

Minutes of the Annual meeting of Lower Halstow Parish Council held on Monday 18 May 2015 at 7.00pm in the Memorial Hall, Lower Halstow.

Action

Present: Cllr Mick Drury (retiring Chair); Cllr Steve Gates; Cllr Chris Mayes; Cllr Nigel Randell; Cllr R Smith; Cllr Sue Hartfree; Cllr Keith Howard-Challis and Parish Clerk Mrs C Fordham. County Councillor Lee Burgess; PCSO Link
4 members of the public.

Cllr Drury took the Chair of the meeting until the new Chair was elected.

1. **Apologies** Cllr Steve Parker; Borough Cllrs Ben Stokes and Duncan Dewar-Whalley

2. **New Council – Declaration of Acceptance of Office and Register of Interests**

The results of the uncontested election were read out by the retiring Chair. All Councillors present signed the declaration of Acceptance of Office. It was proposed by the Chair, seconded by Cllr Gates that the Declaration of Acceptance of Office for Cllr Parker be deferred until the next meeting of the Council on 2 June 2015; all were in favour.

*Clerk/Cllr
Parker*

3. **Election of Chair and Vice Chair**

It was proposed by Cllr Randell, seconded by Cllr Mayes that Cllr Gates be nominated as Chair. Cllr Gates refused the nomination.

It was proposed by Cllr Gates, seconded by Cllr Mayes that Cllr Randell be nominated as Chair; there were no other nominations and all were in favour. Cllr Randell was duly elected as Chair.

It was proposed by Cllr Smith, seconded by Cllr Mayes that Cllr Gates be nominated as Vice Chair; there were no other nominations and all Councillors were in favour. Cllr Gates was duly elected as Vice Chair.

4. **Appointments to Offices, Committees and Working Parties.**

KALC It was proposed by Cllr Howard-Challis, seconded by Cllr Mayes that Cllr Smith continue as KALC representative; all were in favour.

Barges Working Party It was proposed by Cllr Howard-Challis, seconded by Cllr Gates that the Barges Working Party consist of Cllrs Mayes, Gates and Smith; all were in favour.

Friends of the Brickfields It was proposed by Cllr Gates, seconded by Cllr Howard-Challis, that Cllr Mayes act as the Council's representative; all were in favour; a further representative was required.

School Governor It was proposed by Cllr Howard-Challis, seconded by Cllr Smith that Cllr Mayes act as School Governor; all were in favour.

Website It was proposed by Cllr Gates, seconded by Cllr Howard-Challis that the Chair continue to manage the website; all were in favour.

Hall Committee It was proposed by Cllr Howard-Challis, seconded by Cllr Smith that Cllr Gates continue to act as representative on the Hall Committee; all were in favour.

Project Working Party It was proposed by Cllr Gates, seconded by Cllr Howard-Challis that the working party consist of Cllr Gates plus two others still to be decided, with former councillor Mick Drury co-opted; all were in favour.

Planning Working Party It was proposed by Cllr Gates, seconded by Cllr Smith that the Planning Working party consist of Cllrs Randell, Gates, and Mayes, with former councillors Mick Drury and Barry Tucker co-opted members; all were in favour.

The new Councillors were encouraged to consider whether they wished to serve on any working parties or to act as Council representatives.

5. **Public Questions**

6. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

b) **Disclosable Non Pecuniary Interests.**

4. **Minutes of the April Meeting**

It was proposed by Cllr Mayes, seconded by Cllr Howard-Challis that the draft minutes of the April 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**

6. **Visitors**

a) **Report from Borough Councillor**

b) **Report from County Councillor**

Cllr Burgess was arranging a meeting with the Highways Engineer to discuss issues in the village, as well as the village gateway in Breach Lane.

Cllr Burgess advised that there would be changes to the ward boundaries for the County Council elections.

c) **Report from PCSO Link**

PCSO Link advised that there had been a theft from a garage in the new development and a vehicle at Westfield in the last month. He had also been dealing with a complaint about parking at the Three Tuns. The Council asked that he investigate the parking issues at Landrail and Club corner when next in the village.

10. **Decisions/Actions/Proposals**

a) **Emergency Plan**

The Chair advised that he hoped to finalise this by the July meeting.

Chair

b) **Memorial Wood Grass Cutting**

It was proposed by the Chair, seconded by Cllr Smith that the Council accept the contractor's recommendation of up to 3 weed sprays per annum around the new trees at £130 per application, and up to 8 cuts per annum at £110 per cut; all Councillors were in favour and the quote was accepted.

Clerk

c) **Dog Show**

It was proposed by the Chair, seconded by Cllr Mayes that a charity dog show be allowed on the Recreation Ground on 4 July on the proviso that the site was suitably cleared after the event; all were in favour and the request was approved.

Clerk

d) **Contract with Masters Alarms**

It was proposed by the Chair, seconded by Cllr Mayes that the Council accept the quote of £372 from Masters Alarms to update the CCTV recording equipment; all Councillors were in favour and the quote was duly accepted.

