

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 7<sup>th</sup> March 2017 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Steve Gates (Chair); Cllr Rob Smith (Vice-chair); Cllr Allyson Beerstecher; Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Steve Parker; Cllr Duncan Dewar-Whalley; Cllr Ben Stokes; Parish Clerk Mrs A Smith and 3 members of the public were in attendance.

The Chair welcomed everyone to the meeting.

**Action**

**1. Apologies**

PCSO Cork sent his apologies.

**2. Declarations of Interest**

a) Disclosable Pecuniary Interests

None.

b) Disclosable Non Pecuniary Interests

None.

**3. Public Session**

A resident of Heron Close brought to the Council's attention vehicles are being parked on the double yellow lines at Westfield Cottages, Breach Lane and wanted to know if there were plans to enforce the parking restrictions. The Parish Council have raised this issue with Swale Borough Council and would recommend that individual residents also contact them to complain.

**4. Visitors**

a) Mr Richard Philips has requested to use a wooded part of the Brickfields to make a film. It would be an arrest scene set in the 1930's involving about nine people, filming over about two or three hours in an afternoon.

b) Cllr Stokes will be dealing with planning issues and Cllr Dewar-Whalley will deal with any other issues. Cllr Smith asked if Swale Borough Council could provide Tikpack dog bag dispensers for the two other entrances to the Brickfields.

**Clerk**

c) –

d) Cllr Smith suggested we send PCSO Cork diary dates for the Parish Council Meetings

**Clerk**

e) Chair of Friends of the Brickfields gave thanks to the work party for clearing rubbish and the level of the path was raised slightly to make it more passable. There will also be a recruitment campaign for more helpers.

**5. Minutes of the February Meeting**

It was proposed by Cllr Beerstecher and seconded by Cllr Hartfree that the draft minutes of the meeting of Lower Halstow Parish Council held on 3<sup>rd</sup> February be accepted as a true record. All Councillors were in favour and the minutes were duly signed.

**6. Planning Applications**

Kaine Farm application was refused on 2 March. It was called in by Cllr Lewin.

**7. Previous months list of planning decisions**

Funton Brickworks appeal was refused.

**8. Reports from members:**

a) **Brickfields.** The burning of debris will go ahead when the weather is suitable. There are signs warning of the danger area. The area will be levelled with further information signs.

b) **Parks and Leisure.** A quote will be sought for grass cutting from Treecraft in line with last year's requirements.

**Clerk**

c) **Docks and Barges.** The broken slabs and damage to the dock wall will need repair in the near future. Quotes will be requested and information on any grants that may be available. There is £4000 for this work in the budget donated by Warner Brothers Film Company. Edith May Licence fee is due to increase from 1<sup>st</sup>

April 2017.

