

**HIGH HALSTOW PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11 MAY 2011 AT  
THE MEMORIAL HALL, THE STREET, HIGH HALSTOW AT 8.00 pm**

**PRESENT:** Cllr George Crozer Chairman  
Cllr Martin Andrews  
Cllr Mrs Angela Bostock  
Cllr Ray Collins  
Cllr Josh Gordon  
Cllr Mrs Lesley Munday  
Cllr Gary Thomas  
Cllr Mrs Christine Watson

Mrs Roxana Brammer Clerk

In attendance Mr Charles Crouch Footpaths Officer  
7 members of the public

**Item no** *Action point*  
*Minute no 2011/12/*

**1 ELECTION OF CHAIRMAN**

1 It was proposed by Cllr Thomas, seconded by Cllr Mrs Munday and agreed unanimously Cllr Crozer be Chairman for the coming year.

**2 DECLARATION OF CHAIRMAN'S ACCEPTANCE OF OFFICE**

2 Cllr Crozer signed his declaration of acceptance of office before the Proper Officer of the Council.

**3 ELECTION OF VICE-CHAIRMAN**

3 It was proposed by Cllr Crozer, seconded by Cllr Mrs. Munday and agreed unanimously Cllr Thomas be Vice-chairman for the coming year.

**4 DECLARATION OF VICE-CHAIRMAN'S ACCEPTANCE OF OFFICE**

4 Cllr Thomas signed his declaration of acceptance of office before the Proper Officer of the Council.

**5 APOLOGIES FOR ABSENCE**

5 None.

**6 DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS**

6 Cllrs Crozer, Gordon, Thomas and Mrs Munday declared personal interests in item 19a, Recreation Hall, as members of the Management Committee. Cllr Mrs Bostock declared a personal interest in item 19b, Memorial Hall, as a member of the Management Committee.

Members were given Register of Interests forms to complete and were reminded they are had 28 days in which to do so.

**7 VACANCY**

7 Following the election there was a vacancy on the Council. It was agreed to advertise this in the High Halstow Times and on the website.

**8 APPOINTMENT OF MEMBERS OF COMMITTEES**

**8 a Planning Committee**

It was agreed the members of the Planning Committee would be:

Chairman ) *ex*  
Vice-chairman ) *officio*  
Cllr Martin Andrews  
Cllr Mrs Angela Bostock  
Cllr Ray Collins

**9 b Finance Committee**

It was agreed the members of the Finance Committee would be:

Chairman ) *ex*  
Vice-chairman ) *officio*  
Cllr Ray Collins  
Cllr Mrs Lesley Munday

**10 d Personnel Committee**

It was agreed the members of the Governance Committee would be:

Chairman ) *ex*  
Vice-chairman ) *officio*  
Cllr Martin Andrews  
Cllr Mrs Angela Bostock

**8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

**11 a Rural Liaison Sub-Committee**

Cllr Ray Collins

**12 b KALC Medway Area Committee**

Cllr Josh Gordon  
Cllr Mrs Christine Watson

**13 c Police Liaison Committee**

Cllr Martin Andrews  
Cllr George Crozer

**14 d Recreation Hall Management Committee**

Cllr George Crozer  
Cllr Josh Gordon

15 e **Memorial Hall Management Committee**

Cllr Mrs Angela Bostock

9 **APPOINTMENTS TO OTHER POSTS**

16 a **Footpaths Officers**

Cllr Ray Collins  
Mr Charles Crouch

17 b **Tree Warden**

Cllr Ray Collins

18 d **High Halstow Times Editor**

Mr Carl Mitchell

19 e **High Halstow Primary School Liaison**

A letter as to the necessity of this post would be sent to the school.

11 **ASSIGNMENT OF OTHER RESPONSIBILITIES**

20 a **Recreation Ground & Playpark**

Cllr Gary Thomas

21 b **Allotments**

Cllr Mrs Angela Bostock

22 c **Forge Common**

Cllr Ray Collins

23 d **Village Grounds Maintenance**

Cllr Mrs Christine Watson.

12 **MINUTES OF THE MEETING HELD ON 9 MARCH 2011**

24 It was proposed by Cllr Mrs Munday, seconded by Cllr Collins and agreed that the minutes of the meeting held on 9 March 2011 be signed as a true record.

13 **MATTERS ARISING**

25 No matters were raised.

**14 PLANNING**

**a Applications**

- 26 **i MC/11/0088:** Land rear of Buckhole, Farm, Cooling Road: retrospective application for construction of a new access road

After discussion it was agreed to leave determination to the local planning authority, without response.

27 **Out of Time**

No response had been made to the out of time application as listed on Appendix A.

28 **b Decisions**

None notified.

29 **c Appeals and Other Matters**

None.

30 **d Licensing Applications**

None.

**15 FINANCE**

31 **a Bank Balances**

The bank balances as listed in Appendix B were noted.

32 **b Cheques Signed since the Last Meeting**

The cheques signed since the last meeting as listed on appendix B. were ratified.

33 **d Accounts for Payment**

It was proposed by Cllr Thomas, seconded by Cllr Mrs Munday and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100343-100347), with the addition of £35, Information Commissioner (100348).

34 **e Adoption of Accounts 2010/11**

It was proposed by Cllr Thomas, seconded by Cllr Collins and agreed the accounts for the year to 31 March 2011 be adopted and signed by the Chairman and Responsible Financial Officer.

35 **f Internal Audit**

The Internal Auditor's report was received. No actions were necessary.

