

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 6 June 2017 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Steve Gates (Chair); Cllr Rob Smith (Vice-chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Allyson Beerstecher; Parish Clerk Mrs A Smith and 13 members of the public were in attendance.

The Chair welcomed everyone and that the meeting was being recorded for the purposes of the Minutes.

**Action**

**1. Apologies.**

No apologies had been received although Cllr Stokes apologised that he would leave the meeting early due to other commitments.

**2. Declarations of Interest.**

a) Disclosable Pecuniary Interests.

None.

b) Disclosable Non-Pecuniary Interests.

Cllr Smith declared a non-pecuniary interest in item 8a Brickfields.

**3. Public Session.**

A resident was concerned about comments made at the planning meeting and wanted to remind the Council of their obligations in a constructive spirit. The National Policy Framework 2012 says that there is a presumption in favour of housing development. On decision taking local authorities should look for solutions rather than problems. Under the Localism Act the Parish Council has a responsibility to be well informed and represent the whole community. Personal feelings are not relative and the resident was disappointed at some of the comments made at that meeting.

**4. Visitors.**

- a) Klaire Lander and John McGee gave a presentation in relation to a re-development proposal for Callum Park. The current business will close next year after 32 years. The planning application will be submitted in the next few weeks.
- b) Cllr Stokes will look into the 20 mph request for School Lane.
- c) Cllr Mike Whiting paid tribute to Mike Baldock for his service to the community over the last 4 years. Email for contact purposes is [mike.whiting@kent.gov.uk](mailto:mike.whiting@kent.gov.uk).
- d) PCSO was not in attendance. Cllr Smith had reported to the PCSO in respect of suspicious vehicles parking with their headlights on for several hours late at night in Heron Close. There has been a noisy motorbike being ridden around the village late at night, also reported.
- e) Friends of the Brickfields.

A new constitution, which will include terms of reference, is a work in progress towards a final draft.

**5. To agree Minutes of the May meeting.**

It was proposed by Cllr Howard-Challis and seconded by Cllr Beerstecher that the draft minutes of the meeting of Lower Halstow Parish Council held on 2<sup>nd</sup> May be accepted as a true record. All Councillors were in favour and the minutes were duly signed.

It was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis that the draft minutes of the meeting of Lower Halstow Parish Council held on 16<sup>th</sup> May be accepted as a true record. All Councillors were in favour and the minutes were duly signed.

Cllr Gates brought to the attention of the meeting that there had been a voting irregularity at the meeting of 2<sup>nd</sup> May. It was proposed by Cllr Smith and seconded by Cllr Beerstecher to let the decision stand. All Councillors were in favour.

**6. To discuss and agree response (if any) to the following Planning Applications:**

- a) None at time of producing agenda.

**7. To acknowledge previous months list of planning appeal decisions.**

- a) None at time of producing agenda.

**8. Review of Action List items and reports from members on the following:**

a) Brickfields.

A resident has offered to "batter" the hump at the firebreak in the autumn. Fields In Trust application has been submitted. An up to date copy of Land Registry Register and Title Plan have been requested by Fields In Trust and will be sent. A request has been made by a member of Friends of the Brickfields for a report regarding the broken sewer pipe from Southern Water engineers. **Clerk**

b) Parks & Leisure (including playground).

The inspection is due. A quote will be requested. **Clerk**

c) Dock and Barges.

There is significant damage in the dock wall, which explains the substantial amount quoted for repairs. A surveyor will need to be approached and a full scope of work will be required.

Lifebelts for the dock have been supplied from Swale Borough Council. A housing is now required together with some notices. The spare will be stored at the Memorial Hall.

d) Burial Ground and Allotments.

Rabbits have attacked the burial ground. Guards have been put round the trees and Cllr Hartfree has used a spray. It was agreed to check who is responsible for looking after the tops of the graves. **Clerk**

One of the taps at the Memorial Hall allotments is not working. It was agreed to ask Cllr Parker for advice. **Clerk**

New burial ground fees will be drawn up for the next meeting. **Clerk**

e) Footpaths, Highways, Lighting.

