

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 3<sup>rd</sup> October 2017 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Rob Smith (Chair); Cllr Allyson Beerstecher (Vice-Chair); Cllr Keith Howard-Challis; Cllr Steve Parker; Cllr Steve Gates; Cllr Rod Dadson; Cllr Ben Stokes; Parish Clerk Mrs A Smith and members of the public were in attendance.

The Chair welcomed everyone and that the meeting was being recorded for the purposes of the Minutes.

**Action**

**1. Apologies**

Apologies were received from Cllr Sue Hartfree, Cllr Dewar-Whalley; and Cllr Mike Whiting and PCSO John Cork.

**2. Declarations of Interest**

a) Disclosable Pecuniary Interests  
None.

b) Disclosable Non-Pecuniary Interests

Councillor Gates declared a non-pecuniary interest in item 8k Variation to Allotment Contract.

**3. Public Session**

A resident expressed concern about the hedge between Westfield Cottages and Egret Court and the illegal parking in Breach Lane. He was informed that the hedge has now been cut and that the illegal parking is a Police matter. He also reported that Church Path is very slippery due to fallen leaves.

Mr Drury gave the Council an update in respect of dredging the stream.

A resident reported that the footpath at the new development in School Lane has been re-instated and the finger post has been put back.

The chair gave a vote of thanks to Mr Mayes, Cllr Parker, Cllr Stokes and Ian Arnell at Swale Borough Council for all their help in respect of the lifebuoy now sited at the Brickfields by the dock.

**4. Visitors reports or comments**

Report from PCSO John Cork:

*I have been patrolling the village including the brickworks and have moved a large group away from the area. Theft of pedal cycle, suspect is binging dealt with for the crime. Window broken in the area and youths where seen with a catapult in the area. Youths unknown.*

*If any residents spot any ASB or criminal damage report it to Kent Police or myself on the 101 number.*

Cllr Stokes commented that he would be meeting with a resident in respect of a planning application.

The Chair commented that the Parish Council would be applying for a grant in respect of dog bag dispensers for the entrances to the Brickfield.

Cllr Beerstecher reported on the meeting she attended with the Friends of the Brickfields. The constitution and terms of reference is a work in progress. Costs for a noticeboard showing information about the Brickfields, particularly about the wildlife, are being looked at. The Friends of the Brickfields suggested putting a drain in the wet area. Cllr Gates raised concerns in respect of the ecology, as it is a fragile and important area. It was pointed out by Mr Drury that Kent Wildlife Trust has registered the area as a Local Wildlife Site.

**5. To agree Minutes of September meeting**

The draft minutes of the meeting of Lower Halstow Parish Council held on 5<sup>th</sup> September was accepted as a true record and the minutes were duly signed. Proposed by Cllr Howard-Challis and seconded by Cllr Dadson.

**6. Planning Applications**

a) 17/504084/FULL 17 Cumberland Drive.  
No comments.

**7. Planning Appeal Decisions**

None.

**8. To discuss and agree action on the following:**

a) Village and Road Signs;

Some of the road signs are illegible and looking tatty. A new postman was having difficulty. The following need signs repair:

Lapwing Drive; The Green; Landrail Road; Cumberland Drive; School Lane; Curlew Avenue and the Explore Kent sign opposite the Three Tuns is very faded. The Clerk will contact Swale Borough Council. **Clerk**

b) Beacons of Light Update;

Cllr Gates has consulted with the Friends of the Brickfields, the Church Warden; Mr Drury and Mr Telford and there have been no objections. The estimated cost is £1800.00 including siting and would be manufactured locally. There is possible funding from Swale Borough Council up to £750.00. It was proposed to apply, proposed by Cllr Beerstecher, seconded by Cllr Dadson and agreed unanimously. **Clerk**

c) Litter pick – Wardwell Lane;

It was agreed to do the litter pick on Sunday 22<sup>nd</sup> October at 9.00am.

d) Quote for cutting back trees at The Street amenity area, opposite Three Tuns;

It was agreed to go ahead with the quote supplied by Grandview Gardens. **Cllr**

e) Combination padlock for Brickfields site;

Cllr Howard-Challis will liaise with Mr Mayes in sourcing a suitable combination lock. **Howard-Challis**

f) Project team regarding Dock Repair;

Cllr Parker volunteered to be team leader. Cllrs Dadson and Howard-Challis will form the rest of the team.

g) Footpath ZR39 update;

Cllr Gates has logged the footpath as obstructed on the KCC website.

h) Mrs Steven's funeral – Donation to the Church Chandelier Fund;

