

FRINDSBURY EXTRA PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 12 MAY 2011 AT THE
MEMORIAL HALL, HOLLY ROAD, WAINSCOTT AT 7.30 pm**

PRESENT: Cllr David Coomber Chairman
Cllr Geoff Moore Vice-chairman
Cllr Trevor Archer
Cllr Mrs Valerie Archer
Cllr Mrs Pam Coomber
Cllr Gary Etheridge
Cllr Peter Hicks From item 15d
Cllr Peter Martin
Cllr Tom Mason
Cllr Andrew Millsom
Cllr David Miller
Cllr Mrs Georgina Revell

Mrs Roxana Brammer Clerk

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

Item *Action point*
Minute number 2011/12

1 ELECTION OF CHAIRMAN

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

2 CHAIRMAN'S DECLARATION OF OFFICE

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

3 ELECTION OF VICE-CHAIRMAN

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

4 VICE-CHAIRMAN'S DECLARATION OF OFFICE

52 Cllr Moore signed his Declaration of Acceptance of Office before the Proper Officer of the Council.

5 APOLOGIES

53 An apology for late arrival was received from Cllr Hicks.

6 CODE OF CONDUCT

54 **a Declarations of Interest and Members' Registers of Interest**

No declarations of interest were made. Members were reminded they had 28 days in which to return the registers of interest.

55 **b Standards Committee**

Cllr Coomber said there had been no meeting.

7 **APPOINTMENT OF COMMITTEES**

56 **a Planning Committee**

It was proposed by the Chairman, seconded by Cllr Mrs Coomber 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

57 **b Finance & General Purpose Committee**

It was proposed by the Chairman, seconded by Cllr Mrs Coomber 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**

58 **a Rural Liaison Committee**

Cllr Coomber

59 **b KALC Medway Area Committee**

Cllrs Moore and Mrs Revell.

60 **c Police Liaison Committee**

Cllr Millsom.

61 **d Memorial Hall Management Committee**

Cllr Mrs Pam Coomber.

62 **e Upnor Residents Association**

Cllr Moore; alternate Cllr Hicks.

63 **f Dickens Country Protection Society Frog Island Pond Group**

Cllr Mrs Revell.

9 APPOINTMENTS TO OTHER POSTS

64 a Footpaths Officers

Mr David Levy; Assistant Footpaths Officers Mrs Wendy Williams and Mr Dave O'Meara

65 b Tree Wardens

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

10 ANY OTHER BUSINESS OF AN URGENT NATURE

66 None

11 MINUTES OF THE MEETING HELD ON 28 APRIL 2011

67 It was proposed by Cllr Mrs Revell, seconded by Cllr Archer and agreed that the minutes of the meeting held on 28 April 2011 be signed as a true record, subject to the following amendments:

Add Cllr Mrs Coomber to those present

C/04/11/11a, minute 28: First sentence to read "Cllr Miller reported that a section of fence to the children's play area which had previously been made removable had been secured by padlocks."

C/04/11/17a, minute 39: second and third sentences to read "Sgt Sharp was indisposed. Graham Smith will be replacing Mick O'Meara and gave the talk."

12 MATTERS ARISING

68 a C/04/11/19, minute 42: Royal Wedding

Cllr Miller had enjoyed the afternoon at Wainscott School. He recounted his memories of the coronation in 1937.

13 FOOTPATHS

69 a Footpath Officer's Report

In the absence of the footpath officers, there was no report.

70 b Extinguishment Order of Sections of FP 118 and 118B at Hilltop School

The public inquiry for the extinguishment of the public footpath crossing Hilltop School grounds would be held in September. The Chairman agreed to attend and speak in support, on behalf of the Parish Council. Cllr Millsom said that he had been on the committee for preserving the footpath.

14 UPNOR

71 a Upnor Residents Association

Cllr Moore reported that no meeting had been held. The Association appeared to be inactive, although they had held a party on the day of the royal wedding. Derek Evans and Jane Higgs would continue to represent Upnor residents on the Lower Upnor Riverside Project.

72 **b Lower Upnor Riverside Project**

The Chairman explained the project for the benefit of new councillors. The Clerk reported she had applied to E-on for a grant towards the hard landscaping on the green.

