

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 4<sup>th</sup> October 2016 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Steve Gates (Chair); Cllr Rob Smith; Cllr Allyson Beerstecher; Cllr Sue Hartfree; Cllr Keith Howard-Challis; Parish Clerk Mrs A Smith, Cllr Dewar-Whalley; and 3 members of the public was also in attendance.

**1. Apologies**

**Action**

PCSO Cork and Cllr Ben Stokes sent their apologies.

The Chair welcomed everyone and informed those present that the meeting will be recorded for the purposes of the minutes.

**2. Public Questions**

The Church Warden requested permission to use the Brickfields car park for a funeral in the morning of Thursday 13<sup>th</sup> October, which was granted. Mrs Swift also reported that the streetlight by the sub station in School Lane is not working.

The Chairman of Friends of the Brickfields asked for approval for a remembrance parade on Friday 11<sup>th</sup> November at the War Memorial.

A resident raised a number of points:

- i) Is there approval to divert the footpath at the new development site in School Lane?
- ii) The CCTV at the play area was still pointing down to the ground;
- iii) A gate has appeared at the entrance to the footpath next to Neptune Bungalow.
- iv) When will there be repairs to the trampoline in the play area?
- v) Could a letter be sent to the School making the suggestion that arrivals and departures are staggered to bring down vehicle numbers being parked outside the school all at once?

**3. Declarations of Interest**

a) Disclosable Pecuniary Interests

b) Disclosable Non Pecuniary Interests

Cllr Smith declared a non pecuniary interest in agenda item 12e  
Foothpaths/Highways/Lighting

**4. Minutes of the September Meeting**

It was proposed by Cllr Howard-Challis and seconded by Cllr Smith that the draft minutes of the meeting of Lower Halstow Parish Council held on 6<sup>th</sup> September be accepted as a true record. All Councillors were in favour and the minutes were duly signed.

**5. Matters Arising**

**6. Visitors**

**Report from Borough Councillor**

Cllr Dewar gave his apologies for not attending for the last 3 months but unfortunately meetings clashed. He would like to be kept up to date with copies of minutes of previous meetings. The Government want to restrict a percentage of the precept. Cllr Dewar has responded arguing against it. Cllr Dewar offered grant money, which is available for Parish Council use

**7. Decisions/Actions/Proposals**

a) **Action List Update**

The Chair went through the updates to the action list:

Awaiting update from Cllr Burgess regarding 30 mph sign in Breach Lane

**Emergency Plan**

This has been issued with the exception of appendix 2.

**Parking Issues**

Awaiting update from Cllr Burgess.

**Risk Assessment Review**

The Council will produce a risk assessment register.

**Hedge at Westfield Car Park**

Treecraft to go ahead and cut.

**Burial Ground**

Check website in respect of permission to cut down the conifer.

**Clerk**

**Tree Inspection**

KALC recommended liaising with other Parish Councils to reduce costs.

b) **Bollards**

The council has been looking into placing bollards in strategic places to stop inconsiderate parking. Cllr Hartfree suggested that placing bollards might move the parking to other places. The chair will cost wooden posts.

**Chair**

c) **Safety Barrier**

There have been reports of youths riding motorcycles along the path at the rear of Burntwick Drive by the allotments. The Chair has a costing of £155.00 for a barrier and a resident has offered to help erect it. Proposed by Cllr Howard-Challis and seconded by Cllr Smith it was unanimously agreed to install the safety barrier.

**Chair/Clerk**

8. **Correspondence**

1. KALC Event Announcement Finance Conference 18 October 2016 1.9
2. KALC Event Announcement Allotment Law and Management Workshop 28 Sept 2016 1.9
3. *Email from Clive Powell re: Bollards to prevent inconsiderate parking 1.9*
4. Top to Toe Wellness Fair 24<sup>th</sup> September 1.9
5. Hugofox Free Website Training Sessions 2.9; 22.9
6. Bags of Help Round 3 2.9
7. Swale Borough Council Disabled Bay Consultations 5.9
8. NALC Community Led Housing Survey 5.9
9. M20 Lorry Area Key Stakeholder Update 5.9
10. UK Power Networks 105 telephone number 6.9
11. Swale Borough Council Disabled Bay Removals 6.9
12. KALC Event Introduction to Chairmanship 6.9
13. KALC Bulletin on National Developments and Meetings 7.9
14. KALC National Fraud and Intelligence Alert 7.9
15. KALC Revised Legal Topic Notes and Briefing 7.9
16. KALC Government Response - Neighbourhood planning chapter of technical consultation 8.9
17. Faversham Town Council – Faversham Local Engagement Forum 8.9
18. Westmoreland – email in reply to request for meeting 9.9  
Cllr Smith is concerned that the contract needs to be signed in a timely manner due to works to be carried out to the Dock.
19. *Email from Upchurch Parish Clerk – Dynamic Councillor Course 9.9*  
Cllr Beerstecher to attend.
20. Email from Pauline Stevens re: Hedge between Egret Court and Westfield Cottages 9.9  
Cllr Smith suggests the Council sends an email of thanks to Mr and Mrs Stevens for getting the hedge cut.
21. Email from Pauline Stevens re: Dome Structure Westfield Cottages 9.9  
Reply to resident with the original to pass on the information received.

