

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 5 June 2018 following the Annual Council Meeting in the Memorial Hall, Lower Halstow.

Present: Cllr Rob Smith (Chair); Cllr Keith Howard-Challis (Vice-Chair); Cllr Allyson Beerstecher; Cllr Steve Gates; Cllr Rod Dadson; Cllr Parker Cllr Mike Whiting and 7 members of the public were in attendance.

1. Apologies

Apologies were received from: Cllr Dewar-Whalley, Cllr Stokes and PCSO Cork.

2. Declarations of Interest

a) Disclosable Pecuniary Interests

None

b) Disclosable Non-Pecuniary Interests

Cllr Gates declared a non-pecuniary interest in item 6e.

3. Public Session

A resident made an enquiry about the cutting of a privet hedge in Breach Lane. This will be done as soon as possible. Debris has been left in the gutter where the footpath in Breach Lane where the verge has been cut. Cllr Whiting will look into whether a road sweeper could be sent out.

The resident also asked about the Bus service. It was confirmed that the service would stay as it is currently. There are public meetings planned in respect of bus routes.

A resident reported that solar lights had been stolen from a number of gardens in Cumberland Drive. It was recommended that it be reported to the Police on telephone number 101.

A resident involved with the youth group (agenda item 6e) asked if the Parish Council had any questions. It was confirmed that risk assessments had been done and were available.

4. Visitors reports or comments

a) **SBC Councillors.**

No reports.

b) **KCC report from Cllr Mike Whiting:**

Please find below a summary of my work on behalf of the residents of Lower Halstow Parish since my last report.

The closure of the A2 through Sittingbourne now looks likely to start on Monday and continue for up to 20 weeks. Residents raised a number of issues regarding the potential for traffic jams and the lack of information from Swale Council. They also raised questions about the bus stops at The Forum. I passed these concerns to Swale and the developers and subsequently the planned start on 4 June was delayed. I am pleased to say that new arrangements have been agreed between the bus companies, who I met yesterday, Swale BC and the developers, that appear an improvement over the previous plans. I also asked that as many other road works and pothole patching around the town centre be completed before the new start date to help minimize disruption, and I wrote to Chris Grayling, the Secretary of State for Transport, requesting Highways England, do not use the A2 as a diversion if the M2 is closed for any reason. I am aware that letter was passed to highways England who have since met the developers.

I have reported a number of flooding incidents, and KCC has attended and cleared a number of gullies. If Members are aware of any drainage problems then please go on line and get them reported asap. Specifically, I have raised again on behalf of residents the issue of flooding in Boxted Lane and await a reply from Highways.

I hope this is helpful, however, please do not hesitate to contact me if I can be of any further assistance in these or any other matters.

c) **Report from PCSO Cork:**

Only one report to Kent Police was a nuisance bike riding around the area of Lower Halstow believes to be the same bike riding around the Brickworks. If any resident see this bike are to call the 101 number or give me a ring on 07772226217. Also I have been patrolling the area to combat any problems with cars parked up causing problems at night around the area of the Brickfields.

d) Friends of the Brickfields

No report.

5. To agree Minutes of May meeting.

The Minutes of the meeting of Lower Halstow Parish Council held on 1st May 2018 were accepted as a true record. Proposed by Cllr Gates and seconded by Cllr Howard-Challis. The minutes were duly signed.

6. Correspondence – To discuss and agree action on the following:

- a) Re-location of reptiles from land opposite Westfield Cottages to Brickfields Site – emails 11/4/18 and 14/5/18

It was proposed by Cllr Gates and seconded by Cllr Howard-Challis that the Parish Council would have no objection, to re-locate the reptiles from land opposite Westfield Cottages, if the relevant experts deem the Brickfields a suitable site. Agreed unanimously.

- b) Little Wild Things seeking permission to use Brickfields – update

It was reported that the Wardwell Lane site has been found as unsuitable. The Clerk will arrange a meeting date.

Action: Clerk

- c) Horse Chestnut Tree. Gibbs amenity area – email 25/4/18

It was agreed that the Clerk would reply to inform the resident that the Parish Council will not fell healthy trees.

Action: Clerk

- d) Westfield Road Widening – email 21/5/18

Councillors were made aware of the proposal to widen the road at Westfield cottages, which would be part of a planning application.

- e) Request for Youth Group from Church to use Brickfields for Nature Study and cook over fire - Telephone call 23/5/18

It was proposed to give permission by Cllr Howard-Challis and seconded by Cllr Beerstecher. Carried with one abstention.

- f) Swale Borough Local Plan Review – Expert opinion meetings – rural Communities invitation for 4th July email - 24/5/18

Cllr Gates may be able to attend.

