

FRINDSBURY EXTRA PARISH COUNCIL

**MINUTES OF THE MEETING HELD ON THURSDAY 27 MAY 2010 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 Pam Coomber From item 21
Cllr Gary Etheridge
Cllr Mrs Jane Etheridge From item 21
Cllr Mrs Brenda Hoskin
Cllr David Miller

Mrs Roxana Brammer Clerk

In attendance Mrs Wendy Williams Assistant Footpaths Officer

Item *Action point*
Minute number 2010/11

1 ELECTION OF CHAIRMAN

42 It was proposed by Cllr Mrs Hoskin, seconded by Cllr Moore and agreed that Cllr Coomber be Chairman for the year.

2 CHAIRMAN'S DECLARATION OF OFFICE

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

3 ELECTION OF VICE-CHAIRMAN

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

4 VICE-CHAIRMAN'S DECLARATION OF OFFICE

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

5 APOLOGIES

46 Apologies for absence were received from

Cllr Mrs Valerie Archer	Family commitment
Cllr Peter Hicks	On holiday
Cllr Tom Mason	On holiday
Cllr Mrs Georgina Revell	On holiday

It was proposed by the Chairman, seconded by Cllr Archer and carried unanimously that these apologies be accepted by the Council. An apology for absence was also received from Mr David Levy, Footpaths Officer. Apologies for late arrival were received from Cllrs Mrs Coomber and Mrs Etheridge.

6 CODE OF CONDUCT

47 a Declarations of Interest and Alterations to the Register

None.

48 b Standards Committee

Cllr Coomber said there had been no meeting but there were 2 new independent members. He had attended the Annual Meeting of Medway Council.

7 APPOINTMENT OF COMMITTEES

49 a Planning Committee

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

- Chairman) *ex officio*
- Vice-Chairman)
- Cllr Trevor Archer
- Cllr Mrs Valerie Archer
- Cllr Mrs Pam Coomber
- Cllr Gary Etheridge
- Cllr David Miller

50 b Finance Committee

It was proposed by the Chairman, seconded by Cllr Miller and agreed the members of the Finance Committee be as follows

- Chairman) *ex officio*
- Vice-Chairman)
- Cllr Mrs Jane Etheridge
- Cllr Peter Hicks
- Cllr Mrs Brenda Hoskin
- Cllr Tom Mason
- Cllr Mrs Georgina Revell

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

51 a Rural Liaison Committee

Cllr Coomber

52 b KALC Medway Area Committee

Cllrs Moore and Miller.

53 c Police Liaison Committee

Cllr Miller; alternate Cllr Archer.

54 d Memorial Hall Management Committee

Cllr Mrs Pam Coomber

55 **e Upnor Residents Association**

Cllr Moore; alternate Cllr Hicks.

9 APPOINTMENTS TO OTHER POSTS

56 **a Footpaths Officer**

Mr David Levy; Assistant Footpaths Officer Mrs Wendy Williams

57 **b Tree Wardens**

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

10 ANY OTHER BUSINESS OF AN URGENT NATURE

58 None.

11 MINUTES OF THE MEETING HELD ON 22 APRIL 2010

59 It was proposed by Cllr Archer, seconded by Cllr Etheridge and agreed that the minutes of the meeting held on 22 April 2010 be signed as a true record.

12 MATTERS ARISING

60 No matters were raised.

13 FOOTPATHS

61 **a Footpath Officer's Report**

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

Mrs Williams said that the strimmers had been serviced and she had started work. She reported that Mr Levy had a back injury which was preventing him from doing any strimming. A resident had offered to become a volunteer. The footpaths were not too bad at the present time.

The Chairman thanked Mrs Williams and reconvened the meeting.

It was agreed that the offer of volunteering be accepted.

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

It was agreed to send a response of strong support for the extinguishment of the public footpath crossing Hilltop School grounds.

14 UPNOR

63 **a Upnor Residents Association**

Cllr Moore reported that as the AGM had been held at the same time as the parish council meeting, he had not been able to attend.

64 **b Lower Upnor Riverside Project**

It was reported the Project Profile was being finalised. The Clerk reported on a meeting Cllr Hicks and she had had with the planning case officer and Medway Council's landscape architect. The landscape architect had wanted major changes to the landscape plan, which would involve revised drawings. Derek Evans of the Upnor Residents Association had agreed to produce these.

65 **c Frog Island Pond**

The Clerk reported that she had been told by Cllr Fribbins that another funding application had been refused.

15 **PLANNING**

66 **a Applications**

None received.

67 **b Decisions**

None notified.

c Appeals and Other Matters

68 **i Plot 1, Anthony's Way**

Nothing to report.

69 **ii Lower Upnor Development Brief and MoD Development Site, Lower Upnor**

A meeting had been arranged with G V A Grimley for members of the Planning Committee on 16 June.

70 **d Licensing Applications**

None.

71 **e Minutes of the Meeting of the Planning Committee held on 12 May 2010**

Received.

16 **FINANCE**

72 **a Bank Balances**

The bank balances as listed on Appendix B were noted.

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

None

74 **c Accounts for Payment**

It was proposed by Cllr Archer, seconded by Cllr Etheridge and agreed the accounts for payment (cheques 101304 – 101307) as listed in Appendix B be approved.