15 **PLANNING**

a Applications

- 73 **i MC/10/3377:** 21 Cagney Close, Wainscott:: Change of use of amenity land to residential use including re-siting of boundary fence to side.

After discussion it was agreed to object as follows

Frindsbury Extra Parish Council objects to this application. The estate was designed with areas designated as amenity land to provide a pleasant open outlook. The amenity areas should be preserved to maintain this outlook for the benefit of all residents.

The Parish Council would however like to make two comments:

The removed planting should be replaced.

For future estates planned in this way, the Planning Authority should ensure as part of the planning process that protocols are in place for the future maintenance and preservation of areas of amenity land. This can be done by either handing over to the local authority or by setting up a communal body of residents to manage the areas. When the developer has sold the areas of amenity land with adjoining houses, it is a natural instinct for the owner, who has to maintain the land outside his enclosed space, to want to extend his boundary fences to include his entire property within the curtilage.

- 74 **ii MC/11/0983:** 10 Hollywood Lane. Wainscott: Insertion of window to side elevation of proposed garage and alterations of roof to single storey rear projection (amendment to MC/09/2219)

After discussion it was agreed to comment as follows:

Frindsbury Extra Parish Council supports the statement of the neighbour for a condition that the window is of obscure glass.

- 75 **iii MC/11/0982:** 7 Sole Street Farm, Wainscott: Change of use of land from public to private amenity.

No objection.

- 76 **iv MC/11/0394:** 17 Cagney Close, Wainscott: Change of use of amenity land to residential use to facilitate additional hardstanding area to front together with construction of brick retaining wall.

After discussion it was agreed to object as follows

Frindsbury Extra Parish Council objects to this application. The estate was designed with areas designated as amenity land to provide a pleasant open outlook. The amenity areas should be preserved to maintain this outlook for the benefit of all residents.

The Parish Council would however like to make two comments:.

The removed planting should be replaced.

For future estates planned in this way, the Planning Authority should ensure as part of the planning process that protocols are in place for the future maintenance and preservation of areas of amenity land. This can be done by either handing over to the local authority or by setting up a communal body of residents to manage the areas. When the developer has sold the areas of amenity land with adjoining houses, it is a natural instinct for the owner, who has to maintain the land outside his enclosed space, to want to extend his boundary fences to include his entire property within the cartilage.

- 77 v **MC/11/0955:** Formerly Fineline, Whitewall Road, Medway City Estate: Change of use of ground floor to Class D1

No objection.

- 78 vi **MC/11/1285:** Sounding Board Properties, off Whitewall road, Medway City Estate: New access and gates

No objection.

- 79 b **Decisions**

None notified.

- 80 c **Appeals and Other Matters**

None

Cllr Hicks arrived and the Chairman suspended the meeting to enable Cllr Hicks to sign his declaration of acceptance of office before the Proper Officer. This being done, the Chairman reconvened the meeting.

d Licensing Applications

- 81 i **Upnor Castle**

Cllrs Hicks and Mrs Revell declared personal interests as residents of High Street, Upnor.

Cllr Hicks explained that the application was to regularise the existing situation. It was known that one resident had objected. Cllr Hicks would let the Clerk have a copy of the documents for circulation and the matter would be discussed and a view taken at a meeting dealing with planning matters to be held following the Annual Parish Meeting on 23rd May.

16 FINANCE

- 82 a **Bank Balances**

The bank balances as listed on Appendix B were noted.

- 83 b **Cheques Signed Since the Last Meeting**

None

- 84 c **Accounts for Payment**

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

accounts for payment (cheques 101363 – 101365) as listed in Appendix B be approved, together with £640, D Godden (cheque 101366).

d Subscriptions

- 85 i. Kent Association of Local Councils. It was agreed to renew the subscription to
KALC (cheque 101360)
- 86 ii. Action with Communities in Rural Kent. It was agreed to renew the
subscription to. ACRK (cheque 101361)
- 87 iii. Kent County Playing Fields Association. It was agreed not to renew this
subscription.

