

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 1 April 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

***The meeting had been preceded by a short briefing from the Chair of Governors and the Executive Head of Lower Halstow School on the school expansion plans.*** **Action**

Present: Cllr Mick Drury (Chair); Cllr John Knight (Vice Chair); Cllr Chris Mayes; Cllr Steve Gates; Cllr Steve Parker (arrived at 7.05pm); Cllr Robert Smith; Cllr Barry Tucker and Parish Clerk Mrs C Fordham.

County Councillor Cllr Lee Burgess (arrived later) and 6 members of the public.

1. **Apologies**, Borough Councillor Ben Stokes Apologies were accepted.
2. **Open Time**

Further suggestions were made about whether cricket nets could be included on the Recreation Ground and whether the football goals could be extended to be used as rugby posts. An enquiry was made about the progress with the CCTV, as local fences were being damaged.. It was reported that the stepping trunks would be installed on 26 April. The Council advised that they wished the bench to be installed on a concrete base.

On enquiry the Council advised that they had not been informed about the result of the Planning application on the site of the stables in School Lane, and the information was not on the website..

A resident enquired about the continued water on the Sheerness Rd, near Church Path. The Council advised that the matter had been reported to KCC Highways.

It was reported that cars were being parked in front of the second gate onto the main Brickfields site. The Clerk was asked to investigate the provision of a no parking sign

**Clerk**

### 3. **Declarations of Interest**

- a) Cllr Drury declared a pecuniary interest in Item 12j)
- b) Cllr Knight declared a non pecuniary interest in Item 7a), as he lived opposite the Recreation Ground.

### 4. **Minutes of the March Meeting**

It was proposed by Cllr Mayes, seconded by Cllr Smith that the minutes of the March meeting of Lower Halstow Parish Council be accepted as a true record, 4 Councillors voted in favour and there was one abstention. The minutes were duly signed.

### 5. **Matters Arising** - None

### 6. **Visitors**

#### a) **Report from Borough Councillor**

None present

#### b) **Report from County Councillor**

Cllr Burgess advised that his community engagement budget had been reduced to £25k for 2014/15, and that there had been a re-organisation within KCC which was still bedding in. He had inspected the new signage and road markings on the access routes and had asked for improvements to be made. The Council asked whether similar provision could be made in Breach Lane.

#### c) **Friends of the Brickfields - Memorial Wood Proposal**

Not present

**7. Decisions/Actions/Proposals**

**a) To site a football bench on the Recreation Ground**

A site meeting had been held. It was proposed by Cllr Smith, seconded by Cllr Mayes that the football bench be sited on the basket ball side of the football pitch; all were in favour. Councillors expressed their appreciation to Cllr Parker for marking out the pitch, so as to make the visualisation of the site easier.

*Clerk*

**8. Correspondence**

- a) KALC email of 7.3.14 – Parish News..
- b) KALC email of 10.3.14 – Big Gig details.
- c) KCC email of 11.3.14 – Reduction in cutting of Recreation Ground
- d) Kay Howard-Chalice 2 emails of 14.3.14. Information from ICO advising that DBS does not appear to be required for viewing CCTV pictures occasionally.
- e) KCC Landscapes of 14.3.14- revised quote for gang mowing Recreation Ground – reduced from £596.58 to £477.28.
- f) NALC email of 14.3.14 – details of conferences..
- g) KALC email of 17.3.14 – Thurnham Heritage Award. To be passed to Friends of the Brickfields. *Clerk*
- h) ICO emails of 17.3.14 – Details of DP Registration
- i) KALC email of 18.3.14 – Reminder about Police and Ambulance event on 2.4.14.
- j) KALC email of 18.3.14 – Briefing on Government’s Community Energy Strategy. The Clerk was asked to include an article in the Newsletter asking for volunteers to co-ordinate a community energy programme. *Clerk*
- k) SBC email of 18.3.14 – JTB minutes.
- l) KALC email of 19.3.14 – Withdrawal of two signature rule and implications for Council practice. *Clerk*
- m) Kent Family Mediation Services email of 19.3.14 – details of services still available.
- n) Speewatch support Team email of 20.3.14 – conference.
- o) Friends of Lower Halstow Park email of 23.03.14- notes of meetings
- p) PCSO Link email of 24.3.14 – will start surgeries at May Meeting. Only SBC can enforce grass verge parking. Clerk asked to obtain copies of SBC byelaws. *Clerk*
- q) KALC email of 25.3.14- DCLG consultation on Transparency for Councils with a turnover under £25 K
- r) David Powell email of 25.3.14 – request to include information on UPARA on website. Agreed. *Clerk*
- s) MR J Knight email of 26.3.14 – Notice of resignation effective from 31.5.14. This would create a casual vacancy effective from 31 May. The Clerk was asked to advertise the Vacancy *Clerk*
- t) KALC email of 20.3.14 – Allotment Law Training.
- u) KALC email of 21.3.14 – Clerk’s conference. It was proposed by the Chair, seconded by Cllr Knight that the Clerk attend the conference. All were in favour; the cost would be shared by Newington Parish Council *Clerk*
- v) PKF Littlejohn of 13.3.14 – Audit date 9 June 2014 *Clerk*
- w) EDF of March 2014 – increase in cost of electricity for street lighting. The Clerk was investigating other suppliers *Clerk*
- x) Victim support of 5.03..14 – appeal for funds

