

**HIGH HALSTOW PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 14 MAY 2014 AT THE MEMORIAL HALL, THE STREET, HIGH HALSTOW AT 8.00 pm**

**PRESENT:** Cllr George Crozer Chairman  
 Cllr Martin Andrews  
 Cllr Stuart Bailey  
 Cllr Ray Collins  
 Cllr Gary Jerreat  
 Cllr Mrs Lesley Munday  
 Cllr Gary Thomas  
 Cllr Mrs Christine Watson  
 Cllr Brian Williams

Mrs Roxana Brammer Clerk

In attendance Mr Chris Stratton MLL Telecom  
 14 members of the public

**Item no** *Action point*

*Minute no 2014/15/*

**1 ELECTION OF CHAIRMAN**

7 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**

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

**3 ELECTION OF VICE-CHAIRMAN**

9 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**

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

**5 CO-OPTION OF COUNCILLOR**

11 By a majority of 4 votes to 2 Brian Williams was co-opted to the vacancy on the Council.

**6 DECLARATION OF COUNCILLOR'S ACCEPTANCE OF OFFICE**

12 Cllr Williams signed his declaration of acceptance of office before the Proper Officer of the Council.

As a representative from MLL Telecom was present, it was agreed to vary the order of the agenda.

**20 MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY**

**a Recreation Ground**

13 ii. Telecoms Pole. The Chairman introduced Mr Chris Stratton of MLL Telecoms Ltd and suspended the meeting to enable him to give his presentation and for councillors and members of the public to ask questions.

Mr Stratton explained that his company had the contract with Medway Council to provide broadband to all schools within their jurisdiction. It was intended to do this by means of microwave links and it would be necessary to install a pole in the High Halstow area. They had the statutory right to put these adjacent to highways, but would prefer to install a pole where the local community could gain some benefit. They were suggesting that a pole could be sited on the Recreation Ground and they could then provide wi-fi in the Recreation Hall. The pole would be 20m from ground level.

Many questions were asked and the issue of microwaves near the school was raised. It was reiterated that the pole had to be within a certain area as it had to transmit waves over the Peninsula to the primary school in Cliffe. It was not a question of whether it would be installed or not but of where. Alternative sites were suggested by both councillors and members of the public.

The Chairman thanked Mr Stratton and reconvened the meeting.

It was agreed Cllr Thomas discuss the alternative sites suggested with MLL Telecom.

**7 APOLOGIES FOR ABSENCE**

14 All present.

**8 DECLARATIONS OF INTEREST AND MEMBERS’ REGISTER OF INTERESTS**

15 Cllrs Thomas and Mrs Munday declared personal interests in item 22a, Recreation Hall, as members of the Management Committee.

**9 APPOINTMENT OF MEMBERS OF COMMITTEES**

**16 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
- Cllr Brian Williams

**17 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

**18 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

**10 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

**19 a Rural Liaison Sub-Committee**

Cllr Ray Collins

**20 b KALC Medway Area Committee**

Cllr Stuart Bailey  
Cllr Brian Williams

**21 c Police Liaison Committee**

Cllr Martin Andrews

**22 d Recreation Hall Management Committee**

Cllr George Crozer  
Cllr Ray Collins

**23 e Memorial Hall Management Committee**

Cllr Ray Collins

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

Cllr George Crozer  
Cllr Mrs Lesley Munday

**11 APPOINTMENTS TO OTHER POSTS**

**25 a Footpaths Officers**

Cllr Ray Collins  
Cllr Brian Williams

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

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

**27 c High Halstow Times Editor**

Mr Carl Mitchell

**28 d High Halstow Primary School Liaison**

Cllr Mrs Christine Watson.

**12 ASSIGNMENT OF OTHER RESPONSIBILITIES**

**29 a Recreation Ground & Playpark**

Cllrs Mrs Christine Watson and Brian Williams

**30 b Allotments**

Cllr Mrs Christine Watson

**31 c Forge Common**

Cllr Ray Collins

**32 d Village Grounds Maintenance**

Cllrs Mrs Christine Watson and Brian Williams.

**13 MINUTES OF THE MEETING HELD ON 12 MARCH 2014**

**33** It was proposed by Cllr Thomas, seconded by Cllr Collins and agreed that the minutes of the meeting held on 12 March 2014 be signed as a true record.