75 **d Accounts 2009/10**

It was proposed by the Chairman, seconded by Cllr Etheridge and agreed the Accounts for the year to 31 March 2010 be adopted and signed by the Chairman and Responsible Financial Officer.

76 **e Internal Audit**

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

f Audit Annual Return 2009/1077 **i Statement of Accounts**

It was proposed by Cllr Archer, seconded by Cllr Etheridge and agreed the Statement of Accounts be signed by the Chairman and Responsible Financial Officer.

78 **ii Statement of Assurance**

It was proposed by Cllr Archer, seconded by Cllr Etheridge and agreed the Statement of Assurance be signed by the Chairman and Clerk.

79 **g 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

80 None received.

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**a Recreation Ground and Hedges**

81 i General Matters. The fence had been broken again by the Medway Council contractors. The Clerk would remind Medway Council they had been asked not to mow the playpark in future. *RB*

82 ii Football Festival. This would be held on Saturday 3 July.

83 iii Hedges. The Chairman said that the Brompton Farm Road hedge was looking good and was now at a manageable height. However a resident had passed him a letter from the Strood Academy about fencing the Temple site and there was concern over possible damage to the hedge. The Clerk was asked to investigate. *RB*

84 **b Allotments**

Nothing to report.

85 **c Woodland**

Nothing to report.

19 HIGHWAYS AND TRANSPORT

86 Nothing to report.

20 LIGHTING

87 Nothing to report.

21 RURAL LIAISON COMMITTEE**88 a Representative's Report**

No meeting.

b Projects

89 i Wainscott Village sign. The Clerk reported this was nearly finished. She asked if councillors would like an unveiling event. It was agreed that an event could be held in September and more thought would be given.

90 ii Noticeboards. These had been delivered and were awaiting installation.

91 iii Christmas Tree. Cllr Etheridge raised his earlier suggestion of a permanent Christmas tree on the grassed area between Wainscott Road and the Wainscott by-pass. He volunteered to investigate further.

92 iv Play Equipment. A roundabout for the playpark and something for older children on the recreation ground were suggested.

GE

22 KALC/MAC**93 a Representatives' Report**

Nothing to report.

23 HALL MANAGEMENT COMMITTEE**94 a Representative's Report**

Cllr Mrs Coomber reported that a survey of the roof had been done and it was not looking good. Some repairs should be undertaken immediately, others would need doing in the next couple of years. She was investigating the provision of an induction loop and suggested this could be considered as a rural liaison grant project. Cllr Archer had received a guidance manual for a fire safety audit.

95 b Hall Extension

The Chairman reported that as part of the building regulations a risk assessment had to be carried out. The surveyor had sent guidelines. A major part related to fire risk. The Chairman had asked the surveyor if roof repairs could be incorporated into the main roof. This would not cover the area above the stage so it would be necessary to do that part separately.

24 POLICE MATTERS**96 a Police Liaison Committee Representatives' Report**

Cllr Miller had attended the meeting on 25 May. It had been reported that metal thieves had been arrested and charged. There had been a discussion on the usefulness of CCTV and it had been considered that the control centre was undermanned. Cllr Miller said he would be able to organise a visit for a small group to the control centre. There had been a discussion on reporting liaison meetings and there was now no embargo on circulating the minutes. The Chairman asked Cllr Miller to request that parish councils are advised of changes of personnel through the clerks. Cllr Etheridge said they should produce a

local information sheet that could be put on parish noticeboards and websites. Cllr Mrs Etheridge said she was dealing with issues in Strood North and had discovered that PCSOs were not recording complaints and had no records to pass on to replacement PCSOs. Cllr Miller said that the dedicated motor bike team had been disbanded.

97 **b Neighbourhood Watch**

Cllr Miller said that PC John Hadaway had advised that in order to steal car keys the favoured point of entry was the front door.

25 **WEBSITE**

98 Nothing to report.

26 **CONSULTATION**

99 No documents received.

27 **CORRESPONDENCE**

100 None received.

28 **REPORTS AND CIRCULARS**

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

As Cllr Mrs Coomber had arrived after discussion on the Recreation Ground and she had a matter to raise, it was agreed to revert to this item.

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

a Recreation Ground and Hedges

102 iv Fencing. Cllr Mrs Coomber had received a verbal request from the resident at 22 Holly Road for a higher rear fence, as she was experiencing an increase in balls going into her garden. However her property bounded the alleyway from Hughes Drive to Holly Road which was Medway Council property and she would be advised to contact *PC* Medway Council.

CONFIDENTIAL SECTION

29 **EXCLUSION OF PRESS AND PUBLIC**

103 It was proposed by Cllr Coomber, seconded by Cllr Moore and resolved to exclude the press and public from the following item on the grounds that the first item was a legal matter and the second item concerned a contract

30 **MANOR FARM**

104 It was proposed by the Chairman, seconded by Cllr Moore and agreed to instruct the Council's solicitors in the matter.

31 CLERK'S FEE

105 It was agreed the fee charged by the Clerk would be increased to £13.75 per hour with immediate effect. Car mileage would remain at 40p per mile.

The Chairman closed the meeting at 9.29 pm

SignedChairman

On theday of2010