

**Minutes** of the Meeting of Lower Halstow Parish Council held on Tuesday 2 July 2019 in the Memorial Hall, Lower Halstow.

Present: Cllr K Howard-Challis (Chair); Cllr R Smith (Vice-Chair); Cllr A Beerstecher; Cllr E Stiles; Cllr M Szabo; Cllr A Smith; Cllr T Portman; Mrs A Smith ((Clerk); Swale Borough Cllr R Clark; Swale Borough Cllr C Woodford and 5 members of the public.

1. The Chairman welcomed everyone to the meeting.

2. **Apologies**

Apologies received from Cllr Whiting and PCSO Lee Fennell.

3. **Declarations of Pecuniary or Non Pecuniary Interest**

There were none.

4. **Public Session**

Former Councillor Mr S Gates presented the Parish Council with a certificate awarded by Surfers Against Sewage for Plastic Free Approved Status. The Chair thanked Mr Gates and everyone involved for their wonderful work to obtain this award.

The planning application for Jack Russell Place was brought to the Parish council's attention, by residents, that it is outside the built up area and would erode the separation between Lower Halstow and Upchurch. It was also noted that there is currently an enforcement notice in place and that there are 48 units in the immediate area. The Parish Council was urged to object to this application.

5. **Visitors reports or comments**

a) KCC Councillor.

KCC report, Lower Halstow Parish Council Please accept my apologies. I am in London this evening and cannot get back in time for your meeting. However, please find below a summary of my work on behalf of the residents since my last report. I have met with the new Swale Council Leader and with the Police and Crime Commissioner to discuss fly tipping. KCC has put £250,000 into a fund to both assist the Borough and the police in catching and prosecuting fly-tippers and to better inform householders and small businesses that they are responsible for their rubbish if it is fly tipped by unauthorized people and that they and the fly tippers are liable to large fines. Swale has been very good at prosecuting the criminals who fly tip and a recent combined agency operation in East Kent seized vehicles and has led to several people being arrested. I am pleased the Parish is considering a Parish Highway Improvement Plan, and I will be delighted to assist where I can. I understand your clerk is in touch with Nikola Floodgate at KCC who manages this area of Highways. I have reported issues with verge cutting in The Street on behalf of Borough Cllr Woodford. Hopefully that is now sorted or programmed in. I received a report about young people on bikes causing a nuisance in the village near the brickfield. I contacted the police who confirm they have spoken with the young people about their behaviour. I have received a couple of requests for grant funding from my Member pot and I welcome grant requests from any local organisations in the village. KCC has informed me three footpaths in the area will be closed for a period to allow works to overhead power cables. See map attached. The paths will be closed for a distance of 20 metres either side of the point at which the power line crosses the path;

- Public Footpath ZR45 at NGR TQ 8573 6617
- Public Footpath ZR46 at NGR TQ 8600 6619
- Public Footpath ZR47 at NGR TQ 8608 6619
- Public Footpath ZR50 at NGR TQ 8653 6622.

This will be at the end of the month and it is expected that each individual path will be closed for a period of approximately two weeks. I have had a number of personal issues to resolve, including Blue Badges, housing and social care. While I cannot go into details about these or any personal cases I get involved in, I am always happy to help where I can. Just get in touch. I hope this is helpful, please do not hesitate to contact me if I can be of further assistance in these or any other matters raised during your meeting this evening.

b) SBC Councillors

Cllr Woodford reported that the grass verges queried at the last meeting were not owned by Swale Borough Council, they belong to KCC and as reported above, passed to Cllr Whiting. The verges have now been cut.

Cllr Clark reported that there had been a successful litter pick along Raspberry Hill Road, there was just a small part to be done later and the area is looking much tidier.

c) PCSO

Report of cowboy builders offering to repair roofs that did not need repairing, targeting elderly people. Group of youths on garage roofs causing damage in Burntwick Drive. Patrol attended, but the youths had gone and no damage found. Group of youths hanging about outside a house in Lapwing Drive, being a nuisance. They all ran off when a patrol arrived. Burglary of property off School Lane. Details and statement taken for a crime report.

d) Friends of the Brickfields

No report.

**6. To agree Minutes of the Meeting held on 4<sup>th</sup> June 2019**

It was resolved to agree the Minutes for the above meeting and they were duly signed.

**7. To agree the amendment to the Minutes held on 7<sup>th</sup> May**

It was agreed unanimously to amend the date at item 9 from 5<sup>th</sup> March to 2<sup>nd</sup> April.

**8. Correspondence**

a) Request for permission to erect a temporary structure to cover the Edith May during the lay-up period 1<sup>st</sup> Oct to 30<sup>th</sup> April in any year.

The Clerk has made enquiries as to whether planning permission would be needed, for a poly tunnel type structure, as the dock is in a conservation area. A reply has not yet been received. Deferred until the next meeting.

b) Debris covering graves in the Burial Ground.

The boundary hedge has been cut but the debris has not been cleared. The Clerk will ask Mr Knott if this is a job he would be able to carry out.

**9. Finance**

a) It was proposed by Cllr R Smith, seconded by Cllr Beerstecher to agree the Chairman's allowance as 10% of Swale Borough Council's members' allowance of £521.76. Agreed unanimously.

b) It was proposed by Cllr Stiles, seconded by Cllr A Smith to agree the Councillor's allowance as 5% of Swale Borough Council's members' allowance of ££260.88. Agreed unanimously.

c) The external auditor's report for 2017/18 was considered by the councillors. Proposed by Cllr Beerstecher, seconded by Cllr Stiles. All agreed.

d) The internal auditor's report for the year ending 2018/19 was considered by the councillors. Proposed by Cllr R Smith, seconded by Cllr Szabo. All agreed.