**9. Planning**

- a) SBC email of 12.3.14 – implementation process of E consultation on planning applications.
- b) KALC email of 17.3.14 – notes on neighbourhood planning.
- c) KALC email of 25.3.14- consultation on Planning Performance
- d) SBC Planning SW/13/1373 Case 21085of 20.3.14 – approval for upto 32 caravans at Orchard park, Oak Lane.
- e) SBC Planning SW/14/0357 Case 25382 of 25.03.14 – application for 2 storey side extension at 17 Westmoreland Drive .It was proposed by Cllr Mayes, seconded by Cllr Knight that there were no objections to the proposal; all were in favour.
- f) SBC Planning SW/14/0181 Case 16615 - application for pitched roof single storey side and front extension at 1 Burntwick Drive. No objections had been raised
- g) SBC Planning TP/14/0039 Case 25360 – application for works to Oak Tree at 77 School Lane reducing height and spread. - It was proposed by Cllr Parker, seconded by Cllr Tucker that there were no objections to the proposal; all were in favour.
- h) SBC Planning SW/14/0100 Case 01372 of 3.3.14 – application to be submitted to Planning Committee on 13.03.14 – recommended for approval.
- i) KCC Planning PAG/KCC/SW/0092/2014 of 26.03.14 – 2 classrooms and internal alterations at Lower Halstow School. The Council were concerned about the increased traffic that changing the intake would cause, this was both within the environs of the School entrance and the approach roads to the village. There were also concerns about whether existing sewage system could cope with a 40%+ increase in usage. The Council also felt that the size of the proposed classrooms was too small, if the scheme went ahead they should be increased to 60 square metres. A site visit would be arranged. *Clerk  
Clerk*
- j) KALC email of 31.3.14 – Government consultation on change of use applications.
- k) Cllrs Tucker and Mayes had attended a joint Parish Council meeting about the Borough Council Gypsy and Traveller Site Allocation Policy. It was agreed that the Council would reject the document on the basis of no confidence in its accuracy given the number of factual errors concerning the current sites. Councillors were thanked for attending the meeting. *Clerk*

**10. Clerk's Report**

- a) The Clerk had reported 5 faulty lights for repair
- b) The Clerk had been in touch with NS&I twice to sort out the closure of the account, and the Council had received a third lot of forms to sign, two repeats and one new one. The Clerk had been advised that we only now need to sign the new one. *Clerk*
- c) The roundabout had been checked out, but appeared to have eased, However Park Leisure did grease the bearing for maintenance purposes.
- d) The hedge opposite Elm Lodge had been reported, but no action appeared to have been taken.
- e) The Clerk had arranged for SBC to attend the Annual Assembly to give a talk and answer questions on the new waste collection service. *Clerk*
- f) The Clerk had asked a local builder to give a quote to repair the damaged water pipe at Westfield allotments. *Clerk*

- g) Mr Knot has been asked to repair the post at the Burial Ground, at a cost of £40.

**11. Finance**

a) **Cheques**

| Payee                                 | Description   | Amount                                       | Cheque No. |
|---------------------------------------|---|--|------------|
| KALC                                  | Subscription 14/15<br>VAT   | <b>310.86</b><br>62.17<br><b>Total 73.03</b> | 100079     |
| Lower Halstow Memorial Hall           | Hire of Hall Jan to Mar 14  | <b>Total 77.60</b>                           | 100080     |
| Action with Communities in Rural Kent | Subscription 14/15  | <b>Total 35.00</b>                           | 100081     |
| ICO                                   | Data Protection Registration  | <b>Total 35.00</b>                           | 100082     |
| Mrs CD Fordham                        | Salary January to March 2013 inc 105 hrs @ £11.296 per hour<br>£1186.08 Gross £948.88net<br>Expenses post, phone, paper, ink, office space etc Jan to Mar inc | 948.88<br><br>45.00<br><b>Total 993.88</b>   | 100083     |
| HMRC                                  | PAYE  | <b>Total 237.20</b>                          | 100084     |

Under the Local Government Act 1972 (Sch 2) the signing of the cheques was proposed by Cllr Mayes seconded by Cllr Parker; all councilors were in favour and the cheques were duly signed.

