

**Minutes** of the Monthly Council Meeting of Lower Halstow Parish Council held in the Memorial Hall at 7.00 pm on Tuesday 3<sup>rd</sup> May 2022

Present: Cllrs: K Howard-Challis (Chair); M Szabo (Vice-chair); T Portman; A Smith and Mrs A I Smith (Clerk)

In attendance: Cllr Woodford and 5 members of the public.

**1. Apologies**

Apologies were received from Cllrs Smith and Baldock

**2. Declarations of Pecuniary or Non Pecuniary Interest**

None.

**3. Public Session**

No-one wished to speak.

**4. Visitors:**

a. KCC

No report.

b. SBC

Cllr Woodford reported the change of leadership at Swale Borough Council and Cllr Mike Baldock is now the leader. Cllr Woodford will let the Parish Councils know about any changes in the leader and cabinet models that will impact them. There had been complaints regarding the bin collections. The contractors are clearly not meeting what is required of them, together with ongoing issues, the contract is currently up for re-negotiation.

c. PCSO

No report.

d. Pond Warden

The Pond Warden was not in attendance.

e. Friends of the Brickfields tendered their apologies.

**5. To resolve the Minutes**

It was resolved that the Minutes of the 5<sup>th</sup> April 2022 meeting are a correct record and were signed accordingly.

**6. Correspondence**

a. Request for Victim Support donation. It was agreed to put the information on the village Facebook page.

**Action: Clerk**

b. Request for Citizens Advice request for donation. It was proposed by Cllr Szabo, seconded by Cllr Howard-Challis and agreed unanimously to donate £75.00.

**Action: Clerk**

c. Cutting pathways at allotments. It was agreed to contact Treecraft regarding cutting pathways through for the Memorial Hall and Tutt's plots.

**Action: Clerk**

**7. Matters arising**

a. Age UK and Loneliness. This will be moved to next month's agenda.

b. Local Bus Project. This will be moved to next month's agenda.

c. Replacement of defibrillator pads. It was agreed that the Clerk would arrange to replace the pads.

**Action: Clerk**

d. Replacement of logs at Gibbs Amenity area. It was agreed that the logs would stay as they are supporting an ecosystem. A member of the public has kindly offered some old telegraph poles to add to the logs already there. Arrangements will be made after the Queen's Platinum Jubilee.

**Action: Cllr Szabo**

**8. Finance**

- a) To approve Section 1 of the Annual Governance Accountability Return 2021/22 (AGAR)  
The assertions were read out by the Clerk. It was resolved to approve Section 1 and the form was duly signed by the Cllr Howard-Challis and the Clerk.
- b) To approve Section 2 of the AGAR.  
It was resolved to approve Section 2 and the form was duly signed by Cllr Howard-Challis.
- c) It was agreed to continue with the subscriptions to Kent Association of Local Councils and National Association of Local Councils.

**Action: Clerk**

- d) It was unanimously agreed to raise the daily amount on the credit card to £500.00.  
Proposed by Keith Howard-Challis and seconded Cllr Groves.

**Action: Clerk**

- e) It was agreed to remove former Councillor Rob Smith from the bank mandate.

**Action: Clerk**

- f) Review standing order for Clerk's salary. It was agreed to change the frequency of payroll services from quarterly to monthly. This will mean that a standing order will no longer be required and the Clerk's pay will be paid by BACS on a monthly basis.
- g) Quotes for phase 2 of the dock repair. A quote for £4800 has been received to complete phase 2 of the dock repair. It was proposed to accept this quote by Cllr Howard-Challis and seconded by Cllr Szabo. Agreed unanimously.
- h) Cllr Portman requested further funding for the Jubilee celebrations. It was proposed by Cllr Howard-Challis and seconded by Cllr Groves to provide a further £300.00. Agreed unanimously.

