

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 3 May 2016 at 7.00pm in the Memorial Hall, Lower Halstow.

*Action*

Present: Cllr Nigel Randell (Retiring Chair); Cllr Steve Gates (Vice Chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Chris Mayes; Cllr Rob Smith Borough Councillors Duncan Dewar Whalley and Ben Stokes; and Parish Clerk Mrs C Fordham. 14 Members of the public were also in attendance and Mrs A Beerstecher

1. **Apologies** Cllr Steve Parker; and PCSO Link; all apologies were accepted.
2. **Election of Chair and Vice Chair** It was proposed by Cllr Smith, seconded by Cllr Howard-Challis that Cllr Gates be elected as Chair; there were no other nominations all Councillors were in favour and Cllr Gates was duly elected. Cllr Nigel Randell then left the meeting, as he had resigned.

It was proposed by Cllr Smith, seconded by Cllr Mayes that Cllr Smith be elected as Vice Chair; there were no other nominations and all Councillors were in favour and Cllr Smith was duly elected.

3. **Declaration of Acceptance of Office for the Chair and Vice Chair**

Councillors Gates and Smith signed the Declaration of Acceptance of Office in the presence of the Clerk

4. **Proposal to co-opt New Councillor**

It was proposed by Cllr Howard Challis, seconded by Cllr Mayes that Mrs Allyson Beerstecher be co-opted onto Lower Halstow Parish Council; all members were in favour and she was duly elected as a Councillor.

5. **Declaration of Acceptance of Office Register of Interests for new Councillor**

Cllr Beerstecher signed the Acceptance of Office form in the presence of the Clerk and would complete the Register of Interests to be sent to the Borough Council.

*Clerk*

6. **Appointments to Offices Committees and Working Parties**

It was proposed by Cllr Howard Challis, seconded by Cllr Smith that the following appointments be made; all were in favour.

KALC representative: Cllr R Smith (other Councillors would attend as available)

Barges Working Party: Cllr Smith and Gates

Project Working Party: Cllrs Gates, Hartfree and Howard Challis

Planning Working Party: Cllrs Gates, Howard Challis and Beerstecher

Friends of the Brickfields Representative: Cllr Beerstecher

School Governor: Cllr Howard Challis

Hall Committee Representative: Cllr Gates

Website: Nigel Randell had agreed to carry on with the website

7. **Public Questions**

The Church Warden advised that she was aware of the problem of vehicles using Church Path when they accessed the Church and they were doing their best to alleviate the issue.

A member of the public considered that the Parish Council had deliberately delayed a request for an additional inscription on a Memorial and in doing so had jeopardised plans for an interment of ashes. The Chair advised the Council would investigate the matter.

*Chair*

The same member of the public was upset that the Parish Council would not use the funds donated in memory of her relative to erect a new bench. The Chair read out the Memorial Bench policy which had been given to the applicant. It was agreed that he donation would be returned.

A resident of Cumberland Drive drew the Council's attention to the litter and parking problems outside his bungalow opposite the School. He was advised that the Council had asked the litter team, and the Community Support Warden to patrol the area. The Council's litter picker would also be asked to sweep the area on his weekly rounds. The Council had also asked the PCSO to task the area. A suggestion was made that wooden posts could be put on the pavement to stop cars parking.

*Clerk*

8. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

b) **Disclosable Non Pecuniary Interests.**

9. **Minutes of the April 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 5 April be accepted as a true record; there were 2 abstentions due to non attendance at the meeting, all other Councillors were in favour and the minutes were duly signed,

10. **Matters Arising**

11. **Visitors**

a) **Report from Borough Councillors**

Cllr Stokes advised that he had been dealing with complaints about people parking at Westfield Cottages. He advised that he been involved with similar parking problems as Iwade School where posts and zigzag lines were fitted, but it made no difference to the parking problems. Cllr Stokes advised he would take up the issue with KCC Highways. Cllr Dewar Whalley gave his congratulations to Cllr Gates on being elected Chair. He suggested that each time there is a problem with litter or parking residents should send a complaint to SBC; the more complaints they received the more likely there were to take action. He advised that a new Police Superintendent had been appointed.

*Cllr Stokes*

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

c) **Report from PCSO Link**

There had been three thefts reported in the village in the previous month.

12. **Decisions/Actions/Proposals**

a) **Action List Update**

The Clerk ran through the updates to the action list: the edges of the path on Gibbs had been cut back thanks to the Greening Lower Halstow team; the trampoline had been repaired; the Clerk would chase up the Dock report.

