

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 5<sup>th</sup> July 2016 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Steve Gates (Chair); Cllr Rob Smith; Cllr Allyson Beerstecher; Cllr Sue Hartfree; Cllr Keith Howard-Challis; Parish Clerk Mrs A Smith. 1 member of the public was also in attendance.

1. **Apologies** **Action**  
Cllr Steve Parker; apology not received.
2. **Public Questions** **Clerk**  
A resident asked if the Parish Council had been informed of the theft of a bike, which they had not. It was felt that this should be discussed with the PCSO and it was put forward, by Rob Smith, that the Parish Council would be appreciative of the PCSO attending the Parish Council meeting.  
  
It was reported by the same resident that two trial motorbikes, had been seen in the Gibbs amenity area, by riders not wearing helmets and that the bikes had no number plates. John Knott (litter picker) had found a blue collection box in The Street that had been stolen from the Three Tuns. It was discussed that the two incidents were possibly connected.
3. **Declarations of Interest**
  - a) Disclosable Pecuniary Interests
  - b) Disclosable Non Pecuniary Interests
4. **Minutes of the June Meeting**  
It was proposed by Cllr Howard-Challis and seconded by Cllr Hartfree that the draft minutes of the meeting of Lower Halstow Parish Council held on 7<sup>th</sup> June be accepted as a true record. There was one abstention due to non-attendance at the meeting, all other Councillors were in favour and the minutes were duly signed.
5. **Matters Arising**
6. **Visitors** None
7. **Decisions/Actions/Proposals**
  - a) **Action List Update**  
The Chair went through the updates to the action list:  
**Recording of Meetings** **Clerk**  
A note will be put on the door to say that the meeting can be recorded.  
**Dock** **Clerk**  
In depth survey required to show how much repair work is needed to make it safe.  
North end of dock is considered potentially dangerous.  
**Risk Assessment** **Chair/Clerk**  
Risk assessments will be simplified and the old software disposed of.  
**Garden Competition** **Cllr Hartfree**  
Councillors will view front gardens that can be seen from the road/path and let Cllr Hartfree know their short list before the end of July. An informal get together will be held in August for a decision. It was suggested that a presentation of prizes be done in the presence of the media. The prizes are still to be bought
  - b) **Emergency Plan** **Chair**  
Details of flood wardens that are attending a course this month will be supplied for the Emergency Plan, which is nearly complete and will be issued shortly.  
Appendices to be done separately.
  - c) **South East Coast Path**  
There has been no consultation to date.  
**Signs for Dock Showing Existing Berths**
  - d) Deferred for next meeting  
**Play Area Inspection**

- e) The quote received was agreed. Proposed by Cllr Howard-Challis and seconded by Cllr Smith.

**Policy updates – Adoption of Model Publication Scheme**

- f) This will be carried forward for the meeting in September.

**Uncut Grass Verge in The Street**

- g) It was proposed by the Chairman that the contractors be instructed on the first cut after the daffodils have flowered, as it has not been cut in a timely manner this year. **Clerk**  
The Clerk will chase contractors to get it cut as soon as possible.

**Provision of dog bin at Westfield**

- h) A dog waste bin has been requested for the area near Westfield. The Clerk will contact Swale Borough Council. Proposed by Cllr Smith and seconded by Cllr Howard-Challis

**8. Correspondence**

- a. Pensions regulator of 7.6.16 – reminder to check on Pension liabilities. **Clerk**  
b. KALC of 8.6.16 – Consultation on changes to Public Works Loan Board governance.  
c. KCC of 8.6.16 – Domestic abuse Service Consultation.  
d. KALC of 10.6.16 – Councillors conference  
e. KALC of 13.6.16 – NALC briefing on Bus Service Bill.  
f. KALC of 15.6.16 – Revised Legal topic notes on property and planning  
g. KCC of 17.6.16 – EIS services to remain free of charge.  
h. ARC Kent of 21.6.16 – Retailer of the year competition.  
i. Kent Show of 21.6 – Posters.  
j. SBC of 21.6.16 – JTB agenda.  
k. KCC of 23.6.16 – Inside track.  
l. KALC of 23.6.16 – HMRC consultation on contractors and PAYE. **Clerk**  
m. MEASS of 28.6.16 – Agenda for meeting on 7 July 2016

