

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 7<sup>th</sup> June 2016 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Steve Gates (Chair); Cllr Allyson Beerstecher; Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Steve Parker; Parish Clerk Mrs C Fordham and Mrs A Smith. 4 members of the public were also in attendance.

1. **Apologies** **Action**  
Cllr Rob Smith; apology accepted.
2. **Public Questions**  
A former councillor suggested that there should be guidance where policies, street lighting etc were kept and was informed that such policies were already in existence. The same former councillor also asked if there was somewhere to store items that belonged to the Parish Council as he had some of these items. A store will be sourced for these items. **Clerk**  
A resident asked for the support of the Parish Council during the consultation about the National Coastal Path process, as he was concerned that if it went through the Yacht Club, there could be a problem with insurance. He was advised that the Council would discuss this at the next meeting.  
He also reported an altercation at the dock in respect of the Edith May and a visiting vessel.  
An allotment tenant asked if the overgrown allotment plots could be dealt with and was informed that the vacant allotments are in the process of being re-allocated from the waiting list.  
A former councillor advised that the contract in respect of the Westmoreland had been agreed over a long period of time and offered support if needed in the future. He also asked when the Thistle would be leaving the dock. The Clerk has this in hand.
3. **Declarations of Interest**
  - a) Disclosable Pecuniary Interests
  - b) Disclosable Non Pecuniary Interests
4. **Minutes of the May Meeting**  
It was proposed by Cllr Howard-Challis seconded by Cllr Beerstecher that the draft minutes of the meeting of Lower Halstow Parish Council held on 3<sup>rd</sup> May be accepted as a true record. There was one abstention due to non-attendance at the meeting, all other Councillors were in favour and the minutes were duly signed.
5. **Matters Arising**
6. **Visitors** None
7. **Decisions/Actions/Proposals**
  - a) Action List Update  
The Clerk went through the updates to the action list: the next inspection of the play area is now due; there is a new format for risk assessments; the Clerk will chase Mr Bunce for his report. The post will be re-directed to the new Clerk's address. **Clerk**
  - b) **Emergency Plan**  
The Clerk will chase the former chair. **Clerk**
  - c) **New Clerk**  
Mrs Ann Smith has been appointed as the new Clerk and a handover period began as from 1<sup>st</sup> June 2016.
  - d) **Queen's 90<sup>th</sup> Birthday Celebrations**  
It was agreed to underwrite the costs of food if there was no profit for the Friends of the Brickfield; it was also agreed to buy medals for the family races. **Clerk**
  - e) **Annual Review of Westfield Car Parking Charges**  
It was agreed not to change the current charge at this time. Permits are being introduced and research will be done into other similar car parks in Swale for future reference. **Clerk**

8. **Correspondence**

- a) KALC of 5.5.16 – Southern Water Keep it Clear campaign.
- b) KALC of 9.5.16 – NALC update.
- c) SBC of 9.5.16 – Application for Alcohol license at 18-20 Burntwick Drive
- d) KALC of 9.5.16 – Consultation on Highways Strategic Plan. A response will be sent in respect of the pinch point at Newington and difficulties with operation stack. **Clerk**
- e) ARC Kent of 10.5.16 – Fair Care convention
- f) KCC of 10.5.16 – Approval for road closure of Queen’s Birthday Event.
- g) SBC of 13.5.16 – Swale events.
- h) KCC of 18.5.16 – Consultation on Active Travel Strategy.
- i) KALC of 19.5.16 – NALC Star Council of the year awards
- j) PCSO Link of 19.5.16 – PCSO leaving. Request to the Police for new PCSO details. **Clerk**
- k) KALC of 19.5.16 – Councillors Conference on 7.7.16
- l) KALC of 19.5.16 – NALC briefing on the Queen’s speech
- m) KALC of 19.5.16 – National salary awards. The Council agreed to adopt these.
- n) KALC of 20.5.16 – information re EU referendum.
- o) KALC of 20.5.16 – proposal to draw up a training and development policy. This is to be looked into for September meeting **Clerk**
- p) SBC of 23.5.16 – Fly the Flag for Armed forces Day
- q) SBC of 23.5.16 – Independent Member required for Members Allowance Panel
- r) KCC of 23.5.16 – Inside Track
- s) KALC of 24.5.16 – Update on bills in Queen’s Speech.
- t) KALC of 24.5.16 – Message from Kent Police on upgrade of Terror Alert Status.
- u) NALC of 25.5.16 – Coastal Communities Fund
- v) Milton Pipes of 25.5.16 - £51.30 for planter plus £220 to deliver. Another quote to be requested from Whelans **Clerk**
- w) EA of 25.5.16 – MEASS stakeholder engagement meeting on 7 July at Newington Village Hall. – Agenda required. **Clerk**
- x) SAC of 1.6.15 – Minutes of 20.5.16.
- y) KALC of 2.6.16 – Lower Thames Crossing consultation.
- z) KALC of 2.6.26 – Results of Kent Highway Tracker Survey.
- aa) Kevin Funnell of 28.4.16 – Internal Audit Report. The report was noted by Councillors; no action was required.
- bb) Marie Curie of 29.4.16 - Appeal for funds
- cc) KCC Public Health of 5.5.16 – Poster Release the pressure
- dd) FIT of May 2016 – Centenary Fields Programme. It was proposed by Cllr Hartfree and seconded by Cllr Howard-Challis that the Council investigate registering the Brickfields, The Recreation Ground and The Gibbs Amenity Area. **Clerk**
- ee) KALC of 6.6.16 – Update from NALC. Council to order Good Employer guide. **Clerk**
- ff) KCC of 6.6.16 – Plan to charge for the EIS website support £180 per annum, plus £60 per annum for email forwarding scheme. Proposed by Cllr Keith Howard-Challis and seconded by Cllr Hartfree that the Council continue to use this service. **Clerk**
- gg) Treecraft of 7.6.16 – Quote of £90 to raise crowns of trees on Church path, by the Council notice board. Quote of £140 to fell 2 split willows on the Brickfields. It was proposed by Cllr Howard-Challis, seconded by Cllr Beerstecher that the quotes be accepted. **Clerk**

