls and AGAR as follows:

The Clerk confirmed that the accounts would be presented to the Finance, Audit and General Purposes Committee Meeting following the internal audit.

13. Clerks Report.

The Clerk's Report was noted and discussed:

Community Infrastructure Framework

PRD has been commissioned to work with Medway Council on the Community Infrastructure Framework for the Hoo Peninsula, which will set out what facilities the community will need and how they could be delivered. To inform this process they have been working with the community panel and a range of groups across the Peninsula.

Drop-in events this May

They will now be holding a number of community drop-in sessions this month, for people to find out more about the Community Infrastructure Framework and share their ideas. Details of the sessions are below:

- Friday, 10 May 2024: 6pm to 8pm. Cliffe Woods Community Centre, Parkside, Cliffe Woods, Rochester ME3 8JF
- Saturday, 11 May 2024: 10:00am to 11.00am. Hoo Library, 24 Church St, Hoo, Rochester ME3 9AL
- Saturday, 11 May 2024: 12noon to 2pm. Stoke Village Hall, 36A Grain Road, Lower Stoke, Rochester, Kent, ME3 9RE
- Saturday, 11 May 2024: 3pm - 5pm. High Halstow Memorial Hall, The St, High Halstow, Rochester ME3 8SQ
- Sunday, 12 May 2024: 10am - 12noon. Allhallows Primary Academy, Avery Way, Allhallows, Rochester ME3 9HR
- Thursday, 16 May 2024: 6pm to 8pm. Chattenden Community Centre, Swinton Avenue, Chattenden, Rochester ME3 8PH

The sessions are available to anyone. You don't need to book, and they give the people who live, work, study and visit the Hoo Peninsula the opportunity to find out more about the Community Infrastructure Framework and share their ideas.

This was discussed and members gave their views on these events and the way they were run. The Chairman spoke about the recent workshop held for Parish Councils by PRD Consultants.

Cllr Cutting voiced her concerns about the use of the Neighbourhood Plans Mission Statement without the permission of the NHP Team. She stated that she had taken advice from Dave Chetwyn, and he also raised concerns about this. It was felt the this could undermine the NHP document that was at referendum stage, and it could be taken out of context.

This was discussed and it was agreed that a letter should be written to raise these concerns with Medway Council.

Action: Clerk to send letter to Medway Council

Cllr Fray gave her views on the workshop she attended and stated that she felt that the meeting was dire, however she also felt that there was a need for the PC to engage and put their views forward.

Concerns were raised about the cost of the consultation work by PRD and the potential cost of this. It was agreed to include these concerns and questions in the letter to Medway Council.

Fun Fair

The Clerk reminded members that the funfair was due to arrive at the recreation ground on Monday 13th May for a two-week visit, operating over the weekends.

14. Chairman's Report.

To receive the Chairman's Report.

The Chairman spoke regarding the Medway Council Climate Action Plan. He stated that he had put forward details of the thing the PC was doing regarding tree management and rewilding.

15. Parish Council Committees.

To receive the reports and recommendations from PC Committees.

Cllr Hopson gave his apologies and left the meeting at 8.30pm.

a. Events Committee.

To receive a report from the Events Committee.

Members considered a report circulated by Cllr Cutting outlining options for the D-Day Celebrations in the Parish as follows:

This was discussed by all present and option 1 to hold an event at Kingshill Recreation Ground in 6th June and a vote was cast in favour of this event by 12 votes with 3 abstentions.

Cllr Fray spoke regarding her views on the event and D-Day Celebrations and her reasons for abstaining from the voting.

Members considered the purchase a mobile beacon for the event at a cost of £549. A further vote was cast in favour of this by 7 votes for, 6 votes against with the Chairmans casting vote.

It was therefore agreed to the purchase of a mobile beacon for the D-Day Celebration event ay Kingshill Recreation Ground on 6th June 2024.

b. Environment Committee.

To receive a report from the Environment Committee as circulated.

Parish Beacon

Members noted the report from the Environment Committee regarding the parish beacon currently situated at the Esquire Estate on Elm Avenue, which had been refurbished for ornamental display.

Members were asked to consider whether they were happy for the beacon to remain on site as a

decorative feature or if they would prefer it to be relocated to a more suitable location where it could be enjoyed by the local community.

Members also revisited a previous Parish Council decision to erect two additional beacons in the Parish for future commemorative events. It was proposed by Cllr Fray that the two additional beacons were no longer needed. This proposal was seconded by Cllr Sands and agreed by all present.

