

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 3 June 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

Present: Cllr Mick Drury (Chair); Cllr Steve Gates (Vice Chair); Cllr Chris Mayes; Cllr Steve Parker; Cllr Barry Tucker and Parish Clerk Mrs C Fordham. Mr Nigel Randell was also in attendance (see item 2)

Action

2 members of the public.

1. **Apologies**, Cllr Robert Smith (unwell); Borough Councillor Lee Burgess, Borough Councillor Ben Stokes; all apologies were accepted.

2. **Co-option of New Councillor**

It was proposed by the Chair, seconded by Cllr Mayes that Mr Nigel Randell be co-opted on to the Council to fill the Casual Vacancy; all Councillors were in favour and Mr Randell was duly appointed.

3. **Declaration of Acceptance of Officer and Declaration of Interests**

Cllr Randell completed the Declaration of Acceptance of Office in the presence of the Clerk. He was issued with the Declaration of Interests to complete.

*Clerk/Cllr
Randell*

4. **Public Question Time**

A concern was raised about whether the new south goal on the Recreation ground was too near to the road. The issue had been considered when Cllr Mayes had carried out a risk assessment review; it was considered that there was no increased risk with the goals in place than when the children had been using the area without goal posts

5. **Declarations of Interest**

a) Cllr Drury declared a pecuniary interest in Item 15K)

As The Chair would leave the meeting when item 15k was discussed it was agreed that items 16 and 17 would be taken before item 15k.

6. **Minutes of the May Meeting**

It was proposed by Cllr Tucker, seconded by Cllr Mayes that the minutes of the May meeting of Lower Halstow Parish Council be accepted as a true record; there was one abstention and the rest of the Councillors were in favour and the minutes were duly signed.

7. **Matters Arising** - none

8. **Matters Arising from Annual Assembly** - none

9. **Visitors**

a) **Report from Borough Councillor**

None present

b) **Report from County Councillor**

None present.

10. **Decisions Actions, proposals**

a) **Provision of Dog Waste bin Heron Close**

It was proposed by the Chair, seconded by Cllr Gates that the Council provide a new dog waste bin at the Heron Close entrance to the Brickfields; all were in favour. It was agreed that Cllr Stokes be asked to pay for the bin from his LEF funding.

b) **Memorial Wood Plans**

Clerk

On discussion it was agreed that the Council would initiate a working party to discuss the proposal with other interested parties as well as the Friends of the Brickfields. It was agreed that the following would be

contacted to meet on 30 June to engage with the proposal: The Scouts, the School, the PCC, the Three Tuns, Canon Caroline Pinchbeck from the Dioceses of Canterbury and Mr A Swift.

