

ST MARY HOO PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 30 MAY 2017 IN THE MEMORIAL HALL, THE STREET, HIGH HALSTOW AT 7.50 pm

PRESENT: Cllr Bill Budd Chairman
 Cllr Paul Hassell
 Cllr Mrs Carol Heyburn
 Mrs Roxana Brammer Clerk

Item *Action point*

Minute number
 2017/18/

1 ELECTION OF CHAIRMAN

1 It was proposed by Cllr Mrs Heyburn, seconded by Cllr Hassell and agreed that Cllr Budd be Chairman for the year.

2 CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE

2 Cllr Budd signed his declaration of acceptance of office before the Proper Officer of the Council.

3 ELECTION OF VICE-CHAIRMAN

3 It was proposed by Cllr Mrs Heyburn, seconded by Cllr Budd and agreed Cllr Hassell be Vice-chairman for the year.

4 VICE-CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE

4 Cllr Hassell signed his declaration of acceptance of office before the Proper Officer of the Council.

5 APOLOGIES

5 Apologies for absence were received from:

Cllr Terry Ballard Family commitment
 Cllr Mrs Pat Kelly Prior engagement

It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed these apologies be accepted.

6 DECLARATIONS OF INTEREST

6 None.

7 APPOINTMENT OF REPRESENTATIVES

7 a Rural Liaison Committee

Cllr Budd.

8 b KALC Medway Area Committee

Cllr Ballard
Cllr Mrs Heyburn

9 c Police Liaison Committee

Cllr Hassell.

8 APPOINTMENTS TO OTHER POSTS

10 a Footpaths Officer

Vacancy. Cllr Budd said he would cover until a new Footpaths Officer was appointed.

11 b Tree Wardens

Mr Andrew Laphorn
Mr Alan West

12 c Pond Wardens

Mr James George
Mr Darren Summerfield

9 MINUTES OF THE MEETING HELD ON 28 MARCH 2017

13 It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed that the minutes of the meeting held on 28th March 2017 be signed as a true record.

10 MATTERS ARISING

14 No matters were raised.

11 PLANNING

15 a Applications

None.

16 b Decisions

The decision as listed on Appendix A was noted.

17 c Appeals and Other Matters

None.

12 FINANCE**18 a Bank Balances**

The bank balances as listed on Appendix B were noted.

19 b Cheques Signed Since the Last Meeting

It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the cheques signed since the last meeting as listed on Appendix B be ratified.

c Subscriptions

20 i. Kent Association of Local Councils. It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed to renew the subscription to KALC, £120.90 + VAT (cheque 101018)

21 ii. Action with Communities in Rural Kent. It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed to renew the subscription to ACRK, £50 (cheque 101019).

22 d Insurance Renewal

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed to renew the insurance with Zurich Municipal for £252 (cheque 101020).

23 e Accounts for Payment

It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the accounts for payment as listed on Appendix B be approved (cheques 101016, 101017, 101021-101023).

24 f Accounts 2016/17

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed the accounts for the year to 31st March 2017 be adopted and signed by the Chairman and Responsible Financial Officer.

25 g Internal Auditor's Report

The internal auditor's report was received.

26 h Audit Annual Return Governance Statement 2016/17

The individual governance questions having been read and answered, it was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the annual return governance statement be signed by the Chairman and Clerk.

27 i Audit Annual Return Statement of Accounts 2016/17

It was proposed by Cllr Budd, seconded by Cllr Hassell and agreed the audit annual return statement of accounts for the year to 31st March 2017 be signed by the Chairman and Responsible Financial Officer.

28 i **Chairman's Allowance**

It was proposed by Cllr Hassell, seconded by Cllr Mrs Heyburn and agreed the Chairman's Allowance for the year be £150.

13 **GRANT APPLICATIONS**

29 None.

14 **MANAGEMENT OF THE COUNCIL'S LAND & PROPERTY**

30 a **Nature Reserve**

Cllr Hassell said that Grass Roots were doing a good job.

31 b **Pond and Green**

Cllr Budd reported that there had been a site meeting with Medway Council's tree officer and Laverock Tree Care and a programme of works had been agreed. A planning application had been submitted and consent given and the works had been carried out.

32 c **Notice Boards**

The notice board at the Fenn Bell had not yet been moved. It was agreed a new board was needed for Rose Cottages.

15 **HIGHWAYS & TRANSPORT**

33 a **Public Rights of Way**

Nothing to report.

34 b **Any Other Transport or Highways Issues**

Cllr Hassell said the crash barrier by Fenn House Farm had not been done and there were weeds coming through the concrete on the roundabout

16 **RURAL LIAISON COMMITTEE**

35 a **Representative's Report**

Cllr Budd said that due to the General Election , the next meeting had been put back until July.

17 **KALC/MAC**

36 a **Representatives' Report**

Cllr Mrs Heyburn had not attended the last meeting.

18 POLICE MATTERS

37 a Police Liaison Committee representative's report

Cllr Hassell had not attended the last meeting.

19 COMMUNICATIONS

38 a Magazine

Cllr Budd reported that the Editor had asked for more photographs.

39 b Website

The Clerk reported that the Webmaster had also asked for more photographs.

20 CONSULTATION

40 No documents received.

21 CORRESPONDENCE

41 None.

22 REPORTS AND CIRCULARS

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

23 ANY OTHER BUSINESS

43 No matters were raised.

The Chairman closed the meeting at 9.00 pm

SignedChairman

On theday of2017