

Minutes of the Annual meeting of Lower Halstow Parish Council held on Tuesday 6 May 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

*Action*

Present: Cllr Mick Drury (Chair); Cllr John Knight (Vice Chair); Cllr Chris Mayes; Cllr Steve Gates; Cllr Steve Parker; Cllr Robert Smith; Cllr Barry Tucker and Parish Clerk Mrs C Fordham.

County Councillor Lee Burgess and 6 members of the public.

1. **Apologies,**

2. **Election of Chair and Vice Chair**

The Clerk asked for nominations for Chair. It was proposed by Cllr Smith, seconded by Cllr Parker that Cllr Drury be elected as Chair; all were in favour and Cllr Drury was duly elected..

The Chair asked for nominations for Vice Chair: It was proposed by Cllr Tucker, seconded by Cllr Drury that Cllr Gates be elected as Vice Chair; all were in favour and Cllr Gates was duly elected

3. **Appointments to offices, committees and Working Parties**

The following appointments were agreed

KALC area rep: Cllr Smith – it was agreed other Councillors would attend on a rota basis.

Friends of the Brickfields Rep: Cllr Tucker. Deputy: Cllr Mayes

Friends of the Park Rep: Cllr Drury

School Governor: Cllr Tucker

Hall Committee Rep: Cllr Gates

Barges Working Party: Cllr Gates; Cllr Tucker; Cllr Smith

Risk Assessments: Clerk

4. **Open Time**

5. **Declarations of Interest**

a) Cllr Drury declared a pecuniary interest in Item 14j)

b) Cllr Knight declared a non pecuniary interest in Item 14f)

6. **Minutes of the April Meeting**

It was proposed by Cllr Tucker, seconded by Cllr Smith that the minutes of the April meeting of Lower Halstow Parish Council be accepted as a true record; all were in favour and the minutes were duly signed.

7. **Matters Arising**

It was proposed by Cllr Knight, seconded by Cllr Gates that a no parking sign be purchased for the second gate onto the Brickfields

*Clerk*

8. **Visitors**

**a)Report from Borough Councillor**

None present

**b)Report from County Councillor**

Cllr Burgess advised that as soon as his new budget was available he would authorise the purchase of a bin for the play area. He confirmed that SBC will pay for the bin emptying.

He would be visiting the site of the village gate opposite Vicarage Lane to investigate site and sight line problems. He would also be investigating the possibility of traffic calming measures for the southern approach to the village. The Council advised they had been concerned about the lack of consultation on the school expansion plans and were particularly worried about the increase in traffic and would like a proper highways assessment made of the area.

Cllr Burgess would be organising a meeting to discuss the provision of Broadband in the Village and Councillors were welcome to attend.

Cllr Burgess had been in post for a year and advised he would be happy to receive feedback on the service he had provided to residents

The Council thanked him for his attendance at meetings and for his help.

**9. Decisions/Actions/Proposals – None**

**10. Correspondence**

- a) RSN email of 2.4.14 – invitation to join Rural Sounding Board.
- b) Southern water email of 4.4.14 – business plan update.
- c) Came and Company email of 7.4.14 – Newsletter.
- d) KALC email of 7.4.14 – LCTSG update.
- e) SBC email of 7.4.14 – LEF agenda items
- f) SBC email of 10.4.14 – LEF you said we did.
- g) KALC email of 10.4.14 – Draft Transparency Code for Councils with turnover not exceeding £25,000. The Council endorsed KALC's Comments. *Clerk*
- h) Three Tuns email of 14.4.14 – request to use Car park on 26.5.14 The request was agreed. *Clerk*
- i) Kent Police email of 15.4.14 – withdrawal of police contact points and offers of attendance at weekend events. It was suggested that the Friends of the Park might like to ask the contact point to attend the dog show. *Clerk*
- j) Streetlights email of 15.4.14 – School Lane light ivy needs cutting back £250 plus VAT and Breach Lane light needs replacing £437.50. It was proposed by Cllr Knight, seconded by Cllr Gates that the light in Breach Lane be replaced. All were in favour. Mr Branchett would be asked to quote for cutting back the ivy on the light in School Lane. *Clerk Chair*
- k) SBC email of 15.4.14 – details of verge parking byelaws.
- l) SBC email of 16.4.14 – Kent PCC fund for safer communities.
- m) KALC email of 17.4.14 – Parish News No.376
- n) N Randell email of 18.4.14 – application for Casual Vacancy
- o) Friends of Lower Halstow Park email of 22.4.14 – Minutes of March Meeting.
- p) ICO email of 23.4.14 – Data Protection Registration .
- q) KALC email of 29.4.14 – Medway Funding Fair
- r) KALC email of 29.4.14 – Chance to join DEFRA's Civil Society Partnership Network.
- s) KCC Highways email of 29.4.14 – Closure of Otterham Quay Lane 12 May for 3 weeks.
- t) KALC email of 30.4.14 – Financial Regs and Sick Pay updates. The Clerk would draft revised financial regulations. *Clerk*
- u) G Gransden email of 28.4.14 – response to new contract.
- v) Parishioner undated letter – queries about the Westmoreland, and the Brickfields.
- w) No Place like home of 25.4.14 – Dementia Workshops
- x) Swale in Bloom undated – Centenary Poppy Campaign. To be passed to the Friends of the Brickfields. *Clerk*

**11. Planning**

- a) SBC email of 29.4.14 – acknowledgement of inaccuracy of data issued on current G&T sites.
- b) KCC Planning KCC/SW/0092/2014 of 10.4.14 – Increase in size of proposed new classrooms from 57sqm to 65 sqm.

