

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 6 October 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. 7 members of the public and Borough Councillor Duncan Dewar Whalley (arrived at 8.07pm) and County Councillor Lee Burgess.

1. **Apologies** Borough Councillor Ben Stokes and PCSO Link.

2. **Public Questions**

Concern was expressed again about the new bus timetable and the reduction of services to Lower Halstow. Cllr Burgess advised that the local Councillors had sent out a survey and were collating the information and would then meet with Chalkwell buses to discuss the matter again.

*County and  
Borough Cllrs*

Parking issues at the public house were also causing problems for pedestrians, with cars parked on the pavement creating visibility problems when wishing to cross the road.

*Cllr Burgess/Chair*

A resident advised that a new initiative was being set up in 2016 called “Clean for the Queen” to coincide with Her Majesty’s 90<sup>th</sup> birthday and he urged the Council to consider joining the campaign to encourage a village clean up scheme.

A request was made for a litter bin on the Brickfields. The resident was advised that the matter was already in hand.

*Clerk*

A suggestion was made that the Council should contact Stockbury about their Community Bus Scheme.

*Clerk*

A resident advised that he had complained about the noise from the music at the Public House at the Bank Holiday weekend and a noise abatement notice had been served.

*The meeting was suspended at 7.12pm to allow Niall O’Shea Assistant Location Manager from Warner Brothers to address the meeting and to allow questions from the public as well as councillors.*

**Item 6a Presentation and Short discussion from Warner Brothers re possible film set on the Brickfields**

Mr O’Shea advised that Warner Brothers wished to shoot a small scene on the Brickfields and flint beach for a family adventure film. Filming would take place at the end of November/beginning of December. The various crews would be on site for 10-14 days although the actual filming would only take place on one or two days. Any disruption would be kept to a minimum and they would liaise with local residents who would be affected the most, but there was bound to be some inconvenience as there would be up to 200 people in the area on filming days. Other areas of land around the village would also be used for support services. Security would be provided for the set itself and they would make good any disruption to the land or environment.

The Chair thanked Mr O’Shea for the presentation and advised that the Council would consider the request later in the meeting.

Members of the public present appeared to be in favour of the proposal

*The meeting reconvened at 7.35pm.*

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

None

b) **Disclosable Non Pecuniary Interests.**

None

**4. Minutes of the August Meeting**

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

**5. Matters Arising**

None.

**6. Visitors**

a) **Presentation and Short discussion from Warner Brothers re possible film set on the Brickfields See above**

**b) Report from Borough Councillor**

Taken at 8.45. Cllr Dewar Whalley encouraged attendance at the Planning enforcement training. He advised that he was particularly involved in Finance and Legal aspects of the Borough Council. The Chair asked how long it would be before the register of Councillors' interests was published on the SBC website; he advised he would investigate.

*Chair*

**c) Report from County Councillor**

Cllr Burgess reminded the Council about the KCC Streetlight consultation. He advised that he would be arranging the visit from the Highways Engineer by the beginning of November. He agreed that the owners of the public house were welcome to attend the meeting when discussing the parking issue.

*Clerk*

**d) Report from PCSO Link**

PCSO Link had advised that there had been one incident of criminal damage, and three reports of theft in the village in the last month.

**7. Decisions/Actions/Proposals**

**a) Action List Update**

The new sign and board had been erected at the Brickfields entrance. The Council thanked Cllr Mayes for his hard work and thanks were also extended to Cllr Smith, Mrs Telford and Mr Branchett for their assistance

The repairs to the dock were complete

The Car park policy had been approved at the August meeting.

**b) Fire break on the brickfields**

Friends of the Brickfields had forwarded a quote for the installation of the firebreak. In view of the possible cost the Council decided that a further quote would be sought in accordance with the Financial Regulations.

*Cllr Smith*

**c) Fence at the entrance to the Brickfields**

The fence to the east of the gate had collapsed and it was agreed that quotes would be sought for a replacement fence.

*Cllr Smith/Mayes*

**d) Grant request for Dock Repairs**

The Chair advised that Queenborough Fisheries Trust had some grant money available for small wharves on the Medway and a grant would be sought for the dock repairs.

*Chair*

**e) Changes to 327 Bus Service Cllr Duncan Dewar Whalley arrived at 8.07**

A questionnaire had been sent out and the results would be collated and further discussions would then be held with Chalkwell Coaches

**f) Terms of Reference for Friends of the Brickfields**

*Chair*

To be prepared

**g) Farmers Market Site Request**

It was proposed by Cllr Gates, seconded by Cllr Howard Challis that the request be denied as it was thought that the Brickfields site was not suitable; all were in favour. It

*Clerk*

was proposed by the Chair, seconded by Cllr Mayes that an alternative site of the Recreation Ground be suggested, as this would enable use of the Memorial Hall in inclement weather; all were in favour.

