

**Minutes** of the Annual Council Meeting of Lower Halstow Parish Council held on Tuesday 4<sup>th</sup> June 2019 in the Memorial Hall, Lower Halstow.

Present: Cllr K Howard-Challis (Chair); Cllr R Smith (Vice-Chair); Cllr A Beerstecher; Cllr E Stiles; Cllr M Szabo; Mrs A Smith ((Clerk) and 10 members of the public.

**1. Apologies**

Apologies received from Swale Borough Councillor Roger Clark as he had another meeting.

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

There were none.

**3. Public Session**

No comments from the public.

**4. Visitors reports or comments**

a) KCC Councillor.

I did a little research last month for Cllr Smith in respect of funding for the dock. While I was only able to supply ideas for him to follow I am happy to say that my Member Funds have been replenished and I would be happy to put £1,000 in the pot. Perhaps your clerk could complete the required forms if Members agree? I was pleased to be able to liaise with Borough Councillor Roger Clark about getting the verges litter picked in Raspberry Hill while it was closed for work to the power supply. Also, I was pleased to assist in getting rubbish removed from Vicarage Lane. I wrote to Brogdale CIC which provides youth work in Newington and Iwade to see if they would provide something in Lower Halstow. They are investigating what might be possible. I am also aware a number of school appeals were successful, and children will now be attending the schools of their choice. I hope this is helpful, please do not hesitate to contact me if I can be of further assistance in these or any other matters raised during your meeting this evening.

Cllr Stiles if a Highways Officer could visit us regarding parking bollards to stop parking on the verges. It was confirmed that a Highways Officer has already been invited, but so far, he has not been able to attend. It was discussed how this might be delivered. KCC have a fund for safety works. Other funding would be via the Parish Council. 20 mph limits were also discussed, there was a perception that KCC were not in favour of 20 mph limits, however there are over 1000 miles of roads in Kent where this limit is in force.

b) SBC Councillors

Cllr Woodford reported that a planning application in neighbouring Upchurch has been "called in" regarding retrospective permission for caravans to be sited and also the application in Breach Lane has also been "called in".

c) PCSO

The PCSO had dealt with an argument over parking in The Green area which was a public order offence. An investigation is ongoing regarding money stolen from an envelope in a house where there was no evidence of a break-in. There have been a couple of reports of vans being parked in the middle of the road in Burntwick Drive, with people inside, looking as if they are scoping out houses. There have also been several reports of children on bicycles and they have been spoken to at length, explaining that although they mean no harm, they are putting themselves and other people in danger, which they understood. There have been no further reports since then.

d) Friends of the Brickfields

No report.

**5. To agree Minutes of the Meeting held on 7<sup>th</sup> May 2019.**

It was resolved to agree the Minutes for the above meeting and they were duly signed.

**6. To consider the applications to co-opt councillors to Lower Halstow Parish Council**

Three applications had been received for the two remaining posts. The councillors posed some questions to the applicant at the meeting. Further interviews will be arranged.

**7. To consider publication of agendas and draft minutes to the website**

The Clerk advised that there is no reason that this cannot be done and indeed other Parish Councils already do this. The agendas are already published to the website. It was resolved to publish the draft minutes.

**8. To consider commissioning a purpose made seat to be installed on the sea wall.**

The log has been rolled over and recovered twice at this location. Cllr Beerstecher reported that the Friends of the Brickfields have had a similar thought and have a solution, which is discussed at item 13 a.

**9. To consider submission of an application to KCC for the installation of bollards to verges.**

Previously discussed at item 4a.

**10. To consider submission to Swale Borough Council for the placing of 'Bye-Law' notices for 'Preservation of road margins/verges'**

Photos have been submitted showing the signs in use in Upchurch and made a tentative approach to SBC and they replied regarding the land that they own and that which they maintain. Cllr Stiles requested that we approach them again. The Clerk advised that SBC will not put signs up on land that they do not own, that also applies to the Parish Council. The Clerk will check with Cllr Whiting regarding ownership of the verges.