The dead tree on The Street does not belong to KCC. The landowner has been informed.

Decisions on reporting rubbish hotspots to SBC as fly-tipping.

It was agreed to report the rubbish at the end of Crouch Hill Court as fly tipping. **Clerk**

Decision to request 20 mph limit for School Lane.

Cllr Stokes will look into this. **Cllr Stokes**

It was agreed that the Christmas Tree lights would be repaired. Cllr Howard-Challis requires help with turning on and off.

**9. To receive Clerk's Report, to include:**

- a) Correspondence received not covered elsewhere in the meeting.

**Clerk's Report May 2017**

a) Correspondence:

- i. We have received an application form to renew our membership of Action with Communities in Rural Kent. It costs £50 for Parish Councils. It was agreed not to renew.
- ii. Email to report Streetlight o/s 15 Burntwick Drive is not working properly. This has been reported to Streetlights.
- iii. Email to report streetlight at junction of Breach Lane and The Street is constantly on. This has also been reported.
- iv. Email to complain about parking at Westfield Cottages.
- v. Request to put a news item on the website for the Produce and Crafts Sale for St Margaret's Church.
- vi. Phone call from BBC South East requesting permission to film at the Brickfields, which was one of the locations for the Warner Brothers film Wonder Woman released on 2nd June.
- vii. Email from Highways about the repair to the edge of the Breach Lane that was reported. It is expected to be 6 to 8 weeks to progress the road

closure.

- b) The Clerk has paid in £21 for allotment rents.
- c) Swale Borough Council has paid £200 grant for the Queen's 90<sup>th</sup> Birthday celebrations.
- d) The bank balance is £53815.88.
- e) An email was received from a resident in respect of overgrown trees on the triangle opposite Three Tuns and the grass cutting of the verge in The Street. The grass cutting query has been passed to KCC.

**Cllr Beerstecher**

## 10. Finance Matters

- a) Review and authorize accounts  
The Clerk presented the accounts for April and May 2017 for the Council to see.
- b) Authorize invoices for payment
  - i) See cheque list
  - ii) Any invoice coming forth
- c) To note payment received since last meeting
- d) Appointment of Lionel Robbins as auditor.  
It was proposed by Cll Howard-Challis and seconded by Cllr Hartfree that Lionel Robbins be appointed. It was unanimously agreed.
- e) To agree and sign off section 1 of the annual governance statement 2016/17.  
Proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis. It was unanimously agreed.
- f) Annual review of Clerk's salary.  
Proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis to accept the NJC pay scales for 2017. It was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis that the clerk is moved up one point to Scale Point 17 of the NJC pay scale. It was unanimously agreed.

Payee	Description	Amount £	Cheque No.
KALC	Courses 3 x CiLCA 17, 28 <sup>th</sup> March and 11 <sup>th</sup> April 2017 Invoice 5603 £216.00  Preparing for your Audit Workshop Invoice 5617 £36.00	<b>252.00</b>	100287
Mr Robert Sumner	Reimbursement for Brickfield Key deposit	<b>25.00</b>	100288
Mrs S Hartfree	Reimbursement Ornamental Bark for Burial Ground	<b>46.96</b>	100289

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.

## 11. Reports on meetings attended on behalf of the Parish Council

- a) KALC  
No report
- b) Memorial Hall  
No report

## 12. Items for Information only.

- a) Items for Village News and Website.  
To advertise allotments for rent; BBC SE filming on brickfields; potential re-development of Callum Park; best front garden competition; for residents to report anti-social behaviour to PCSO.

- 13. To receive agenda items for next meeting and agree date of next meeting.**  
Safeguarding our open spaces.

**a) Date of the Next Meeting**

Tuesday 4<sup>th</sup> July.

The meeting closed at 9.56pm.

Date

Signed:

Cllr R Smith  
Chair