Further discussion took place regarding the ornamental beacon. It was agreed that costs should be sought regarding the potential relocation of the beacon, as it was a historical beacon that should be accessible to the local community. It was therefore agreed that this matter would be referred to the Environment Committee for further investigation into the costs associated with moving the beacon.

Action: Beacon to be referred back to the Environment Committee for further investigation.

c. Finance, Audit and General Purposes Committee.

Meeting to be arranged following internal audit of 2023/2024 Accounts and AGAR.

16. Planning Matters.

a. Planning Applications Received.

MC/24/0699 35 Braeburn Drive, Hoo St Werburgh, Rochester, Medway, ME3 9US

Installation of air source heat pump.

No objections.

MC/24/0731 47 Chattenden Lane, Chattenden, Rochester, Medway, ME3 8LE

Construction of a two-storey side and part two storey part single storey rear extension - demolition of existing store.

No objections.

b. Planning Applications Decisions by Medway Council.

MC/24/0606

Former Kingsnorth Power Station Power Station Access Road Hoo St Werburgh Rochester Medway. Non-Material Amendment to Outline Planning Permission ref. MC/21/0979 to vary conditions 8, 45 and 46 in relation to the Energy Centre to facilitate the generation of the full permitted amount of power at the site (49.9MW).

Approval with Conditions

MC/24/0479

7 Clayhill Gardens Hoo St Werburgh Rochester Medway ME3 9FA

Construction of a single storey side extension

Approval with Conditions

TPA/24/0427

Rear Of 127 Knights Road Hoo St Werburgh Rochester Medway ME3 9BU

T3 - Oak - Fell to near ground level

T4 - Oak - Fell to near ground level

T5 - Oak - Fell to near ground level

T6 - Oak - Fell to near ground level
Approval with Conditions

MC/24/0375
77C Main Road Hoo St Werburgh Rochester Medway ME3 9AA
Creation of hard standing with vehicular crossover to facilitate off street parking
Approval with Conditions

MC/24/0215
16 Armytage Close Hoo St Werburgh Rochester Medway ME3 9AP
Construction of a first-floor extension to side and conversion of ground floor garage.
Approval with Conditions

c. Appeals.

No matters to consider.

d. Other Planning Matters.

To consider other planning matters.

17. Burial Ground.

To receive an update from the Burial Ground Committee.

Awaiting response from PC regarding a date for proposed meeting to discuss this matter further.

18. New Community Centre.

To consider any updates for the new Community Centre.

Cllr Williams reported that the contract for the appointed Architect was due to be signed in the coming weeks.

19. Neighbourhood Plan Report.

To receive an update report from the NHP Group.

Matter to be ratified by Parish Council as decision made under delegated authority due to time scales.

The Neighbourhood Plan team now have a date for a zoom meeting on 8th May.

The Examiner will be looking at the plan and asking questions prior to his full examination. Costs for this are paid by Medway Council.

The Neighbourhood Plan Team would like to request authorisation for a £585 plus vat expenditure to have our planning consultant present at the meeting, The meeting should be no longer than 1hr to 1 and a half hours and a full day would give us a bank of hours should the examiner identify any issues that he would like addressed prior to the Council having the plan placed before them ready for referendum.

Cllr Cutting stated that since the meeting with the Examiner, further work now needed to be undertaken to draft a response to the questions raised within 10 to 14 days and therefore authority

was now sought from members for Dave Chetwyn to be appointed to draft the response at an estimated cost of £2890 plus vat.

This was proposed by Cllr Cutting, seconded by Cllr Sands and agreed by all present.

Action: Appointment of Dave Chetwyn approved.

Further approval was sought for the response to be agreed under delegated authority by members of the NHP Team and the Parish Chairman due to the timescales for responding to the questions. This was proposed by Cllr Cutting, seconded by Cllr Sands and agreed by all present.

20. Parish Tour.

To consider and agree whether a Parish Tour should take place prior to the meeting in July 2024. Approximate cost of coach hire is £250.

This was discussed and agreed.

Action: Clerk to book coach and make necessary arrangements.

21. Ward Councillors Report.

To receive a report from the Ward Councillors Sands, Pearce, and Crozier.

Cllr Pearce gave a report on behalf of Ward Councillors.

He spoke regarding the Frindsbury Hill Road closure and the schedule of work.

22. Date of the next meeting – Thursday 13th June 2024 at Pottery Road Village Hall.

There being no further business to discuss, the Chairman closed the meeting to the press and public at 9.10pm.

Signed: _____

Dated: _____