

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 2 February 2016 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. 1 member of the public.

*Action*

1. **Apologies** Cllr Steve Parker(unwell) Borough Councillor Duncan Dewar Whalley and PCSO Matthew Link; all apologies were accepted.

2. **Public Questions**

3. **Declarations of Interest**

a)**Disclosable Pecuniary Interests**

None

b) **Disclosable Non Pecuniary Interests.**

None

4.**Minutes of the January Meeting**

It was proposed by Cllr Mayes seconded by Cllr Howard-Challis that the draft minutes of the meeting of Lower Halstow Parish Council held on 5 January 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** None present

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

c)**Report from PCSO Link**

PCSO Link had advised that there had been one incident in the village in the previous month.

7. **Decisions/Actions/Proposals**

a) **Action List Update**

The Action list was updated New bins had been ordered; the Clerk was asked contact Cllr Burgess for an update on the action arising from the Highways Engineer visit; the builders bag had disappeared but other building materials had been left; work on the holly trees would be undertaken w/c 15 February; work had started on the Brickfields fence.

**b)Fire Break at the Brickfields**

The proposed contractor would be visiting the site..

c) **Westfield Car Park Update**

On discussion, following the disappointing responses from the survey of Westfield residents, it was proposed by the Chair, seconded by the Vice Chair that the Council should tidy up the existing spaces, and make sure they were clearly marked and monitor the situation; all were in favour. *Clerk*

d)**Emergency Plan Update**

A revised plan had been circulated. The draft now needed populating with details of any vulnerable residents, skills and resources from local volunteers. The Council also wished to appoint a Flood Warden. The Clerk was asked to include relevant requests for information and volunteers in the Newsletter. *Clerk/Chair*

e)**Quote for condition report on the dock**

A quote of £450 had been received to carry out a basic survey to meet risk assessment requirements. On discussion it was proposed by Cllr Smith, seconded by the Chair that a quote to carry out a full structural survey should be sought; all were in favour. *Clerk/Cllr Smith*

**f)Pension Workshop Brief**

The Clerk had circulated a brief to Councillors on their obligations following the change in pension legislation. It was noted that at the current time there were no obligations on the Council to provide information on a pension scheme to the one employee; however the situation was dependent on the Clerk Salary and there may be a future obligation should the salary or thresholds change.

*Clerk*

**g)Resignation of Councillor**

Cllr Nigel Randell, Chair, had submitted his resignation effective from May 2016. Councillors expressed their regret that Cllr Randell had decided to leave the Council and a general discussion was held about the appointment of a future Chair. The vacancy would be advertised.

*Clerk/ All Cllrs*

**h)Future Clerk Provision**

The Clerk advised that it was likely that she would be moving from the village in the summer and it was agreed that the position would be advertised later in the year if appropriate.

*Clerk*

**i)Review of Bench Provision**

A donation of £200 had been received towards future bench provision/maintenance. Councillors were asked to consider whether a new bench was required at this time and if so where it should be placed, and to inspect the bench in the burial ground.

*All Cllrs*

**j)Allotment rent review**

The Clerk advised that the Council should consider reviewing the charge for allotments as no review had taken place for a number of years. The matter would be discussed at the March meeting.

*Clerk/All Cllrs*

**k)Request for alterations to the Burial Ground fence/screening**

A complaint had been received from a resident about the new hedge and fence at the burial ground. She had proposed that laurels should be planted and the fence painted. The Chair and two Councillors had met with residents to discuss the issues. The Council had been advised that Laurels would affect the beech hedging. On discussion it was proposed by the Vice Chair, seconded by Cllr Howard-Challis that reed screening be installed along the Sheerness Rd side of the ground, until the beech hedge matured, there were 3 other councillors in favour and one against and the proposal was carried. The Clerk had obtained costs for the reed screening and it was agreed that up to £100 could be spent. A letter would be sent to residents of Church Path explaining what the Council had agreed to do. The Chair thanked Cllrs Hartfree, Howard-Challis and Mayes for helping him to deal with this issue.

