

FRINDSBURY EXTRA PARISH COUNCIL**MINUTES OF THE VIRTUAL MEETING HELD ON THURSDAY 25 MARCH 2021**

PRESENT:	Cllr Chris Sparks	Chairman
	Cllr Gary Etheridge	
	Cllr Geoff Moore	
	Cllr Peter Martin	
	Cllr Andrew Millsom	
	Cllr Mrs Fatima Mitchell	
	Cllr Vanessa Roach	
	Cllr Paul Thorpe	
	Cllr Mrs Elizabeth Turpin	
	Cllr John Williams	
	Mrs Roxana Brammer	Clerk
	Miss Emma Flewin	Assistant Clerk

In Attendance 7 members of the public

Item

Minute 2020/21/

Action point

1 APOLOGIES

448 Apologies for absence were received from

Cllr Ope Onimole	Unwell
Cllr Mrs Sheila Noise	Lack of IT facilities – with dispensation

It was proposed by Cllr Moore, seconded by Cllr Martin and agreed these apologies be accepted.

2 DECLARATIONS OF INTERESTS

449 Cllr Etheridge declared a possible conflict of interest in item 7a planning applications as a member of Medway Council's Planning Committee and also in item 7c(i), HIF bid consultation as he had voted in favour in principle, which would preclude him in taking part or voting.

3 ANY OTHER BUSINESS OF AN URGENT NATURE

450 The Clerk and Cllr Williams said they had a matter they wanted to bring up at the end of the meeting.

4 MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2021

451 It was proposed by Cllr Roach, seconded by Cllr Moore and agreed the minutes of the meeting held on 25th February 2021 be signed as a true record, subject to the following amendments:

C/02/21/2 minute 20/21/393: Substitute Cllr Moore for Cllr Williams

C/02/21/7a minute 20/21/398: Add Mrs Roscow's amended report.

5 MATTERS ARISING NOT OTHERWISE ON THE AGENDA

452 None.

6 FOOTPATHS

453 a Representative's Report

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

I have reported three issues to Adam Taylor this month. A fence bordering a farm on RS118 is laying in the field along one section between the B2000 and Bunters Hill Road. There is a short piece of plank traversing the ditch at the end of RS119 near Four Elms Hill. The ditch has become silted up and has covered the ends of the plank. I am concerned that the plank doesn't get completely covered resulting in someone stepping into the ditch as it is deeper than it looks.

The footpath across RS128 between Four Elms Hill and Upchat road has not been reinstated since the crop was planted, making it difficult to see the route that should be taken.

Dennis and I have picked up 4 bags of rubbish on the section of RS121 between the tunnel and Parsonage Lane and on RS328 between the Tithe Barn and Frindsbury Hill.

The Chairman thanked Mrs Roscow and reconvened the meeting.

7 PLANNING

a Applications

454 i **MC/21/0718** 15 Castle Street Upnor : Application for a non-material amendment to planning permission MC/20/0920 for squaring off proposed single storey rear extension

Frindsbury Extra Parish Council has no objections to this application

455 ii **MC/21/0703** Verge To The Front Of Frindsbury Hall Nursing Home Frindsbury Hill: Prior approval under Part 16 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) for the installation of a 20m monopole supporting 6 no. antennas with a wrap around equipment cabinet at the base of the column, installation of 4no. equipment cabinets and ancillary development

Frindsbury Extra Parish Council objects to this application. It considers it is the wrong place for such an installation and an alternative site should be found that would be less visually intrusive to the area and further away from a nursing home with elderly residents.

456 iii **MC/21/0690** Plot 1 Anthony's Way Medway City Estate : Advertisement consent for the installation of 3No internally LED illuminated flex face signs; 1No. Set of 3mm flat

Dibond panels wrapped with printed vinyl; 1No. Set of 3mm flat fret cut Dibond letters, 4No. cut Dibond roundel panels with printed vinyl wrapped graphics; 2No. Sets of 3mm flat dibond panels (door surrounds) with printed vinyl wrapped graphics; 2No. Sets of 3mm flat dibond panels with printed vinyl wrapped graphics;

Frindsbury Extra Parish Council has no objection to this application.

- 457 **iv MC/21/0655** Stone House Farm Dillywood Lane Wainscott : Application for lawful development certificate (proposed) to remove an existing modern white timber fence, excavate existing grass away to allow the installation of the parking hardstanding strips for two cars. The hardstanding strips will be porous to prevent any surface water discharging onto the road.

Frindsbury Extra Parish Council has no objection to this application

- 458 **v MC/21/0609** Stone House Farm Dillywood Lane Wainscott Listed building consent for change of use and conversions of redundant agricultural buildings to 5 residential dwellings with garaging a new access road.