**g Audit Annual Return 2010/11**

- 36 i. Statement of Accounts. It was proposed by Cllr Thomas, seconded by Cllr Mrs Munday and agreed the statement of accounts be signed by the Chairman and Responsible Financial Officer.  
 ii. Statement of Assurance. It was proposed by Cllr Thomas, seconded by Cllr Mrs Munday and agreed the statement of assurance be signed by the Chairman and Clerk.

37 **h Chairman's Allowance**

It was proposed by Cllr Thomas, seconded by Cllr Mrs Bostock and agreed the Chairman's Allowance for the year be £400.

**16 GRANT APPLICATIONS**

38 **a Memorial Hall**

It was proposed by Cllr Crozer seconded by Cllr Gordon and agreed that a grant of £300 be made (cheque 100349). The grant made under section 19 of the Miscellaneous Provisions Act 1976. The memorial hall committee would be invited to return to the Parish Council once they had secured further funds for the project.

**17 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**

**a Recreation Ground**

- 39 i. General Matters. Cllr Mrs Munday reported that a child had hurt its foot on the broken fence. The fence would be mended as part of Project 90.  
 40 ii. Playpark. Cllr Thomas had requested current prices for the new equipment for insurance purposes.  
 iii. Provision of litter bins. It was agreed to provide a litter bin at the playpark. Cllr Thomas would check if one should have been provided with the play equipment; otherwise it was agreed to purchase one. Cllr Thomas would report back to the next meeting. *GT*  
 41 iv. Ditch. The Clerk reported that the entire ditch was now complete, but it still had to be signed off by the Drainage Authority. It was believed that one Goodwood Close resident was disputing that it had been constructed correctly.  
 42 v. Mini Youth Games. Medway Council had asked to use the recreation ground for cricket on two occasions during the summer. This was agreed

43 **b Allotments**

Cllr Mrs Bostock said that she had a waiting list of three people. She said that the fence needed replacing and asked for it to be inspected during project 90 Cllr Crozer said he would obtain a quotation from the company who had done the cricket fence. *GC*

44 **c Forge Common**

Cllr Collins reported that the fly tipped rubbish was still on Forge Common at the rear of 18 Marsh Crescent. It was agreed to obtain a quotation from Turfsoil to remove it.

45 **d Village Grounds Maintenance**

Turfsoil had started clearing the area between the road and the toilets.

**18 HIGHWAYS & TRANSPORT**

**46 a Public Rights of Way**

It was understood that from Mr. Crouch that RS 34 wanted the Ratcliffe Highway was difficult to walk because of gorse bushes. Mr. Crouch would deal with them.

**47 b Street Cleaning**

Cllr Andrews reported that the weeds in the gutters in Gypsy Way needed spraying.

**48 c Tree Warden**

Cllr Collins had nothing to report.

**49 d Parking in Gypsy Way**

Cllr Andrews said a recovery truck was being parked regularly in front of a house in Gypsy Way. The deeds of the properties indicated that this was not permitted Cllr Andrews provided photographs which would be forwarded to enforcement.

**19 HALLS**

**50 a Recreation Hall**

Cllr Thomas said that the AGM had just been held. An article would be written for the next issue of High Halstow Times explaining why the refurbishment had not yet started. A window in the doctor's surgery had been broken and would be boarded up.

**50 b Memorial Hall**

Cllr Thomas said that there was an issue with the flooring and drainage which would be costly to put the right. The Committee had started fund raising and was applying for grants.

**20 RURAL LIAISON COMMITTEE**

**51 a Representative's Report**

No meeting.

**21 KALC/MEDWAY AREA COMMITTEE**

The next meeting was on 15 June.

**22 POLICE LIAISON**

**53 a Police Liaison Representative's Report**

No report

**23 YOUTH**

Cllr Mrs Munday said the young people had not asked for a football cage but had requested a skate board park.

**24 COMMUNICATION**

**55 a High Halstow Times**

Cllr Collins said that by the time the Times was delivered some items were out of date. The copy date was discussed and it was suggested the Editor be approached to bring the day forward to the 20<sup>th</sup> of the month.

**56 b Web Site**

Cllr Thomas said the website had received over 2000 visitors.

**25 COMMUNITY ACTIVITIES**

**57 a Project 90**

This would be held on Saturday 14<sup>th</sup> May. The cricket fence would be mended, the ditch inspected, the playpark given a visual inspection and general litter picking would take place.

**26 HIGH HALSTOW PRIMARY SCHOOL**

58 No report

**27 CONSULTATION**

59 No documents received.

**28 CORRESPONDENCE**

**60 a Post Office**

The letter from the Post Office about the resiting of the post office to a site next door to the existing post office was received.

**29 REPORTS & CIRCULARS**

61 The reports and circulars as listed on the agenda were received.

**30 ANY OTHER BUSINESS**

**62 a Bus Stop and Shelters**

Cllr Thomas wondered whether he should ask through the website about the possibility of providing a bus shelter at the bus stop near Half Moon Way. This would be placed on the agenda for the next meeting.

**63 b All Weather Path**

Cllr Thomas suggested future consideration be given to the provision of an all weather path from the recreation ground to Ruggles Close.

**64 c Churchyard**

Cllr Crozer informed members that he was no longer on the PCC. He thought the state of the churchyard was a disgrace. Cllr Mrs Munday said the Rector had told her that

their lawn mower had broken.

The Chairman suspended the meeting for the public session.

Mr Crouch suggested that the churchyard could be tidied up as part of Project 90. No other matters were raised.

The Chairman thanked everyone for attending and closed the meeting at 9.43 pm.

Signed .....Chairman

On the .....day of .....2011