**Action: Clerk**

**11. Correspondence**

- a) To erect a temporary structure to cover the barge during the lay-up period.  
Deferred to the next meeting, awaiting further information in the form of a sketch.
- b) Request for help with hall hire fees for Mother and Toddler Group.  
This group has been formed as non-profit making. Cllr Woodford will give details regarding applying for a grant.
- c) Community Led Housing.  
Noted.
- d) Citizens Advice request for donation.  
Proposed by Cllr Beerstecher and seconded by Cllr Szabo to donate £50.00. Agreed unanimously.

**12. Finance**

To agree the annual review of Clerk's pay. The Finance Committee recommended a rise to new spine point 12 of the National Joint Council for Local Government Services which were implemented on 1 April 2019. Proposed by Cllr Beerstecher, seconded by Cllr Stiles. Agreed unanimously.

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

None received.

**14. To discuss and agree action on the following:**

**a) BRICKFIELDS & PLANNING**

Signage cost has been whittled down to about £1500 all in. The boards will be similar to that as the Parish Council's. There will be a map of the Brickfields with seasonal information. As yet, examples of the graphic designer's work have not been seen. Cllr Beerstecher has asked that samples are requested. It will be placed inside the Brickfields boundary.

Seating. Two pieces of oak have been sourced to replace the log, which will be secured in position.

It was agreed that Cllr Stiles would attend the Planning course being held on Monday 1<sup>st</sup> July. The Clerk will arrange the booking.

**b) PARKS & LEISURE**

No report.

**c) DOCKS & BARGES and CAR PARKS**

There is a viable option for repairs to re-instate the dock wall with reinforced concrete slabs. The Clerk will investigate grants and loans for this work which will total about £40,000.

Car Parks. The Clerk has contacted a consultant for a quote in respect of applying for planning permission. Invoices for the next year's parking for the current tenants of

the existing car park will be sent out shortly. The fee will be £50.00 as it was for the last year.

d) **FOOTPATHS HIGHWAYS LIGHTING and HEDGEROW MAINTENANCE**

No report.

e) **FLOOD PLAN, EMERGENCY PLAN, TOTAL QUALITY ITEMS (POLICY, SAFETY, AUDITS).**

No report.

f) **VILLAGE INVENTORY, PARKING and HANDYMAN LIAISON**

The grass verge outside Four Winds has not been cut, although the other verges have been done. Cllr Woodford will investigate.

**15. To acknowledge Reports on meetings attended on behalf of the Parish Council:**

a) **KALC Rep**

The next quarterly meeting is on the 17<sup>th</sup> June.

b) **Memorial Hall Rep**

No report.

**16. Clerks Report**

The Clerk has sent off the forms to Unity Trust Bank for internet banking. So far, no reply has been received.

In respect of the land leased at the Brickfields, I have emailed Mrs Kingsley-Smith and offered £1000.00.

The Clerk has researched quotes regarding the annual inspection of the playground and RoSPA offer the service at least half of the price of all the others looked at for £68.50 plus VAT for 5 items and £3.50 for each extra item. The others looked at were Playdale at £195 and Rhino £350. Safeplay do not offer annual inspections. It was agreed to ask RoSPA to carry out the annual inspection. Proposed by Cllr Stiles and seconded by Cllr Beerstecher. Agreed unanimously.

The Clerk has requested a quote regarding drawing up a landscaping plan for the proposed extension to Westfield Car park.

The internal audit is due to take place on 6<sup>th</sup> June 2019.

The bank balance is £68658.12

**17. Items for information only:**

It has been reported that there are three padlocks on the outermost gate of the Brickfield site. Two of them belong to the Parish Council and the other appears to be the Environment Agency's. Ideally a longer chain is required, so that only one padlock is necessary. Cllr Howard-Challis will source the chain.

It was noted that some of the allotments at Tutt's are in a very unkempt state.

Judging for the Best Front Garden Competition is in progress.

**18. To receive items for Village News and the Website:**

None.

**Date of next meeting:** Tuesday 2<sup>nd</sup> July 2019

The meeting closed at 8:15

**Cheques – June 2019**

<b>Payee</b>	<b>Description</b>	<b>Amount £</b>	<b>Cheque No.</b>
DCK Accounting Solutions	Payroll Year End Annual Return 2018-19 Invoice: P1325	<b>61.20</b>	100440

Other Payments:  
Standing Order 25<sup>th</sup> June

Clerk's Salary

£300.00

**Date:**

**Signed:**

**Cllr. K Howard-Challis**  
**Chair**