

# HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent. ME2 1BS  
Clerk/Proper Officer/RFO Mr C Fribbins Telephone (01634) 241551  
Email: [clerk@halling-pc.gov.uk](mailto:clerk@halling-pc.gov.uk) Website [www.halling-pc.gov.uk](http://www.halling-pc.gov.uk)  
Assistant Clerk Mr N Fursdon



The Minutes of an ordinary Meeting of Halling Parish Council held on  
Monday January 8th, 2024, at 7.30pm in the Jubilee Hall. Upper Halling.

## 001/24 Chairman's welcome and recording of those present.

The Chairman welcome to the meeting

Cllr R Thorne (Chairman)

Cllr G Wenham

Cllr Mrs N Brown

Cllr L Hitchcock

In Attendance Clerk Mr C Fribbins.

2 members of the public.

## 002/24 Apologies for absence. – Cllr B Ali, Cllr L Ali (weather), Cllr Saltmarsh, (work) Assistant Clerk Nigel Fursdon (weather).

## 003/24 Declaration of any Pecuniary and / or Prejudicial Interests.

Cllrs Hitchcock and Cllr N Brown declared interests in the Halling Youth Club and Cllr N Brown in the co-option (and took no part in the co-option of her husband).

## 004/24 Adjourn for Public Questions (*up to 15 minutes for the public*).

The Chairman reminded the audience that of the total time limit.

- There was a problem with an obstruction is RS213 with locked gates. The Clerk will report this to the Medway Public Rights of Way Officer.
- The Clerk reported that an updated PROW map is being prepared and will be available online. It was suggested that PROW signs be checked, and new/replacement signs could be arranged.
- An issue was reported with gates at Court Farm, which is designated as Highways.
- A suggestion was made that any construction traffic in Upper Halling be routed via Ladds Lane and not through Lower Halling and The Street.

## 005/24 To Approve Minutes of meeting held on November 6th, 2023.

Proposed Cllr L Hitchcock and seconded by Cllr G Wenham as a true record, all Cllrs agreed.

## 006/24 Clerk's report.

An application for a Debit Card had been submitted as online payments were currently being made by the Clerk from his personal bank account and re-claimed from the Parish Council. The card would be retained, securely, in the office and card details/PIN would be copied to the Chair in a sealed envelope as per the Model Financial Regulations.

Consideration was given to acquiring a Card Reader for Card/Mobile payments (although the Parish Council may not qualify) – Clerk to investigate.

## 007/24 Finance: Note Payments made under delegated powers of the Chair/Clerk and to seek approval of any additional payments as necessary. Financial Reports as circulated (as at 31/12/2023)

- a) The Clerk handed out the finance documents and went through them with the Cllrs, the accounts up to 31<sup>st</sup> October and have been reconciled to the bank statements.  
All expenditure is well within the various budgets.  
The payments are done under delegated powers of the Clerk in the presence of 2 Cllrs and also signed off by these 2 Cllrs.
- b) **To Agree the Parish Council Budget for 2024/25**  
Proposed Cllr Wenham, Seconded Cllr N Brown that the Budget as circulated be agreed. All Agreed.
- c) **To Agree the Precept Requirement from Medway Council for 2024/25**  
Proposed Cllr N Brown, Seconded Cllr Wenham that the Precept be set at £53,000 as agreed in the Budget.

Payments and receipts for November and December had been distributed at appendix 1.  
An informal/non-decision-making meeting will be held on 4th December to advise on the 2024/2025 Budget Setting, in advance of the January meeting, to be confirmed.

008/24

### **Co-options**

Two residents had offered themselves for co-option.

- a) Mr Robert Brown known to the Parish Council as an outside member of the Events Committee. Proposed Cllr Thorne, Seconded Cllr Hitchcock that Mr Brown be co-opted All Agreed.
- b) Mr Stephen McCormack had been interviewed by the Chair, Cllr Wenham and the Clerk before the meeting, but was unable to attend this meeting. Proposed Cllr Wenham, Seconded Cllr Thorne, All Agreed.

The Clerk would arrange the signing of the acceptance book, Declarations of Pecuniary Interest Forms (DPI) and arrange Halling-PC email access after the meeting.

009/24

### **Estates & Environment Committee**

Site meetings had been held to review the condition of the majority of Parish Council assets and some local issues. A meeting to be arranged to agree and prioritise a refurbishment and urgent repair schedule.

The Medway Public Rights of Way officer is looking at getting a quote for the repair of the culvert on RS230, some surface repairs and interpretive signing and submitting an Expression of Interest to a Rambler's Fund (up to £10,000) by end of January.

010/24

### **Events Committee.**

Cllr Mrs N Brown Chairman reported on the Remembrance Day and Christmas events that had taken place and initial plans for upcoming events.

Poppy Appeal arrangements for Halling had been resurrected and collection boxes arranged for businesses and community groups around the village (£937.06 was collected). Additional Street Poppies were purchased alongside the current stock and mounted on lampposts. Remembrance Day event held.

A Christmas event was held 9<sup>th</sup> December with stalls, Santa's Grotto, Fairground and Games Van (free of charge) at the Community Centre Halls and in the Car Park, this was followed by the switching on of the Christmas tree lights and a professional pantomime. Ticket receipts and raffle income banked. Thanks for the hard work in planning and executing the events was acknowledged by all and initial plans for 2024 are already starting to come together.

011/24

### **Kent Community Awards Scheme 2024.**

Nominations have been sought from residents and councillors via email, web site and Facebook.

