

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 5 January 2016 at 7.00pm in the Memorial Hall, Lower Halstow.

Present: 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. Borough Councillor Duncan Dewar Whalley; County Councillor Lee Burgess and PCSO Link and 1 member of the public.

Action

1. **Apologies** Cllr Nigel Randell (Chair);

2. **Public Questions**

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

None

b) **Disclosable Non Pecuniary Interests.**

None

4. **Minutes of the December Meeting**

It was proposed by Cllr Howard-Challis seconded by Cllr Mayes that the draft minutes of the meeting of Lower Halstow Parish Council held on 1 December 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**

Cllr Dewar Whalley had spoken to Councillors before the meeting started. He advised *Clerk* that he would be willing to commit £400 to a village project. He also gave some suggestions on finding a structural engineer.

b) **Report from County Councillor**

Cllr Burgess had received a follow up report from the Highways Engineer:

The zigzags at the school will be repainted; inconsiderate parking to be investigated.

The land at the east of Crouch Hill court was still owned by the developers and the Highways would follow up the littering problems.

KCC would investigate drainage and hedge issues at the Church corner on the Sheerness Rd.

A quote for the cost of parking bays was awaited.

Cllr Burgess was asked to investigate whether Parish Councils would be offered the chance to join in with the KCC scheme to upgrade street lights to LED lanterns.

Cllr Burgess

c) **Report from PCSO Link**

The area had been generally quiet although there had been an incident of indecent exposure and a dangerous dog report in Breach Lane. The car in Crouch Hill Court had been removed.

The Council advised that there had been 2 incidents with motorbikes being driven illegally in the village *PCSO Link left the meeting at 7.15pm.*

7. **Decisions/Actions/Proposals**

a) **Action List Update**

The Action list was updated: Quotes were still awaited for the pavement work at Gibbs; the burial ground netting had been ordered; a quote for the tree works had been received.

b) Fire Break at the Brickfields

Cllr Parker would arrange for a full quote during January.

Cllr Parker

c) Fence at entrance to Brickfields

A quote of £320 to install new posts for the Brickfields fence had been received. It was proposed by Cllr Howard-Challis, seconded by Cllr Mayes that the quote be accepted; all were in favour. Borough Councillors Dewar-Whalley had offered £400 from his funding pot for a project in the village and it was agreed that the funding should be requested for this, which would leave £80 to be spent on any additional supplies needed.

Clerk

e) Westfield Car Park Update

2 more replies had been received, both in favour or extending the car park. A quote of £75 had been received to cut back the hedge in the existing car park; it was proposed by Cllr Howard-Challis, seconded by Cllr Mayes that the quote be accepted; all were in favour. The contractor had also give a quote of £480 for clearing the scrub area at the western end of the car park at the Clerk's request as this might provide a suitable area for the extension if the Council did not wish to use the allotments. Councillors agreed to look at the area before the next meeting. The Clerk had ascertained that the owners of the land opposite Club Cottages did not wish, at this point, to lease the land to the Council for car parking..

Clerk

All Cllrs

f) Parish Budget and Precept for 2016/17

Councillors discussed an initial budget which had been circulated. Councillors were concerned that keeping the precept the same left no headroom for any additional projects that the Council may wish to undertake in 2016/17 eg. Westfield car park, improvements to the Burial Ground maintenance; congestion at the Three Tuns, upgrading the footway lighting. Following in depth consideration it was proposed by Cllr Smith, seconded by Cllr Howard-Challis that the precept request for 2016/17 be increased from £25250 to £29250; all were in favour and the Clerk would submit a request for £29250 to be precepted from the Parish.

Clerk

g) Alterations to Burial Ground fence

A request had been received to add an additional cross beam to the burial ground fence. Councillors felt that as the new hedging would soon screen the ground additional works to the fence would be a waste of money.

h) Salt bin for Church path

It was proposed by Cllr Smith, seconded by Cllr Howard-Challis that a new bin be purchased up to a cost of £200 all were in favour. Cllr Parker would investigate how the bin could be set back into the burial Ground bank.

Clerk

Cllr Parker

i) Pilot Warden Scheme

The Clerk had received leaflets on the scheme to be delivered to every home in the village. Some Councillors were able to help with distribution of the leaflets and the Clerk would deliver the remainder. An article had also been included in the village newsletter asking for volunteers.

Clerk

8. Correspondence

- a)** James Buxton, Sloane Square films of 4.12.15 – Confirmation of donation and reparation works on the Brickfields Site. The Clerk confirmed that the donation had been banked.
- b)** KCC Highways of 4.12.15 – Slides from parish Seminar.
- c)** KALC of 7.12.15 - update from NALC.
- d)** KALC of 7.12.15 – Request for nominations for 2017 New Years Honours List.
- e)** KCC of 7.12.15 – Pilot Warden Scheme update.