Clerk

11. **Correspondence**

- a) KALC email of 8.4.15 – Publication of new Kent Policing Plan.
- b) KALC email of 9.4.15 – List of Parish Council's who have an emergency plan.
- c) KALC of 17.4.15- Drain and Gulley clearance programmes. Lower Halstow gulleys were not on a regular cleaning rota and were only cleared when problems were reported
- d) Streetlights of 17.4.15 – Revised tariff
- e) KALC of 17.4.15 – My Community Rights Programme.
- f) Kent Police of 17.4.15 – Custody Visiting Volunteering opportunities
- g) KALC of 23.4.15 – NALC's Direction of Travel

- h) Resident of 27.4.15 – concern about parking problems in Landrail Rd. The Council reported the matter to the PCSO Link who would investigate. *Clerk*
 - i) Secamb of 27.4.15 – member event on 27.5.15
 - j) KCC Highways of 30.4.15 – request to include an article on vegetation in the village Newsletter. It was agreed that a shortened version of the article would be included. *Clerk*
 - k) Three tuns email of 1.5.15 request to use Brickfields Car park. The request was approved *Clerk*
 - l) KCC of 7.5.15 – Local Warden Support Officer Pilot programme. It was agreed that the Council would ask to be included in the pilot programme. *Clerk*
 - m) KCC of 11.5.15 – Inside Track Funding sources
 - n) KALC of 11.5.15 – letter from Chair of NALC.
 - o) KALC of 11.5.15 – Parish News.
 - p) KALC of 12.5.15 – Electoral Boundary Review.
 - q) Resident of 13.5.15 – complaint about tree. The Clerk would seek a quote for the tree inspection in the village to check there were no safety issues and the resident would be informed accordingly *Clerk*
 - r) SBC of 14.5.15 – Active Swale
 - s) SAC of 15.5.15 – Swale Area Committee meeting on 1.6.15 agenda. Cllr Smith to attend. *Cllr Smith*
 - t) KALC of 15.5.15 – Post election events.
 - u) Mid Kent Memorials of 24.4.15 – Request to have an additional inscription included on an existing memorial. Request approved. *Clerk*
12. **Planning**
- a) SBC of 27.4.15 Planning application 15/502681 55 dwellings at Funton. An overview of the application was given. It was noted that the site already had planning permission for industrial use. Concern was expressed about the application on the following grounds:
Access; school places; distance to amenities; land drainage flooding; river flooding to road; sewage arrangements, design of buildings. It was proposed by the Chair, seconded by Cllr Smith that the Council object to the application and that a draft reply be drawn up for consideration at the June meeting. *Planning WP*
 - b) KALC of 27.4.15 – Notification of submission of Swale Local Plan
 - c) Summaries dated 13.4, 17.4, 24.4 1.5
13. **Clerk's Report**
- a) £158.64 had been banked since the last meeting. £90 in allotment and car park rent and £68.64 from the Friends of the Park.
 - b) The FOTB would be asked to do a presentation at the July meeting . *Clerk*
 - c) Permission had been given for the brickfields car parking area to be used for a funeral reception.
 - d) The Clerk had spoken to the dog warden and they have agreed to do occasional patrols in the village, particularly concentrating on the Church Path area.

- e) An enquiry had been received about a memorial bench, but the enquiry was not pursued once the Council policy was notified to the enquirer
- f) One allotment at the Memorial Hall had been let. A notice had been included in the Newsletter reminding tenants to pay their rent. *Clerk*

14. **Finance**

a) **Cheques**

Payee	Description	Amount £	Cheque No.
Lower Halstow Memorial Hall Trust Fund	Hire of Hall March and April	Total 48	100146
Mr K Funnell	Internal Audit	Total 50.00	100147
Master Alarms Ltd	New recorder VAT	310.00 62.00 Total 372.00	100148
Southern Water	Water charges for Parish Council allotments	Total 156.31	100149
KALC	Defibrillator Cabinet VAT	875.00 495.00 274.00 Total 1644.00	100150
KCC	Legal Charges	27.00 5.40 Total 32.40	100151

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

b) **Approval of Accounts for 2014/15 and Annual Statement of Governance**

The accounts for 2014/15 had been circulated, together with the Annual Statement of Governance and the internal auditor's report. It was proposed by Cllr Gates, seconded by Cllr Mayes that the accounts and statement of Governance be approved; all were in favour and the return was duly signed. *Clerk*

c) **Budget 2015/16**

A copy of the 2015/16 budget had been circulated to Councillors.

15. **Reports from Members**

a) **Memorial Wood**

A report would be requested from the FOTB. *Clerk*

b) **Footpaths, Highways and Lighting**

The building materials were still obstructing the visibility splay at the end of Crouch Hill Court. *Clerk*

The old salt bag at the edge of the Recreation ground needed tidying; the Clerk was asked to contact the handyman. *Clerk*

A builder's bag had been left in the garage area behind the shop; the Clerk was asked to *Clerk* report the matter.

c) **Burial Ground**

It was agreed that the quotes for renewing the burial ground hedge should be updated. *Clerk*

d) **Allotments**

e) **Financial Regulations**

The Clerk would circulate a draft.

Clerk

f) **KALC**

g) **School Governor**

h) **Play Area**

i) **CCTV**

i) **Brickfields**

i) **General Matters**

It was agreed that Cllr Smith would seek a spec for the works on the corner of the dock. *Cllr Smith*
Fire break quotes were needed. *Clerk*

It was proposed by Cllr Smith, seconded by Cllr Howard-Challis that Cllr Mayes should procure a board for the Brickfields Sign at a cost of £136 and appropriate posts at a cost *Cllr Mayes* of no more than £30; all were in favour.

ii) **Edith May**

Copies of licences were still awaited.

Clerk

iii) **Car Park**

A draft usage policy would be drawn up for consideration.

Clerk

iv) **Westmoreland**

It was understood that the lottery grant application had not yet been submitted.

j) **Newsletter/Website**

The Chair advised that the 2008 Newsletters had now been added to the website.
Parking in Landrail and hedges.

16. **Any Other Business**

17. **Date of Next Meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 2 June at 7.00pm in the Memorial Hall, Lower Halstow. The Chair gave his apologies.

The meeting closed at 8.55pm

Date:

Signed:

Cllr N Randell
Chair