**9. To discuss and agree response (if any) including the following Planning Applications:**

- a) Application: 22/501753/AGRIC. Address: Site South East of Stable Mews School Lane Lower Halstow Kent ME9 7FN Proposal: Prior Notification for the erection of an agricultural hay storage/general purpose building.  
The application was noted.
- b) 22/501873/OUT PROPOSAL: Section 73 - Application for variation of condition 1 (details of layout, scale and appearance), condition 5 (verification report), condition 7 (management of open space), condition 8 (electric vehicle charging facilities), condition 16 (parking and garaging), and condition 17 (cycle parking), to allow each part of the development to commence after details of that part have been provided, pursuant to 20/501002/OUT for - Outline application (all matters reserved except for access) for the demolition of a large equestrian centre and construction of a smaller facility enabled by 9no. custom-build homes with associated landscape enhancements. ADDRESS: Little Callum Farm Basser Hill Lower Halstow Kent ME9  
The application was noted.
- c) 22/501930/FULL PROPOSAL: Demolition of conservatory and erection of single storey rear/side extension. ADDRESS: 21 Burntwick Drive Lower Halstow Sittingbourne Kent ME9 7DX.  
It was agreed to support this application in line with the Village Planning Strategy.
- d) 22/501729/FULLPROPOSAL: Loft Conversion with rear dormer. Erection of a single storey side/rear extension with roof lights.  
ADDRESS: 25 School Lane Lower Halstow Sittingbourne Kent ME9 7ET  
It was agreed to support this application in line with the Village Planning Strategy.

**10. Any applications received between producing the agenda and this meeting.**

None received.

**11. To receive reports on the following:**

- a) Parks, Leisure and Planning:  
The picnic bench has been installed in the play area. The football nets will be removed during the Jubilee celebrations.
- b) Footpaths, hedges, Burial Ground and allotments:  
Cllr Smith is looking into restoring the wrought iron fence at the Burial Ground.
- c) Parish Highways Plan:  
A response has been received from KCC and the 20 mph zone will be going ahead.
- d) The Dock  
The terms and conditions for the wharf license has been amended following a meeting with the owners of the Edith May. They were proposed by Cllr Howard-Challis and seconded by Cllr Portman. Agreed unanimously.
- e) Brickfields and the Seawall.  
The Environment Agency (EA) has been to look at the seawall the day of this meeting, with contractors measuring the repair works. The contractors will come up with a number of options, present them to the EA along with estimated costs. They will then select the most appropriate and affordable repair option. Works are expected to commence in late summer once the necessary designs and permissions are in place.

**12. To receive the Clerk's report:**

This month has been busy with purchases for the Queen's Jubilee, the end of financial year and preparations for the Annual Audits, in particular. The Clerk attended the audit workshop, via Zoom, run by Kent Association of Local Councils and the internal audit has been arranged for Monday 23rd May.  
Swale Borough Council have paid £19870.00 to Lower Halstow Parish Council's bank account, which is half of the precept and lighting grant. The second half will be paid in September 2022.  
The bank balance as at 30 April was £76425.41  
It was agreed that Cllrs Howard-Challis and Szabo will authorise the payments, as per the payment list below, via internet banking.

**13. Items for information only:**

Cllr Portman will write items on the Jubilee, the seawall and dog waste for the Village News.

**14. To receive agenda items for next meeting:**

Age UK and Loneliness.  
Local Bus Project.

The meeting ended at: 19.52hrs

**Date of next meeting:** Tuesday 7<sup>th</sup> June 2022

Payments May 2022

| Payee                                  | Description   | Gross Amount £ | VAT £  | Cheque No/Bank Payment |
|--|---|----------------|--------|------------------------|
| Mrs A I Smith                          | Expenses for Queen's Jubilee                          | 380.03         |        | 469306879              |
| Lower Halstow Memorial Hall Trust Fund | Hall Hire: Invoice 60                                 | 21.25          |        | 848973714              |
| DCK Accounting                         | PAYE Year End 2021-22                                 | 37.80          | 6.30   | 253114235              |
| Village News                           | Donation  | 700.00         |        | 879604207              |
| Jascom Electrical Contractors          | Work completed as per estimate Invoice:001026         | 2240.20        | 373.37 | 531112678              |
| Mrs M Giles                            | Reimbursement for Deposit on climbing frame (Jubilee) | 60.00          |        | 773515016              |

Other payments:

|   |         |
|---|---------|
| 10 May Multipay Direct Debit                            | £235.52 |
| 25 <sup>th</sup> May 2022 Standing Order Clerk's Salary | £644.60 |

**Date:**

**Signed:**

**Cllr. K Howard-Challis  
Chair**