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

a) Planning application: 19/502701/FULL

It was agreed to object to the application and to support Upchurch Parish Council in their objection.

b) Planning application: 19/502872/PNQCLA

It was agreed to make a neutral comment regarding the difficult exit from the property. Proposed by Cllr Beerstecher, seconded by Cllr Stiles. All agreed.

**11. To allocate responsibilities to Councillors**

The Chair would like the Councillors to consider during the summer break the different responsibilities and a decision as to the best placement will take place at the September meeting.

**12. To discuss and agree action on the following:**

a) **BRICKFIELDS & PLANNING**

Cllr Beerstecher reported that there was no progress regarding the signage and a replacement bench, but work is ongoing. The next meeting is in July.

b) **PARKS & LEISURE**

Nothing to report.

c) **DOCKS & BARGES and CAR PARKS**

Currently there is a £5 fee for the combination at the car park at the Brickfields. Cllr R Smith suggested that perhaps there should be a surcharge for commercial events, but that the extra money be donated to the Church.

A meeting was held with a planning consultant regarding the proposed expansion of Westfield Car Park. The hedges inside the original car park are overgrown impinging on the spaces. Quotes will be sought to cut the hedge.

The Dock – Sources to apply for grants have been looked into and applications will be made to Cllr Mike Whiting for a KCC Members' grant (£1000) and Queenborough Fishery Trust. (£9000). There are also some funds available from Parish Council reserves of £10,000, which includes income from the Edith May Sailing Barge. It was proposed by Cllr R Smith, seconded by Cllr Beerstecher that the Clerk investigates a low interest business loan for £20,000 to cover the shortfall. All agreed.

d) **FOOTPATHS HIGHWAYS LIGHTING and HEDGEROW MAINTENANCE**

No report

e) **FLOOD PLAN, EMERGENCY PLAN, TOTAL QUALITY ITEMS (POLICY, SAFETY, AUDITS).**

Cllr R Smith suggested that a trial of the emergency plan should be carried out.

f) **VILLAGE INVENTORY, PARKING and HANDYMAN LIAISON**

The grass verge has been cut at Four Winds. It is still not clear whether this was carried out by Swale Borough Council or KCC. Cllr Woodford will investigate.

The Clerk will request quotes for timber bollards, similar to those used in Upchurch.

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

a) **KALC Rep**

The quarterly meeting was held on 17<sup>th</sup> June. There is a new committee. There were two very good speakers, James Freeman, Planning and a speaker for the Air Ambulance who explained it's function. The next meeting is 9<sup>th</sup> September 2019.

b) **Memorial Hall Rep**

Nothing to report.

**14. Clerks Report:**

The Clerk has delivered the invoices for Westfield Car Park and £100 has been paid in, so far, together with £5 for the Brickfield combination.

The Notice of Public Rights for publication regarding the audit have been posted on the noticeboards and the website.

The Clerk has received an email requesting information regarding a family tree.

However, the dates given are prior to the formation of Parish Councils (1894) and indeed the burial ground.

The bank balance is £68,864.29

**15. Items for information only:**

The winners of the Best Front Garden Competition will be notified by Cllr Beerstecher who will arrange the presentation of the prizes.

The Scouts will be having a Village Fun Day this year on 28<sup>th</sup> July.

**16. To receive items for Village News and the Website:**

No items.

**Date of next meeting:**

There is no meeting in August. The next meeting will be Tuesday 3<sup>rd</sup> September 2019.

The meeting closed at 7.55 pm

## Cheques – July 2019

Other Payments:

Standing Order

Clerk's Salary

£300.00

| Payee                                 | Description   | Amount £ | Cheque No. |
|---------------------------------------|---|----------|------------|
| Mr K Howard-Challis                   | Chairman's Allowance  | 521.76   | 100441     |
| Mr R Smith                            | Councillor's Allowance  | 208.88   | 100442     |
| Mrs A Beerstecher                     | Councillor's Allowance  | 208.88   | 100443     |
| Mr E Stiles                           | Councillor's Allowance  | 208.88   | 100444     |
| Mrs A I Smith                         | Salary and Expenses Reconciliation<br>April 2019 – June 2019  | 547.20   | 100445     |
| Streetlights                          | Replaced Swan Neck brackets x 2<br>Invoice: 10582   | 624.00   | 100446     |
| Commercial Services<br>Trading Ltd    | Grounds Maintenance<br>Invoice: LS193119  | 431.52   | 100447     |
| HMRC                                  | Paye Tax  | 156.00   | 100448     |
| Lionel Robbins                        | Independent Internal Audit 2018/19<br>Invoice: 2019/73  | 100.00   | 100449     |
| Kent Association of Local<br>Councils | Training x2 and Conference x 1<br>Invoices:<br>965733718 - £60<br>965734888 - £60<br>972509223 - £72.00 | 192.00   | 100450     |
| DCK Accounting Solutions              | Quarterly Payroll Fee<br>Invoice: P1433   | 81.00    | 100451     |
| Citizens Advice Swale                 | Donation  | £50.00   | 100452     |
| Mr J Knott                            | Village Cleaning and Play Area<br>checks;   | 360.00   | 100453     |
| Mr R Smith                            | Travel expenses   | 31.50    | 100454     |

Date:

Signed:

Cllr. K Howard-Challis  
Chair