

Minutes of the Monthly Council Meeting of Lower Halstow Parish Council held virtually due to Coronavirus Covid-19 restrictions on Tuesday 7th July 2020.

Present: Cllrs: K Howard-Challis (Chair), R Smith (Vice-chair), A Groves, T Portman, M Szabo, A Smith, E Stiles, Ann Smith (Clerk), Swale Borough Councillor Corrie Woodford and two members of the public.

1. Apologies for absence

Apologies were received from Cllrs Whiting and Clark.

2. Declarations of Pecuniary or Non Pecuniary Interest

Cllr A Smith declared an interest in item 7b

3. To agree Minutes of the Meetings held on 2nd June 2020

It was resolved to agree the Minutes for the meeting held on 2nd June 2020. They will be signed within social distancing rules. Proposed by Cllr A Smith and seconded by Cllr Stiles. Agreed unanimously.

4. Matters Arising

a) To agree new Westfield Car Park Policy. The proposed policy had been distributed to the Councillors. It was proposed by Cllr Szabo to accept the new policy and seconded by Cllr Portman. Agreed unanimously.

b) Request from Cllr R Smith for a member of the Council to be "Fundraiser" for Dock repair project. Cllr Portman volunteered for this role and Cllr Groves also volunteered in a support role. Cllr R Smith offered his thanks for this help with the project.

c) To agree amendment to May 2020 Minutes to include the Council's decision regarding the Callum Park Planning Application 20/501002/OUT. The extraordinary meeting had to be cancelled because the Covid-10 pandemic lockdown had just been announced by the Government. It was agreed to hold the discussion via email followed by a vote, because at that time, it was understood that no meetings were to take place. The outcome was a majority vote in favour of the application and the May Minutes will be amended to reflect that decision. Proposed by Cllr A Smith and seconded by Cllr Groves. All were in agreement.

d) To agree action regarding extra demand of £3000 plus VAT for fees, not originally agreed for the land purchase at the Brickfields. It was agreed to make an offer of £1500 plus VAT to meet their demand in the middle. Proposed by Cllr R Smith, seconded by Cllr A Smith. Unanimous.

Action: Clerk

e) To consider the management of re-opening the play area on the Recreation ground. Cllr Szabo has read the documents and recommendations sent by the National Association for Local Councils regarding this. Covid-19 is still in the community and the virus may last up to 72 hours on metalwork. It was agreed to erect some signage reminding users of the play area to adhere to the latest health advice. Proposed by Cllr Szabo and seconded by Cllr Groves. Agreed unanimously

5. Finance

a) The accounting statement for the year 2019/20 was approved. Proposed by Cllr R Smith, seconded by Cllr A Smith. Unanimous.

6. Correspondence:

a) There was some discussion regarding the anti-idling campaign and to perhaps tie it in with the 20 mph zone being considered. The Councillors will give it some thought and discuss it again at the next meeting.

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

b) Home Farm, Breach Lane, Lower Halstow. Planning Application 20/502218/OUT.

There was some discussion regarding footpaths, access and lines of site and that there was a proposed mix of houses and bungalows. It was agreed to comment in favour of the application. Proposed by Cllr Howard-Challis, seconded by Cllr Portman.

8. Clerks Report:

Bottle digging (which is prohibited) was reported by a resident to Cllr Smith. The PCSO recommended that this be reported on 101 and not to approach the offenders. The Clerk put a message regarding this on the Village Facebook page and the Parish Council web site.

The internal audit is being conducted electronically and is still ongoing.

A box of disposable protective face masks has been donated by Cllr A Smith and some have been distributed to vulnerable residents.

The Clerk has contacted Swale Borough Council regarding the grass cutting and missing sign at Four Winds, The Street. The missing sign is not the responsibility of Swale Borough Council and they suggested that the residents may wish to put up signs on their own properties – some have already done this. The Clerk is still waiting to hear regarding the grass cutting.

Permission was given by the Parish Council to place Scouting banners for their recruitment drive at the entrance to the Brickfields Amenity site. A new Friends' of the Brickfields constitution has been signed. Mr Branchett has been asked to have a look at the fallen trees at the Brickfields and will endeavour to do so this week.