*Clerk*

b) **Emergency Plan Update**

The latest copy was awaited.

c) **New Clerk – Interviews**

There had been two applicants and the Clerk was asked to arrange the interviews. The Clerk would produce an interview sheet.

*Clerk/All Cllrs*

d) **Queen's 90<sup>th</sup> Birthday Celebrations** The Friends of the Brickfields had agreed to run the BBQ. The Clerk was liaising with Mrs Mouland about publicity for the Queen's Birthday event.

*Clerk*

e) **Annual review of Policies:**

i) **Standing Orders** Reviewed and accepted

ii) **Data protection and Information Security Policy** Reviewed and Accepted

iii) **CCTV Policy** Reviewed and accepted

iv) **Memorial Bench Policy** Reviewed and accepted

v) **Brickfield Car park Policy** Reviewed and accepted

**f) Approval of Revised Financial Regulations**

It was proposed by Cllr Howard Challis, seconded by Cllr Hartfree that the revised Financial Regulations be adopted; all were in favour.

*Clerk*

**g) Request to inter a time capsule on the Brickfields**

The Chair advised that the Friends of the Brickfields had no concerns about the time capsule. It was proposed by Cllr Howard Challis, seconded by Cllr Hartfree that a time capsule be allowed to be buried there. It was agreed that the Chair would contact the Scouts to advise on the appropriate location.

*Chair*

**13. Correspondence**

- a) Kent PCC of 5.4.16 – Report on her tenure of office.
- b) SBC of 7.4.16 – Update on dog control orders.
- c) Coastal Access South East of 8.4.16- Copy of power point presentation.
- d) Ground work of 11.4.16 – Tesco Funding opportunities.
- e) KALC of 12.4.16 – NALC update.
- f) KALC of 12.4.16 – Parish News April 2016.
- g) KALC of 12.4.16 – E safety training
- h) MEASS of 12.4.16- postponement of meeting.
- i) KALC of 13.4.16 – Burial Law training. It was agreed that the new Clerk should attend this training. *Clerk*
- j) ARC Kent of 14.4.16 – Appeal for Trustees.
- k) Resident of 16.4.16 – Concerns about vehicles using Church path. It was agreed that advice would be sought from KCC about what could be done to stop vehicles using the road. The resident would be advised to contract the Church about putting a sign on the wall. *Clerk*
- l) KALC of 19.4.16 – Poster for P&CC elections.
- m) Westmoreland Trust of 20.4.16 – Minutes of the April meeting. Cllr Mayes had attended and he felt that the issues around the dock repairs needed to be clarified and the Clerk would contact the Trust. *Clerk*
- n) KALC of 21.4.16 – Cost saving proposals for consultation.
- o) KCC of 21.4.16 – Inside Track.
- p) Resident of 27.4.16 – Concerns about access to the stream side from the garages in Burntwick Drive. The land was privately owned; on discussion it was agreed that an advisory notice would be put in the Newsletter, but the Council were unable to take any further action. *Clerk*
- q) KALC co 27.4.16 – Results of independent review on Local Council Tax Support Grants.
- r) KALC of 27.4.16 – Consultation on the extension of the Outer Thames special protection Area for wildlife.
- s) SBC of 28.4.16 – Details of further funding available for WWI commemorative projects.
- t) Streetlights of 28.4.16 – quote of £221 to repair the light at the junction of Wardwell and Vicarage Lanes of £295 (both plus VAT) to replace it. It was proposed by Cllr Howard Challis, seconded by Cllr Hartfree that the lantern be replaced with an LED lantern; all were in favour. *Clerk*

- u) KCC of 29.4.16 – Notification of road closure at Bobbing Hill.
- v) Memorial Hall Committee of 29.4.16 – Concerns about growth of vegetation along allotment/memorial hall fence. Councillors would look at the issue and the item would be discussed at the June meeting. *All Cllrs*
- w) PCSO Link of 1.5.16 – Report of activities in the village in April.
- x) Natural England undated – Confirmation of intention to extend SE Coast path between Iwade and Grain.
- y) Sloane Square Films Ltd- Letter of thanks for co-operation with the making of Nightingale