**14 MATTERS ARISING**

**34** No matters were raised.

**15 MINUTES OF THE MEETING HELD ON 9 APRIL 2014**

**35** It was proposed by Cllr Collins, seconded by Cllr Mrs Munday and agreed that the minutes of the meeting held on 9 April 2014 be signed as a true record.

**16 MATTERS ARISING**

36 No matters were raised.

**17 PLANNING**

**a Applications**

37 **i MC/14/0668:** Fisher Wood, Sharnal Street: Application for a Lawful Development Certificate (Proposed) for a single storey extension to rear with raised roof lights; insertion of replacement larger roof lights and removal of chimney and pitched roofs above first floor windows to facilitate the conversion of roof space in to habitable rooms; replacement windows and doors including first and second floor side elevation, the extension of roof canopy to front elevation and alterations to main entrance including the removal of canopy and pitched roof over front door (demolition of existing conservatory)

No objection

38 **ii MC/14/0968:** The Anchorage, Christmas Lane: Details pursuant to condition 2 on planning permission MC/13/2104 for Retrospective application for the installation of railings and planter to existing flat roof rear projection to facilitate balcony

No objection

39 **iii MC/14/1227:** Bramble Down, Sharnal Street: Construction of a single storey extension with balcony within roof level to rear and roof light to side

No objection

40 **iv MC/14/1020:** 2 Goodwood Close: Construction of single storey extension to rear, pitched roof over existing porch to front and detached garage to rear – demolition of existing garage

No objection

**Out of Time**

41 The response to the out of time application as listed on Appendix A was ratified.

**42 b Decisions**

The decisions as listed on Appendix A were noted.

**c Appeals and Other Matters**

43 **i MC/13/2742:** Flanders Farm

It was noted that this application had been withdrawn.

**44 d Licensing Applications**

None.

**18 FINANCE****45 a Bank Balances**

The bank balances as listed in Appendix B were noted.

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

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

**47 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 100650-100659), with the addition of £705, Cousins Print & Design (100660).

**48 d Adoption of Accounts 2013/14**

It was proposed by Cllr Thomas, seconded by Cllr Jerreat and agreed the accounts for the year to 31<sup>st</sup> March 2014 be adopted and signed by the Chairman and Responsible Financial Officer

**49 e Internal Audit 2013/14**

The Internal Auditor's report for 2013/14 was noted.

**50 f Audit Annual Return Statement of Accounts 2013/14**

It was proposed by Cllr Thomas, seconded by Cllr Mrs Munday and agreed the Audit Commission Annual Return Statement of Accounts for the year to 31<sup>st</sup> March 2014 be signed by the Chairman and Responsible Financial Officer.

**51 g Audit Annual Return Governance Statement 2013/14**

It was proposed by Cllr Bailey, seconded by Cllr Mrs Watson and agreed the Audit Commission Annual Return Governance Statement for 2013/14 be signed by the Chairman and Clerk.

**52 h Chairman's Allowance**

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

**19 GRANT APPLICATIONS****53 a 1<sup>st</sup> Allhallows Brownies**

The 1<sup>st</sup> Allhallows Brownie pack took girls from High Halstow as well as Allhallows in the absence of a Brownie pack in High Halstow. It was proposed by Cllr Thomas, seconded by Cllr Mrs Watson and agreed a grant of £50 be made under S19 of the Miscellaneous Provisions Act 1976. (cheque 100661).

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

**a Recreation Ground**

54 i. General Matters. A sofa had been dumped near the youth shelter and a flat screen television set in the bushes. It was suspected the television might have been stolen. The Clerk would arrange removal of the sofa and Cllr Andrews would contact the PCSO over the television.

55 **b Playpark**

Nothing to report.

56 **c Allotments**

Cllr Mrs Watson reported that all allotments were taken.

57 **d Forge Common**

Nothing to report.

58 **e Village Grounds Maintenance**

Nothing to report.

**21 HIGHWAYS & TRANSPORT**

59 **a Public Rights of Way**

Nothing to report.

60 **b Street Cleaning**

Nothing to report.

61 **c Tree Warden**

Cllr Collins had nothing to report.

62 **d School Crossing**

Cllr Thomas said there had been only one comment so far and that was that there was no need. Cllr Crozer said he had also received one comment of support. An indicative speed survey was being taken by Medway Council.

