

HIGH HALSTOW PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 8 MAY
2013 AT THE MEMORIAL HALL, THE STREET, HIGH HALSTOW AT 8.00 pm**

PRESENT: Cllr George Crozer Chairman
Cllr Stuart Bailey
Cllr Ray Collins
Cllr Gary Jerreat
Cllr Mrs Lesley Munday
Cllr Gary Thomas
Cllr Mrs Christine Watson

Mrs Roxana Brammer Clerk

Item no *Action point*
Minute no 2013/14/

1 ELECTION OF CHAIRMAN

1 It was proposed by Cllr Mrs Munday, seconded by Cllr Thomas 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 Collins 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 An apology for absence was received from

Cllr Josh Gordon At work

It was proposed by Cllr Collins, seconded by Cllr Jerreat and agreed this apology be accepted.

6 DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS

6 Cllrs Thomas and Mrs Munday declared personal interests in item 18a, Recreation Hall, as members of the Management Committee.

7 APPOINTMENT OF MEMBERS OF COMMITTEES

7 a Planning Committee

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

Chairman) *ex*
Vice-chairman) *officio*
Cllr Stuart Bailey
Cllr Ray Collins
Cllr Gary Jerreat

8 b Finance Committee

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

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

9 d Personnel Committee

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

Chairman) *ex*
Vice-chairman) *officio*
Cllr Martin Andrews
Cllr Gary Jerreat
Cllr Mrs Christine Watson

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

10 a Rural Liaison Sub-Committee

Cllr Ray Collins

11 b KALC Medway Area Committee

Cllr Josh Gordon
Cllr Stuart Bailey

12 c Police Liaison Committee

Cllr Martin Andrews

13 d Recreation Hall Management Committee

Cllr George Crozer
Cllr Ray Collins

14 e Memorial Hall Management Committee

Cllr Ray Collins

15 f **Friends of St Margaret's**

Cllr George Crozer
Cllr Mrs Lesley Munday

9 **APPOINTMENTS TO OTHER POSTS**

16 a **Footpaths Officer**

Cllr Ray Collins

17 b **Tree and Pond Wardens under BTCV Scheme**

Tree Warden: Cllr Ray Collins
Pond Warden: Mr Peter Richardson

18 c **High Halstow Times Editor**

Mr Carl Mitchell

19 d **High Halstow Primary School Liaison**

Cllr Josh Gordon.

10 **ASSIGNMENT OF OTHER RESPONSIBILITIES**

20 a **Recreation Ground & Playpark**

Cllrs Mrs Christine Watson and Gary Thomas

21 b **Allotments**

Cllr Mrs Christine Watson

22 c **Forge Common**

Cllr Ray Collins

23 d **Village Grounds Maintenance**

Cllr Mrs Christine Watson.

11 **MINUTES OF THE MEETING HELD ON 13 MARCH 2013**

24 It was proposed by Cllr Thomas, seconded by Cllr Collins and agreed that the minutes of the meeting held on 13 March 2013 be signed as a true record.

12 **MATTERS ARISING**

25 a **C/03/13/ 25 minute 2012/13/449: Bus Shelter at Heronsbank**

Cllr Crozer referred to unregistered land in the rest of the village and suggested this be investigated. The Clerk would contact the Council's solicitor to find out the likely cost of finding out what land was unregistered.

13 PLANNING

a Applications

- 26 **i MC/13/0851:** The Barn, Ropers Farm, Ropers Green Lane: Change of use from plant hire depot and agricultural to motor vehicle parts storage and distribution (Class B8) and ancillary office (Class B1) with associated single storey extensions to rear; hardstandings; entrance gates and external works

After discussion, it was agreed to respond as follows:

High Halstow has no objection in principle to this application, but would like a condition imposed whereby the use of the entrance can be controlled so that members of the public cannot access the site

- 27 **ii MC/13/0996:** Land between 2 Harrison Drive and 5 Eden Place: Construction of 2 dwellings

After discussion, it was agreed to respond as follows:

High Halstow Parish Council has no objection to this application. We would however draw the attention of the local planning authority to the fact that the immediate neighbours (2 Harrison Drive and 5 Eden Road) are owned by the applicant and it is unlikely that the residents of these properties will comment

28 b Decisions

The decision as listed on Appendix A was noted.

c Appeals and Other Matters

- 29 **i Fence at 1 Goodwood Close**

No response had been received from enforcement.

30 d Licensing Applications

None.

14 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 c Accounts for Payment

It was proposed by Cllr Thomas, seconded by Cllr Collins and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100547-100556), with the addition of £35, Information Commissioner (100557445) and £32.61, Wenda Taylor, reimbursement for expenses, Youth Club anniversary party.

34 **d Adoption of Accounts 2012/13**

Cllr Thomas said he wanted to alter the figures attached to the reserves and it was agreed to defer the adoption of the accounts to the next meeting,

35 **e Audit Annual Return Statement of Accounts 2011/12**

It was proposed by Cllr Thomas, seconded by Cllr Mrs Munday and agreed the Audit Commission Annual Return Statement of Accounts be signed by the Chairman and Responsible Financial Officer.

