

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

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

County Councillors Lee Burgess and Roger Truelove, PCSOs Mathew Link and John Corke and 7 members of the public

Action

1. **Apologies**; Cllr Steve Parker (work); Cllr Robert Smith (Holiday); Borough Councillor Ben Stokes; all apologies were accepted

2. **Public Question Time**

The Church warden was concerned that the notice advising no vehicular access to the Church had gone missing. There had been considerable traffic problems at a recent wedding at the church because of this. The Council had been advised that KCC had not removed the sign.

A resident thanked the Council for their work in facilitating the installation of the CCTV.

A resident complained about parking problems in Burntwick Drive, when local events took place.

A resident advised that the new school bus service no 329 was picking up in Breach Lane, where there was nowhere for the children to wait safely. The Clerk would report the matter to KCC.

Clerk

Concern was expressed that the village gateway on the eastern approach did not match the start of the 30mph zone.

A suggestion was made that there ought to be a finger post directing to the Church for traffic approaching from the east.

It was reported that the Hedge at the Burial Ground was overgrown.

Clerk

A large amount of litter had accumulated in Wardwell Lane.

Clerk

PCSO Link advised that there was a new initiative to deal with parking outside schools, which included occasional visits from parking enforcement officers, as well as PCSOs. PCSO Link would take on board residents concerns with parking generally around the village.

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

Cllr Drury declared a pecuniary interest in Item 14m).

b) **Disclosable Non Pecuniary Interests**

4. **Minutes of the July Meeting**

It was proposed by Cllr Randell, seconded by Cllr Mayes that the minutes of the July meeting be accepted as a true record; all were in favour and the minutes were duly signed.

5. **Matters Arising**

a) The Clerk had applied for the grant for the new litter bin, and it was proposed by Cllr Randell, seconded by Cllr Mayes that the bin be ordered now, as Cllr Stokes had agreed the grant request.

Clerk

b) The request for double yellow lines around the school had been passed to Swale Borough Council for consideration.

6. **Visitors**

a) **Report from Borough Councillor**

b) **Report from County Councillors**

Cllr Truelove advised that County Council policy was now to contract out as many services as possible; this represented a significant cultural change in KCC

Cllr Burgess advised he was investigating the provision of a new Christmas tree for the village. He was in discussion with KCC about the provision of a third village gateway on Breach Lane; however, it was unlikely that funds would be available until 2015/16.

The Chair expressed the Council's thanks to Cllr Burgess for his help with the works to shore up the banks in Breach Lane.

7. Decisions/Actions/Proposals

a) Memorial Wood

i) Approve the establishment and design of a Memorial Wood on the Brickfields

On discussion concern was expressed about the loss of open space on the site; the management plan would be looked at again to facilitate the clearing of other sites on the Brickfields. It was felt that the sentinel trees should dominate the area and all be of one type, preferably Silver Birch Jackmanii, and that they should not be overwhelmed by the mixed woodland around it. It was proposed by Cllr Tucker, seconded by Cllr Randell that the Memorial would be planted; there were 3 Councillors in favour, and one abstention; the proposal was therefore carried.

ii) Approve the design of a war memorial on the brickfields and seek planning permission

On discussion it was proposed by Cllr Tucker, seconded by Cllr Mayes that the war memorial be sited at the south western end of the woodland walkway, in the area shown on the plan as the garden, and that planning permission be sought for such. Three Councillors were in favour of the proposal and there was one abstention; the proposal was therefore carried. The Clerk was asked to email the Friends of the Brickfields informing them of the outcome of the discussions. It was noted that funding might be available through the Swale Borough Council Memorial Fund to help towards the cost of the memorial.

Clerk

Clerk

Cllr Tucker would co-ordinate the school's involvement in the Memorial Wood. Marking out would take place on 8 September with the foundations for the memorial dug on 13 September. Cllr Parker had advised that he had sourced the materials for the memorial plinth free of charge.

b) Flag Pole – consider public response to survey

The deadline for replies had been extended to the end of September. So far there had been 3 positive and 8 negative responses.

Cllr Randell

8. Affordable Housing Proposal – Update

The Clerk reported that she has spoken to Tessa O'Sullivan from Action with Rural Communities and that she would approach Swale Borough Council for an initial discussion about possible sites.

9. Correspondence

a) Claire Fahy email of 1.7.14 – request to install football bench and hold event on Recreation ground on 6.9.14. It was proposed by Cllr Mayes, seconded by Cllr Gates, that the football bench be installed on the east side of the pitch, and that the tournament be allowed to take place; all were in favour.