*Clerk/Cllr
Tucker/Cllr
Randell*

11. Correspondence

- a) Resident email of 10.5.14 – concerned expressed about people carrying guns on the Brickfields Amenity Area. Reply from PCSO Link of 28.5.14. It was agreed that an article would be included in the Newsletter asking anyone sighting people carrying guns to report the matter to the Police on 101. *Clerk*
 - b) KCC Highways email of 12.5.14 – Changes to Kent Highways portal
 - c) Swale Area KALC email of 13.5.14 – Minutes of March meeting.
 - d) SBC email of 15.5.14 – Draft Statement of Intent on relationship with Parish Councils. It was agreed that Cllr Smith and Cllr Tucker would attend the meeting to discuss the document to be held on 2 July. *Cllr Smith/Cllr Tucker*
 - e) Friends of the Brickfields of 17.5.14 – Plans for the Memorial Wood.
 - f) Friends of the Brickfields of 19.5.14 – Cancellation of summer fete.
 - g) KCC email of 19.5.14 – Empty Homes Scheme.
 - h) KALC email of 19.5.14 – Update on NALC Policy Committee Meeting.
 - i) Resident of 19.5.14 – Request to place a traffic mirror on the Green. Councillors were asked to look at the site. *All Cllrs*
 - j) Swale Area KALC email of 20.5.14 – LEF meetings.
 - k) Resident of 26.5.14 – concern about fouling in the burial ground.
 - l) KALC email of 28.5.14 – Making Kent Quicker Campaign
 - m) Police and Crime Commissioner email of 29.5.14 – meeting on 9.7.14
 - n) SBC email of 30.5.14 – Traffic Order for Faversham Town Centre.
 - o) RSN of 2.6.14 – Rural Sounding Board invitation.
 - p) Air Ambulance of 28.5.14 – request for donation. It was proposed by Cllr Randell, seconded by Cllr Gates that a donation of £50 would be made at the July meeting; all were in favour. *Clerk*
 - q) Parish News May/June 2014
- 12. Planning**
- a) SBC email of 15.5.14 – changes to planning consultation system. It was agreed that the Council would keep an updated list on the notice boards to help interested parishioners access the online plans as hard copies would no longer be sent to the Council *Clerk*
 - b) CH Dean Ltd of 22.5.14 - Solar project Public Exhibition 12.6.14
 - c) SBC Planning SW/14/0357 Case 25382 approval for extension at 17 Westmoreland Drive
 - d) SBC Planning SW/14/0502 Case 25426 of 8.5.14 – Poultry Shed adjacent to Parish Boundary at High Oak Hill
 - e) SBC Planning SW/14/0588 Case 25449 of 16.5.14 – side extension at Tip Tree Bungalow adjacent to Parish boundary
 - f) SBC Planning SW/14/0422 Case 20460 of 15.5.14 Change of use for land to horses at Tree Tops Holywell Lane, adjacent to Parish Boundary.
 - g) SBC Planning SW/14/0608 Case 25460 of 21.5.14 – Application for traveller site at Tiptree Bungalow, adjacent to Parish Boundary
 - h) SBC Planning of 29.4.14 – permitted development at Elm Farm, agricultural barn.
 - i) SBC Planning SW/14/0181 Case 16615 of 25.4.14 – permission for side extension at 1 Burntwick Dr.

- j) SBC Planning TP/14/0039 Case 25360 of 29.4.14 – permission for tree works at 77 School Lane.
- k) SBC Planning SW/14/0604 Case 02235 of 21.5.14 Application for lawful development certificate for dwelling and mobile home at Home Farm, Breach Lane.
- l) SBC Planning email of 2.6.14 – details of new planning portal scheme.
- m) SBC Planning SW/14/0385 of 30.5.14 – Refusal of certificate of Lawfulness for car park area at Brickfields.
- n) SBC Planning SW/14/0337 CAse 13018 of 27.5.14 – approval for garage at Stray Orchard Cottage.
- o) It was proposed by Cllr Gates, seconded by Cllr Parker that the Council write to the Borough Council objecting to the high proportion of Gypsy and Traveller sites located on the western edge of the Borough and the adverse effect this concentration has on local services; all were in favour. *Clerk*
- p) Summaries dated 6.5, 12.5, 19.5, 28.5

13. Clerk's Report

- a) The Clerk held £457 to be banked - £424 in allotment rent, and £3 in burial fees. *Clerk*
- b) Rent had been collected for all but 12 allotments; it was agreed that an article would be included in the Newsletter about allotments being available.
- c) The Clerk had spoken to the camera suppliers and obtained the information needed about the proposed CCTV for the play area. The recorder stores meta data, and the recordings last about 20 days (3 terabyte storage). The cost of annual servicing is £300 to include one visit per year, callouts and labour, but not parts. The post is 12 to 14 feet high. *Clerk*

14. Finance

a) Cheques

Payee	Description	Amount £	Cheque No.
Mr K Funnell	Internal Audit	Total 100.00	100090
Lower Halstow Memorial Hall Trust Fund	Hire of Hall May	Total 24.00	100091

