

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 1 March 2016 at 7.00pm in the Memorial Hall, Lower Halstow.

Present: Cllr Nigel Randell (Chair); Cllr Steve Gates (Vice Chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Chris Mayes; Cllr Steve Parker; Cllr Rob Smith; and Parish Clerk Mrs C Fordham.

Action

1. **Apologies** Borough Councillor Duncan Dewar Whalley ; all apologies were accepted.

2. **Public Questions**

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

Cllrs Randell and Gates expressed a pecuniary interest in 12 d)i) Allotment Rent review.

b) **Disclosable Non Pecuniary Interests.**

None

4. **Minutes of the February Meeting**

It was proposed by Cllr Mayes seconded by Cllr Howard-Challis that the draft minutes of the meeting of Lower Halstow Parish Council held on 2 February 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** None present

b) **Report from County Councillor** None present

c) **Report from PCSO Link** Cllr Mayes advised that there had been a theft in the village; Cllr Parker reported that a builder had tried to scam a resident. It was agreed that an article should be included in the Newsletter about possible scams and what to do.

Clerk

7. **Decisions/Actions/Proposals**

a) **Action List Update**

The action list had been updated. The bins had arrived and Cllr Parker had sited one of the salt bins. Mr Knott would be asked to transfer the remaining salt. The waste bins had also arrived, as well as the reed screening. The fence at the Brickfields had been completed and thanks went to Cllrs Mayes and Smith for all their hard work and ingenuity.

Clerk

b) **Fire Break at the Brickfields**

A quote of £1200 had been received to cut the firebreak. It was proposed by the Chair, seconded by Cllr Howard-Challis that the quote be accepted; all were in favour. It was agreed that the works should be carried out by the end of March to avoid disturbing nesting birds.

Cllr Parker

c) **Emergency Plan Update**

The Chair had updated the plan. Two volunteers had come forward to act as flood wardens and training would be sought. One person had also volunteered to help in an emergency situation.

Clerk

d) **Quote for condition report on the dock**

Cllr Smith had met with Mr Bunce and he had offered to produce a development/maintenance plan for the dock. In the interim it was proposed by Cllr Smith, seconded by the Chair that his quote of £450 to carry out a basic survey to meet risk assessment requirements be accepted: all were in favour.

Clerk

e)Future Clerk Provision

It was agreed that the position would be advertised in the April newsletter.

Clerk

f)Queen's 90th Birthday Celebrations

The Clerk advised that there was a lot of support in the village for a celebration to be held. She had made provisional enquiries about a barn dance band, a BBQ, bouncy castle, roundabout and a beer tent and most replies had been positive. It was proposed by the Chair, seconded by Cllr Howard-Challis that the Council organise a celebration event for Saturday 11 June, running from 3 to 7.00pm on the Recreation Ground. On discussion it was proposed by the Chair, seconded by Cllr Gates that a budget allocation of £750 be made to cover the expenses; all were in favour. Borough Councillors would also be asked if they would give a grant to help towards the costs. The FOTB were proposing to join in the Beacons on 21 April and it was suggested that it would be appropriate to use the opportunity to get rid of the boat that had been wrecked on the foreshore. Cllr Mayes would contact the FOTB.

Cllr Mayes

g)Quote for repairs to the play equipment

Quotes had been received from Safeplay to repair the equipment: Repairs to Trampoline, including fitting correct edging £578; re-laying safety surfacing at basket swing £68; £290 to remove hooks and fit new back board from Basket ball court. It was proposed by the Chair, seconded by Cllr Smith that the quotes from the repairs to the trampoline and safety surface be accepted; all were in favour. The Council would review the basket ball hoop at the next full playground inspection.

Clerk

h)Quote for grounds maintenance

Quotes had been received from the existing contractor for 2016:

Memorial wood maintenance: No of scheduled cuts to 7 @ £130-00 each.

Tree base weedsprays 2 @ £110-00 each.

Grass cutting at Burial Ground and Brickfields Car park 10 cuts @ £140 each

Grass cutting at Churchyard 10 cuts at £75 each

Grass cutting Recreation Ground edge and play area 10 cuts at £30 each

Hedge Cutting Opposite Three Tuns (2 to 3 times per year) @ £80 per cut

Hedge Cutting at Gibbs adjacent to School Lane (2 to 3 times per year) @ £45 per cut

Hedge cutting at Brickfield Car Park(2 to 3 times per year) @£20 per cut

Weed spraying the street opposite Breach Lane and around benches £20 per spray (2 to 3 times per year)

There had been an increase over 2015 prices of £110 due to the change of the mowing requirements for the memorial wood and an increase of £220 due to the need to weed spray the new trees in the Memorial Wood.

