

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 1 December 2015 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 Rob Smith; and Parish Clerk Mrs C Fordham. Borough Councillors Duncan Dewar Whalley. Ben Stokes and 6 members of the public.

Action

1. **Apologies** Cllr Steve Parker and PCSO LInk.

2. **Public Questions**

The Chair advised that he had expected that a resident would attend the meeting to talk about the noise from the Three Tuns on music nights. The owners of the Three Tuns had however attended the meeting and advised that they were in discussions with the Environmental Services at the Borough Council about how they could ameliorate the sound; they were anxious not to disturb local residents whenever possible.

The Chair thanked them for attending and also for housing the village defibrillator.

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

None

b) **Disclosable Non Pecuniary Interests.**

None

4. **Minutes of the November Meeting**

It was proposed by Cllr Howard-Challis seconded by Cllr Hartfree that the draft minutes of the meeting of Lower Halstow Parish Council held on 3 November be accepted as a true record; all Councillors were in favour and the minutes were duly signed,

5. **Matters Arising**

The Chair reported that he and Cllr Parker had visited the father of the young man commemorated by the Memorial Tree and the father had agreed to remove inappropriate items.

6. **Visitors**

a) **Report from Borough Councillor**

Cllr Dewar Whalley thanked the Council for inviting him to the Christmas Tree light up ceremony. He asked Councillors for their opinion on the removal of road side flowers at accident spots. He took the opportunity to wish everyone a Happy Christmas.

Cllr Stokes advised he would speak to SBC about the provision of a salt bin. He also wished everyone a Happy Christmas

b) **Report from County Councillor**

None present

c) **Report from PCSO Link**

Not present. Cllr Hartfree advised she had reported what appeared to be an abandoned car in Crouch Hill Court.

7. **Decisions/Actions/Proposals**

a) **Action List Update**

The Action list was updated. The defibrillator had been installed; the highways engineer had visited; the bin base had been made safe on the recreation ground; a quote had been requested for the works on the trees in the Burial Ground as planning permission had been received; the burial ground hedge had been completed

b) **Fire Break at the Brickfields**

Cllr Parker was seeking another quote.

Cllr Parker

c) **Fence at entrance to Brickfields**

The Clerk had sourced spare materials from the film company that could be used for the fence. Cllrs Maye and Smith would investigate what was required to install the replacement fence.

Cllrs Maye and Smith

d) **Changes to 327 Bus Service**

There would be a meeting with County Councillors to discuss the way forward.

Chair

e) **Westfield Car Park Update**

11 replies had been received with 10 of those in favour of extending the car park. Detailed responses had been circulated to Councillors. On discussion it was agreed that the Clerk investigate the possibility of using the car parking area opposite the club. It was also agreed that from July 2016 permits would be issued. The Clerk was asked to get a quote for cutting the hedge back in the existing car park.

Clerk

f) **Stabilising Burial Ground Bank**

Cllr Hartfree had investigated the materials required and the total cost would be £350; it was proposed by the Chair, seconded by Cllr Howard Challis that Cllr Hartfree be authorised to arrange for the order of the materials; all were in favour. The Clerk was asked to inform local residents and the highways department of the works.

Clerk

g) **Filming on the Brickfields**

The Clerk had attended the filming day and had not received any complaints. However there had been issues with traffic at the end of the day when the team had left the site. The Council had agreed a donation of £4,000 from the film company for the use of the site. A donation had also been given for permission to cut down and use greenery from the site; the clerk had liaised with the FOTB and given permission to use materials that needed clearing anyway.

8. **Correspondence**

- a) KALC of 6.11.15 - update on Pilot Warden Scheme.
- b) TCV of 9.11.15 – Heritage Tree Planting.
- c) KALC of 9.11.15 – KFRS service updates.
- d) KALC of 9.11.15 – Pension update.
- e) KALC of 10.11.15 – KCC guide to roadworks.
- f) KALC of 11.11.15 – Devolution guide
- g) SBC of 13.11.15 – Swale Rural Forum Agenda
- h) KALC of 13.11.15 – Details of the Pilot Warden Recruitment Scheme
- i) Swale Area Committee of 13.11.15 – minutes of meeting on 9.11.15.
- j) Resident of 14.11.15 – concerns about careless parking in the Brickfield car park.
The Council felt that they were unable to police this and relied on public's common sense.
- k) Groundwork South of 16.11.15 – Green Space Grant Programme.
- l) KALC of 18.11.15 – Future arrangements for appointment of District Auditors.
- m) KALC of 18.11.15 – Power point from Street light update at Highways seminar
- n) ARK of 19.11.15 – Annual Summary
- o) KALC of 24.11.15 – NALC Chair update.
- p) Cllr M Baldock of 25.11.15 – Suggests a meeting on the way forward for the bus service. Councillors to attend
- q) KALC of 26.11.15 – KFRS consultation on Safety and Well-being Plan
- r) KALC of 26.11.15 - LGPS Workshop. Clerk to investigate.