*Clerk*

**8 Correspondence**

- a) KALC of 7.1.16 – Legal topic Note on pensions
- b) KALC of 8.1.16 – New leaflets on re-cycling to be delivered to all Kent households.
- c) KALC of 11.1.16 – Update legal topic notes Procurement and Public Contracts.
- d) KALC of 15.1.16 – KALC awards scheme.
- e) KALC of 15.1.16 and 18.1.16 Queen's 90<sup>th</sup> birthday beacons. It was agreed that the information be passed to the Friends of the Brickfields in case they wished to organise an event.
- f) SBC of 15.1.16 – Confirmation of Council's precept for 2016/17.
- g) Westmoreland Trust of 16.1.16 – minutes of meeting held on 15.1.16
- h) KALC of 18.1.16 – NALC update.

*Clerk*

- i) South East Coastal Access of 20.1.16 and 25.1.16– intention to establish coastal path route between Iwade and Grain. Offer of presentation to the Council. The Clerk was asked to organise a presentation. *Clerk*
- j) SBC of 20.1.16 – Upgrade to SBC phone system interruption to service.
- k) KALC of 21.1.16 – request for email contact details for Chair. The Clerk would pass on the details. *Clerk*
- l) KALC of 21.1.16 – free website training
- m) KALC of 22.1.16 – proposal to extend outer Thames Estuary Special Protection Area.
- n) Marine Conservation of 21.1.16 – Extension of Marine Conservation Zones.
- o) Swale area KALC of 24.1.16 – Agenda for meeting on 18.2 Cllr Smith to attend. *Cllr Smith*
- p) Kent Heritage Trees of 24.1.16 – conference
- q) KALC of 25.1.16 – Consultation on Mobile Library changes. The Clerk was asked to include an item in the village Newsletter. *Clerk*
- r) Cllr Burgess of 26.1.16 – Highways engineer report. The Clerk was asked to contact Cllr Burgess for a progress report. *Clerk*
- s) Resident of 25.1.16 – Concerns about burial ground hedge. See item 7k).
- t) KCC Highways of 26.1.16 – closure of School Lane Iwade 15.2 for 1 week
- u) KALC of 28.1.16 – Chairmanship conference on 28.2.16
- v) Litter Angels of 28.1.16- Clean for the Queen initiative.
- w) SBC of 29.1.16 – Update on inclusion of register of interests on SBC website. *Chair*
- x) SBC of 1.2.16 – Swale events.
- y) KALC of 2.2.16 – Recommendations on KCC electoral review. The recommendation was that there would only be one KCC Councillor for the Ward.

## **9.Planning**

- a) SBC – application for 2 further static vans and 2 tourers at Jack Russell Place, Halstow Lane. It was proposed by the Vice Chair, seconded by Cllr Howard-Challis that the Council object to this proposal on the grounds of access to the site, which was on the narrowest part of the lane as well as the proliferation and concentration of such sites to the west of the A249; all were in favour. *Clerk*
- b) KCC of 8.1.16 – consultation on Kent Minerals and waste Plan
- c) KALC of 21.1.16 – Reminder of consultation deadline on planning changes
- d) SBC of 22.1.16 – Planning training on 18.2.16
- e) KALC of 26.1.16 – Consultation on Lower Thames crossing.
- f) Summaries dated 11.1, 15.1, 22.1, 27.1. 29.1

## **10. Clerk's Report**

- a) The Clerk had banked £614 between meetings: £64 in parking fees, £350 in burial and memorial fees and £200 bench donation.
- b) A new ashes burial had been requested Margaret Govan, which will generate a further £200 in burial fees. *Clerk*

