

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 2 December 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

Present: Cllr Mick Drury (Chair); Cllr Steve Gates (Vice Chair); Cllr Chris Mayes; Cllr Steve Parker; Cllr R Smith; Cllr Barry Tucker and Parish Clerk Mrs C Fordham.

2 members of the public

1. **Apologies** Cllr Nigel Randell (holiday); apologies were accepted

Action

2. **Public Question Time**

The Churchwarden advised that the Church would lend tables for the Christmas Tree lighting up ceremony and bring carol sheets.

A resident drew the Council's attention to Spirit of Sittingbourne Consultation from Swale Borough Council

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

Cllr Drury disclosed an interest in items 13K) ii) iii) iv) and v).

b) **Disclosable Non Pecuniary Interests.**

None

4. **Minutes of the November Meeting**

It was proposed by Cllr Tucker, seconded by Cllr Smith that the draft minutes of the November meeting on Lower Halstow Parish Council be accepted as a true record; all Councillors were in favour and the minutes were duly signed.

Item 13i) was taken at this point.

5. **Matters Arising**

a) **Emergency Plan**

The Emergency Plan Working Party had not yet met. The Clerk would circulate the KCC leaflet "What to do in an emergency" and this would form the basis of an individualised plan for the village

Clerk

b) **Litter Cart**

Iwade PC had expressed an interest in purchasing the cart and the Clerk would follow this up.

Clerk

6. **Visitors**

a) **Report from Borough Councillor.**

b) **Report from County Councillor**

7. **Decisions/Actions/Proposals**

a) **Standing Orders**

It was proposed by the Vice Chair, seconded by Cllr Smith that the revised standing orders be signed; all were in favour and the standing orders were duly signed

Clerk

b) **Discussion/approval of quote from Landscape Services for village grass cutting**

The Council were very happy with the quality of Landscape Services' work and there were very few other contractors wishing or able to quote for such works. It was therefore proposed by Cllr Tucker, seconded by the Vice Chair that the quote of £1853.65 be accepted; all were in favour

Clerk

8. **Correspondence**

a) ACR Kent email of 4.11.14 – AGM on 20.11.14.

b) Dunkirk Parish Council email of 4.11.14 – comments on Statement of Intent.

c) SBC email of 5.11.14 – Heritage Grants. The Council discussed the provision of interpretation boards for the Brickfields. The Clerk would contact Friends of the Brickfields for their input.

Clerk

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- d) KALC email of 7.11.14 – Kent Highways Survey. Clerk to complete *Clerk*
 - e) SBC email of 10.11.14 – Swale Rural Forum Agenda.
 - f) KALC email of 10.11.14 – Nominations required for NALC Smaller Councils Committee.
 - g) KALC email of 11.11.14 – DCLG’s delivering differently Project.
 - h) Swale Area KALC Committee of 14.11.14 – Agenda for meeting on 1.12.14
 - i) Friends of Lower Halstow Park email of 18.11.14 – Minutes of last meeting, including intention to disband. The Council wished to record their sincere thanks to the *Clerk* Friends of Lower Halstow Park for all their hard work in setting up the first phase of the play area.
 - j) KALC email of 20.11.14 – Pledge4 plastics campaign.
 - k) KALC email of 25.11.14 – GO 20 campaign.
 - l) Landscape Services of 14.11.14 – quote for grass cutting RE 489.21; Gibbs 895.84; Edges of Gibbs 117.10, Street Amenity Area: £351.50. See item 7b.
 - m) Kay Challis email of 1.12.14 – copy of email to BT Open Reach re flooding at the end of Wardwell Lane.
 - n) KALC email of 27.11.14 – Pharmacy Consultation.
 - o) KALC email of 28.11.14 – revised salary scales
 - p) KCC Highways email of 28.11.14 – Delivery of Salt bag. Cllr Mayes advised that a new salt bin would cost £120. The Clerk was asked to contact Cllr Burgess to enquire whether he would be willing to provide a grant to purchase one. *Clerk*
 - q) Mrs Bennett email of 28.11.14 – Request to place a memorial bench on the Brickfields. On discussion it was proposed by the Chair, seconded by the Vice Chair that the Council drawn up a policy on the memorials on Council land, together with a plan of where any agreed benches could be placed, all were in favour. *Clerk*
 - r) KALC email of 1.12.14 – Police rural crime leaflet.
 - s) KCC email of 2.12.14 – leaflets on Community Resilience and Emergency Planning.
 - t) The Chair advised that he had received a call about noise emanating from the Three Tuns on the evening of 30 November.

9.Planning

- a) KCC email of 19.12.13 – submission of Kent Minerals and Waste Plan for inspection
- b) The Swale Local Plan would be open for Final Consultation on 19 December.
- c) Summaries dated 11.11,14.11, 24.11, 28.11

10.Clerk’s Report

- a) Mr Sidney Wodhams would be buried in an existing grave on Thursday 4 December *Clerk*
- b) The Clerk held £300 in burial fees to be banked. *Clerk*
- c) Mrs Fahy had advised that she was investigating repairs to the bench cover.
- d) The Clerk had spoken to Chalkwell Coaches and they agreed to divert two buses to give a window of 5.30 to 7.00pm for the tree lights.

- e) There have been problems with the lock on the brickfields gate
- f) The Clerk had been advised that the Council could pay for a brown bin for the burial ground, but could also have a green bin for free. It was proposed by Vice Chair, seconded by Cllr Mayes that the Council purchase a brown bin; all were in favour.