- f)** KALC of 10.12.15 – consultation on M20 lorry park.
- g)** KALC of 11.12.15 – Chairperson conference.
- h)** KALC of 14.12.15 – CCTV Code of practice compliance. The Clerk advised that the new registration scheme was not compulsory but she would check the Council practices to make sure they conformed to the code. *Clerk*
- i)** KALC of 14.12.15 – NALC update.
- j)** KALC of 17.12.15 – Parish News
- k)** KALC of 21.12.15 – provisional local Government finance settlement.
- l)** KCC of 21.12.15 – Inside Track
- m)** Police and Crime Commissioner of 21.12.15 – Consultation on Precept increase.
- n)** G Gransden of 2.1.16 – invitation to meeting about Westmoreland. Councillors Randell and Mayes to attend. *Chair, Cllr Mayes*
- o)** SBC of 5.1.16 – Agenda item request for Rural Forum.
- p)** Resident of 4.1.16 – complaint about the Burial Ground. The Council considered that the works to the bank should alleviate this problem. *Clerk*
- q)** FOTB of 28.12.15- Deposit of ashes on the Brickfields. Councillors considered that it was inappropriate to deposit ashes on the Brickfield and to leave memorials and an article would be included in the newsletter asking for them to be removed. *Clerk*
- r)** D. Emptage, Stonemason of 24.12.15 – request to place a new ashes memorial for RA Dartnell. The request was approved subject to the usual fees. *Clerk*

9. Planning

- a) SBC of 4.12.15 – update on the automatic Planning System.
- b) SBC of 8.12.15 510193 - Application for single storey extension at Britannia House and double garage. Councillors discussed the application and decided not to make any comments *Clerk*
- c) SBC of 9.12.15 - 509694 application for replacement dormer and 2 new dormers at Church Cottage. Councillors agreed that they did not wish to comment on the application. *Clerk*
- d) Resident of 14.12.15 – comments on planning application 509694.
- e) Resident of 15.12.15 – comments on planning application 510193
- f) KALC of 21.12.15 – Consultation on National Planning Framework
- g) Summaries of 7.12, 11.12, 18. 12 24.12

10. Clerk's Report

- a) The Clerk had received a report of a fallen branch in the Burial Ground and had arranged for Treecraft to attend and make safe/ remove
- b) The trampoline in the play area was damaged jsut before Christmas. The Clerk had asked a local builder to attend and make the area safe, by putting the trampoline out of action. The Clerk would investigate a repair/replacement. *Clerk*
- c) The Council had received copies of the insurance documents for the Edith May and the Thistle.
- d) The Clerk had reported 3 faulty lights .

- e) The Clerk had booked a place on the pension workshop. *Clerk*
- f) Cllr Mayes the Chair and Clerk had attended a meeting with SBC to discuss the emergency plan and the final draft was in preparation. *Chair*
- g) Mr J Goodhew would be buried in the Burial Ground on 13 January in a re-opened grave. *Clerk*

11. **Finance**

a) **Cheques**

Payee	Description	Amount £	Cheque No.
Mr J Knott	Litter picking village Oct to Dec 15	150.00	100185
	Sight checking play equipment Oct to Dec	75.00	
	Clearing Church Path Oct and Nov (2hrs)	17.00	
	Total	242.00	
Lower Halstow Memorial Hall	Hire of Hall November and December 2015	Total 48.00	100186
Mrs CD Fordham	Salary Oct to Dec 2015	1186.08	100187
	Expenses Advance Oct to Dec 2015	45.00	
	Annual Reconciliation of expenses amount outstanding	126.00	
	Reimbursement for :	329.00	
	ECO netting and shipping	65.80	
	VAT	31.25	
	Seeds	6.25	
	VAT	Total 1789.38	
Kent County Council	Legal Fees for Film Contract	405.00	100188
	VAT	81.00	
	Total	486.00	
Ransley Projects Ltd	Making Safe Trampoline	91.49	100189
	VAT	18.30	
	Total	109.79	
Mr N Randell	12 miles for attending meeting @45p per mile	Total 5.40	100190

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

12. **Reports from Members**

a) **Memorial Wood**

b) **Footpaths, Highways and Lighting**

The 30mph sign on the Halstow Lane Gateway was missing. The Clerk was asked to contact Cllr Burgess for an update on the possible reduction of speed limits in villages.

Clerk

c) **Burial Ground**

A quote of £480 had been received for trimming and shaping the holly trees; it was proposed by Cllr Mayes, seconded by Cllr Howard Challis that the quote be accepted; all were in favour. The contractor advised that the conifer was likely to suffer further branch loss and it would be safer to remove it altogether. The Clerk was asked to seek planning permission for the removal of the tree.

Clerk

It was agreed that a memorial book should be purchased.

Clerk

The Clerk was asked to prepare a risk assessment for the bank works.

Clerk

d) **Allotments**

e) **KALC**

f) **School Governor**

g) **Play Area**

i) **Inspection Report Update** Information was awaited about repairs to the football shelter and the safety surfacing.

Clerk

h) **Brickfields**

i) **General Matters**

Cllr Mayes had attended the Friends of the Brickfields meeting. Concern had been expressed about the Terms of Reference drawn up by the Council and the Chair would contact the FOTB to explain the reasons for the new document. Cllr Mayes advised that Peter Froggatt was Chair, Judy Telford Secretary and Karen Thorpe Treasurer..

Chair

ii) **Edith May**

ii) **Westmoreland**

iii) **Dock**

i) **Risk Assessment Review**

j) **Newsletter/Website**

Articles to be included about the precept and the ashes on the Brickfields area.

Clerk

13. **Any Other Business**

14. **Date of Next Meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 2 February at 7.00pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.12pm

Date:

Signed:

Cllr N Randall
Chair