Frindsbury Extra Parish Council has no objection to this application

- 459 **vi MC/21/0608** Stone House Farm Dillywood Lane Wainscott : Change of use and conversions of redundant agricultural buildings to 5 residential dwellings with garaging and new access road

No objection.

- 460 **v MC/21/0563** 12 Iden Road Wainscott : Application for a Lawful Development certificate (proposed) for construction of a single storey extension to rear; and replacement roof to existing garage and loft conversion with flat dormer to rear and roof lights to front

Frindsbury Extra Parish Council has no objection to this application

- 461 **vi MC/21/0479** 48 Templars Drive Strood : Construction of a dormer to front and roof lights to front/side to facilitate living accommodation within the roof space

Frindsbury Extra Parish Council has no objection to this application

- 462 **b Decisions**

The decisions as listed on Appendix A were noted.

- 463 **c Appeals and Other Matters**

- i HIF Bid Consultation Response**

The Chairman suspended the meeting to allow Sharron Atkins to give her presentation.

Sharron Atkins from the 'Stop the Wainscott flyover group' gave her presentation on how Medway Council's proposal to have a flyover coming down from Higham Road to the A289 would greatly impact local residents and wildlife.

The Chairman thanked Mrs Atkins and reconvened the meeting.

After discussion, it was agreed the Parish Council object to the flyover as it was not suitable and would impact severely on the residents not only of Higham Road but other areas of the parish.

464 **d Neighbourhood Plan**

Cllr Sparks reported he had spoken to Catherine Smith from Medway Council and had been sent a full outlined map of Frindsbury Extra. Cllr Sparks stated he would set up a meeting with Medway Council to sort out the next stage of the process. CS

8 FINANCE

465 **a Bank Balances**

The bank balances as listed on Appendix B were noted.

466 **b Payments Made Since Last Meeting**

The payments made since the last meeting as listed on Appendix B were ratified.

467 **c Accounts for Payment**

It was proposed by Cllr Etheridge, seconded by Cllr Williams and agreed the accounts for payment as listed on Appendix B be approved. (cheques 102258-102262)

468 **d Accounts Software**

A quotation had been obtained from Rialtas Business Software for their accounting software package, specific to parish councils and their needs. It was proposed by Cllr Etheridge, seconded by Cllr Williams and agreed to purchase the software.

9 GRANT APPLICATIONS

469 **a Kent Air Ambulance**

It was proposed by Cllr Etheridge, seconded by Cllr Thorpe and agreed that a grant of £200 be made to Kent Air Ambulance. Cllr Etheridge requested they be invited to give a talk at a Parish Council meeting. The grant made under S 137 of the LGA 1972.

10 URBAN TREE PROJECT

470 **a** The Assistant Clerk reported that Medway Norse had completed the Urban Tree Project planting at Wainscott Fields but had not yet checked on Wainscott Recreation ground planting.

11 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**a Recreation Ground/Hall Garden****471 i General Matters**

Cllr Thorpe reported witnessing a male urinating down the side of the memorial hall and hoped this was not going to become an ongoing issue.

b Wainscott Fields**472 i General Matters**

The Clerk reported some of the knee rails had been damaged and had been replaced.

473 c Wainscott Fields Working Group

The Assistant Clerk reported that the Urban Tree Project planting was now complete and she would arrange a date for the next meeting.

474 d Coomber Green

Cllr Martin reported the fallen tree had still not been dealt with. The Assistant Clerk would remind Laverock Tree Care.

*EF***e Playparks****475 i Recreation Ground**

Nothing to report.

476 ii Wainscott Fields.

Nothing to report.

477 iii Coomber Green.

Nothing to report.

f Allotments**478 i General Matters**

The Clerk reported Nurture Landscapes had quoted £480 to remove a concrete path that had been left by a former plot holder who had moved away and who could not be contacted. This was now in the middle of another plot. It was proposed by Cllr Martin, seconded by Cllr Moore and agreed the quotation be accepted and work completed. The Assistant Clerk reported some fly tipping. She had been in contact with Amy Mason from Medway Council who would try to organise its removal.

479 **ii New allotment site**

Cllr Sparks reported that no allotment site had been provided in the plans for the Manor Farm Site, but an option had been discussed about a plot of land by Parsonage Lane which could be accessed by car.

480 **g Lower Upnor Village Green**

Cllr Sparks reported there had been graffiti drawn on a bench and noticeboard which had been cleaned off. It was also reported there had been a lot of paper cups littering the area due to the take away services, but some local residents had been doing an amazing job litter picking.

481 **h Woodland**

Nothing to report.

482 **i Notice Boards**

Nothing to report.

