

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 3 November 2015 at 7.00pm in the Memorial Hall, Lower Halstow.

Present: Cllr Nigel Randell (Chair); Cllr Steve Gates (Vice Chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Chris Mayes; Cllr Rob Smith; and Parish Clerk Mrs C Fordham. 3 members of the public and PCSO Link

1. **Apologies** Cllr Steve Parker Borough Councillors Duncan Dewar Whalley Ben Stokes and County Councillor Lee Burgess.

2. **Public Questions**

The Church Warden advised that she would pass details to the Clerk of the times the car park would be open.

The Chair of the Friends of the Brickfields advised that he has seen blue dots on certain trees and asked what they were for. The Council advised that they had had all the Parish owned trees inspected and these were the trees that had noted by the inspection for monitoring/action. A copy of the report would be sent to the Friends of the Brickfields.

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

None

b) **Disclosable Non Pecuniary Interests.**

None

4. **Minutes of the October Meetings**

It was proposed by Cllr Howard-Challis seconded by Cllr Smith that the draft minutes of the meeting of Lower Halstow Parish Council held on 6 October be accepted as a true record; all Councillors were in favour and the minutes were duly signed,

It was proposed by Cllr Smith seconded by Cllr Howard-Challis Smith that the draft minutes of the meeting of Lower Halstow Parish Council held on 26 October be accepted as a true record; all Councillors were in favour and the minutes were duly signed

5. **Matters Arising**

None.

6. **Visitors**

a) **Report from Borough Councillor**

None present.

b) **Report from County Councillor**

None present

c) **Report from PCSO Link**

PCSO Link advised that there had been a incident in Vicarage Lane, but no other matters to report.

The Council advised that there had been problems with parking on the pavement in between Westfield Cottages and Egret Court. He asked that if details of any vehicles were know that the information be passed on.

The Chair informed him of the proposal to film in the village and the difficulties this might create in terms of traffic movement and he advised he would contact his superiors to ensure that they were being kept informed.

7. **Decisions/Actions/Proposals**

a) **Action List Update**

On discussion it was proposed by Cllr Smith, seconded by Cllr Mayes that the Council make their own arrangements for a salt bin on the Recreation Ground, following a generous offer to pay for the bin from a parishioner.

The Chair and Clerk would be meeting with SBC Officer to look at the Emergency Plan on 15 December.

The Clerk had requested a further quote on the path works for Gibbs Amenity area as the one received had been higher than expected.

b) Firebreak for Brickfields

Cllr Parker was seeking a further quoted.

c) Fence at Entrance to Brickfields

Three quotes had been received to replace the fence: £830, £905 and £1349. These quotes were more than had been expected and it was agreed that Cllrs Mayes and Smith would review the works needed to see if it could be done with volunteers.

d) Changes to 327 Bus Service

The meeting had not yet been held with Chalkwell. The Clerk had asked the matter to be included on the agenda for the next rural forum and SBC had invited Chalkwell to attend and were awaiting a response.

e) Terms of Reference for Friends of the Brickfields

The initial draft was discussed a final version produce for the December meeting; a draft would be sent to the FOTB. The Chair of the Friends of the Brickfields advised that they would be recruiting more volunteers.

f) Planning Working Party – terms of reference

It was proposed by Cllr Howard Challis, seconded by Cllr Hartfree that the draft terms of reference be adopted, subject to the amendment that applications would be notified to members via the Clerk; all were in favour and the terms of reference were adopted.

g) Westfield Car Park

The draft questionnaire had been circulated and it was agreed that it should be posted to all residents in Westfield and Club Cottages. Cllr Gates advised that he was still concerned about the possible loss of 2 allotments.

h) Revised Specification for Burial Ground Hedging

Removal of the existing hedging had revealed that the bank was unstable and more trees would be needed to help with the stabilisation process. It was there for proposed by Cllr Smith, seconded by Cllr Howard-Challis that the number of hedging trees be increased from 50 to 100 increasing the cost of the plants from £126 to £237; all were in favour. The existing hedge would be reduced in height to match the new hedging.

i) Stabilising of Burial Ground Bank

Cllr Hartfree advised that the loose soil needed retaining until the new trees took hold and she would investigate the cost of appropriate netting and seeding for the area.

j) Filming on the Brickfields – Update It was proposed by the Chair, seconded by Cllr Howard Challis that as this item related to contractual matters this should be taken in camera; all were agreed.

k) Proposal to Change Councillors' Allowance to reflect New SBC Allowances.

It was proposed by Cllr Gates, seconded by Cllr Howard Challis that Councillor Allowances be increased to £483.22 per annum for the Chair and £241.61 for other Councillors; all were in favour and the new allowances would be paid at the next claim.

l) Councillor Email Addresses

The Chair reminded Councillors that best practice would be to have a separate email address for Parish Council business.

m) New Litter Bins

The Clerk had circulated details of possible litter bins for the Brickfields. It was proposed by Cllr Smith, seconded by Cllr Hartfree that that Council purchase a Wybone Anti Vandal litter bin at a cost of £209.99 plus fixing; all were in favour.

n) **Tree Safety Report**

A report had been carried out by Landscape Services. No immediate action was required on any trees other than some of the Brickfields area, but there were a number of trees that needed to be re-inspected in 6 months. A copy of the report would be sent to the FOTB for action on the trees requested. The report would be reviewed in 6 months. The inspector had advised that he had no concerns about the horse chestnut tree on the Gibbs Amenity Area and the Clerk was asked to inform the adjacent resident accordingly.

o) **Christmas Lights Event**

The Clerk would source presents for Father Christmas to distribute to any children attending. The Chair would source refreshments. The Church Warden would be asked to provide Carol Sheets.