36 **f Audit Annual Return Governance Statement**

Statement of Assurance. It was proposed by Cllr Thomas, seconded by Cllr Collins and agreed the Audit Commission Annual Return Governance Statement be signed by the Chairman and Clerk.

37 **g Chairman's Allowance**

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

15 GRANT APPLICATIONS

a Recreation Hall

38 i Electrical works had been necessary during December 2012 costing £730 and the Hall Committee had requested a grant of this sum, to be taken from the hall refurbishment reserves held by the Council. It was proposed by Cllr Bailey, seconded by Cllr Collins and agreed the grant be made under S 19 of the Miscellaneous Provisions Act 1976.

39 ii Refurbishment Reserve. Cllr Thomas said that the grant obtained by the Hall Committee from Veolia towards the refurbishment would no longer pay for certain aspects of the work. He requested that the Council be prepared to release up to £20,000, which could be recouped from the precept in 2014/15 and 2015/16. This request was proposed by Cllr Bailey, seconded by Cllr Collins and agreed unanimously. If and when needed, the money would be given as a grant under S 19 of the Miscellaneous Provisions Act 1976.

16 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a Recreation Ground

40 i. General Matters. Nothing to report.

41 ii. Cricket fence. Cllr Collins said that a reply had finally been received from the Cricket Club, who regretted that due to their finances, they were unable to contribute to the fence repairs.

42 **b Playpark**

Cllr Mrs Watson said some of the wetpour was missing.

43 **c Allotments**

Cllr Mrs Watson reported that one allotment holder had given up and that she was in the process of re-letting the plot.

44 **d Forge Common**

Nothing to report.

45 **e Village Grounds Maintenance**

Nothing to report.

17 HIGHWAYS & TRANSPORT

47 **a Public Rights of Way**

Nothing to report.

48 **b Street Cleaning**

Nothing to report.

49 **c Tree Warden**

Cllr Collins had nothing to report.

50 **d Bus Shelters**

The Clerk would thank Medway Council for the new shelters and remind them about the request for a footway at Half Moon Way.

51 **e Speed Limits**

Following the email from Medway Council about a review of speed limits on the Ratcliffe Highway, the Clerk confirmed she had asked for the speed limits in Christmas Lane and the residential part of Cooling Road to be reduced to 30 mph.

52 **f Dog Fouling**

Cllr Crozer mentioned the stencils it had been agreed to trial and it was agreed to put them on White Road and Harrison Drive.

18 HALLS

53 **a Recreation Hall**

It was reported that one of the posts in the car park needed replacing and Turfsoil would be asked to do this.

54 **b Memorial Hall**

Cllr Collins no meeting had been held.

19 RURAL LIAISON COMMITTEE

55 **a Representative's Report**

Cllr Collins reported on the meeting held on 19th March, which had included a discussion about the Villager bus. Cliffe and Cliffe Woods Parish Council had

complained about having to pay for copies of planning applications. The meeting had been followed by the annual open meeting. Speakers had been the Crime and Policing Commissioner, Ann Barnes; Cllr Mike O'Brien on the Community Safety Partnership and a representative on the Grain LPG terminal.

20 KALC/MEDWAY AREA COMMITTEE

56 The next meeting was in June.

21 POLICE LIAISON

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

In Cllr Andrews's absence, there was no report.

22 YOUTH

58 **a Youth Club**

Cllr Mrs Munday said she wanted to thank the Council on behalf of Mrs Peek and herself for their kind tribute and thanked everyone who had attended the Youth Clubs birthday party.

59 **b Future Provision**

Nothing to report.

23 COMMUNICATION

60 **a Councillors' Surgery**

Cllr Mrs Watson said that two residents had complained about a mobile home at Buckhole Farm. They would come to the next surgery and Cllr Mrs Watson would report at the next meeting.

61 **b High Halstow Times**

Nothing to report.

62 **b Web Site**

Cllr Thomas asked the Clerk to provide agendas for the January, February and March 2013 meetings, otherwise it was up to date.

24 COMMUNITY ACTIVITIES

63 **a Project 90**

Cllr Collins said the next Project 90 would include a litter pick and an assessment of the glazing of the new bus shelter.

25 HIGH HALSTOW PRIMARY SCHOOL

64 In the absence of Cllr Gordon, there was no report.

26 FRIENDS OF ST MARGARET’S

65 Cllr Thomas said the website was now live. The next event would be a jazz festival on 15th June, followed by a flower festival and Christmas Tree festival.

27 CONSULTATION

66 No documents received.

28 CORRESPONDENCE

67 None.

29 REPORTS & CIRCULARS

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

29 ANY OTHER BUSINESS

69 **a “Love Medway”**

Cllr Collins said he had used the “Love Medway” section of the Medway Council website for reporting flytipping, but any issue could be raised. Emails could be sent via lovemedway.co.uk and it was to encourage residents to report anything.

70 **b Village Appraisal**

Cllr Thomas said that the refurbishment of the Recreation Hall had come out of the millennium appraisal. He suggested it might be time again to ask residents what they would like to see in the village.

71 **c Cold Calling Leaflet**

Cllr Thomas said he would obtain copies of a leaflet warning about cold calling at the door and would inform residents about them through the High Halstow Times.

The Chairman thanked everyone for attending and closed the meeting at 9.57 pm.

SignedChairman

On theday of2013