7. Planning Applications

- a) 18/502365/FULL. Proposed two storey side extension and single storey rear extension. 1 School Lane, Lower Halstow, Sittingbourne, Kent. ME9 7ET
No comments.

- b) 18/502071/FULL The Brickfields, End of Lapwing Drive, Lower Halstow, Sittingbourne, Kent.

The Parish Council submitted the application and they thank Mr Drury for his help in preparing the heritage statement.

8. To discuss and agree action on the following:

a) Brickfields

The constitution is almost finished. Cllr Smith suggested that it should be reviewed annually. The membership is open to everyone. An information board and a fingerpost indicating the whereabouts of the Memorial Wood were discussed. The risk assessment has been done and circulated. Regular meeting dates have also been set. The faulty brush cutter has been replaced. The dog bag dispensers have been installed and the council thanked Cllr Dadson for his work with that. The Parish Council also give thanks to Mr Branchett for dealing with the fallen tree.

A policy is being written in respect of the Brickfields by Cllr Gates and will be presented as a draft to be agreed at a future date.

b) Parks and Leisure

Councillor Howard-Challis volunteered to be the representative for Parks and Leisure.

c) Docks and Barges

The north end of the dock is causing safety concerns where there are large holes and the concrete is broken up. A quote has been received to fence the damaged area. Cllr Dadson

has some signs that can be used. It was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis to accept the quote. Carried with one vote against.

Action: Clerk

d) Burial Ground and Allotments

Cllr Dadson volunteered to be the representative for Burial Ground and Allotments.

e) Footpaths Highways and Lighting

Cllr Gates proposed that the street lights are replaced with the type SL8 LED, seconded by Cllr Howard-Challis. Agreed. The Clerk will contact the contractor to get quotes for a phased in approach over two years or to see if there is any advantage to changing the lights all at once.

Action: Clerk

f) Planning

No report

g) Handyman

No report

h) General/Miscellaneous Topics

Cllr Beerstecher will take on the Best Kept Garden competition.

WW1 commemoration event organisation is progressing well.

9. To acknowledge Reports on meetings attended on behalf of the Parish Council:

a) KALC Rep

The next meeting is on 11th June 2018.

b) Memorial Hall Rep

No report.

10. Finance

a) Purchase of laptop for the use of the Clerk (GDPR)

It was agreed in principle of the purchase of a laptop for the Clerk. Proposed by Cllr Gates and seconded by Cllr Beerstecher. Unanimous. A quote will be sought and the Clerk will investigate if any grants would be available.

Action: Clerk

b) Annual Review of Clerk's Salary

It was proposed by Cllr Beerstecher and seconded by Cllr Parker that the Clerk's salary be increased by two spinal points according the NJC Pay agreement for 2018/19. Agreed unanimously.

c) Bench for Play Area, recreation ground

A quote had been received for the provision of a bench. It was agreed to ask Mr Knott for a quote to install it before proceeding.

Action: Clerk

d) Consider the external auditor report and certificate 2015 and decide what, if any, action is required. (Accounts & Audit Regulations (England) 2015.)

e) Approval of Annual governance and Accountability Return 2017/18 Part 3 section 2.

Noted.

11. Clerks Report:

The Clerk has paid £650 in car park rents and £5.00 for a brickfield combination code. The Clerk has rented one of the two vacant allotments at the Tutt's site. The vacancy arising on the Parish Council has been advertised on the noticeboards, the website and on the Village facebook page. It will also go into the next issue of Village News.

The bank balance is £67223.16.

- c) To Authorise Invoices-see cheque list below. Proposed by Cllr Howard-Challis and seconded by Cllr Beerstecher. Unanimous.

Payee	Description	Amount £	Cheque No.
Lower Halstow Memorial Hall Trust Fund	Hire of Hall 3 rd April 2018	24.00	100367
Parker & Son Plumbing	Replaced leaking hose union tap Westfield Allotments Invoice: 28/2018	70.00	100368
Mrs A I Smith	Expenses: Stamps - £15.00 (50% shared with Borden PC) Car Park Permits - £34.98	49.98	100369
Friends of the Lower Halstow Brickfields	50% cost of Brush cutter Poultons Invoice:4983	£229.00	100370

12. Items for information only:

Items for Village News : Best Front Garden Competition

13. To receive agenda items

Debris at rear of 65 School Lane
Policy for Brickfields
Traffic Flow – Speed Limit/Speed watch
Exercise Class on Recreation Ground

13. Date of next meeting: 3rd July 2018

The meeting closed at 21.25 hrs.

Date:

Signed:

**Cllr. R. Smith.
Chair.**