The Council had used this contractor for some time and were very happy with his work and as it is very difficult to interest contractors in quoting for small works it was proposed by the Chair, seconded by Cllr Howard-Challis that this quote be accepted; all were in favour.

Clerk

i)Best Kept Front Garden Competition

On discussion it was proposed by the Chair, seconded by Cllr Mayes, that a Best Kept Front garden competition would be held, with prizes of vouchers worth £50, £25 and £10; all were in favour. Cllr Hartfree would arrange a small judging committee, with the prizes awarded in September; an article would be included in the Newsletter.

Cllr Hartfree

j)Date of Annual Assembly of the Parish

It was agreed that the Annual Assembly of the Parish would take place on Tuesday 5 April at 7.00pm immediately following the presentation from the SE Coast Path presentation.

Clerk

k)Option for future Audit Arrangements

It was proposed by Cllr Howard-Challis, seconded by the Chair, that Lower Halstow Parish Council will not opt out of the Sector led Body Councils arrangements for appointing an external auditor; all were in favour.

Clerk

l)LED Lantern Trial

The Council's footway light maintenance company, Streelights, had offered to fit a new LED lantern to the light at the junction of Vicarage Lane and The Street on a trial basis so that the Council could decide whether to change all lights to LED lanterns in future. The lantern needed replacing and if a new LED lantern was chosen it would be replaced with the current type of lantern if the Council did not like it, free of charge. It was proposed by the Chair, seconded by Cllr Mayes that the light should be replaced with an LED lantern at a cost of £295 plus VAT.

Clerk

m)Provision of picnic bench for the Memorial Wood

A proposal had been put to the Council to install a picnic bench at the north east corner of the Memorial Wood. On discussion it was agreed that it would not be appropriate to have a picnic bench on that site. Instead it was proposed by the Chair, seconded by Cllr Howard-Challis that two benches could be installed on the site, one either side of the path; all were in favour. The design of the benches should match the green metal ones already installed on other areas of the Brickfields.

Clerk

8. Correspondence

- a) KALC of 3.2.16 – NALC update.
- b) KALC of 3.2.16 – Financial Regulations Update. The Clerk would revise the Council's financial regulations in line with the new regulations for approval by the full Council.
- c) KALC of 3.2.16 – KALC membership survey
- d) KALC of 9.2.16 – NALC update on Housing and Planning Bill.
- e) SBC of 9.2.16 – Proposal to alter the structure of the Swale Rural Forum.
- f) SBC of 10.2.16 – Draft strategy on the provision of outdoor playing pitches.
- g) KALC of 10.2.16 – Parish News
- h) KALC of 12.2.16 – KALC events
- i) KALC of 18.2.16 – NALC Bulletin.
- j) KALC of 19.2.16 – KCC Trading Standards Information.
- k) KCC of 22.2.16 – update on Streetlighting
- l) SBC of 23.2.16 – Agenda for JTB on 7.3
- m) KALC of 24.2.16 – Stop The scammers posters.leaflets.
- n) KALC of 25.2.16 – update on lobbying re HGV parking and Sat Navs.
- o) KALC of 25.2.16 – Suggestions required re Community Resilience and Emergency Planning training.
- p) London Southend Airport of 26.2.16- Instrument Departures. Cllr Gates advised that the revised flight paths would bring more departing planes across Lower Halstow, and at a lower altitude than before. It was agreed that the Council's concerns would be submitted to the consultation.

Clerk

Clerk

Clerk

- q) AC Goatham of 29.2.16 – Future of Farming in Medway and Swale
- r) Local Government Boundary Commission of 26.1.16 – Final Kent recommendations.

9. **Planning**

- a) ARC of 16.2.16 – Neighbourhood Planning Roadshow
- b) KALC of 18.2.16 – Planning Consultation deadline 16.4
- c) SBC of 24.2.16 – Power point from Planning training
- d) KALC of 29.2.16 – Online petition to give Parish Councils the right to appeal planning decisions. The Clerk was asked to sign the petition on behalf of the Council. *Clerk*