**Cllr  
Beerstecher**

**Clerk**

**Clerk**

22. KALC Bulletin on National Developments 12.9
23. Email from John Knight re: Trampoline damage in Play Area 12.9
24. KALC DCLG Technical Consultation on implementation of Neighbourhood Planning provisions in the Neighbourhood Planning Bill – 13.9
25. Southern Water - First National Drought Study – 14.9
26. KALC – Event Announcement Allotment Law and Management – 15.9
27. Pensions Regulator – Choose a Pension 15.9
28. Kent Community Messaging – Quiz night 15.9
29. KCC – Highways Tracker Survey 15.9
30. KALC – Consultation on Council Tax Referendum Principles 15.9
31. KCC Highways, Transportation and Waste – Seminar 3 Nov invite 19.9
32. NALC National Development and Meetings – 19.9
33. SBC Swale Joint Transportation Board Minutes – 19.9
34. KALC Swale Area Committee August Minutes – 19.9
35. Bobbing Parish Council Proposed Steering Group – 20.9
36. *Peel Ports (Richard Williams) – River Licence – 20.9* **Clerk**  
Cllr Dewar asked for details to be sent to him.
37. Enforcement Bailiffs Ltd Trespasser and Horse Remover Specialists – 20.9
38. KALC – Event Announcement: The Dynamic Councillor – 20.9; 21.9
39. *Email from Pauline Stevens – Dome Structure – 20.9*
40. Jackie Swift – Dates for using Brickfields Car Park – 22.9
41. KCC – Strategy for Adults with Autism in Kent Invitation – 23.9
42. *Email from Resident re: The Street – 23.9* **Clerk**  
It was agreed to find out who owns the tree in question on the north side. The white lines in the road make the situation worse. Consultation with Highways Engineer required.
43. Email from Kent Wildlife Trust – North Kent Marshes Capital Grant Scheme – 24.9 (x2)
44. Swale Community Safety Officer Equestrian Event Flyer – 26.9
45. Southern Water – Stakeholder Workshop Invitation – 26.9
46. Streetworks – Emergency Road Closure – 26.9
47. *Ken Bonner – Street lights that have been vandalized.* **Clerk**  
Proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis to replace the light in Sheerness Rd with an LED light as advised. Can the glass be protected?
48. SBC – Precept and Lighting payment advice
49. KALC – Community Resilience/Emergency Plans – 28.9
50. *KALC – Safety Inspection of Trees – 28.9* **Clerk**  
To continue using Landscape Services and research a comparative quote.
51. *Email from resident – Horse Chestnut Tree, Gibbs Amenity Area* **Clerk**  
Contact the resident to contact Swale Borough Council if he wishes to take this further.
52. Email re: Burial Mrs Maurice – 29.9
53. KALC – Confirmation email for Dynamic Councillor Event – 29.9
54. SBC – Planning Enforcement – 29.9
55. *Email from Landscape Services re Contract – 29.9*  
Information received.
56. Came & Co Insurance Renewal – 29.9
57. John Cork PCSO – apology and report – 30.9
58. Gordon Henderson – Parliamentary Boundary Commission – 30.9
59. *North Kent Marshes Capital Grant Scheme – 30.9*

## Newsletters

**PSE:** 1.9; 2.9; 5.9; 7.9; 8.9; 9.9; 16.9; 19.9; 23.9; 26.9; 30.0

**Kent Community Messaging** 1.9; 2.9; 4.9; 6.9 6.9; 8.9; 12.9; 13.9; 15.9; 19.9; 21.9; 26.9

22.9 (x4); 29.9 (x2)

**Rural Services Network** 6.9; 12.9; 19.9; 20.9; 22.9

**My Community Roundup** 6.9

**Came & Co** 8.9

**Fields In Trust** 9.9; 22.9

**KALC** 14.9; 27.9; 30.0

**KCC** 15.9; 27.9

## Planning

**Swale Weekly List** 2.9; 9.9; 19.9; 26.9; 30.9

There appears to have been a breach of planning at Jack Russell Place with the siting of a caravan at the entrance. It was proposed to draft a letter to the Chief Executive of Swale Borough Council to complaining about the lack of enforcement officers and enforcement.