- c) SBC Planning SW/14/0525 Case 08371 of 1.5.14 – Solar Farm off Cold Harbour Lane, Bobbing, adjacent to Parish Boundary.
- d) SBC Planning SW/14/0385 Case 25284 of 14.04.14 – Acknowledgement of Council's application for a Lawful development Certificate for use of land as a car park.
- e) SBC Planning TC/14/0029 case 07473 of 9.4.14 – approval for removal of 7 poplar trees at Yacht Club.
- f) Summaries dated 7.4, 14.4, 22 and 28 April.

## **12. Clerk's Report**

- a) The Clerk had reported 2 faulty lights for repair
- b) Mr Ransley had repaired the water pipe at the Allotments. Unfortunately the fitting turned out to be non standard and so it took some considerable time to source the correct one.
- c) One allotment at the Memorial Hall had been let. An article had been included in the Newsletter asking for allotment and car parking rent to be paid. 5 responses had been received. *Clerk*
- d) The Clerk had agreed to attend the next meeting of the Memorial Hall Committee to answer their questions about the CCTV. *Clerk*
- e) The Council's Data Protection Registration was complete
- f) The Clerk held £33 in burial fees to be banked, following the burial of the ashes of Mrs Florence Alice Belcher in an existing ashes plot. *Clerk*

## **13. Finance**

### **a) Cheques**

Payee	Description	Amount £	Cheque No.
Southern Water	Water rates For Allotments Sep 13 to Mar 14	<b>Total 31.01</b>	100085
Streetlights	Repairs to lights Inv 6425 Repairs to lights Inv 6409 VAT	242.50 304.20 109.34 <b>Total 656.04</b>	100086
DCK Beavers Ltd	Payroll processing VAT	45.00 9.00 <b>Total 54.00</b>	100087
Lower Halstow Memorial Hall Trust Fund	Hire of Hall March and April	<b>Total 48.00</b>	100088
Mr J Knott	Repairs to post at cemetery	<b>Total 40.00</b>	100089

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

### **b) Outturn 2013/14**

A draft forecast of outturn for 2013/14 had been circulated. This would be approved at the June meeting, after the report from the Internal Auditor, Mr Kevin Funnell; he would be auditing the accounts on Monday 12 May. *Clerk*

### **c) Budget 2014/15**

An initial budget for 2014/15 had been circulated, headings showing VAT, playground and CCTV expenditure had been included.

**14. Reports from Members on the following**

**a) Footpaths, Highways and lighting**

A resident had tripped over on the footway in School Lane due to an uneven surface created by cars parking on the path. The Clerk was asked to report the problem. Cllr Mayes would make a sign for the end of Church Path advising no vehicular access to the Church. The hedgerow was overgrowing the signs in Wardwell Lane

*Clerk*

*Clerk*

The Clerk had been sent a copy of the Borough Council byelaws which prohibited parking on verges and it was agreed that a Polite Notice would be drawn up to place on offenders' cars..

*Clerk*

**b) Burial Ground**

The Clerk would ask Mr Knott to clear some of the spoil alongside a grave when he returned from leave.

*Clerk*

**c) Allotments**

**d) KALC**

**e) School Governor**

The school were holding an open day on 4 June from 3.30 to 6pm for residents to view the extension plans.

**f) Play area**

**i) CCTV**

The Clerk had circulated a draft policy and a needs analysis. It was agreed that the Clerk, Cllrs Knight and Mayes would meet to complete the needs analysis and bring to the June meeting.

*Clerk, Cllrs Knight and Mayes*

ii) The Clerk advised that a weekly inspection of the play area was required to meet insurance conditions. It was agreed that Mr Knott would be asked to undertake the work at £25 per month.

*Clerk*

**g) Policy Reviews**

The Clerk would start with the Standing Orders and then revise the Financial Regulations, once the CCTV policy had been adopted.

*Clerk*

**h) Village Broadband**

**i) Newsletter/Website**

Articles would be included on the School Open day; parking on verges; the waste collection website and the brown costs.

*Clerk*

**j) Brickfields (Cllr Drury left the meeting before this item was taken)**

i) Edith May The Working party and Cllr Knight would meet to discuss the response from the owner.

*Working Party*

ii) Car Park The application for a Lawful Development Certificate had been received by SBC and was being processed.

iii) Westmoreland The Working Party had met with KCC Legal Services and a draft licence agreement had been sent out. The Working Party had discussed the draft and comments would be passed on to KCC for action when the officer returned from leave. The final draft would be brought to full Council for approval. The Clerk was asked to respond to a resident who had raised further queries

*Working Party/Clerk*

*Clerk*

**15. Any Other Business (This item was taken before item 14j) whilst Cllr Drury was still present)**

There had been a report of dogs causing a nuisance in the village. Residents were urged to inform the Dog Warden of any problems.

The Chair thanked Cllr John Knight for all his hard work in the ten years that he had served on the Council. The Council were very grateful for all his efforts on behalf of the parishioners and his contribution to the Council itself. A small gift was presented.

**16. Date of Next Meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 3 June at 7.00pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.35pm

Date:

Signed:

Cllr M Drury  
Chair