10. **Clerk's Report**

- a) The Clerk had received one enquiry about applying to become a Parish Councillor *Clerk*
- b) There had been two enquiries about the post of Flood Warden from residents
- c) There had been a number of complaints from one resident about the demolition of the stables in School Lane, with concerns about the removal of asbestos from the site. Cllr Stokes has kindly taken up the issue following non response from SBC. *Clerk*
- d) The SE Coastal Access team will given a presentation to all residents at 6.30 on 5 April. *Clerk*
- e) The Clerk had received a number of queries about an ashes plot for an ex resident who lived in Australia, but this had still to be followed up. *Clerk*
- f) Litter and salt bins had arrived. The Clerk had sourced a quote of £85 to install the litter bins. It was proposed by the Chair, seconded by Cllr Howard-Challis that the quote be accepted; all were in favour. It was agreed that the litter bin for the Brickfields should be sited next to the dog waste bin. *Clerk*
- g) On discussion with the Chair it had been agreed that the Clerk should proceed with the order for the paediatric defibrillator pads. *Clerk*

11. **Finance**

Payee	Description	Amount £	Cheque No.
Information Commissioner	Data Protection Registration Renewal	Total 35.00	100197
Action with Rural communities	Annual Subscription	Total 50.00	100198
Streelights	Lighting repairs (inv of 18.2)	226.00	100199
	Lighting repairs (inv. Of 19.2)	132.75	
	VAT	71.75	
		Total 430.50	

Mrs CD Fordham	Re-imburement for: 4 rolls of reed screening Post and packing VAT	41.65 4.99 8.33 Total 54.97	100200
Wybone	2 Waste bins 2 Salt Bins VAT	419.98 219.98 128.00 Total 767.96	100201
Lower Halstow Parish Memorial Hall Trust Fund	Hire of hall January	Total 24.00	100202
Treecraft	Making safe tree in Burial Ground Cutting Back Holly Trees Pollard Willow Tree in Brickfields Fence posts for Brickfield fence Cutting Ivy on lamppost Helping with Burial Ground Bank netting	70.00 480.00 150.00 320.00 25.00 90.00 Total 1135.00	100203
KCC NB KCC agreed to withdraw this invoice when challenged	Legal Fees January VAT	18.00 3.60 Total 21.60	100204
Mr C Mayes	Additional wood for Brickfield fence	Total 14.07	100205

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

12. Reports from Members

a) Memorial Wood

b) Footpaths, highways and lighting

The trees were still blocking the light at the rear of Crouch Hill Court. Mr Drury had agreed to clear the mud from his land that was encroaching on the sloping path from Lapwing Drive to Church Path.

c) Burial Ground

Councillors Hartfree and Mayes were thanked for their hard work in dealing with the burial ground bank. Cllrs Howard-Challis and Mayes would erect the reed screening. Councillors offered to help with laying the top soil on top of the matting. To protect the bank from reversing vehicles it was agreed that it would be edged with logs fitted with reflectors in the vulnerable places.

Some of the graves had plants that were encroaching onto the pathways and other graves. The Clerk would investigate

Clerk

*Cllrs Howard-Challis, Mayes
Cllrs RAndell
Howard-Challis*

Clerk

d) Allotments

i) Rent Review On discussion it was proposed by Cllr Mayes, seconded by Cllr Hartfree that the rent be increased by £1 per allotment, per year; 3 other Councillors were in favour and two councillors who declared a DPI did not vote, nor take part in discussions. The proposal was passed. **Clerk**

e) KALC

Cllrs Mayes and Smith attended the meeting on 15.2.16. The Chief Executive of KALC spoke about localism. Cllr Smith had suggested that Councillors from neighbouring Councils should be invited to Council meetings when issues impinged on both Parishes.

It was agreed that Standing Orders be suspended to allow time to finish the Council business.

f) School Governor

g) Play Area

h) Inspection Report Update Commissioning the works on the Play area **Clerk**
completed all the outstanding work from the Annual Inspection.

h) Brickfields

i) General Matters The Chair would be consulting the FOTB about the revised terms of reference. **Chair**

ii) Edith May

iii) Westmoreland The next meeting was to be held on 15 April; it was hoped that the lottery bid would be submitted to the Heritage Lottery Fund in the Spring.

iv) Dock

i) Risk Assessment Review

The Chair distributed Risk assessment documentation for the Clerk and Councillors to review and return. **Clerk, All Cllrs**

j) Newsletter/Website

The following items would be included: Clerk vacancy; Annual meeting of the Parish, Coast Path Presentation; Queen's birthday celebrations, workmen scams. Cllr Hartfree would write an article on the Front Garden Competition. **Clerk, Cllr Hartfree**

13. Any Other Business

14. Date of Next Meeting

The next meeting of Lower Halstow Parish Council will be held on Tuesday 5 April immediately following on from the Annual Parish Meeting which begins at 7.00pm in the Memorial Hall.

The meeting closed at 9.12pm.

Date:

Signed:

Cllr N Randell
Chair