**Clerk**

## 9. Clerk's Report

- a) Contacted Master Alarms in respect of vandalised CCTV and met their engineer. They need to return with ladders to investigate the CCTV.
- b) Emailed Pauline Stevens about cutting back the hedge between Egret Court and Westfield Cottages. This has now been cut.
- c) Sent details of variances on the audit to P K Littlejohn
- d) Emailed Shaun at Treecraft for a quote to cut the hedge on the Brickfields side of Heron Close. (£125 verbally)
- e) Cllr Parker arranged the quote for the Firebreak. Emailed him to ask if he could contact the contractor.
- f) Councillor Ben Stokes called to say there is funding of £200 for the Council's use.
- g) Emailed Came & Co to inform them that the Council have agreed to renew their Policy with them and enter a new Long Term Agreement until 30<sup>th</sup> September 2019.
- h) Contacted Commercial Services Trading Ltd asking for copy of the contract for Grounds Maintenance 2016. Received.
- i) Emailed adviser at KALC in respect of Landscape Services for competitiveness and if they have a list of such companies to obtain quotes from.
- j) Requested quote for Led light for Sheerness Road - £295 + VAT.
- k) Received phone call from a retired builder in the village who is sure that the Dome structure is a Domed Cess Pool, which will have been cut off. It is nothing to worry about as it would have been emptied and new drainage laid on.
- l) Requested a new Electoral roll for Lower Halstow, which has been received.
- m) Reported diversion in the footpath at Raspberry Hill to Footpaths Officer at Swale Borough Council. Reference Number PROW 240860.

**11. Finance**

Payee	Description	Amount £	Cheque No.
Mrs A I Smith	Salary July – September 2016 £1283.00 Expenses advance October - December 2016 - £45.00	<b>1328.00</b>	100244
Mr J Knott	Litter picking July to September 2016 Sight checking play equipment Moving road salt	<b>225.00</b>	100245
Mid Kent Memorials	To lay down existing cross in Lower Halstow Burial Ground for the late John Harvey Lewis	<b>54.00</b>	100246
DCK Beavers Ltd	Payroll fee April – June 2016 £42.00 Payroll fee July – Sept 2016 (2 invoices) £30.00	<b>72.00</b>	100247

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.

**12. Reports from members on the following:**

**a) Planning.**

*Clerk*

**b) Parks & Leisure (including Playground).**

Quote required for rubber matting to be re-fixed around trampoline.

*Cllr Smith*

**c) Dock & Barges.**

Estimates of costs for dock survey should be received by end of October.

*Cllr  
Hartfree  
and Cllr  
Howard-  
Challis*

**d) Burial Ground and Allotments.**

Held meeting with Shaun Branchett. 75 out of 150 trees are now dead and need replacing. Cllr Hartfree suggested having an account with Palmstead Wholesalers to buy bareroot trees. Cllr Hartfree and Cllr Howard-Challis will pull out the old trees and plant the new. Cllrs suggested a “leaky pipe” for watering. It was proposed by Cllr Howard-Challis, seconded by Cllr Beerstecher and unanimously agreed to set up the account. It was proposed to use a broad leaf weed killer in the Spring for the bank and that the screen is removed when necessary.

*Clerk*

**e) Footpaths, Highways Lighting.**

Street light in School Lane next to the sub station is not working. This will be reported. Quote for £125 to cut the hedgerow at Heron Close was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis to be accepted. Cllr Parker suggested that when there is an incident as regards motorcycles it must be reported each time to phone number 101.

*Clerk*

**f) Emergency Planning.**

The Emergency Plan has been issued and will be updated, which includes a flood plan, and the three wardens are to report back on their progress. A letter is to be issued to all residents as regards the Community Emergency Plan asking for volunteers and skills and also asking if anyone wishes to be put on a vulnerable persons list subject to data protection. Check printing costs with the Church Warden. Proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis. Request costs for three Ordnance Survey maps from bookshop in Station Rd, Rainham for the Flood Wardens.

*Chair*

*Clerk*

**g) KALC Rep.**

Next meeting is 7<sup>th</sup> November.

**h) Brickfields Rep.**

Cllr Beerstecher requires help due to the amount of work going on. Shaun Bearup has given the quote for the firebreak to Cllr Parker verbally. There are markers on trees but it will be necessary for someone to show Mr Bearup where the firebreak needs to go.

**All Cllrs**

Kent Wildlife Trust. Cllr Beerstecher has some concerns. Nothing should be done until the council has looked at the terms and conditions, as it is not a straightforward proposal and there will be strict monitoring. The terms of reference for Friends of the Brickfields have become blurred.

A working group for the Brickfields is required; Cllr Beerstecher will chair that group and volunteers are required.

It was agreed that a remembrance parade organised by the Friends of the Brickfields could be held on Friday 11<sup>th</sup> November 2016 at the War Memorial. It was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis.

**i) Memorial Hall Rep.**

**Clerk**

**j) Website/Newsletter.**

An article to advise residents to report incidents to the Police on phone number 101.

The chair has circulated to councillors an article to submit, "What does your Parish Council do" to be followed by "What has the Parish Council done for you" and "Where does the money go?"

Upload a photo of the Parish Council to the website.

**All Cllrs**

**Any Other Business**

Cllr Beerstecher has information about Fields In Trust and an application form for councillors to read.

**Clerk**

Cllr Hartfree asked that a letter of thanks be sent to Mrs Smith at Old Mill for clearing the brambles in the stream.

**All Cllrs**

The clerk is not getting through all of the work in the allotted 35 hours a month and suggested that the hours be raised to 48 a month.

**Cllr  
Hartfree**

Cllr Hartfree volunteered to attend the Strategic Group being arranged with other Parish Councils.

**14. Date of Next meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 1<sup>st</sup> November at 7 pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.15pm

Date

Signed:

Cllr S Gates  
Chair