It was proposed by the Chair, seconded by Cllr Mayes that Cllrs Knight and Tucker be appointed signatories to the NS&I account; all were in favour and the mandate was signed.

b) **Outturn 2013/14**

A forecast of outturn had been circulated to members which showed a carry forward of £6, 219. to 2014/15.

**12. Reports from Members**

a) **Footpaths, Highways and Lighting**

There was continued parking on verges in the village. The Clerk was asked to provide a draft notice that could be affixed to offenders' vehicles; this would be in accordance with the Swale Byelaws. Cllr Burgess reported that the drains in Wardwell Lane had been cleared.

*Clerk*

b) **Burial Ground**

The Clerk reported that the ashes of Mrs Belcher were due to be buried in an existing ashes plot on 8 April.. The Clerk would ask Mr Knott to deal with spoil problems around one of the graves.

*Clerk*

c) **Allotments**

Rents were due; it was agreed that any tenants who weren't maintaining the plots appropriately would have the tenancy agreement terminated.

*Clerk*

d) **KALC**

**e) School Governor**

Cllr Tucker would inform the School of the Community Diary to help to aid dissemination of school information to the village and thereby strengthen links.

*Cllr  
Tucker*

**f) Play area**

**i) CCTV**

The Clerk had investigated the new Surveillance Camera Guidance and would be preparing a Needs Analysis/ Impact assessment for the Council to consider.

*Clerk*

ii) The Council discussed the ideas put forward about increasing facilities on the Recreation Ground. Unfortunately the field was too compact for allow discrete facilities for Rugby and cricket to be included.

**g) Risk Assessment Review**

Completed reviews were returned to Cllr Knight to update the system.

*Cllr  
Knight*

**h) Village Broadband**

The Chair advised that he was investigating the provision of better broadband in the village, from a personal viewpoint. It was agreed that an article would be included in the Newsletter asking if any businesses in the village wished to be involved in a project to encourage the rollout of fibre optic provision. Cllr Burgess advised he would arrange a meeting with Cabinet Member responsible.

*Clerk*

**i) Newsletter/Website**

The Annual Assembly, the Broadband Project and the School Planning Application would be included. Mrs Setters and Mr Knott would be invited to the Annual Assembly

*Clerk  
Clerk*

**j) Brickfields** *Cllr Drury had declared a pecuniary interest in this item and left the meeting at this point (8.50pm).*

**i) Edith May**

The Clerk had written to Mr Gransden asking for his response to the agreement which was due to come into effect in April 2015; once a reply had been received a Working Party Meeting would be held. Cllr Knight advised that he had trialled mooring alongside the Edith May, after she had come off the blocks and there had not been any problems.

*Clerk*

**ii) Car Park**

The application for Certificate of Lawful use had been submitted, with 24 photos showing use as a car park. The Solicitor for the land owners of the car park area had asked the Council for their proposals. It was agreed the Clerk would investigate the possibilities.

*Clerk*

**iii) Westmoreland**

KCC solicitors had quoted £1200 to draw up the agreement,, and £95 per hour for any additional meetings required. significantly lower that the other firm approached. Cllr Burgess had agreed to provide £500 from his LEF provision towards the cost and he would ask Cllr Truelove if he would commit £500 if needed. The Trust would be asked to include these costs in their initial funding bid so that the monies could be recovered. It was agreed that Cllrs Knight, Smith and Tucker would meet with the solicitor; it was anticipated that the agreement would be similar to the Edith May Licence.

*Clerk,  
Cllrs  
Tucker,  
Knight  
and  
Mayes*

Cllr Parker reported that more timber had washed away. He had made some repairs but more timber was needed and it was proposed by Cllr Knight, seconded by Cllr Smith that Cllr Parker be authorised to purchase more timber.

*Cllr  
Parker*

**13. Any Other Business**

The Stable had not been removed from the Bean Field and the Clerk was asked to write to him asking him to remove it as soon as possible. *Clerk*

The Friends of the Brickfields would be spreading some more chippings.

The meeting closed at 9.18pm

Date:

Signed:

Cllr M Drury  
Chair