

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 2 May 2017 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Steve Gates (Chair); Cllr Rob Smith (Vice-chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Allyson Beerstecher; Cllr Steve Parker; Parish Clerk Mrs A Smith and 16 members of the public were in attendance.

The Chair welcomed everyone and that the meeting was being recorded for the purposes of the Minutes. **Action**

**1. Apologies.**

Apologies were received from Cllr Dewar-Whalley and Cllr Stokes who would leave part way through the meeting.

**2. Declarations of Interest.**

a) Disclosable Pecuniary Interests

None.

b) Disclosable Non-Pecuniary Interests

None.

**3. Public Session.**

A resident of School Lane gave his support to the planning application for retirement bungalows in School Lane. A survey was previously undertaken which established that Lower Halstow needed affordable housing and also for the other end of the market for downsizing.

A resident of The Street also supported this application for the reasons of wishing to downsize and to stay in Lower Halstow.

Mr Drury distributed copies of the letter sent to the Planning Officer addressing the issues raised at the last meeting and summarised the contents.

A resident of Cumberland Drive spoke to support the application as Lower Halstow has a growing population of older people and suggested that part of the development could include a Medical Centre and some extra parking bays.

A further resident spoke in support of previous comments and to say that there is a shortfall for villagers looking for retirement properties in Lower Halstow.

A resident wanted to draw attention to the traffic and parking problems particularly around the School created by the recent development behind Garnett Cottage and suggested that control of traffic and parking be addressed for the proposed development.

Another resident complained about the parking in Burntwick Drive and the poor bus service.

In respect of the proposed development at Westfield a resident suggested that the developer should provide something of benefit to the village for example recreational facilities.

**4. Election of Chair and Vice-chair.**

It was proposed by Cllr Gates and seconded by Cllr Hartfree that Cllr Smith be nominated for Chair. It was proposed by Cllr Smith and seconded by Cllr Parker that Cllr Gates be nominated for Chair. A vote was taken and Cllr Gates was duly elected as Chair four votes to three.

It was proposed by Cllr Parker and seconded by Cllr Beerstecher that Cllr Smith be nominated for Vice-Chair. There were no other nominations and all councillors were in favour. Cllr Smith was duly elected as Vice-Chair.

**5. Visitors reports or comment.**

Cllr Stokes will look into the parking issues at the School.

Cllr Howard-Challis reported that he had met PCSO Cork and he has agreed to a public session in the Memorial Hall for an hour.

**6. To agree Minutes of March and April meetings.**

It was proposed by Cllr Howard-Challis and seconded by Cllr Beerstecher that the draft minutes of the meeting of Lower Halstow Parish Council held on 7<sup>th</sup> March be accepted as a true record. All Councillors were in favour and the minutes were duly signed.

It was proposed by Cllr Smith and seconded by Cllr Hartfree that the draft minutes of the

meeting of Lower Halstow Parish Council held on 4<sup>th</sup> April be accepted as a true record. All Councillors were in favour and the minutes were duly signed.

**7. Planning Applications.**

- i) 17/501626 The Old Steam Shed, Vicarage Lane  
There were no comments.
- ii) 17/501797 Hop Pocket, Breach Lane, Lower Halstow  
There were no comments.

A further planning application had been received after the Agenda had been sent out and this will be discussed at a Planning Meeting to be held on 16<sup>th</sup> May at 7 pm in the Memorial Hall, Lower Halstow.

**8. Planning Appeal Decisions.**

None.

**9. Reports from members and review of Action List items:**

**a) Brickfields.**

There is currently no signed formal constitution with Friends of the Brickfields (FoB). The Chairman of FoB will be contacted as a reminder for the FoB to agree terms.  
Firebreak: the ground needs levelling and to allow mower access. A quote will be sought.  
Fields In Trust application to be sent and information to be sent to Nightingale Homes.

**Clerk**

**Clerk**

**b) Parks and Leisure.**

No report.

**Clerk**

**c) Docks and Barges.**

- i) Three contractors have been asked for estimates for the repairs. One estimate has been received.
- ii) It was agreed to arrange for two Lifebuoys to be placed by the dock.
- iii) It was agreed to supply keys for the Brickfields gates to Lower Halstow residents only, but all applications will be considered on merit.

**Cllr Smith  
& Clerk**

**Burial Ground & Allotments.**

- i) Good feedback has been received on the improvements. A quote is being sought regarding a wall to protect the bank.
- ii) It was agreed to review Burial Ground fees at the next full meeting.

**Cllr  
Hartfree  
Clerk**

**d) Footpaths, Highways, Lighting.**

No reports. A detailed breakdown of the lighting maintenance contract will be requested from Streetlights.  
The dead tree has been removed from The Street.

**10. Proposal by Cllr Gates to pay Clerk up to an extra 250 hours to undertake CiLCA.**

It was agreed to pay the Clerk for the extra hours.

**11. Clerk's Report**

**a) Correspondence:**

- i) The clerk received a phone call in respect of the grass cutting of the verge in The Street. They have cut around the daffodils but it looks mangled. The Clerk will contact Swale Borough Council to request that the whole verge is cut next time.
- ii) New burial fees have been received in respect of Newington for consideration.
- iii) Email in respect of Brickfields key for non-resident has been replied to.

**Clerk**

b) The Horse Chestnut in the Gibbs amenity area has been cut back.

c) The Agendas will go on the website starting from May 2017.

d) The clerk has received two enquiries in respect of ashes burials in the Burial Ground.  
One for interment in an existing grave and a new ashes plot.

e) The clerk has paid in £717.00 for allotment fees and burial fees.

The bank balance is £54139.95

**12. Finance Matters**

- a) Review and authorize the budget for 2017/18.  
The budget was duly agreed.
- b) Authorize invoices for payment  
Cheque list

| Payee            | Description  | Amount £      | Cheque No. |
|------------------|--|---------------|------------|
| KALC             | Courses 3 x CiLCA 17, 28 <sup>th</sup> March and 11 <sup>th</sup> April 2017<br>Invoice 5603 £216.00<br><br>Preparing for your Audit Workshop<br>Invoice 5617 £36.00 | <b>252.00</b> | 100287     |
| Mr Robert Sumner | Reimbursement for Brickfield Key deposit   | <b>25.00</b>  | 100288     |
| Mrs S Hartfree   | Reimbursement<br>Ornamental Bark for Burial Ground   | <b>46.96</b>  | 100289     |

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.

**13. Reports on meetings attended on behalf of the Parish Council**

- a) **KALC**  
No report
- b) **Memorial Hall**  
No report

**14. Items for Information only.**

The Co-Op in Upchurch is currently closed for a refit and the Post Office will be closed in July.

**15. To receive agenda items for next meeting.**

- i) Rubbish hotspots in the village should be reported to Swale Borough Council as fly tipping.
- ii) A 20 mph limit for School Lane.

**a) Date of the Next Meeting**

Planning Meeting: Tuesday 16<sup>th</sup> May 2017

Full Parish Council Meeting: Tuesday 6<sup>th</sup> June.

The meeting closed at 8:35 pm.

Date

Signed:

Cllr S Gates  
Chair