Clerk

Clerk

- s) SBC of 27.11.15 – Clean for the Queen Information.
- t) SBC of 27.11.15 – JTB Agenda
- u) KALC of 27.11.15 – Pilot Warden Scheme details. Article to be included in the Newsletter *Clerk*
- v) KCC Inside Track issue 232
- w) Landscape Services of 4.11.15 – Quote of £498.99 for Gang mowing Recreation Ground £913.75 for Gibbs Amenity Area, 10 cuts, £119.44 for strimming 2xper year. £358.53 for Street Amenity Area It was proposed by Cllr Hartfree, seconded by Cllr Howard Challis that the quote be accepted. *Clerk*
- x) English Rural Housing Association Annual Report 2015
- y) KCC November 2015 -Scam awareness poster.
- z) Groundwork of 1.12.15 – Tesco Community Funding. The Clerk was asked to send this on to the FOTB. *Clerk*

9. Planning

- a) SBC of 27.11.15 – consultation of Planning Enforcement priorities.
- b) SBC of 30.11.15 – 15/508588 /TCA No objections to trimming holly and conifer trees in the Burial Ground. *Clerk*
- c) Summaries of 6.11, 13.11, 20.11, 27.11.

10. Clerk's Report

- a) The Clerk had banked £420 since the last meeting, £400 donation and £20 allotment rent.
- b) Notification had been received that a ramblers group were ready to give a donation to the Council for a new bench. It was agreed that the Clerk should purchase a memorial book to record donations *Clerk*
- c) The Kent Messenger had called asking the Council to comment on the filming. It was agreed that no comment would be made. *Clerk*
- d) The EAD has been installed at the Three Tuns. The Clerk would inform the Emergency Services and decide on a code for the box. Weekly inspections were required. Cllr Gates agreed to carry this out. *Clerk*
Cllr Gates
- e) The Clerk had spoken to the EPT at SBC who advised they are monitoring noise levels at the Three Tuns and have installed monitoring equipment as well as visiting the site at the weekend.
- f) The Clerk had attended the filming site everyday from Thursday onwards including that day and all day on the shoot day
- g) The Clerk had spoken to the location manager and they had proposed the following reparations to the site: :
Type 1 stone for the dock area Work to be done by Treecraft
Flattening of ruts with provision of seed being supplied for later work if required. Provision of duck boards for new fencing.

11. **Finance**a) **Cheques**

Payee	Description	Amount £	Cheque No.
Commercial Services	Second Half yearly grounds maintenance VAT	926.83 185.37 Total 1112.20	100180
Mr C Mayes	Reimbursement for Christmas Tree batteries 32 Miles for KALC AGM attendance at 0.45p per mile Total	10.03 14.40 Total 24.43	100181
Mr N Randell	RE-imbursement for Christmas Tree Lights event refreshments	Total 45.93	100182
BJL Electrical	Installation of AED VAT	105.00 21.00 Total 126.00	100183
Treecraft <i>It was agreed that this cheque be signed between meetings</i>	Annual Invoice: Hedge cutting at Westfield Cutting pipeline Burial ground hedge replacement Removal of bin base from Rec Making safe dangerous trees Cutting back tree in Heron Cl Mowing bean field x7 Weed spray new trees Mowing designated areas Trimming of hedges Weed spray wall	90.00 130.00 1651.00 65.00 150.00 70.00 770.00 130.00 2350.00 435.00 60.00 Total 5901.00	100184

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

b) **Draft Budget 2016/17 and Precept**

A draft budget had been circulated for consideration and initial discussions were held. It was agreed that a final decision would be made at the January meeting.

All Cllrs

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

The trees had not been cut back around the light in Crouch Hill Court. 2 lights in Cumberland Drive were not working.

Clerk

The walk round the village with the Highways Engineer had been helpful. He had agreed to investigate the issue of creating more parking spaces opposite the pub, erecting posts to stop people parking on the pavements and the ownership of the land at the corner of Crouch Hill Court. He had advised that any planters on the pavement at the junction of Burntwick Drive at the Street should have reflectors fitted. He would

pursue the proposal to increase signage at the bend by The Stray or extending the speed *Clerk* limit zone. The Clerk was asked to chase the follow up report.

c)Burial Ground

d) **Allotments**

e) **KALC**

Cllr Mayes attend the AGM. There had been a presentation by SECAMB and the C.E of the NALC. The issues with HGVs parking in villages had been discussed as well as public toilets.

Cllr Smith had attended the Swale Area Committee meeting David Simmonds from SBC had agreed to visit the village to look at the issues of enforcing parking restrictions.

f) **School Governor**

Cllr Mayes had attended his first meeting. He had drawn the Governing Body's attention to the parking issues at the school.

g) **Play Area**

i)**Inspection Report update**

The insurance adviser had suggested that the problems with the edges of the safety surfacing under the nest swing might have been caused by poor installation.

Clerk

h) **Brickfields**

i)**General Matters**

Clerk

ii)**Edith May** The Clerk was asked to chase up the licences and the rent.

iii) **Westmoreland** The Clerk had been advised that the Trustees were to be reconstituted.

Clerk

iv)**Dock** The Clerk was asked to seek quotes for a condition report.

i) **Risk Assessment Review**

The Chair and Clerk had met with the Insurance Adviser who had sent some sample risk assessment documents for the Council to use. A provisional draft had been drawn up for the Brickfields Area. Councillors asked for an updated asset register to be circulated.

Clerk/Chair

j)**Newsletter/Website**

The Parish Warden scheme and the work on the burial ground bank to be included.

Clerk

13.**Any Other Business**

The Clerk advised that a resident would be 100 years old in February and it was agreed that a gift would be given. The Clerk was authorised to spend up to £100.

Clerk

Thanks were given for the Christmas tree lighting ceremony which had been enjoyed. On discussion it was agreed that the Borough Council should have discretion to removed flowers from accident sites.

Clerk

The meeting closed at 8.50pm.

Date:

Signed:

Cllr N Randell
Chair