**9. Planning**

- a) SBC 16/504682/FULL of 14.6.16 – Application for 2-storey side extension and granny annexe at 1 Crouch Hill Crt. **All Cllrs**  
b) KALC of 20.6.16 – Notification of SBC consultation on Bearing Fruits. Meeting attended by Cllr Beerstecher. There will be a public enquiry in December in respect of the proposed development at Funton. **Cllr Beerstecher**  
c) SBC of 24.6.16 – On line consultation on Bearing Fruits changes.

**10. Clerk's Report**

- a) The Clerk has collected £10.50 in allotment rent and £360.00 for Westfield car park since the last meeting, which will be banked the next day.  
b) The Clerk had been informed that the new PCSO is John Cork and his contact number is: 0777 2226217.  
c) In respect of planters – Whelans do not deliver. However the clerk is looking into another quote from Marshalls. **Clerk**

- d) The Clerk had reported the overgrown hedge along the footpath from Egret court to Westfield Cottages.
- e) LMIDB had denied responsibility for the stream at Mill House. The Council asked the Clerk to write to the riparian owner to cut back the vegetation.

Clerk

**11. Finance**

a) Cheques

Payee	Description	Amount £	Cheque No.
Mrs C D Fordham	Salary Apr to Jun 2016 Expenses advance Jan to Mar 2016 Reconciliation of expenses Jan to June 2016 Medals and sundries for Queen's Birthday celebrations Files for re-organising records	<b>1566.10</b>	100230
Mr J Knott	Litter picking April to June 2016 Sight checking play equipment Moving road salt	<b>235.00</b>	100231
Lower Halstow Memorial Hall Trust Fund	Hire of hall 7 <sup>th</sup> June 2016	<b>24.00</b>	100232
KALC	Clerks Conference x 2	<b>144.00</b>	100233
Mr R Smith	Councillor's Allowance	<b>193.41</b>	100230
HMRC	PAYE	<b>158.60</b>	100235
Mrs A I Smith	Salary June 2016 Expenses advance July – Sept 2016	<b>289.20</b>	100236

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

**12. Reports from members on the following:**

a) **Footpaths, highways and lighting**

Cllr Smith reported that nettles and a tree were hanging over into the road opposite Club Cottages, Westfield and, that the hedge needs cutting at Green Farm. The clerk will write letters to the owners.

Cllr Hartfree asked that a tanker be requested to clear the drains in Crouch Hill Court.

Clerk

b) **Burial Ground**

Cllr Hartfree asked for an urgent quote to remove the weeds along the bank at the Burial Ground, the screen is not working and encouraging the weeds. The quote to be agreed by the councillors via email as there is not a meeting in August. There are overgrown graves in the burial ground and anyone can cut the grass. A working party could be set up to deal with this.

Clerk

c) **Allotments**

d) **KALC**

e) **School Governor**

f) **Play area**

i) **Inspection Report**

Quote agreed (item e under Decisions)

g) **Brickfields**

i) **FOTB – Meeting has been delayed.**

- ii) Edith May
- iii) Westmoreland
- ii) Dock  
Provision of signs to be discussed at the next meeting
- v) Memorial Wood
- vi) General Matters

**h) Risk Assessment Review**

**i) Strategic Plan 2016/17**

The council agreed that bollards would be investigated. Photos for the website to be discussed at the next meeting.

**Clerk**

**j) Newsletter/Website**

Items to welcome the new clerk to include contact details; a thank you to Christine Fordham the outgoing clerk and change contact details for the new PCSO.

**Clerk**

**13. Any Other Business**

Cllr Smith suggested that Cllr Parker is unwell which was why he wasn't at this meeting. The vacancy for a Councillor to be advertised in the Village News.

**14. Date of Next meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 6<sup>th</sup> September at 7 pm in the Memorial Hall, Lower Halstow.  
The meeting closed at 8.50pm

Date

Signed:

Cllr S Gates  
Chair