

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 4 March 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

Present: Cllr John Knight (Acting Chair); Cllr Chris Mayes; Cllr Steve Gates; Cllr Steve Parker; Cllr Robert Smith; Cllr Barry Tucker and Parish Clerk Mrs C Fordham. Borough Cllr Ben Stokes and 12 members of the public.

Action

1. **Apologies** Cllr Mick Drury, (Chair) (Holiday); County Councillor Lee Burgess
Apologies were accepted.

2. **Open Time**

It was reported that the roundabout was difficult to push. The Clerk advised that Park Leisure had gone into administration, but she would follow up the problem. Friends of the Brickfields advised that they wished to hold a fete on Sunday 24 August 12 to 4pm to raise funds. Cllr Stokes advised that he would welcome an application to help with the cost of insurance for the event.

3. **Declarations of Interest**

Cllr Knight declared a non pecuniary interest in Item 7a), as he lived opposite the Recreation Ground.

4. **Minutes of the February Meetings**

It was proposed by Cllr Tucker, seconded by Cllr Mayes that the minutes of the 4th February meeting of Lower Halstow Parish Council be accepted as a true record; all Councillors present were in favour and the minutes were duly signed.

It was proposed by Cllr Parker, seconded by Cllr Smith that the confidential minutes of the 4th February meeting be accepted as a true record; all Councillors present were in favour and the minutes were duly signed.

It was proposed by Cllr Mayes, seconded by Cllr Parker that the minutes of the planning meeting held on 24 February be accepted as a true record: all Councillors present were in favour and the minutes were duly signed.

5. **Matters Arising from February Meetings**

The parking on the verges had continued and the Clerk was asked to contact PCSO *Clerk* Link for advice.

6. **Visitors**

a) **Report from Borough Councillor**

Cllr Stokes advised he had received questions about the memorial trees planted on the Brickfields. The Vice Chair advised him of the situation, with regard to the tree and the memorial bench.

b) **Report from County Councillor**

Not present.

7. **Decisions/Actions/Proposals**

a) **To site a football bench on the Recreation Ground**

On discussion it was agreed that a site meeting would be held to agree the appropriate site for the pitch and bench. Cllr Parker would co-ordinate this as he had experience of laying out pitches.

*Cllr
Parker*

b) **Site a memorial bench on the Brickfields**

The Vice Chair had contacted the family and would be meeting them shortly to decide on the position and type of bench.

*Cllr
Knight*

8. **Correspondence**

a) Resident of 5.2.14 – suggestions about village diary and memorial tokens on the Brickfields. Cllr Tucker will liaise about a diary with the Three Tuns.

*Cllr
Tucker*

b) KALC email of 5.2.14 – DCLG Referendum principles.

- c) KALC email of 5.2.14 – feedback to KCC required on winter storm experiences. The Clerk was asked to give details of the flooding at Wardwell Lane, the Cricket pitch, the bottom of Basser Hill and The Stray. **Clerk**
 - d) KALC email of 10.2.14 – Kent Fire and Rescue flood plans.
 - e) KALC email of 12.2.14 – Sustainable Communities Act
 - f) KALC email of 13.2.14 – South East in Bloom
 - g) Came and Company email of 13.2.14 – Flood risk management advice
 - h) Street Lights email of 13.2.14 – Quote of £1335.80 for annual maintenance contract on lights. The Clerk was asked to draw up a list of lighting expenses over the last 4 years for comparison. **Clerk**
 - i) KALC email of 14.2.14 – Public health issues connected with flooding.
 - j) KALC email of 14.2.14 - Submission under Sustainable Communities Act regarding business rates.
 - k) KALC email of 14.2.14 – repeal of cheque two signature rule.
 - l) KALC email of 19.2.14- KALC update events on Police and Ambulance services.
 - m) KALC email of 19.2.14 – Openness and Accountability draft regulations.
 - n) SBC email of 20.2.14 – Review of Polling Districts and waste collections.
 - o) Mike Baldock email of 22.2.14 – Update on 327 bus service and impossibility of restoring the service.
 - p) Kent Film Office email of 25.2.14 – Big Allotment Challenge.
 - q) KALC email of 26.2.14 – Update on Local Council Tax Support.
 - r) Unipar email of 28.2.14 – Speedwatch Seminar
 - s) KALC email of 3.3.14 – L & D update.
 - t) Kent Police of 26.2.14 – relocation of Police Contact Points to supermarket car parks.
9. **Planning**
- a) KALC email of 7.2.14 – Gypsy and Traveller consultation now open
 - b) SBC email of 3.3.14- SW//14/0100 to be considered at planning committee on 13 March. Ecology statement for application.
 - c) LSASAC email of 3.3.14- Southend Airspace Consultation. Cllr Gates advised that 38 groups responded to the consultation. There had been objections to the growth of the site as a regional airport, but this had not been within the scope of the consultation.
10. **Clerk's Report**
- a) The Clerk had attended the meeting with the Friends of the park to discuss the CCTV. It was proposed that the camera be sited on a lamppost in the play area. The system will be attached to a recorder and a monitor used to view images if required. The system will be sited in the memorial hall. At this stage there were no plans to install a Broadband system in the hall. An annual maintenance contract for the system would be in the region of £180 per annum.
 - b) The bank at Tuns Hill has been cut back and the potholes on Basser repaired.
 - c) The Clerk had established that Deadwood Properties Ltd owned the car park area on the Brickfields. The Clerk had been in touch with their representatives to inform them of the intention to ask for a certificate of lawful use for the car park and to ask them about extending the lease. **Clerk**