8. Correspondence

- a) ARC of 9.10.15 – invitation to AGM on 10.11.15
- b) FOTB of 9.10.15 – Use of young volunteers on the Brickfields. Clerk to investigate insurance implications.
- c) KALC of 15.10.15 – Consultation on KCC Budget plans for 2016/17. It was agreed this would be included in the Newsletter
- d) KALC of 19.10.15 – Parish News
- e) Swale Area Committee of 19.10.15 – Agenda for meeting on 9.11.15
- f) KALC of 19.10.15 – Community Awards Scheme.
- g) Iwade PC of 20.10.15 – concern about weed spraying in the villages. It was agreed that this would be an item for the Swale Rural Forum and Councillors
- h) SECamb of 20.10.15 – outcomes from AGM.
- i) SBC of 23.10.15 – Information on Bogus callers.
- j) KCC of 23.10.15 – Inside Track funding sources.
- k) P&CC of 26.10.15 – Policing and Austerity Conference.
- l) Mr Porter of 27.10.15 – Request to place a new ashes memorial in the Burial Ground. Approved.
- m) EA of 7.10.15 – Notification of Environmental Site Surveys
- n) KALC of 7.10.15 – AGM on 21.11.15
- o) Galaxy Hot Chocolate Fund. This might be a suitable way of raising funds for the pensioners Christmas party.
- p) Resident of 4.10.15 – complaint about litter nuisance in Cumberland Drive. The Clerk was request the SBC task force to attend the area.

9. Planning

- a) Resident of 18.10.15 – Copy of application to trim trees in conservation area (on eastern edge of Lapwing Drive)
- b) SBC of 19.10.15 – Down times on planning portal access.
- c) Summaries of 9.10, 16.10, 25.10

10. Clerk's Report

- a) The Clerk had received a complaint about a car in Cumberland Drive that might be leaking oil into the road drains. On discussion with the Chair it was agreed

that the Clerk would speak to the owner before informing the EA. This had been done.

- b) There was an official website on the Clean for the Queen campaign. It was agreed the Council would register in order to receive appropriate information.
- c) An ashes burial took place on 26 October in the newly purchased ashes plot.
- d) The local farmer has advised that he would pursue the idea of a Farmers Market, with a view to using the Recreation Ground as suggested by the Council.
- e) The recent query from the press highlighted the need for the Council to a specific press and media policy and the Clerk would bring a draft to a future meeting.
- f) The Council had received the audit approval for the 2014/15 accounts with no action required.
- g) A member of the Hall Committee is arranging a training session about how to use the defibrillator at a much cheaper cost than First Responders and the Council may wish to contribute to the cost of the session if it is opened up to the public. Further information was awaited

11. Finance

a) Cheques

It was proposed by the Chair, seconded by Cllr Howard Challis that a donation of £50 be made to the Royal British Legion for the Poppy Wreath; all were in favour.

Payee	Description	Amount £	Cheque No.
Commercial Services Trading	Tree Safety Inspection report VAT	977.00 195.40 Total 1172.40	100174
DCK Beavers	Payroll Services Jul to Sept VAT	20.00 4.00 Total 24.00	100175
M Belsom & Son Ltd	Posts and rails for replacement fence at Burial Ground VAT	180.00 36.00 Total 216.00	100176
PKF Littlejohn LLP	Audit 2014/2015 VAT	200.00 40.00 Total 240.00	100177
Royal British Legion	Section 137 Donation for Poppy Wreath	Total 50.00	100178
Lower Halstow Memorial Hall Trust Fund	Hire of hall October	Total 28.00	100179
Direct Debits			
EDF taken on 15.10.15	Electricity supply to lighting	626.25 31.31 Total 657.56	DD
Southern Water to be taken on 15.11.15	Water supply to Allotments Mar to Sep15	Total 190.75	DD

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

12. Reports from Members

a) Memorial Wood

The plaque had been fitted to the plinth.

b) Footpaths, Highways and Lighting

The Clerk still needed to ask the landowner to cut back the trees around the light in Crouch Hill Court.

The visibility issues at the junction of Iwade Rd and Bassar Hill seemed to have grown worse and the Clerk was asked to report the matter to KCC.

c) Burial Ground

d) Allotments

e) KALC

f) School Governor

g) Play Area

i) Inspection Report Update The Clerk had asked for a quote to remove the bin base. Cllr Mayes would follow up the ideas for the grass around the safety matting.

h) Brickfields

I) General Matters The Chair would be visiting the family about the Memorial tree on Cllr Parker's return.

It was reported that the FOTB intended to remove some of the brambles in the area near the wharf. There was also a suggestion that a bench should be placed in the area of the Memorial Wood. The Council asked that an official proposal be brought to the Council.

ii) Edith May The Clerk was asked to chase up current documentation

ii) Westmoreland No Update.

i) Risk Assessment Review

The Clerk and Chair would be meeting with Came and Company on 19 November to discuss the Risk Assessment.

j) Newsletter/Website

Items to be included: kCC consultation, Litter at the school, burial Ground hedge

13. Any Other Business

14. Date of Next Meeting

The next meeting of Lower Halstow Parish Council will be held on Tuesday 1 December at 7.00pm in the Memorial Hall, Lower Halstow.

The public section of the meeting closed at 8.45pm.

Date:

Signed:

Cllr N Randell
Chair