Under the Local Government Act 1972 (Sch 2) the signing of the cheques was proposed by The Chair seconded by Cllr Tucker; all councillors present were in favour and the cheques were duly signed

b) Outturn 2013/14 and statement of Governance

Copies of the annual return had been circulated to Councillors. Councillors were aware that the Standing Orders, and the Financial Regulations required updating and these were scheduled to come before the Council for consideration over the next few months. Based on this understanding, it was proposed by Cllr Tucker, seconded by Cllr Parker that the Accounting Statement 2013/14 and the Statement of Governance be signed; all were in favour and the return was duly signed. The return had to be submitted to the Auditors by 9 June. *Clerk*

15. Reports from Members

a) Footpaths, Highways and Lighting

It had been agreed at the Swale Area Committee that investigations would be made into the different arrangements that existed across parishes for covering the cost of footway lighting. The Clerk was asked to investigate the cost of upgrading the lighting

Clerk

- in the village to LED. The Chair would arrange for the ivy on the light opposite the recreation ground to be dealt with. *Chair*
- The pavement in Cumberland Drive was subsiding in places due to parking. The Clerk was asked to report the issue to KCC. *Clerk*
- The Clerk was asked to draw up the advisory notice about parking on pavements and verges for use by Councillors. *Clerk*
- b) Burial Ground**
Cllr Mayes had made a Sign for the east end of Church Path advising no vehicular access to the Church. It would be erected shortly. *Cllr Mayes*
- c) Allotments**
Some of the allotments needed cutting back. Mr Knot would be asked to undertake the work, using the Council strimmer, currently on loan to the Friends of the Brickfields. *Clerk*
- d) KALC**
It had been agreed at the Area Committee that a meeting of Police Schools and Highways would be convened to discuss how to better manage the parking issues outside schools. Cllr Drury had suggested that PCSOs should regularly monitor school parking.
- e) School Governor**
There would be a meeting the following day. It was noted that the mobile classroom at the school would soon become redundant and it was agreed that investigations would be made as to whether it could be transferred to the village hall site and used as a Parish Office. *Chair*
- f) Play Area**
- i) CCTV – Policy and Needs Analysis**
The Needs Analysis had been completed by the Clerk and Councillors. It was therefore proposed by Cllr Tucker, seconded by the Chair that the Council adopt the draft CCTV policy and take on responsibility for the CCTV system once installed, which would include the annual maintenance contract (currently £300 per annum); all were in favour and the policy was adopted. *Clerk*
- ii) The Clerk was asked to contact Cllr Burgess about the provision of the litter bin, In the meantime it was agreed that the spare wheelie bin would sited in the play area. The Council were advised that the litter picker would be absent for the next 3 weeks** *Clerk*
- g) Policy Reviews**
The next policy to be reviewed would be the Standing Orders.
- h) Memorial Hall – Containers** *Clerk*
The Scouts wished to place another container on the Memorial Hall site. The Council had no objections, provided that it was sited to the north of the existing containers and of the same size.
- i) Village Broadband - No update**
- j) Newsletter/website**
The co-option of the new Councillor; thanks to John Knight; the issue of people carrying guns on the brickfields; thanks for the news goals and the possibility of having a flag post in the village would be included in the Newsletter.. Cllr Randell advised he would like to be involved in reviewing the website provision and it was agreed he would meet with the Clerk to discuss the possibilities. *Clerk*
Clerk/Cllr Randell

k) **Brickfields** (*This item was taken after item 16 and 17, when Cllr Drury had left the meeting in accordance with Standing Orders*)

i) Edith May –License See Confidential Minutes

ii) Car Park

SBS Planning had refused the Certificate of Lawfulness (see item 12m) However, in discussion with the Planning Officer he had advised that the car park was not used enough for a Certificate of Lawfulness and the Council should instead apply for Planning Permission. It was proposed by Cllr Tucker, seconded by Cllr Mayes that the Council apply for a Car Park on the Brickfields Site on the area by the gate at a cost of £97.50; all were in favour

Clerk

iii) Westmoreland License – See Confidential Minutes.

l) **Any Other Business**

It was noted that bolts were missing from the Teen Shelter. Mr Knott would be asked to check all the bolts and replace any that were missing.

Clerk

m) **Date Of Next Meeting**

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

The meeting closed at 9.30pm.

Date:

Signed:

Cllr M Drury

Chair