**14. Planning**

- a) SBC of 25.4.16 – SW/15/502681 Notification of appeal against refusal for 55 dwellings at Funton One of the grounds for the appeal had been the limited response from residents. The Council felt that their earlier reservations were still relevant and it was important to evidence that many residents did not agree with the proposal. On discussion it was agreed that a leaflet would be delivered to all residents advising them of the appeal and asking them to send any comments to the Planning Inspectorate. *Clerk/All Cllrs*
- b) Upchurch Parish Council of 7.4.16 – Notification of Gladman development proposals in Upchurch.
- c) Petitions Team of 19.4.16 – Government did not allow Local Councils to have the right to appeal planning decisions.
- d) KALC of 19.4.16 – Update on Neighbourhood Planning.
- e) SBC of 25.4.16 – approval of removal of conifer tree in the burial ground. It was agreed that Treecraft be asked to update the quote for the removal of the tree. *Clerk*
- f) Summaries of 8.4, 15.4, 22.4

**15. Clerk's Report**

- a)** £408.50 had been banked since the last meeting £358.50 allotment rent and £50 Memorial Fees.
- b)** The Clerk had met the new Community Warden Support Officer Shane Mc Neelance. The Clerk had advised him of the difficulties with parking and litter at the School and he and the Community Warden agreed to target the area. Dog fouling issues in the village were also discussed.
- c)** The Clerk was liaising with Mrs Moulard about publicity for the Queen's Birthday event. *Clerk*
- d)** One allotment had been let at the Memorial Hall.
- e)** Mr K Funnell carried out the internal audit of the Council's Finances on Thursday 28 April; the written report was awaited, but no issues were raised. *Clerk*
- f)** The Chair had collected the outstanding paperwork from the former Clerk. There was a considerable amount of sorting to do and this will take additional time. The Council also needed to decide where they wished to keep their deeds. The Clerk would enquire whether the bank offered this service *Clerk*  
*Clerk*

16. **Finance**a) **Cheques**

Payee	Description	Amount £	Cheque No.
KALC	Good Councillor Guide	16.00	100219
	Post and Packaging	2.74	
	VAT	0.55	
	<b>Total</b>	<b>19.29</b>	
DCK Beavers Ltd	April Payroll fees	55.00	100220
	Year end return	30.00	
	VAT	17.00	
	<b>Total</b>	<b>102.00</b>	
ST Margarets PCC	Contribution to Newsletter for 2015 and 2016	<b>Total 600.00</b>	100221
Mrs C Cobb	Refund of bench donation	<b>Total 200.00</b>	100222

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

b) **Approval of Accounting Statement for 2015/16 for submission to Audit Commission**

It was proposed by Cllr Howard Challis, seconded by Cllr Hartfree that the accounts accurately reflected Council receipts and payments in 2015/16 and that the Chair should sign the statement; all were in favour.

Clerk

c) **Budget 2016/17**

The Clerk had circulated the new budget figures for 2016/17

d) **Proposal to revise the Bank Signature mandate and allow on line viewing of Accounts**

On discussion it was decided that the Council did not wish to have on line access to the bank account. It was proposed by Cllr Howard Challis, seconded by Cllr Mayes that Cllrs Hartfree and Beestecher be included on the authorised signatory mandate, and that N Randell should be removed.

Clerk/Cllrs

17. **Reports from Members**a) **Memorial Wood**b) **Footpaths, Highways and Lighting**

There was a pothole at the junction of Vicarage Lane and School Lane.

Clerk

c) **Burial Ground**

The wildflower seed had been sown.

d) **Allotments**

e) **Financial Regulations** (See item 12f)).

f) **KALC Meetings** The AGM was due to be held on 23 May.

g) **School Governor**h) **Play Area**

Clerk

i) **Inspection Report** . A quote would be sought for a new inspection.

ii) **Trampoline Repairs** The trampoline had been repaired but the Clerk was chasing up the safety surfacing repairs

Clerk

i) **Brickfields**

i) **FOTB**

ii) **General Matters**

iii) Edith May

iv) Westmoreland It was agreed that the Westmoreland should appear on the Action list

v) Dock

**j) Risk Assessments**

It was agreed that the Clerk would research a simpler form of risk assessment documentation.

**k) Newsletter/Website**

List of Parish Council responsibilities, Vacancy, Queen's Birthday event

**18. Any Other Business**

The Clerk suggested that the Council might like to consider a strategic plan for the year at the June meeting; this was agreed.

The Clerk was asked to draw up a file of background information on the village for the use of future Clerks/Councillors

Cllr Hartfree reported that brambles were over growing the stream.

Cllr Mayes advised that he was resigning from the Council with immediate effect. He had enjoyed his time working with the Council. The Chair thanked him for all his hardwork on behalf of residents, and in particular for all the practical tasks he undertook.

The meeting closed at 9.15pm

Date:

Signed:

Cllr S Gates

Chair