

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 7 July 2015 at 7.00pm in the Memorial Hall, Lower Halstow.

Action

Present: Cllr Nigel Randell (Chair); Cllr Steve Gates (Vice Chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Chris Mayes; Cllr Rob Smith;; Cllr Steve Parker and Parish Clerk Mrs C Fordham. 4 members of the public and County Councillor Lee Burgess.

1. **Apologies** Cllr Duncan Dewar-Whalley and PCSO Link.

2. **Declaration of Acceptance of Office and Register of Interests**

Cllr Parker had signed the Declaration of Acceptance of Office and would complete his Register of Interests. *Cllr Parker*

3. **Public Questions**

Concern was expressed about the parking problems outside the public house at peak times. The Council advised that County Councillor Burgess was arranging for the Highways engineer to visit the site to discuss measures to ameliorate the issue.

On enquiry the Council advised that a member would attend the Planning Committee meeting when the application to build houses at Funton Brickworks site was considered. *Chair*

4. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

Cllr Randell declared a pecuniary interest in Planning application 15/503205 for a side extension at 1 Burntwick Drive.

b) **Disclosable Non Pecuniary Interests.**

5. **Minutes of the June Meeting**

It was proposed by Cllr Hartfree, seconded by the Chair that the draft minutes of the June meeting of Lower Halstow Parish Council be accepted as a true record subject to the deletion of the sentence at 14d; all Councillors were in favour and the minutes were duly signed,

6. **Matters Arising**

None.

8. **Visitors**

a) **Report from Borough Councillor**

b) **Report from County Councillor**

Cllr Burgess advised he was waiting to hear from the Highways Engineer to set up the visit to the village.

c) **Report from PCSO Link**

PCSO Link had advised that there had been a burglary in the village.

d) **Report from Chair of the Friends of the Brickfields**

Peter Froggatt reported that most of the trees in Memorial Wood had taken; it had been necessary to water the silver birches in the recent dry conditions.

A local firm had donated a piece of black marble for the memorial. Mr Froggatt was asked to check the wording on the plaque as the Council had not agreed to any changes. *Clerk*
The group had replaced the footbridge across the drain.

Future projects included the provision of a fire break, an interpretation board for the site and improvements to the paths, especially at the western end of the site.

It was agreed that all proposals for future works would be discussed in detail with the Council before action was taken.

The Council asked for a copy of the accounts and a regular report in accordance with the terms of reference for the group.

9. Decisions/Actions/Proposals

a) Action list update

The action list was updated.

Clerk

b) Thistle Mooring Agreement

It was proposed by Cllr Gates, seconded by Cllr Howard Challis that the Thistle be allowed to use the dock until 31 July; all were in favour. The approval was given subject to room being made for any other vessels wishing to visit the site and extension required being requested at least 10 clear days before the end of the existing agreement.

Clerk

c) Financial Regulations – Final Approval and Signature

The final draft had been circulated to Councillors. It was proposed by the Chair, seconded by Cllr Mayes that the new financial regulations be adopted; all were in favour and they were duly signed.

d) Protection of Open Spaces in the Village

The Clerk was asked to seek further advice from CPRE and Fields in Trust on options available to protect the open spaces in the village.

Clerk

e) Burial Ground Fees for Approval

Revised burial ground fees had been circulated for approval. The Clerk had recommended revision as they were significantly below the rates of other Councils in the area. It was proposed by Cllr Gates, seconded by Cllr Smith that the new fees be adopted with immediate effect.

9. Correspondence

- a) KWT of 9.6.15 – Local Wildlife Site designation for Brickfields Area,
- b) ARC of 4.6.15 – Funding required for Kent Rural Retailer award scheme.
- c) Resident of 15.6.15 – request for path edges to be cleared on the Gibbs Amenity Area. **The Clerk was asked to obtain quotes for the work.**
- d) SBC of 17.6.15 – JTB minutes
- e) Bobbing of 18.6.15 – support required for their request for more action on inconsiderate parking. The Council were anxious to support Bobbing Parish Council's attempt to get action taken on illegal and inconsiderate parking.
- f) KALC of 19.6 – Crime Stoppers Scam.
- g) KALC of 22.6.15 – Police and SECAM event on 22.7. and 23.7
- h) SAC email of 22.6.15 – Minutes of June meeting.
- i) KALC of 23.6.15 – Councillors conference on 24.7.15
- j) KALC of 24.6.15 – Training on Community Land Trusts for Affordable housing.
- k) SAC of 26.6.15 – Training on Bid Writing.
- l) KCC of 26.6.15 – Inside Track Newsletter.
- m) KALC of 26.6.15 – Defibrillator signage at £30. It was decided that signage was not needed.
- n) Spinal injuries of 26.6.15 – Sponsored walk poster.
- o) KALC of 26.6.15 – Flood Warden Training
- p) SBC of 29.6.15 – Agenda items required for Swale Rural Forum
- q) Mid Kent Memorials of 12.6.15 – application for additional inscription on existing memorial. Approved.
- r) SBC of 1.7.15- Election Review Survey

Clerk

Clerk

Clerk

- s) MEASS of 2.7.15 – Medway and Swale Estuaries Shore Management programme of initial briefings
- t) KALC of 3.7.15 – First briefing for Local Support Officers to be held on 10.7.15. Chair to attend.
- u) KALC of 6.7.15 – Country Eye App.
- v) KALC of 6.7.15 – Parish News July 2015.