Clerk

11. Clerk's Briefing on Openness and transparency Regulations

Councillors had received a written briefing on the new regulations which made provision for council meetings to be recorded by anyone present; a notice would be displayed at each meeting to inform the public of this provision. The briefing also advised Councillors to consider the provision of a dedicated email address for Parish business.

All Cllrs

12. Finance

Payee	Description	Amount £	Cheque No.
Lower Halstow Memorial Hall Trust Fund	Hire of Hall Oct 14	Total 24.00	100124
Mr R Smith	Claim for travel expenses: 28 Miles for KCC Seminar) 36 Miles for KALC AGM) 64 miles @ 45p per mile	Total 28.80	100125
KALC	Openness Training (50%) VAT	10.42 2.08 Total 12.50	100126
Treecraft	Christmas Tree purchased on behalf of the Council VAT	370.00 74.00 Total 444.00	100127

Under the Local Government Act 1972 (Sch 2) the signing of the cheques, was proposed by Cllr Mayes, seconded by Cllr Gates; all Councillors were in favour and the cheques were duly signed.. Exceptionally it was agreed by the Vice Chair and the Clerk that Cllr Smith be allowed to sign the cheques as they were no other signatories available.

b) Budget 2015/16 – Initial Discussions

A draft budget had been circulated for consideration. Councillors were asked to bear in mind the possible spending plans for 15/16: fire break on the Brickfields; Allowances; hedge and tree cutting; burial ground hedge repairs to the dock wall. The final decision will be made at the January meeting.

All Cllrs/Clerk

13. Report from Members on the following

a) Memorial Wood

The inaugural planting ceremony and the full tree planting had been very successful. The Council wished to record their thanks to everyone who had taken part, with special thanks to Friends of the Brickfield for the planning and practical works and the Three Tuns for their hospitality on the day.

Cllr Tucker wished to see the project progress and research would be undertaken with Kent wildlife trust about which flowers might be suitable for the area.

Clerk

b) **Footpaths, Highways and Lighting**

The path from Lapwing Drive down to Church Path could be very slippery because of the leaves and the Clerk would contact the handyman to have the leaves cleared.

It was noted that some pavements had been marked out by KCC for repairs.

Clerk

The Footpath from the Tramway to the Club had been cutback.

The conifers opposite Brookerspacs still needed trimming.

Clerk

c) **Burial Ground**

On discussion the Council agreed that quotes would be sought to replace the hedge from the east side of the gate with post and rail fencing and beech hedging plants.

Clerk

d) **Allotments**

e) **KALC**

The Area Committee had discussed the proposal to reduce the Community Warden scheme and the traffic issues surrounding village schools – it was unfortunate that the schools chosen for the KCC study were not actually rural schools. The February Rural Forum would be in Lower Halstow.

SBC would circulate a revised Statement of Intent.

Councillors had attended the AGM. There had been an item on Strategic Transport plan for Kent including the new Thames Crossing; an estuary airport and the dualling of the A21.

f) **School Governor**

Cllr Tucker advised that the school currently had 135 pupils; there was a high percentage of children with special needs. The extension was progressing well and appeared complete externally.

The Council thanked the School for allowing the Year 6 pupils to attend the Planting Ceremony.

g) **Play area and CCTV**

The Clerk would ask the company to undertake the required works and if they did not attend the Council would have to consider how to progress the matter.

Clerk

h) **Village Broadband**

No date had yet been given for the upgrade of the Broadband in the village. Councillors reported continuing problems with Mobile phone reception and it was agreed that this would be put forward as an item for the Rural Forum meeting.

Clerk

i) **Christmas Tree** *(Taken after item 4*

Arrangements were made for the switching on ceremony for the Christmas tree lights.

j) **Newsletter**

The following items would be included: thanks to the Friends of the Brickfields, the Pub and the School in connection with the Memorial Wood; thanks to the Friends of the Park for the play area; thanks to the Stevens. Cllr Burgess and Shaun Branchett for the Christmas tree; information about interpretation boards for the Brickfields.

Clerk

k) **Brickfields**

i) **General matters**

Cllr Mayes advised he now had the Council strimmer. He had contacted Mr Gransden and they had repaired the padlock.

Items 13 k ii) 13 Kiii) 13 Kiv) and 13Kv) were taken after item 15 when Cllr Drury had left the meeting.

ii) **Dock Mooring Fees**

On discussion, it was proposed by Cllr Tucker, seconded by Cllr Smith that the Council investigate mooring fees and draw up a table of fees.

Clerk

The Clerk was asked to draw up an agreement for the mooring of the oyster smack to use the dock; the agreement would end on 31 March, unless the Westmoreland came in before that date. An invoice would also be issued. A request had been received to reduce the agreed fees, but there was no evidence to allow the Council's original decision to be rescinded.

Clerk

iii) Edith May

It was proposed by Cllr Tucker, seconded by Cllr Mayes that the new licence for mooring be signed: all were in favour.

Clerk

iv) Car Park –Planning application update

The application was now being considered.

v) Westmoreland –update on licence

There was no update.

Clerk

14 Any Other Business

Cllr Tucker advised that he did not intend to stand for election in 2015.

The Clerk was asked to put up a notice advising that minutes were available on the website, or that a hard copy could be obtained from the Clerk.

Clerk

15. Date of Next Meeting

The next meeting of Lower Halstow Parish Council will be held on Tuesday 6 January. The following meetings would be held on 3 February, 3 March and 7 April, when the Annual Assembly of the Parish would also be held.

The meeting closed at 9.20pm.

Date:

Signed:

Cllr S Gates
Vice Chair