**9. Planning**

a) SBC of 10.5.16 – Briefing on Modifications to Local Plan on 16.6. Cllr Beerstecher will attend.

**Cllr  
Beerstecher**

b) KALC of 24.5.16 – DCLG Update on Neighbourhood Plans.

c) SBC of 2.6.16 – 16/5044609 application for orangery at rear of 77 School Lane. No comments.

d) Resident of 4.6.16 – Complaint that the Council did not take action quick enough about the Funton Brickworks appeal. The Council felt that appropriate action had been taken and the Chair would contact the resident.

**Chair**

**10. Clerk's Report**

a) The Clerk had collected £135.50 in allotment rent since the last meeting which would be banked the next day.

b) The Clerk had been informed by T Allen that the interment of ashes for Mrs Goatman will take place on 29 July. The Clerk had asked the funeral directors to forward an official request. Investigations had revealed that T Allen and Mid Kent Memorials had not informed us of the proposed date for the interment ashes as they did not know the date that Mrs Cobb required. The Chair had written to Mrs Cobb.

**Clerk**

c) FOTB asked whether the Council would object to a bench being included on the seawall at the site of the log. Councillors decided they would prefer a replacement log, rather than a bench.

**Clerk**

d) Everyone has confirmed attendance at the celebrations. The Clerk asked Councillors to arrive at 2pm to help with set up if needed.

**Cllrs**

e) Treecraft had confirmed the quote for removing the conifer tree in the Burial Ground.

**Clerk**

f) The Clerk had reported the overgrown hedge opposite Bell Cottages

g) LMIDB had denied responsibility for the stream at Mill House. The Council asked the Clerk to write to the riparian owner to cut back the vegetation.

**Clerk**

h) FOTB asked me for details of the benches on the brickfields. The Clerk had advised them of a similar bench.

**11. Finance**

a) Cheques

Payee	Description	Amount £	Cheque No
Safeplay Playground Services LTD	Repairs to Trampoline	180.00	100223
	Repairs to trampoline safety	398.00	
	surfacing	68.00	
	Repairs to basket swing safety	129.20	
	surfacing	<b>Total 775.20</b>	
Lower Halstow Memorial Hall Trust Fund	Hire of hall April	24.00	100224
	Hire of Hall May	24.00	
	Hire of hall for Interviews	24.00	
		<b>Total 72.00</b>	
Streetlights	Replacement lanterns in School Lane and Wardwell Lane VAT	590.00	100225
		118.00	
		<b>Total</b>	
		<b>708.00</b>	

Kevin Funnell	Internal Audit Fee	<b>Total 50.00</b>	100226
Danceon	Ceilidh band for Queen's Birthday Event	<b>Total 410.00</b>	100227
Mr Paul A Tann	Circus Workshop for Queen's Birthday Event (Balance)	<b>Total 200.00</b>	100228

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

**12. Reports from members on the following:**

**a) Footpaths, highways and lighting**

Positive comments have been received about the LED light outside the hall.

**b) Burial Ground**

Cllr Hartfree reported that there are 25 dead Beech trees in the hedge and that they are swamped by weeds. The Clerk will obtain a quote to get rid of the weeds.

**c) Allotments**

i) Vegetation along memorial hall fence

Cllr Howard-Challis will arrange to cut the vegetation down

**d) KALC**

**e) School Governor**

**f) Play area**

i) Inspection Report

ii) Trampoline repairs Complete

**g) Brickfields**

i) FOTB

ii) Edith May Clerk to check extra payment for Thistle is received.

iii) Westmoreland

There is a meeting in September

iii) Dock

Provision of signs to be discussed at the next meeting

v) Memorial Wood

vi) General Matters

**h) Risk Assessment Review**

**i) Strategic Plan 2016/17**

It was agreed that the Council would like to

i) investigate bollards to ease the parking issues at the school; parking at the Three Tuns and the end of Burntwick Drive;

ii) the fire break in the brickfields and plans for dock repairs and restoration.

iii) plans for the dock repairs/restoration.

**j) Newsletter/Website**

Reminder for the garden competition

Item in respect of residents putting carpet over drains

**13. Any Other Business**

Cllr Hartfree reported that flooding in Crouch Hill Court during the recent storms was a cause for concern and that carpets over drains were not helping the situation. The Clerk was asked to contact KCC about clearing the drains

Cllr Beerstecher reported on items in the Kent Messenger:

i) Stockbury mini bus requires volunteer drivers

ii) Roads designated as quiet lane for walkers - to be investigated.

**14. Date of Next meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 5 July at 7 pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.00pm

***Lower Halstow Parish Council***

Date

Signed:

Cllr S Gates

Chair