483 **j Defibrillator**

Cllr Williams reported he had received the replacement pads for the defibrillator and they were now installed. Cllr Millsom reported he had checked the ones at the Kings Arms pub and Upnor Sailing club and were in good working order and that he would get them registered with the Ambulance service.

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12 UPNOR

484 **a General Matters**

Nothing to report.

485 **b Parking and Signage**

Nothing to report.

13 COCKHAM WOOD COMMUNITY PARK

486 Cllr Sparks reported he had spoken to Fiona Leadley from Medway Council and they were aware that the Parish Council and Medway Yacht Club would like to join their areas of woodland to the community park.

14 HIGHWAYS AND TRANSPORT

487 **Potholes**

Cllr Millsom reported a lot of pot holes had appeared in Upnor since the snow and that he would contact Medway Council.

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15 LIGHTING

488 Cllr Millsom reported some of the lights had gone off in Upper Upnor, he will report *AM*
this to Russel Taylor.

16 RURAL LIAISON COMMITTEE**489 a Representative's Report**

Cllr Millsom reported that the next meeting would be held on the 20th of April.

17 KENT ASSOCIATION OF LOCAL COUNCILS MEDWAY AREA COMMITTEE**490 a Representative's Report**

Cllr Moore reported on the meeting on 10th March was not well attended and the main discussion from all was regarding housing developments in the areas and neighbourhood plans. A KALC representative Charmaine Keatley attended and introduced herself. The Area Committee AGM would be held on Wednesday 16th June.

18 HALL MANAGEMENT COMMITTEE**491 a Representative's Report**

In the absence of Cllr Mrs Noise, Cllr Mrs Mitchell said she would give a report at the next meeting.

19 POLICE MATTERS**492 a Police Liaison Committee Representative's Report**

Cllr Williams reported the next police surgery would be held on 6th April.

493 b Neighbourhood Watch

In Cllr Onimole's absence there was no report.

20 COMMUNICATIONS**494 a Website**

It was reported the list of Councillors on the website needed updating, the Assistant *EF*
Clerk would amend this.

495 b Magazine

Cllr Etheridge said the publication company had decided to expand into Strood.

496 c Social Media

Cllr Roach suggested a Whatsapp group be set up to communicate quickly. It was also suggested the Chairman and councillors make a short video clips to introduce themselves.

21 CONSULTATION

497 No documents received

22 CORRESPONDENCE

498 None.

23 REPORTS AND CIRCULARS

499 None.

3 ANY OTHER BUSINESS OF AN URGENT NATURE**500 a Virtual Meeting Regulations**

The Clerk reported the regulations which allowed Parish Councils to hold meeting virtually were due to finish from 7th May. NALC was trying to get this extended. The item would be placed on the agenda for the next meeting.

501 b Litter Picking

Cllr Williams reported that a resident in Wainscott had started to litter pick and asked if he could be provided with some equipment. The Clerk asked if Cllr Williams could direct the resident to liaise with the litter pick co-ordinator for the area to share equipment.

The Chairman suspended the meeting for the Medway Councillors' report and public session.

MEDWAY COUNCILLORS' REPORT

Cllr Williams reported Medway councillors had attended a meeting regarding the flyover and then met with residents and members of the stop the Wainscott flyover group.

PUBLIC SESSION

No matters were raised.

The Chairman reconvened the meeting.

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

502 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 was a legal matter, the second concerned a commercial contract and the third concerned named members of staff.

25 ACQUISITION OF LAND

503 Cllr Sparks reported that there was now a Section 106 agreement which named the

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Parish Council as responsible for the land and play park. He had received a letter from Council’s solicitor indicating the Council’s obligations. It was proposed by Cllr Etheridge, seconded by Cllr Martin and agreed that the Chairman, Vice Chairman and Proper Officer be authorised to sign any documents pertaining to the land transfer’

26 RETAINING WALL TENDERS

504 Cllr Sparks reported that he and Cllr Millsom had spoken to the company who had submitted the tender and requested they qualify their submission. They came back an increased quotation. In addition there were also some items that should be the responsibility of the adjacent property owner, which had been brought to their attention. It was proposed by Cllr Martin, seconded by Cllr Etheridge and agreed that Cllrs Sparks, Millsom and the Proper Officer be authorised to agree and sign the contract.

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27 REVIEW OF STAFF SALARIES

505 The Clerk reported that every year when reviewing staff salaries the Parish Council looked at the inflation rate from the previous September on which to base any salary increase. On this occasion that figure was 0.7%. It was proposed by Cllr Moore, seconded by Cllr Mrs Turpin and agreed that this figure be applied from 1st April. The Clerk’s hourly rate would be £18.75 and the Assistant Clerk’s £12.74

The Chairman thanked everyone for attending and closed the meeting at 22:07

Signed Chairman

On the day of2021