**h) Planning Working Party Terms of Reference**

To be drawn up.

**i) Westfield Car Park issues**

On discussion it was agreed that a consultation exercise would be carried out with all the residents at Westfield about the possible provision of an extension to the car park as well as changes as to how spaces are allocated and the provision of a visible permit.

*Clerk*

The Council discussed the problem with the spaces which the Clerk had re-allocated as they had not been paid for in 2014 or 2015. It was proposed by Cllr Smith, seconded by The Chair, that as the tenancy agreement clearly stated that payment was to be paid by 30 June each year the residents in question were in breach of the agreement and therefore had forfeited their space; all were in favour.

*Clerk*

**8. Correspondence**

a) Parish News August 2015

b) SBC of 1.9.15 – Details of members Allowances. It was proposed by the Chair, seconded by the Vice Chair that the new allowance rate be discussed at the November meeting; all were in favour.

*Clerk*

c) KALC of 1.9.15 – Delay in Pilot Local Warden Support Officer scheme.

d) Came and Company of 1.9.15 – Confirmation of renewal of insurance.

e) KALC of 2.9.15 – Variation of Kent Permit Scheme.

f) SBC of 3.9.15 – Community Safety Partnership Questionnaire.

g) KALC of 4.9.15 – New arrangements for operation Stack.

h) SBC of 4.9.15 – Swale Rural Forum Minutes.

i) KFRS of 4.9.15 – Chimney Fire Safety Campaign. It was agreed that an article should be included in the Newsletter.

*Clerk*

j) MR Swift of 7.9.15 – Remembrance Service. Chair will attend. See item 7i)

*Chair*

k) Resident of 7.9.15 – problems with the Westfield Car Park

l) SAC of 10.9.15 – Minutes of 10.9.15

m) KALC of 10.9.15 – Finance Conference

n) KALC of 10.9.15 – Councillor Information Day.

o) Treecraft Ltd of 12.9.15 – Quote for Fire Break on the Brickfields. See item 7b).

p) KCC of 14.9.15 – Inside Track.

q) SBC of 15.9.15 – JTB minutes

r) KALC of 16.9.15 – Highways Questionnaire

s) KCC of 18.9.15 – Shared Lives Poster

t) Resident of 18.9.15 – Request to use the Brickfields for a Farmers Market. See item 7g).

u) Resident of 21.9.15 – Request to fly a Harris Hawk on the Brickfields. It was proposed by the Vice Chair, seconded by the Chair that the request be denied because of concerns about indigenous wildlife and public safety.

*Clerk*

v) Cllr Truelove of 21.9.15 – LED lighting consultation. To be included in the Newsletter.

*Clerk*

- w) Chalkwell Of 9.9.15 – Response to the complaints about the bus service. The Chair would contact local press to raise the profile of the issue. *Chair*
- x) KCC Highways of 16.9.15 – Parish and Town Council Seminar on 29.10. Chair to attend. *Chair*
- y) KALC email of 22.9.15 – War Memorial Workshop
- z) EA of 22.9.15 – MEASS strategy meeting. The Chair had intended to attend but had been unwell.
- aa) KALC of 23.9.15 – Flying the Flag on Commonwealth Day 2016
- bb) KCC of 23.9.15 – Street Lighting Consultation
- cc) KALC of 29.9.15 – Parish Council Improvement Strategy NALC consultation.
- dd) Resident of 30.9.15 – Concerns about Car park at Westfield *Clerk*
- ee) KALC of 30.9.15 – Consultation on Police powers.
- ff) SBC of 30.9.15 – Swale Rural Forum Agenda Item request.
- gg) KALC of 2.10.15 – Change of titles for some personnel.
- hh) Swale Borough Council – Annual Report.

#### **9. Planning**

- a) SBC of 28.8.15 – Application 15/506837 for single storey rear extension and two storey front extension to raise pitch of roof for loft conversion and windows at 75 School Lane. No comments.
- b) Resident of September 15 – Feedback from the Funton Brickworks refusal.
- c) KALC of 22.9.15 – Call for evidence on the Built Environment
- d) Inside Government of 30.9.15 – Neighbourhood Planning Way ahead conference.
- e) KALC of 30.9.15 – Boundary Review proposals for Sevenoaks.
- f) SBC of 6.10.15 – Planning enforcement training. Chair to attend. *Chair*
- g) Summaries dated 28.8, 4.9, 11.9, 18.9, 25.9, 28.9, 2.10