- d) Burial Ground & Allotments.** The Beech trees are being planted and planting is on-going. The bank is being made vertical where bin lorries are damaging it. Cllr Hartfree has a ball park figure between £6000 and £10000 to build a wall a metre and half high from the gate all the way round. Another, quicker option would be to hand cut the weeds, which will need to be done soon.
- e) Footpaths, Highways, Lighting.** There is a partly blocked culvert on the street, by the Three Tuns. KCC has been contacted about this. The Clerk has reported the light not working at the junction of Breach Lane and The Street. It was proposed that column 26 in Cumberland Drive is replaced by an LED streetlight. Proposed by Cllr Howard-Challis and seconded by Cllr. Smith and all Councillors were in favour. The path between Lapwing Drive leading down to the Church has overhanging leaves causing the path to be slippery. It was agreed to obtain a quote to trim the trees and to arrange for the path to be swept. The Clerk has arrangements to mend the fence at the Brickfields in hand. **Clerk**
- f) Emergency Planning.** The Emergency Plan co-ordinator is the Clerk. The flood wardens had a site meeting with personnel from the Upper and Lower Medway Internal Drainage Board and passed on some items of concern due to blockages to the Parish Council. The Clerk will write to the owner of Old Mill in this respect.
- 9. To acknowledge reports on meetings attended on behalf of the Parish Council.**
- a) KALC Rep.** The meeting was attended by Cllrs Smith and Howard-Challis
- b) Memorial Hall Rep.** No report.
- 10. Westfield Car Park.** It was proposed that there would be two permits maximum for one space. Proposed by Cllr Howard-Challis, seconded by Cllr Beerstecher. Four votes for and one against. Cllr Smith and Cllr Howard-Challis undertook a site visit and there is not adequate space to enlarge the car park. It was agreed that Cllr Smith would contact the owners of some land near Westfield Cottages and ask if they would be prepared to rent the land for a car park and not to go ahead with any enlargement of the current car park. **Cllr Smith**
- 11. Neighbourhood Planning.** An email was received on 8<sup>th</sup> February in respect of a seminar in respect of neighbourhood planning. Councillors will consider if a neighbourhood plan is required. **All Cllrs**
- 12. Village Handyman.** Cllr Beerstecher suggested that a village handyman as a paid position might be required. The Parish Council already has a contractor at present that may be able to fulfil this requirement, including the hand cutting of the burial ground bank. **Cllr Hartfree  
Clerk**
- 13. Anti-social Behaviour of youths reported by resident.** The Parish council advises that anti-social behaviour is reported to the PCSO or phone 101 and report to the Police.
- 14. Annual Parish Meeting to be held in April.** The meeting to be held on 4<sup>th</sup> April will be preceded by the Annual Parish Meeting followed by the normal business meeting. The May meeting will be the Annual General Meeting where Councillors will be elected.
- 15. Clerk's Report.**
- a) Correspondence:**
- i) Street light outside No 14 Cumberland Drive needs replacing. **Clerk**
- ii) Renewal is due for Data Protection Registration £35 per year – this needs to be paid every year. It was agreed to pay by Direct Debit. **Clerk**
- iii) Kent, Surrey, Sussex Air Ambulance requesting grant of £250.00. Will be considered by Councillors. **Cllrs**
- iv) The Local Council audit is due. There is a best practice workshop for the Audit on Saturday 1st April (5 places left).
- b) The Clerk attended Web site training. There are training videos for back up.**
- c) Westfield Car Park permits for display on windscreens have been delivered to**

the residents.

- d) Requested John Knott to see if he could repair the fence at the Brickfields entrance.

The bank balance is £37,645.52

Filming request on the Brickfields. It was proposed by Cllr Howard-Challis, seconded by Cllr Parker and agreed that permission would be given subject to the following conditions received in writing:

**Clerk**

- Insurance including public liability;
- A firearms permit;
- Kent Fire & Rescue Service approval for the fire precautions;
- A formal Risk Assessment;
- An agreement in writing that the area will be returned to the state in which you found it, to the council's satisfaction;
- A donation towards the upkeep of the brickfields.

**16. Finance Matters**

- a) Review and authorize accounts
- b) Authorize invoices for payment

Cheque list

Payee	Description	Amount £	Cheque No.
Mrs Ann Smith	Web Site Training, Oxford Rd, Maidstone 30 miles @ 45p per mile £13.50 Land Registry search £3.00	<b>£16.50</b>	100275
Lower Halstow Memorial Hall Trust Fund	Hire of Hall: 3 <sup>rd</sup> January 2017 7 <sup>th</sup> February 2017 @ £24 each	<b>£48.00</b>	100276
Streetlights	Lighting Repair Column 28 School Lane	<b>£95.70</b>	100277

Under the Local Government Act 1972 (Sch 2) the signing of the cheques was proposed by Cllr Howard-Challis seconded by Cllr Beerstecher, all Councillors were in favour.

- 17. Items for Information only.** Title deed plan is required for land at Brickfields. To be requested from Land Registry.

**Clerk**

**Items for Village News.** Notify residents of invitation to the Annual Parish Meeting. To report any anti-social behaviour to the PCSO.  
Best Front Garden Competition.

**Clerk  
Cllr Hartfree**

**18. Date of the Next Meeting**

Tuesday 4<sup>th</sup> April 2017.

The meeting closed at 9.08 pm.

Date

Signed:

Cllr S Gates  
Chair