11. Finance

a) **Cheques**

Payee	Description	Amount	Cheque No.
Swale Borough Council	Application for Lawful Use certificate	Total 97.50	100076
Mr J Knight	Maps for planning application	Total 25.00	100077
UK Power Networks This was originally paid with cheque no 901658 in June, but the cheque was never presented	Costs incurred for damaged street light in Burntwick Drive VAT	901.00 108.20 Total 1081.20	100078

b) **Bank Reconciliation and Budget**

There was a balance of: £11350.97 (Santander: £1652.59, Barclays £5119.29 NS&I £5282.10) However there was still a cheque for £6231.68 to be issued.

12. Reports from Members

a) **Brickfields Car park**

Cllr Knight had photographs dating back to 1984 showing on the Brickfields. The application would be submitted in the next few weeks.

Clerk/Cllr Knight

b) **Footpaths, Highways and Lighting**

The light at the corner of Lapwing and Curlew was not working. The light at the corner of Wardwell and School Lane was on all day.

Clerk

The hedge opposite Elm Lodge needed cutting back as it was obscuring the road signs.

Clerk Chair

The path from Lapwing to Church Path still needed clearing.

c) **Burial Ground**

The gate post needed securing. Mr Knott would be asked to provide an estimate.

Clerk

d) **Allotments**

Two allotments at the Memorial Hall were overgrown and the Clerk was asked to contact the tenants.

Clerk

e) **KALC**

A number of Councils had been concerned about the decision by SBC not to pass on the Local Council Tax Support Grant. The Chief Executive advised that Reserves had been used to support the scheme last year, but they did not have sufficient funds available to do so again this year. The Swale Area Committee were trying to rationalise the local forums to encourage Parishes to attend.

f) **School Governor**

There had been a Governing Body meeting. The extension plans were for provision for a further 70 children to attend the school. KCC would be attending the April meeting to discuss the plans. Concern was expressed about the increase in traffic at the school as well as on the approach roads to the village.

g) **Play Area**

i) **CCTV** The Clerk had attended the meeting with the Friends of the Park and other interested parties. It had been decided that a fixed screen would be used to view images if necessary, which would mean that there was no requirement for broadband at this stage. However, the annual maintenance and service contract for the system will be £180 per year approx. The Council would need

to adopt a CCTV policy and register with the ICO before the system could go live. *Clerk* and the Friends decided they would prefer to not install the system until it could be used.

h) **Data Protection Policy Draft**

It was proposed by Cllr Tucker, seconded by Cllr Smith that the draft Data Protection Policy be adopted; all were in favour and the policy was signed. The Clerk would register the Council with the ICO.

Clerk

i) **Risk Assessment Review**

Cllr Knight asked Councillors to review individual sections of the Risk Assessment and feedback to him.

*All Cllrs
and Clerk*

j) **Newsletter/website**

It was agreed that items would be included on the new waste collection system; SBC would also be asked if they could attend the Annual Assembly to talk to parishioners about the changes. Also a reminder about no horses on the public land and thanks given to Mrs Clarke for the donation of the Christmas Tree.

Clerk

13. **Any Other Business**

a) Cllr Tucker advised that sometime ago there had been the intention of the school getting involved in maintaining the stream; it was agreed that the Council would investigate what had happened.

Clerk

b) The Working Party needed to meet to progress the new mooring agreement for the Edith May and a suitable date would be found.

*Working
Party*

14. **Date of Next Meeting**

The next meeting of Lower Halstow Parish Council will be on Tuesday 1 April 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.15pm.

Date:

Signed:

Cllr M Drury
Chair