- c) Andrew Douglas from Playsafe would be inspecting the trampoline this week. *Clerk*
- d) The Clerk had ordered the litter and salt bins which were due for delivery w/c 17.2 *Clerk*
- e) The grant for £400 towards the cost of the new fence at the Brickfields had been agreed. *Clerk*
- f) The Clerk had revised the asset register
- g) The Clerk was concerned about the length of the grass on the Recreation ground and suggested that the Council should consider an additional cut at the end of February/beginning of March. The Clerk would seek a quote from KCC and circulate to members. *Clerk*

## 11. Finance

### a) Cheques

Payee	Description	Amount £	Cheque No.
DCK Beavers Ltd	Payroll fee	20.00	100191
	VAT	4.00	
	<b>Total</b>	<b>24.00</b>	
S and J Catering	Deposit for 100 <sup>th</sup> birthday party. Section 137 donation	<b>Total 50.00</b>	100192
Mrs CD Fordham	Travel expenses for course 23 miles at 45p per mile	<b>Total 10.35</b>	100193
Came and Company	Additional insurance premium for revised asset register, includes new sports equipment	37.67	100194
		IPT 3.58	
		<b>Total 41.25</b>	
S Hannah	Refund of car park fee	<b>Total 32.00</b>	100195
Swale Borough Council	Election Costs 2015	<b>Total 88.98</b>	100196

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

## 12. Reports form Members

a) Memorial Wood The Plaque had been fitted

b) Footpaths, Highways and Lighting

The trees around the light in Crouch Hill Court had still not been cut back and the trees were now overhanging the path. The Clerk was asked to remind the homeowner of the matter and if not resolved report the issue to KCC.

*Clerk*

The Clerk advised that the ivy was still growing round the light by the Tutts Allotments; it was agreed that a quote would be sought to have it removed.

*Clerk*

c) Burial Ground

A quote of £90 had been received to assist with the work to stabilise the bank; it was proposed by the Chair, seconded by Cllr Howard Challis that the quote be accepted; all were in favour. It was reported that the dustbin lorry had been seen reversing into the bank and this would need to be monitored to avoid damage to the netting.

*Clerk*

It was agreed that a working party should be set up to tidy up the burial ground once the works were finished.

*Clerk*

d) Allotments

e) KALC

Swale Area Committee meeting to be held on 15 February.

f) School Governor

*Cllr Smith*

g) Play Area

i) Inspection Report A quote was awaited for the repairs

h) Brickfields

*Clerk*

i) General Matters Revised Terms of Reference had been sent to the FOTB for comment.

ii) Edith May

iii) Westmoreland A meeting had been held on 15 January and Cllrs Mayes and Randell had attended on behalf of the Council. The officers Trust had been elected and a new impetus voiced to finish the Heritage Lottery Fund application. Councillors would continue to attend meetings to report on progress.

iv) Dock

i) Risk Assessment Review

The Chair advised that he would be producing Risk Assessment documentation for each area of Council responsibility and asked that Councillors consider which are they would be prepared to review. *All Cllrs*

j) Newsletter/Website

The following items were to be included in the Newsletter: Mobile Library consultation; Working Party for the Burial Ground; Emergency Plan, Councillor Vacancy and Flood Warden. *Clerk*

13. Any Other Business

a) Interest was expressed in holding a village event to mark the Queen's 90<sup>th</sup> birthday. The Clerk would investigate possibilities. *Clerk*

b) It was reported that the stream at the Mill was becoming blocked by brambles. The Clerk would report the matter to the LMIDB. *Clerk*

c) Cllr Hartfree enquired whether the Council intended to run a Best Kept Front Garden competition. The matter would be discussed in detail at the March meeting. *All Cllrs*

14. Date of the Next Meeting

The next meeting of Lower Halstow Parish Council will be held on Tuesday 1 March 2016 at 7.00pm in the Memorial Hall, School Lane.

The meeting closed at 9.25pm

Date:

Signed:

Cllr N Randell  
Chair