The Clerk has delivered letters to the residents at Westfield Cottages and Club Cottages regarding an update for the new car park. The landscape plan has been agreed by Swale Borough Council and work will begin shortly.

Cllr Portman has sent the following report regarding the Best Kept Front Garden competition:

This year's best garden competition is slightly different and will focus upon how you encourage wild life in your front garden. I will be looking for nicely kept gardens, innovative design, as well as plants, shrubs and trees that encourage and support wildlife. The closing date will be on the 2nd August and there will be three prizes of National Garden vouchers for the first best garden (£50), second (£25) and third prize of (£15).

The bank balance as at 30th June 2020 is £90583.18

Authorisation to make the payments was proposed by Cllr Howard-Challis and seconded by Cllr Stiles. Agreed unanimously. Cllrs Howard-Challis and Szabo will authorise the internet payments and sign the cheques within social distancing rules.

9. To consider questions received from Lower Halstow Residents

A letter had been received from a resident regarding the planning application for Callum Park and the Chair will reply.

Mr Drury gave a brief update regarding the sale of the site for which there is outline planning permission to build nine bungalows. An offer has been received and accepted subject contract. The builder will be bound by all of the conditions which were imposed in the first instance. A detailed application will need to be submitted for the fine details and the Parish Council will be consulted. If everything goes to plan work could start before Christmas.

10. Items for information only:

a) To receive items for Village News and the Website:

The Village News may not be produced in the near future. Any news items can be published on the Parish Council website.

Thanks were given to the Police have been conducting some speed checks through the village and issuing parking tickets to vehicles parked illegally in Breach Lane by the Club House.

The Councillors are considering an anti-idling campaign for outside the school and would appreciate it if parents could switch off their engines, while waiting and not to double or triple park at the end of Cumberland Drive.

b) To receive agenda items for next meeting and agree date of next meeting.

Agenda item: Anti-idling Campaign signage.

The next meeting will be held via Zoom on Tuesday 1st September 2020

The meeting closed at 19.44 pm.

Payments – July 2020

| Payee | Description | Gross Amount £ | VAT £ | Cheque No/Bank Payment |
|-----------------------------|---|-------------------|--------------|---------------------------|
| Mr J Knott | Checking Play Area, Village Cleaning and cutting back Cemetery bank for period April 2020 – June 2020 | 345.00 | | 828016106 |
| Business Stream | Water Services Charge Invoice: 2761986/9 | 27.36 | | 578087419 |
| Mr R Smith | Reimbursement for Computer Ink Cartridges (Westfield Car Park) | 40.63 | | 53498689 |
| JRB Enterprise Ltd | Dispenser Dog Gloves Invoice: 21255 | 118.92 | 19.82 | 903701265 |
| Woodstock Associates | Landscape Plan for New Car Park Invoice: 20044 | 360.00 | 60.00 | 260648163 |
| ATS | Installation of new set of steps and handrail for Brickfields Amenity Area Invoice: 12/06/2020 | 950.00 | | Cheque 300008 |
| Mr E Stiles | Councillor Allowance 2020/21 £208.88 + £26.00 reimbursed from tax year 2019/20 as per payroll instruction | 234.88 | | 175217776 |
| Mr K Howard- Challis | Chairman's Allowance 2020/21 | 521.76 | | Cheque 300007 |
| Mr A Smith | Councillor's Allowance | 260.88 | | Cheque 300008 |
| Mr R Smith | Councillor's Allowance | 208.88 | | 211649101 |
| Mr M Szabo | Councillors' Allowance | 208.88 | | 805343312 |
| Mrs A I Smith | Salary and Expenses April – June 2020 | 707.82 | | 161418793 |
| HMRC | PAYE | 241.80 | | 565470100 |
| DCK Accounting Solutions | Payroll Services Invoice: P1924 | 68.88 | 11.48 | 729777901 |

Other payments:

25 July 2020 Standing Order
Direct Debit 15 July 2020Clerk's Salary - £644.60
EDF – 190.36

Date:

Signed:

**Cllr. K Howard-Challis
Chair**