#### **10. Clerk's Report**

- a) The Clerk had banked £540 since the last meeting £450 burial fees, £50 in allotment rent and £40 in car parking fees. The Clerk still held the rent for the Westfield Car park and £20 in allotment rent. *Clerk*
- b) The Council had received the approval for the grant of £420 for the dog bin for the Brickfields, and the litter bin for the Recreation Ground, The Clerk was asked to get the dog warden to visit the village. *Clerk*
- c) The Clerk had received a complaint about the state of the burial ground. The complainant felt that the area was not being mown regularly enough, memorials were being over grown or covered with leaf litter (especially the ashes plots) The complainant also advised that memorials were being damaged by the trimmers. The Chair would talk over the issues with the contractor. *Chair/Clerk*
- d) All allotments at the Memorial Hall, and Tutts had been paid for. The rent for two allotments at Westfield was still outstanding. *Clerk*
- e) Mr Knott was unable to remove the base of the dog bin on the Recreation Ground. It was agreed that Mr Branchett be asked to remove the base. *Clerk*

- f) The Clerk had ordered the poppy wreath for Remembrance Day. **Clerk**  
 g) The Clerk was in the process of submitting a planning application for the trees to be trimmed back in the Burial Ground. **Clerk**  
 h) The Clerk had sold one ashes plot.

*Councillors agreed that the Standing orders be lifted to allow the items on the agenda to be completed.*

## 11 **Finance**

### a) **Cheques**

Payee	Description	Amount £	Cheque No.
Streelights	Repairs to lamp at 65 School Lane	120.00	100168
		24.00	
		<b>Total 144.00</b>	
Mr J Knott	Litter Picking Jul- Sep Sight checking play equipment Jul – Sep 2 Hours work on bin base	150.00	100169
		75.00	
		14.00	
		<b>Total 239.00</b>	
Mrs CD Fordham	Salary July –Sep Tax Rebate Expenses advance Jul - Sep	1186.08	100170
		256.80	
		45.00	
		<b>Total 1487.88</b>	
Craigdene Ltd	Annual Playground Inspection VAT	95.00	100171
		19.00	
		<b>Total 114.00</b>	
Edwin Ward	Completion of repairs to Dock Wall	<b>Total 2255.00</b>	100172
Mr C Mayes	Post crete No parking sign Fixings VAT (For Brickfields entrance)	11.98	100173
		58.00	
		18.68	
		15.34	
		<b>Total 104.00</b>	

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**

Dead trees to be removed within the next few weeks. Cllr Hartfree advised that bigger trees were needed.

### b) **Footpaths, highways and lighting**

The street light in School Lane had been repaired. The edges of the Gibbs Amenity area were not being cut back – the Clerk was asked to contact the contractors. The quote for **Clerk** cutting back the edges of the path was still awaited.

**c) Burial Ground**

There had been a complaint about the grubbing out of the hedge; it had been explained why the Council were replacing the hedge. The Chair and Cllr Hartfree would meet with the contractor to discuss how the bank below the hedge could be stabilised.

*Chair/Cllr Hartfree*

**d) Allotments**

**e) KALC**

**f) School Governor**

**g) Play Area**

**i) Inspection Report.**

Treecraft had been asked to undertake the sowing and would be asked to remove the concrete block.

*Clerk*

**h) Brickfields**

**i) General Matters**

Councillors asked for an update on the Memorial Plaque. The Chair and Cllr Parker would visit the family about the memorial tree.

*Chair/Cllr Parker*

**ii) Edith May**

On discussion, it was proposed by the Vice Chair, seconded by Cllr Mayes that a revised agreement be drawn up for the docking of the Thistle; all were in favour. The contract would be subject to a six monthly review and the rent needed to be paid by regular Standing Order.

*Clerk*

**iii) Westmoreland**

**i) Risk Assessment Review**

Still in progress.

**j) Newsletter/Website**

The Westfield Car Park; Christmas lights, Chimney fires, street light consultation.

**13. Any Other Business**

*Clerk*

Cllr Parker advised that planters would cost £80 each (900mm x 250mm). The provision of planters would be discussed at the meeting with the Highways Engineer.

**14. Use of the Brickfields for a short term film set – Council decision (this item was held In Camera as the discussion included contract terms)**

*Cllrs*

The Council had been approached by Warner Brothers to use part of the Brickfields for a short term film set. On discussion, it was proposed by the Vice Chair, seconded by The Chair that the Council agreed to the use of the Brickfields area by Warner brothers; all were in favour. The Chair and Clerk had met with the location manager and been advised by KCC Film office that dealing with Warner Brothers should not cause any problems for the Council.

*Clerk*

It was proposed by Cllr Parker, seconded by Cllr Smith that the Chair and Vice Chair be authorised to negotiate with Warner Brothers about the location fee, with possible amounts discussed; all were in favour.

**15. Date of Next Meeting**

*Chair, Vice Chair*

The next meeting of Lower Halstow Parish Council will be held on Tuesday 3 November 2015 at 7.00pm in Memorial Hall, Lower Halstow.

The meeting closed at 9.25pm.

Date:

Signed:

Cllr N Randell  
Chair