

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 25 August 2015 at 7.00pm in the Memorial Hall, Lower Halstow.

Present: Cllr Nigel Randell (Chair); Cllr Steve Gates (Vice Chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis (arrived at 7.10pm); Cllr Chris Mayes; Cllr Rob Smith;; Cllr Steve Parker and Parish Clerk Mrs C Fordham. 5 members of the public and Borough *Action* Councillor Ben Stokes and County Councillor Roger Truelove

1. **Apologies** PCSO Link.

2. **Public Questions**

Concern was expressed about the proposed new bus timetable and the reduction of services to Lower Halstow. The Chair advised that they had not been consulted about the changes and found out through a concerned Upchurch resident. There was to be a public meeting in Upchurch on 26 August; the Chair would attend as well as the County *Chair* Councillor.

An enquiry was made about the Council's policy on Memorial Benches in the village.

A copy of the policy was given to the enquirer.

A resident raised the issue of the inappropriate items being left around the memorial tree on the Brickfields; the Chair advised that the matter would be discussed later in the meeting.

It was reported that the parking problems outside the public house were spilling over into Burntwick Drive.

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

None

b) **Disclosable Non Pecuniary Interests.**

None

4. **Minutes of the July Meeting**

It was proposed by Cllr Howard-Challis, seconded by Cllr Mayes that the draft minutes of the July 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) **Report from Borough Councillor**

Cllr Stokes advised that the Funton application would go to the Borough Planning Committee the following week He would be pressing for a site meeting should Councillors be minded to approve the application.

Cllr Stokes advised he would check on the progress of the provision of a litter bin.

b) **Report from County Councillor**

Cllr Truelove advised he would be attending the meeting about the bus service, but it was likely that at this stage the new timetable would take effect at least for the interim.

Chalkwell had made a commercial decision, but he would be pursuing the matter.

He advised that KCC would be consulting on the introduction of LED lighting and encouraged residents to respond. He would send details to the Clerk for inclusion in the *Clerk* village newsletter.

He expressed concern that the proposed Swale Local Plan did not have provision for sufficient housing to meet the Government's target.

c) **Report from PCSO Link**

PCSO Link had advised that there had been some car break ins in the village.

*Cllr Stoke and a member of the public left the meeting.*

## **7. Decisions/Actions/Proposals**

*(It was agreed that Item 7h) would be taken first*

### **a) Action List Update**

The Dog bin at Heron Close had been installed; work was due to begin on the dock repairs, the work on the burial ground hedge was due to start in October.

### **b) Policy for use of the occasional car park at the Brickfields.**

A draft policy had been circulated; it was proposed by Cllr Howard Challis, seconded by the Chair that the Policy be adopted; all were in favour and the policy was duly adopted.

*Clerk*

### **c) Quote for hedge cutting Breach Lane**

The Council had received a complaint from KCC about the hedge at the car parking area in Breach Lane. Treecraft had quoted £90 to flail cut the hedge; It was proposed by the Chair, seconded by Cllr Mayes that the quote be accepted; all were in favour.

*Clerk*

### **d) Quote for installation on Defibrillator**

A quote for the installation of the defibrillator had not yet been received. However in view of the urgency of installing the equipment it was proposed by Cllr Gates, seconded by Cllr Howard Challis, that the Chair and Clerk be authorised to agree up to £200 for the cost of the installation; all were in favour.

*Clerk/Chair*

### **e) Quote for Tree Survey**

Two quotes had been received for the tree survey. Tamla trees quoted £1260 for the survey of 4 sites and the report, Landscape Services quoted £977, both plus VAT. It was proposed by Cllr Howard Challis, seconded by Cllr Gates that the quote from Landscape Services be accepted; all were in favour.

*Clerk*

### **f) Committee and Offices Update.**

Cllr Gates had stood down from the Dock Working Party, the Project Working Party and the Planning Working Party; The Chair joined the Project Working Party.

*Clerk*

The Clerk was asked to investigate the possibility of Flood Warden Training to appoint a Councillor as Flood Warden.

