

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

Present: Cllr Nigel Randell (Chair); Cllr Steve Gates (Vice Chair); Cllr Keith Howard-Challis; Cllr Chris Mayes; Cllr Steve Parker; Borough Councillors Duncan Dewar Whalley and Ben Stokes; and Parish Clerk Mrs C Fordham.

1. **Apologies** Cllr Sue Hartfree (Unwell), Cllr Rob Smith (unwell); and PCSO Link; all apologies were accepted.

2. **Public Questions**

3. **Declarations of Interest**

a) **Disclosable Pecuniary Interests**

b) **Disclosable Non Pecuniary Interests.**

Cllr Gates expressed a non pecuniary interest in ?

4. **Minutes of the February Meeting**

It was proposed by Cllr Mayes seconded by Cllr Parker that the draft minutes of the meeting of Lower Halstow Parish Council held on 1 March 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 Stokes advised that he had been dealing with complaints about people parking on the double yellow lines at Club corner. He also advised that he was willing to give a grant of £200 towards the cost of the Parish's Queen's Birthday Celebrations

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

c) **Report from PCSO Link**

There had been one theft in the village

7. **Decisions/Actions/Proposals**

a) **Action List Update**

The Clerk ran through the updates to the action list: the salt and litter bins had been installed; the reed screening fitted and the Council responsibilities included on the webstie.

b) **Emergency Plan Update**

The Chair had updated the plan and this would be sent out to Councillors and Borough Councillors

c) **Future Clerk Provision**

1 Application had been received and there had been 3 more expressions of interest.

d) **Queen's 90<sup>th</sup> Birthday Celebrations**

The Circus Skills workshop had been booked and the Friends of the Brickfields asked if they wished to run the barbecue to raise funds. There would also be a cake stall run by some scouts wishing to raise funds for a trip to Borneo and an Indian food stall. Face painting and balloon modelling had also been booked. The Clerk had not heard anything further from the Friends of the Brickfields about a Beacon on the Queen's Birthday and it was now too late to make the appropriate safety arrangements. A resident was thanked for agreeing to produce posters advertising all the village events planned in connection with the Queen's Birthday Celebrations.

e) **Best Kept Front Garden Competition**

An update would be given at the next meeting.

**f)Matters Arising from the Annual Meeting of the Parish**

The Council had no jurisdiction over private land and so could not take the issue with garages in Burntwick Drive further.

The Council shared residents concerns about the parking in The Street and it was proposed by Cllr Randell, seconded by Cllr Gates that the Council pursue the purchase of planters to be placed on the pavement at the west side of the junction of Burntwick Drive and The Street and investigated the provision of posts on the grass verges to stop parking. Cllr Parker would investigate the provision of posts.

**g) Matters arising from the presentation from the SE Coast Path Group**

The Council were concerned about who would police the paths. The Council noted that it was possible that this project might highlight a source of funding for the repairs to the dock.

**h)Annual Review of the Financial Regulations**

On discussion it proposed by Cllr Howard-Challis, seconded by Cllr Mayes that Council's financial regulations were in order, subject to the inclusion of the update advised in the NALC financial briefing of 29 January 2016; all were in favour. The updated regulations will be presented to the May meeting.

**i)Westfield Car Park Policy and Rent Review**

A revised car park use policy had been circulated to Councillors reflecting Council policy that only one space would in future be allocated to each household and that permits would need to be displayed at all times. It was proposed by the Vice Chair, seconded by the Chair, that the Policy be adopted; all were in favour.

**j)Burial Ground Fees Review**

The Clerk advised that Newington Parish Council were in the process of reviewing their fees and it was suggested that Lower Halstow should postpone the revision until their new fees were known. This was agreed.

**k)Approval of Annual Governance Statement**

The Clerk had circulated a briefing note about the Governance Statement. It was proposed by the Vice Chair, seconded by Cllr Howard Challis that the statement be signed as Councillors were happy that they were taking appropriate action to ensure the accuracy and security of the Council's finances; all were in favour.

**l)Applications for the Casual Vacancy**

There had been one applicant and the Clerk was asked to arrange for the applicant to attend an meeting with Councillors.

**8. Correspondence**