There were no nominations/suggestions from residents. The deadline is at the end of January, so it was agreed to finalise a nomination via email for the Clerk to submit,

012/24

### **Parish Council Meeting Dates for 2024 – Mondays**

January 8<sup>th</sup> 7:30 Jubilee Hall, March 11<sup>th</sup> 7:30 Community Centre, May 13<sup>th</sup> 7:30 Jubilee Hall (includes Annual Parish Meeting), July 8<sup>th</sup> 7:30 Community Centre, September 9<sup>th</sup> 7:30, Jubilee Hall, November 11<sup>th</sup> 7:30 Community Centre. Proposed Cllr N Brown, Seconded Cllr Wenham that the meeting dates be agreed. All Agreed.

012/24

### **(PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC)**

**To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are to be excluded from the Meeting.**

Proposed Chair, Seconded Cllr G Wenham – All Agreed.

013/24

### **Cost of Living Payment to Clerk/Assistant Clerk**

The Parish Council meeting in July had agreed payments to the Clerk/Assistant Clerk and to review again at the January Meeting.

The Clerk reported that the national pay scales for 2023/24 had been agreed and a £1 per hour increase had been agreed and back-dated to 1/4/23, so suggested that a further Cost of Living payment was not required. Proposed Chair, Seconded Cllr N Brown, that no payment be made at this time – All Agreed.

014/24

**Date and venue of next Meeting.** Monday March 11<sup>th</sup> at 7.30pm at Community Centre, Halling.

015/23

**End of meeting.** – Chairman thanked Cllrs and the public for attending. Meeting closed at 8:45pm

Appendix 1 Payments and receipts for November and December

**HALLING PARISH COUNCIL INCOME & EXPENDITURE – November 2023**

November 3 <sup>rd</sup>	Halling Community Centre (Office Rent)	£ 328.90	SO
	MHS Homes (Garage rent)	£ 46.83	DD
November 9 <sup>th</sup>	Transfer of money from Deposit Account	£20,000.00	Transfer from D Account
	Cllr Mrs N Brown (Remembrance)	£ 49.83	DPC
	“ (Panto Tickets)	£ 113.03	DPC
	Jubilee Hall (Annual Grant)	£5,000.00	DPC
	Community Centre (“ ”)	£5,000.00	DPC
November 15 <sup>th</sup>	Gaming Parties (Xmas do)	£ 695.00	DPC
November 24 <sup>th</sup>	Medway Council (Fire Station Rate Rebate)	£5,361.85	Paid In
November 30 <sup>th</sup>	C Fribbins (Panto ticket sales)	£ 222.00	Paid In
	TCW Solutions (Xmas Banners)	£ 288.00	DPC
	Halling Youth Club – (via Halling Association)	£ 250.00	DPC
	G Ballard (Notice board clean 3)	£ 50.00	DPC
	Safegroup.co.uk (Halling PC - H&S items)	£ 140.24	DPC
	Staff Costs (3 employees)	£1,216.66	DPC
	Chris Fribbins (Tens Licence)	£ 21.00	DPC
	Deposit Account Interest	£ 305.73	Paid In
	<b>Expenditure</b>	<b>£13,199.49</b>	<b>Paid In</b>
			<b>£25,889.58</b>

**HALLING PARISH COUNCIL INCOME & EXPENDITURE – December 2023**

December 1 <sup>st</sup>	MHS Homes (Garage rent)	£ 53.56	DD
December 4 <sup>th</sup>	C Fribbins (Panto ticket sales)	£ 198.00	Paid In
	Cllr L Hitchcock (Xmas Tree & decs)	£ 177.98	DPC
	Cllr R Thorne (Xmas Bags)	£ 35.19	DPC
	Halling Community Centre (Office Rent)	£ 328.90	SO
December 7 <sup>th</sup>	Cllr Mrs N Brown (Xmas Raffle items)	£ 80.51	DPC
	M&M Theatrical (Halling Xmas Panto)	£1,558.80	DPC
	UK Power Networks (Wayleave payment)	£ 42.32	Paid In
	Cllr R Thorne (Xmas Raffle)	£ 36.83	DPC
December 11 <sup>th</sup>	The Cuxton Bakehouse (Xmas Fayre)	£ 70.00	DPC
	C Fribbins (Panto ticket sales)	£ 52.00	Paid In
	C Fribbins (Panto ticket sales)	£ 59.00	Paid In
	C Fribbins (Panto ticket sales)	£ 208.00	Paid In
	C Fribbins (Raffle Ticket sales)	£ 129.00	Paid In
	C Fribbins (Panto ticket sales)	£ 35.00	Paid In
	C Fribbins (Raffle Ticket sales)	£ 100.00	Paid In
	C Fribbins (Raffle Ticket sales)	£ 19.00	Paid In
	C Fribbins (Raffle Ticket sales)	£ 100.00	Paid In
	C Fribbins (Raffle Ticket sales)	£ 100.00	Paid In
December 13 <sup>th</sup>	Nget Functions (Wayleave payment)	£ 220.48	Paid In
December 14 <sup>th</sup>	Cllr Mrs N Brown (Xmas Fayre Regulator)	£ 10.99	DPC
December 18 <sup>th</sup>	BT (Phone/broadband)	£ 240.37	DPC
December 21 <sup>st</sup>	C Fribbins (Defib spares)	£ 358.25	DPC
	YouFirst Partners (Printer)	£ 87.60	DPC
	Goodman Nash (Company handling rebate)	£2,251.98	DPC
December 28 <sup>th</sup>	Staff Costs (2 employees)	£ 707.22	DPC

December 29<sup>th</sup>

Deposit Account Interest

£ 288.98

Paid In

Expenditure

£5,998.18

Paid In

£1,551.78

DRAFT