*Clerk*

### **g) Grant request for Dock Repairs**

The Chair reported that he had been informed that the Queenborough Harbour Trust may be able to provide a grant towards the cost of dock repairs; it was agreed that this should be investigated further.

*Chair*

### **h) Changes to 327 Bus Service** *(This item was taken before item 7a)*

The Chair would be up notices around the village about the meeting in Upchurch. The Council would pursue the issue with KCC and Chalkwell, following the public meeting.

*Chair*

## **8. Correspondence**

a) Came and Company email of 13.7 notification of merger with Poland Stackhouse.

b) ARC Kent of 15.7.15 – lottery Village SOS scheme.

c) Bobbing Pc of 18.7.15 – Update on Parking on Pavements. Cllr Hartfree would investigate the cost of putting planters on the pavements and the Chair would chase up the meeting with KCC to discuss possible solutions.

*Cllr Hartfree  
Chair*

d) MEASS of 20.7.15 – Strategy Launch event on 22.7.

e) SBC of 28.7.15 – WWI Centenary Grants. Copy sent to Friends of the Brickfields.

f) Kent Police of 27.7 – survey of victims/witnesses of crime

g) Park Leisure of 30.7.15 – action taken to repair play equipment..

h) KALC of 31.7.15 – Council tax statistics

- i) Resident of 31.7.15 – concerns about tree on the Brickfields. The Council agreed that the tree was very unsightly and the situation was aggravated by the type of items being left. The Council did not want any items left at the site. The Chair agreed to *Chair* speak to the parents.
- j) SAC of 2.8.15 – SAC on 7.9.15. Cllr Smith was unable to attend.
- k) KALC of 7.8.15 – P&CC event on 23.9.15
- l) KCC of 10.8.15 – Inside Track funding.
- m) SBC of 11.8.15 – Woodland Trust Tree Planting Packs. Sent to Friends of the Brickfields.
- n) KALC of 12.8.15 – Financial Topic Note.
- o) Mike Whiting of 13.8.15 – Updated details for Gordon Henderson. Information *Clerk* to be placed on the Council notice boards.
- p) KALC of 13.8.15 – KALC events
- q) SBC of 13.8.15 – Swale Rural Forum Agenda. It was agreed that the issue of the *Clerk* Bus Service Changes would be raised with the JTB.
- r) SECAMB of 18.8.15 – Annual meeting on 24.9.15
- s) Resident of 24.8.15 – Complaint about parking problems at Westfield. The Council agreed that any inappropriate behaviour should be referred to the Police to deal with. The Council would investigate the unauthorised parking. The allocation of parking spaces was discussed; It was proposed by Cllr Gates, seconded by Cllr Parker *Clerk* that in future only 1 space would be allocated per household; all were in favour.
- t) SAC of 25.8.15 – Agenda for meeting on 6.9
- u) Mid Kent Memorials of 31.7.15 – Request for an additional inscription . *Clerk* Approved.
- v) Age Concern – Poster for Display. *Clerk*

#### **9. Planning**

- a) KCC of 14.8.15 – Minerals and Waste Plan Modifications Consultation.

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

- a) The Clerk had banked £ 793.25 since the last meeting £785 in allotment and car park rent and £8.25 in Memorial fees
- b) There had been a complaint about the holly trees in the burial ground overgrowing graves. The Clerk was asked to obtain a quote to trim the trees. *Clerk*
- c) There had been some enquiries from the MP's office about the Westfield Cottages Car Park, as they too have had a complaint about the parking problems.
- d) The Clerk had let one space at the Westfield car park; there were three more spaces to let, for which the Council had applicants. *Clerk*
- e) Fees were outstanding on 3 allotments at Westfield, 1 at Tutts and 3 at the Memorial Hall, the deadline for payment was 7 September *Clerk*
- f) KCC had requested that the Council cut back the car park hedge where it runs alongside Breach Lane.
- g) The Chair has purchased the new software for the risk assessment updates and The Chair is working on the update.