88 **e KALC Clerks Conference**

It was agreed the Clerk should attend the conference, £60 + VAT (cheque 101367)

89 **f Accounts 2010/11**

It was proposed by Cllr Etheridge, seconded by Cllr Mrs Revell and agreed the Accounts for the year to 31 March 2011 be adopted and signed by the Chairman and Responsible Financial Officer.

90 **g Internal Audit**

The report of the internal auditor was noted. No actions were needed.

h Audit Annual Return 2010/11

- 91 i. Statement of Accounts. It was proposed by Cllr Etheridge, seconded by Cllr Mrs
Coomber and agreed the Statement of Accounts be signed by the Chairman and
Responsible Financial Officer.
- 92 ii. Statement of Assurance. It was proposed by Cllr Etheridge, seconded by Cllr Mrs
Coomber and agreed the Statement of Assurance be signed by the Chairman and Clerk.

93 **i Chairman's Allowance**

It was proposed by Cllr Etheridge, seconded by Cllr Miller and agreed the Chairman's Allowance be £200 for the year.

17 GRANT APPLICATIONS

94 None received.

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a Recreation Ground

95 i General Matters. The fence had been mended

96 **b Allotments**

Nothing to report.

97 **c Hedges**

Nothing to report.

98 **d Lower Upnor Green**

The Parish Council was now mowing the green.

99 **e Woodland**

Nothing to report.

19 HIGHWAYS AND TRANSPORT

100 **a Brompton Farm Road Speed Indicator Device**

No statistics had been received. Cllr Mason said he would remind Ian Wilson. A discussion followed and it was agreed the Clerk ask for it to be moved and for a printout of the statistics.

RB

101 **b Tree, Frindsbury Hill**

Cllr Miller reported there was a tree at the top of Frindsbury Hill near the orthodontist with a large branch overhanging the road, which he considered was dangerous. He had contacted Medway Council and had spoken to an officer but the branch was still there.

102 **c Berwick Way**

Cllr Etheridge had noticed gravel and rubble on the roundabouts at both ends of Berwick Way. Cllr Hicks said that Medway Council was aware of the problem and believed the debris came from a depot on Medway City Estate.

20 LIGHTING

103 Nothing to report.

21 RURAL LIAISON COMMITTEE

104 **a Representative's Report**

The next meeting was the open meeting and would be held on 21st June.

b Projects

105 i Outdoor Gym. The Clerk reported this would be installed the following Monday.

106 ii Projects 2011/12. Councillors were asked to give thought to suitable projects for the current year.

22 KALC/MAC

107 **a Representatives' Report**

The next meeting was on 15th June.

23 HALL MANAGEMENT COMMITTEE

108 **a Representative's Report**

No meeting had been held.

109 **b Hall Extension**

The Chairman explained the proposed extension and its funding from S106 money for the benefit of new councillors. He thought there were probably more than 100 houses now occupied on the Liberty Park development.

24 **POLICE MATTERS**

110 **a Police Liaison Committee Representatives' Report**

Cllr Miller said the next meeting was on 24th May. He would be attending the meeting as a neighbourhood watch coordinator, as he was no longer the Parish Council's representative.

111 **b Neighbourhood Watch**

Cllr Miller said he had not received any crime reports. The police were promoting the Kent Key Link scheme for householders being temporarily absent from their properties.

25 **WEBSITE**

112 Nothing to report.

26 **CONSULTATION**

113 No documents received.

27 **CORRESPONDENCE**

114 None received.

28 **REPORTS AND CIRCULARS**

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

CONFIDENTIAL SECTION

29 **EXCLUSION OF PRESS AND PUBLIC**

116 It was proposed by Cllr Coomber, seconded by Cllr Mrs Revell and resolved to exclude the press and public from the following item on the grounds that it was a legal matter.

30 **MANOR FARM**

117 The Chairman outlined the plans and vision for Manor Farm for the benefit of new councillors. Cllr Hicks gave an update on the planning application to infill the quarry. Cllr Millsom commented on the deterioration of the tithe barn and suggested Medway Council could be asked to take enforcement measures. Cllr Hicks was of the opinion that enforcement action would not serve any immediate purpose at this stage.

The Chairman closed the meeting at 10 pm

SignedChairman

On theday of2011