It was proposed by Cllr Parker and seconded by Cllr Dadson that the Parish Council donates £200.00. It was unanimously agreed.

i) Friends of the Brickfields Noticeboard;

Costs are being investigated by Friends of the Brickfields.

j) Clerk holding Village CCTV data;

Cllr Beerstecher encouraged caution in how data is held and used as an EU directive is due to change legislation next year. Cllr Howard-Challis having attended a KALC event warned that it is not definite. KALC has advised a wait and see policy.

k) Variation to allotment contract;

It was discussed as to whether a deposit should be charged when taking on an allotment. It was agreed to conduct a questionnaire asking the allotment holders if they would agree to a deposit scheme and/or a rent increase. **Clerk**

l) Remembrance Sunday arrangements and purchase of poppy wreath. **Clerk**

It was agreed to purchase a poppy wreath to be presented by Cllr Smith at the Service being held at the St Margaret's Church.

**9. Review of Action List items and reports from members on the following:**

**a) Brickfields**

A date is to be arranged to "batter" the firebreak. Cllr Beerstecher will liaise with the Chairman of Friends of the Brickfields in respect of proposed work.

**b) Parks and Leisure**

It was reported that the roundabout was sticking, this has now been dealt with. Cllr Howard-Challis will investigate the current contract and quotes received in respect of grass cutting. **Cllr Howard-Challis**

**c) Docks and Barges**

As discussed above.

**d) Burial Ground & Allotments**

No report.

**e) Footpaths, Highways, Lighting**

It was agreed to change the faulty streetlight in School Lane to LED.

**10. To acknowledge reports on meetings attended on behalf of the Parish Council:**

Cllr Smith attended the Chairmanship Day hosted by KALC. It was a good networking event.

**11. To receive Clerk's report to include:**

Correspondence received not covered elsewhere in the meeting;

**To note payment received since last meeting;**

a) Correspondence:

- i) Email from a resident to report the streetlight not working in School Lane, by the bridge. This has now been fixed.
- ii) The Environment Agency responded to the Clerk's email in respect of the gate on the sea wall and they do not intend to replace it as they were forced to remove it by KCC Public Rights of Way.

b) Swale Borough Council paid the second half of the precept and lighting grant

| Payee      | Description   | Amount £       | Cheque No. |
|------------|---|----------------|------------|
| Mr J Knott | Litter Picking<br>Check Play Area<br>Cemetery Bank<br>July – September 2017 | <b>£345.00</b> | 100314     |

totalling £18469.50 into the bank account on 27 September 2017.

- c) KCC have inspected the obstruction on footpath ZR39 (behind Chapel House) and work has been scheduled.
- d) KCC have completed the work on the blocked drain in Wardwell Lane.
- e) The hedges in Wardwell Lane were investigated by KCC and no further action is planned.
- f) The hedge has been cut between Egret Court and Westfield Cottages.
- g) The final audit notices have been published on the noticeboards and the website.
- h) The Clerk paid in £80 for Westfield Car Park and Allotment rent.

The bank balance is £67859.69.

- a) To authorise invoices for payment – See cheque list.

**Cheque List:**

|                                       |  |                 |        |
|---------------------------------------|--|-----------------|--------|
| Mrs A I Smith                         | Clerk's Salary and Expenses<br>July – September 2017                           | <b>£342.54</b>  | 100315 |
| Mr R Smith                            | Travel expenses Chairmanship<br>Information Day<br>Rope for Lifebuoy           | <b>£39.18</b>   | 100316 |
| DCK Accounting                        | Quarterly Payroll fee<br>Invoice P0670   | <b>£42.00</b>   | 100317 |
| Kent Association of Local<br>Councils | Courses:<br>Clerk's Conference<br>Chairmanship Information Day<br>Invoice 5838 | <b>£144.00</b>  | 100318 |
| Glasdon UK Limited                    | Lifebuoy Housing and Post<br>Invoice 735778                                    | <b>£306.56</b>  | 100319 |
| PKF Littlejohn LLP                    | Limited Assurance review of Annual<br>Return for year ended 31 March<br>2017   | <b>£240.00</b>  | 100320 |
| Came & Company                        | Local Council Insurance Policy<br>1891376                                      | <b>£1026.83</b> | 100321 |

**12. Items for information only**

- a) Items for Village News and Website

Date for turning on the Christmas Lights will be first Saturday in December, as last year.

**13. To receive agenda items for next meeting and agree date of next meeting**

The next meeting will be held on 7<sup>th</sup> November 2017

The meeting closed at 8:53 pm.

Date

Signed:

Cllr R Smith  
Chair