Clerk

- h) The Clerk advised that work was required to produce/update the following policies: Model Publication Scheme, Disposal and Retention Policy, Risk Assessment Policy, equal opportunities and health and safety Policies, Grievance and disciplinary procedures; Bullying and harassment (dignity at work) policy

## 11. Finance

### a) Forecast of Outturn 2015/16 Update

A revised forecast of outturn had been circulated for consideration. The main changes had been nil cost for the election and £1600 allocation from reserves for the replacement burial ground hedge. Councillors noted the update.

### b) Cheques

Payee	Description	Amount £	Cheque No.
Lower Halstow Memorial Hall Trust Fund	Hire of Hall June and July	<b>Total 48.00</b>	100160
Kent County Council	Legal Services VAT	27.00 5.40 <b>Total 32.40</b>	100161
Mr N Randell	52 Miles on Parish Council business @ 0.45p per mile	<b>Total 23.40</b>	100162
Came and Company	Annual Insurance Premium Insurance Premium Tax	878.80 52.73 <b>Total 931.53</b>	100163
DMH Solutions	Software Update for Risk assessment Package Post and Packaging VAT	36.25 3.19 7.89 <b>Total 47.33</b>	100164
Peel Ports	River Licence VAT	1.00 0.20 <b>Total 1.20</b>	100165
Commercial Services	Half yearly grass cutting VAT	926.83 185.37 <b>Total 1112.20</b>	100166
DCK Beavers Ltd	Payroll Services VAT	20.00 4.00 <b>Total 24.00</b>	100167

Under the Local Government Act 1972 (Sch 2) the signing of the cheques, was proposed by Cllr Howard Challis seconded by Cllr Hartfree, all Councillors were in favour and the cheques were duly signed.

## 12. Reports from Members

### a) Memorial Wood

Councillors would investigate the issue raised by the grass contractor about the trees overgrowing the edge of the grassed area at the Memorial Wood.

Cllr Mayes would also raise the matter at the Friends of the Brickfields meeting. *Cllr Mayes*

**b) Footpaths, Highways and lighting**

The light in Crouch Hill court was being overgrown by the hedge which needed cutting back. *Clerk*

Concern was expressed about what appeared to be a dead tree in the grounds of Green Farm.

The footpath signs were missing at Chapel Meadow and the Stables area in School Lane. *Clerk*

The edges and corners of the Gibbs Amenity Area had not been cut properly when the last mow had been done. *Clerk*

**c) Burial Ground**

**d) Allotments**

**e) KALC**

**f) School Governor**

Cllr Mayes had now received a schedule of meetings.

**g) Play Area**

**i) CCTV**

The new recorder was up and running.

**ii) Inspection Report**

Park Leisure had undertaken the remedial work recommended by the Inspector. Cllr Mayes had removed the broken Perspex from the Teen Shelter. The Clerk had asked the donors of the bench to replace it. The handyman had been asked to remove the base for the dog bin; the Clerk would check on progress. Treecraft would be asked to quote for repairing the grass and soil at the edge of the safety matting. *Clerk*

**h) Brickfields**

**i) General Matters**

The Chair would speak to the owner of the vessel being repaired in the dock. *Chair*  
Cllr Mayes would move the sign from the gate to the new posts. *Cllr Mayes*

**ii) Edith May**

The Clerk would request copies of appropriate licences for the winter season. *Clerk*

**iii) Car Park**

It was agreed that a new no parking sign would be purchased for the outer gate once the information sign had been removed. *Cllr Mayes*

**iv) Westmoreland**

**i) Risk Assessment Review**

The Chair had installed in the new software and was updating the information. *Chair, Clerk*

**j) Newsletter/Website**

It was agreed that articles should be included on the bus service changes and the lighting consultation. *Clerk*

The Chair reported that he had had been contacted by the website manager from Upchurch Matters about expansion plans. *Chair*

**13. Any Other Business**

14. **Date Of next meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 6 October at 7.00pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.12pm.

Date:

Signed:

Cllr N Randell  
Chair