10. Planning

- a) SBC of 8.6.15 – Planning application 15/503205 for 2 storey side extension at 1 Burntwick Drive. It was proposed by Cllr Mayes, seconded by Cllr Howard-Challis that the Council had no objections to the application; all Councillors were in favour with one abstention due to a pecuniary interest. *Clerk*
- b) SBC Planning of 10.6.15 – 15/503668 application for Change of use at Green Farm House to Bed and Breakfast. See June minutes
- c) KALC of 16.6.15 – KCC consultation on draft Drainage and Local Flood Risk Draft Policy. The Chair would study the document. *Chair*
- d) SBC Planning of 18.6.15 – Planning application 15/504563 for single storey extension at 27 Cumberland Drive. There were no objections *Clerk*
- e) KALC of 22.6.15 – Swale Local Plan Gypsy and traveller site allocations. The Council wished to draw to the Borough's notice that no future sites should be approved to the west of A249; the area currently had more sites than the rest of the borough. *Clerk*
- f) Summaries dated 5.6, 12.6, 19.6, 26.6

11. Clerk's Report

- a) The Clerk had attended the Clerk's Conference on 17 June. The main item of interest had been the change in the Licensing Laws which meant that music licences were no longer required if an alcohol license had been issued, as long as the music finished by 11 pm. Came and Company had attended the conference and advised that they were willing to visit Councils to advise on Risk Assessment.
- b) The Clerk held £275.25 to be banked since the last meeting in allotment and burial fees. Some car park rent was still outstanding from 14/15 and it was agreed that if payment was not made within 28 days of the reminder the spaces would be made available for re-letting. *Clerk*

12. Finance

a) Cheques

Lower Halstow Memorial Hall Trust Fund	Hire of Hall February (This is a re-issue of cheque no.100141 which has not been received)	Total 24.00	100154
Mr J Knott	Litter picking April to June Clearing salt bag Sight Checking play area April to June	150.00 5.00 75.00 Total 230.00	100155

KALC	New Councillor Induction Course Clerk Conference VAT	41.67 60.00 20.33 Total 122.00	100156
Mrs CD Fordham	Salary April to June Expenses Advance April to June	948.88 45.00 Total 993.88	100157
HMRC	PAYE	Total 237.20	100158
Ray-Dor Signs	Posts and bolts for sign at the Brickfields VAT	207.00 41.40 Total 248.40	100159

Under the Local Government Act 1972 (Sch 2) the signing of the cheques, was proposed by Cllr Smith seconded by Cllr Howard-Challis, all Councillors were in favour and the cheques were duly signed. The Clerk reported that the direct debit to EDF for £656.11 for the Street lighting was due to be paid on 15.7.15

13. Reports From Members

a) Memorial Wood

b) Footpaths, Highways and lighting

The vegetation around the village Signs needed cutting back, as well as around on the former allotment site at Westfield House and the Leylandi at Crouch Hill Court. **Clerk to report**

Clerk

c) Burial Ground

The contractor had updated their quote for replacing the hedge (to the east of the gate) at the burial ground. It was proposed by Cllr Gates, seconded by the Chair, that the quote for £1600 be accepted; all were in favour. It was agreed that the funding would be taken out of reserves.

Clerk

d) Allotments

It was agreed that chase up letters should be sent to tenants with outstanding rent.

Clerk

e) KALC

f) School Governor

The Clerk was asked to officially inform the school of the name of the new governor; Cllr Mayes had informed the school but had not received any correspondence.

Clerk

g) Play Area

i) CCTV The Engineer would be attending on 8 July to upgrade the system.

Clerk

ii) The Clerk reported that the inspection was booked for July.

h) Brickfields

i) General Matters Two quotes had been received for repairs to the dock. Two other companies had been asked to quote, but advised they did not undertake such work as they felt it was a specialist area. The first quote from Ransley Projects was £2570 plus VAT and Edwin Ward was £2255 excluding VAT. It was proposed by Cllr Gates, seconded by the Chair that the Council accept the quote from Edwin Ward who had carried out previous work on the dock. 4 other

Clerk

Councillors were in favour and there was one objection; the proposal was therefore accepted.

ii) Edith May

iii) Car Park The Clerk would draft a policy for users for consideration by the Council in September.

Clerk

iv) Westmoreland No update.

g) **Risk Assessment Review**

The Chair and Clerk advised that a new version of the Risk Assessment software was needed as the Council's existing version was not compatible with current operating systems. It was agreed that a new version should be purchased so that Council data could be input to the system. Came and Company would also be asked to visit to discuss risk assessment of Council's property.

Clerk/Chair

j) **Newsletter/Website**

14. Any Other Business

The terms of reference for the Project Working Group were clarified.

15. Date of Next Meeting

The next meeting of Lower Halstow Parish Council will be held on Tuesday 1

September 2015 at 7.00pm in the Memorial Hall , Lower Halstow. **Post meeting note** the next meeting will be held on Tuesday 25 August.

All Cllrs

The meeting closed at 9.12pm

Date:

Signed:

Cllr N Randell

Chair