Clerk

b) RSN email of 8.7.14 – Alive and Well Conference on 27.9.

c) SBC email of 14.7.14 - DCLG War Memorial Fund.

d) KALC email of 15.7.14 – notice of future consultation on Lower Thames Crossing.

- e) KALC Parish News of 16.7
 - f) Swale Area Committee of 17.7.14 – notes of statement of intent meeting.
 - g) KALC email of 18.7.14 – New Local Policing model.
 - h) SBC email of 25.7.14 – Draft Statement of Intent.
 - i) KALC email of 5.8.14 – P&CC survey on dealing with criminals
 - j) KALC email of 6.8.14 – latest guidelines on openness accountability. The new guidelines meant that Council meetings could be recorded and it was suggested that the Council might like to consider making their own recordings. The new guidelines would be incorporated in the update of the Council’s standing Orders *Clerk*
 - k) KALC email of 8.8.14 – government response on draft transparency and accountability regulations.
 - l) KALC of 8.8.14 – information on Community Trigger re ASB.
 - m) KALC of 12.8.14 – Kent Leader Programme.
 - n) SBC email of 12.8.14 – Agenda for Swale Rural Forum
 - o) SBC email of 13.8.14 - Community Asset Transfer policy review.
 - p) Swale Area Committee of 13.8.14 – Agenda for meeting on 1.9.14
 - q) KALC email of 18.8.14 – Accessible Britain Challenge.
 - r) SBC email of 18.8.14 – Sources of funding for the Voluntary Sector.
 - s) Cleverly and Spencer email of 19.8.14 – Quote for granite plaque. To be passed on to Friends of the Brickfields. *Clerk*
 - t) Tamla Trees email of 21.8.14 – quote of £895 for tree inspection. Two more quotes were awaited. *Clerk*
 - u) KALC email of 21.8.14 – amendments to Model standing orders *Clerk*
 - v) KALC email of 22.8.14 – conferences. It was agreed that the Clerk should attend the Finance Conference; Newington Parish Council would pay half of the cost. *Clerk*
 - w) SBC email of 28.8.14 – Disabled parking bay 16 Landrail Rd. No objections.
 - x) Rev J Smith of 1.9.14 – concern about removal of the sign at the end of Church Path which advised no vehicular access to the Church. It was proposed by Cllr Randell, seconded by Cllr Gates that the Council purchase a new sign at the cost of up to £75; all were in favour, subject to PCC approval. Cllr Mayes advised he would ask the PCC for a contribution to the cost. The Clerk advised that KCC Highways Engineer reported that they would re-site the no-through road sign and it was agreed that the new sign would be fitted after this; KCC had no objection to the sign being fixed on their post. *Cllr Mayes*
 - y) Resident of 25.8.14 – complaint about vehicles parking on the pavements. The Clerk had received two phone calls to the same effect. The Chair advised that he had been issuing Polite Notices to remind drivers of the law concerning parking. *Cllr Mayes*
 - z) Rev J Smith email of 1.9.14 – request to extend chain on Brickfields gate. It was agreed Cllr Mayes would investigate the provision of a longer chain.
10. **Planning**
- a) KCC email of 14.7.14- Kent Minerals and Waste Local Plan final consultation
 - b) KALC email of 8.8.14 – DCLG consultation on planning changes.
 - c) Mid Kent email of 26.8.14 – SW/14/0604 Home Farm Breach Lane, Amended plans.
 - d) SBC email of 27.8.14 – invitation to attend Planning Training sessions Cllrs Mayes, Tucker, Randell and Gates wished to attend. The Clerk would investigate whether there were any limits on numbers. *Clerk*
 - e) Summaries 4.7, 11.7, 18.7, 25.7, 5.8, 14.8, 21.8, 28.8

11. **Clerk's Report**

- a) The Clerk had collected the car parking rent with rent for 6 spaces outstanding; The Clerk was chasing these outstanding rents, together with rent for 4 allotments. *Clerk*
- b) Mr Branchett had quoted £75 to clear the over grown allotments .It was understood that some local guides wished to raise funds and Cllr Tucker would ask whether there were interested in undertaking such a project. The Clerk asked Councillors to visit the Westfield site to consider whether some of the tress along the access path needed cutting back. *Cllr Tucker*
- c) The Clerk had received three quotes for Council insurance and was currently comparing these. It was proposed by the Vice Chair, seconded by Cllr Randell, that the Clerk be authorised to accept the best quote, subject to a maximum of £1088, quoted by the current agents; all were in favour.. *All Cllrs*
- d) The Clerk had applied for grants for the litter and dog bins *Clerk*