63 **e Path and Bus Stop, Half Moon Way**

Cllr Thomas said that Medway Council were considering installing a footway from Half Moon Way to the bus stop in Christmas lane. He had asked them to consider relocating the shelter from the far end of Christmas Lane by the veterinary surgery at the same time.

**22 HALLS****64 a Recreation Hall**

Cllr Thomas reported the AGM had just been held. The refurbishment had led to a loss of income.

**65 b Memorial Hall**

Nothing to report.

**23 POLICE LIAISON****66 a Police Liaison Representative's Report**

Cllr Andrews reported that there was a new PCSO, Christopher Price. Fly tipping was one of the issues on the Peninsula – it was not being cleared up. Scooters and bikes were going on the sea wall at Isle of Grain. The police had said they were checking vehicles both on the Medway City Estate and in the area of Homeleigh Farm and Flanders Farm and were seeking to force vehicles off the road if they were not legal. Cllr Andrews said he had brought up the idea of using unmarked cars but the police used only one make of car.

**24 YOUTH****67 a Youth Club**

Cllr Mrs Munday said the AGM would be held on 27<sup>th</sup> May.

**68 b Future Provision**

i. Skateboard facility. Cllr Mrs Watson said the quotation for a half pipe with surrounding hard area was £14,184 with concrete and £14,984 with tarmac. She had applied for grant funding from a couple of sources. It was agreed she should supply the suggested layout and siting in a format suitable for printing in the High Halstow Times, which would also be put on the website. Opinions as to the proposed siting would be sought.

**25 COMMUNICATION****69 a Councillors' Surgery**

Cllr Mrs Watson said that the last surgery had been busy. There had been complaints about a van parked in Longfield Avenue. Cllr Chris Irvine had got up a petition about the closure of the branch of NatWest bank in Hoo, which was the only bank on the Peninsula. There was concern over the state of the development site on the corner of Longfield Avenue and Eden Road.

**70 b High Halstow Times**

Nothing to report.

71 **b Web Site**

Nothing to report.

26 **COMMUNITY ACTIVITIES**

72 **a Project 90**

There were fewer volunteers. After discussion it was agreed to suspend the activity for a time and then re-launch it. Cllr Thomas suggested September might be a good time.

27 **HIGH HALSTOW PRIMARY SCHOOL**

73 Cllr Mrs Watson said she had contacted the school about articles by the children for High Halstow Times. The Headteacher had agreed to submit articles from time to time.

28 **FRIENDS OF ST MARGARET'S**

74 Cllr Thomas reported that the AGM had been held on 12<sup>th</sup> May. He had been elected Chairman. There were 35 members.

29 **RELIEF N NEED**

75 Nothing to report.

30 **CONSULTATION**

76 No documents received.

31 **CORRESPONDENCE**

77 None.

32 **REPORTS & CIRCULARS**

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

33 **ANY OTHER BUSINESS**

79 **a Motor bike Track**

Cllr Bailey had been contacted by a resident in connection with the sound survey undertaken at the track and thought it had been done fairly.

80 **b Flanders Farm**

Cllr Mrs Watson said she and other councillors had been shown round Flanders Farm.

**PUBLIC SESSION**

The Chairman suspended the meeting to enable members of the public to speak.

Mr Hannen raised the state of the chestnut fencing between the Recreation Ground and his field. He referred to a letter from the Parish Council in 2010 and asked the Council to reconsider its decision. A heated discussion followed about the ownership of the fence and the responsibility for its maintenance.

The matter of dog fouling and irresponsible dog owners was raised.

A suggestion was made that on days when the Mini Youth Games cricket was held, there should be consideration of making Christmas Lane and Britannia Road one-way to alleviate the traffic problems.

The Chairman thanked the public and reconvened the meeting.

**CONFIDENTIAL SECTION**

**34 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

81 It was proposed by Cllr Crozer, seconded by Cllr Andrews and agreed to exclude the press and public from the following item on the grounds it concerned named members of staff.

**35 PERSONNEL MATTERS**

82 The Clerk reported on Jack Gallivan’s progress. He would keep her informed. The arrangements put in place for cover during his absence were reviewed.

The Chairman closed the meeting at 11.02 pm.

Signed .....Chairman

On the .....day of .....2014