12. **Contract Litter Picker and Handyman**

There had not been any applicants to date. The Clerk was asked to extend the advertising. *Clerk*

13. **Finance**

The Clerk had circulated an updated receipts and payments statement, together with a Forecast of Outturn for 2014/15.

a) **Cheques**

Payee	Description	Amount £	Cheque No.
EDF <i>Issued between meetings due to cancellation of direct debit</i>	Quarterly payment for electricity VAT 5%	617.93 30.90 Total 48.83	100102
Streelights	Replacement lantern at School Lane	360.00 72.00 Total 432.00	100103
Peel Ports	Rent VAT	1.00 0.20 Total 1.20	100104
Kent County Council	Legal Fees for Westmoreland VAT	178.50 35.70 Total 214.20	100105
Lower Halstow Memorial Hall Trust Fund	Hire of Hall July	Total 24.00	100106
Lower Halstow PCC	Contribution to cost of brown bin Annual Contribution to cost of village Newsletter	17.50 360.00 Total 377.50	100107
Swale Borough Council	1 Planning application for Memorial on Brickfields	Total 97.50	100108

Swale Borough Council	Planning application for car parking area on Brickfields	Total 97.50	100109
Mr C Mayes	RE-Imbursment for No Access Sign for Church Path VAT	62.50 12.50 Total 72.50	100110

Under the Local Government Act 1972 (Sch 2) the signing of the cheques, was proposed by The Vice Chair seconded by Cllr Randell; all Councillors were in favour and the cheques were duly signed. It was proposed by the Vice Chair, seconded by Cllr Randell that the Clerk be authorised to pay the Planning Permission fee (see item 7a) ii)) by BACS payment; all were in favour. *Clerk*

14. Reports from Members

a) Footpaths, highways and lighting

The Chair advised that he thought the crack in the bridge on Church Path was widening. The Clerk was asked to contact The Environment Agency for an update on the action they were taking. *Clerk*

Cllr Tucker was concerned about the surface of the pavements in the village being very uneven and the Clerk was asked to contact KCC. *Clerk*

Cllr Tucker reported that the lorries removing the topsoil in the new housing development had scoured the road by The Whitts. *Clerk*

b) Burial Ground

It was agreed that the Clerk should ask Mr Knott to sort out the rubbish bags at the burial ground. The Clerk was awaiting a reply about bin provision from SBC. *Clerk*

c) Allotments

d) KALC

The Chair had been unable to attend the meeting.

e) School Governor

The building works had started at the School and it was hoped they would be completed by the end of December.

f) Play Area

i) CCTV – Contact The new sign had been erected and the CCTV system commissioned.

ii) Age Limit Sign It was agreed that an age limit sign showing a maximum age of 12 years, be erected on the site. *Cllr Mayes*

g) Standing Orders

It was agreed that a Working Party be set up to consider, initially, the new standing orders, and terms of reference for the Friends of the Brickfields and Friends of the Park. The Working Party would consist of Cllrs Drury, Gates and Randell, and the Parish Clerk. *Clerk, Cllrs Drury, Gates and Randell*

h) Mobile Classroom

It was understood that the mobile classroom was in a poor state of repair and therefore the matter would not be pursued further.

i) Village Broadband

There was no update.

j) Newsletter/Website

It was agreed that articles would be included on the Memorial Wood and Plinth, and as well as the car parking problems. *Clerk*

Cllr Randell advised he was working on the website and was planning a relaunch in October. *Cllr Randell*

k) **Aircraft Flight paths**

There had definitely been an increase in flights over the village, but the Council did not feel that there was anything that could be done about the increase in flights.

l) **Junction of Vicarage Lane and Westmoreland Drive**

The skip at the junction was blocking lines of sight; the Clerk was asked to report the matter to the KCC Highways as the skip was sited on their land..

Clerk

m) **Brickfields** (*This item was taken after items 15 and 16, when Cllr Drury had left the meeting*)

i) Edith May – Update on Licence agreement (See confidential minutes)

ii) Car Park – Planning Application

The Clerk had formally notified the owners of the land of the intention to seek planning permission for car parking on the site. The Planning application would be submitted once the 21 day notice period had expired, now that the cheque had been issued.

Clerk

iii) Westmoreland – Update on Licence

The draft agreement had been sent to the trustees, but no reply had yet been received.

15. **Any Other Business** – None

16. **Date of Next Meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 7 October 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.25pm

Date:

Signed:

Cllr M Drury

Chair