

HIGH HALSTOW PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 13 MAY 2015 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 Bill Khatkar
 Cllr Carl Mitchell
 Cllr Mrs Christine Watson
 Cllr Brian Williams

Mrs Roxana Brammer Clerk

In attendance 7 members of the public

Prior to the commencement of the meeting, Cllrs Andrews, Bailey, Crozer, Jerreat, Khatkar, Mitchell, Mrs Watson and Williams signed their declarations of acceptance of office before the Proper Officer of the Council.

Item no *Action point*
 Minute no 2015/16/

1 ELECTION OF CHAIRMAN

1 It was proposed by Cllr Williams, seconded by Cllr Mitchell 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 Mrs Watson, seconded by Cllr Williams and agreed unanimously Cllr Bailey be Vice-chairman for the coming year.

4 DECLARATION OF VICE-CHAIRMAN'S ACCEPTANCE OF OFFICE

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

5 CO-OPTION OF COUNCILLOR

5 Following the elections, there was a vacancy on the Council which could be filled immediately by co-option. It was proposed by Cllr Crozer and seconded by Cllr Mrs Watson that Ray Collins be co-opted. This was carried by 6 votes for and 2 against.

6 DECLARATION OF COUNCILLOR'S ACCEPTANCE OF OFFICE

6 Cllr Collins signed his declaration of acceptance of office before the Proper Officer of the Council.

7 APOLOGIES FOR ABSENCE

7 All present. Apologies for absence were received from Cllrs Roy Freshwater and Mick Pendergast, Medway Council.

8 DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS

8 Cllr Mitchell declared a possible conflict of interest in item 23b as his company printed the High Halstow Times.

9 APPOINTMENT OF MEMBERS OF COMMITTEES

9 a Planning Committee

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

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

10 b Finance Committee

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

Chairman) *ex*
Vice-chairman) *officio*
Cllr Ray Collins
Cllr Carl Mitchell
Cllr Brian Williams

11 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

12 a Rural Liaison Sub-Committee

Cllr Ray Collins

- 13 **b KALC Medway Area Committee**
Cllr Stuart Bailey
Cllr Brian Williams
- 14 **c Police Liaison Committee**
Cllrs Martin Andrews and Bill Khatkar
- 15 **d Recreation Hall Management Committee**
Cllr George Crozer
Cllr Ray Collins
- 16 **e Memorial Hall Management Committee**
Cllr Ray Collins
- 17 **f Friends of St Margaret's**
Cllr George Crozer
Mrs Lesley Munday
- 11 APPOINTMENTS TO OTHER POSTS**
- 18 **a Footpaths Officers**
Cllr Ray Collins
Cllr Brian Williams
- 19 **b Tree and Pond Wardens under BTCV Scheme**
Tree Warden: Cllr Ray Collins
Pond Warden: Mr Peter Richardson
- 20 **c High Halstow Times Editor**
Mr Carl Mitchell
- 21 **d High Halstow Primary School Liaison**
Cllrs Jerreat and Mrs Christine Watson.
- 12 ASSIGNMENT OF OTHER RESPONSIBILITIES**
- 22 **a Recreation Ground & Playpark**
Cllrs Mrs Christine Watson and Brian Williams
- 23 **b Allotments**
Cllr Mrs Christine Watson

24 c **Forge Common**

Cllr Ray Collins

25 d **Village Grounds Maintenance**

Cllrs Mrs Christine Watson and Brian Williams.

13 MINUTES OF THE MEETING HELD ON 11 MARCH 2015

26 It was proposed by Cllr Collins, seconded by Cllr Mrs Watson and agreed that the minutes of the meeting held on 11 March 2015 be signed as a true record.

14 MATTERS ARISING

27 No matters were raised.

15 PLANNING

a **Applications**

28 i **MC/15/1321:** 1 The Street: Application for non-material amendment to planning permission MC/14/3811 to enlarge the footprint of the garage by 300mm

No objection

29 ii **MC/15/1395:** 28 Harrison Drive: Construction of a single storey side extension

No plans were available and no response was made.

30 b **Decisions**

The decisions as listed on Appendix A were noted.

31 c **Appeals and Other Matters**

None.

32 d **Licensing Applications**

None.

16 FINANCE

33 a **Bank Mandate**

It was agreed former councillors Mrs Lesley Munday and Gary Thomas be removed from the bank mandate and that Cllrs Mrs Watson and Williams be added.

34 b **Bank Balances**

The bank balances as listed in Appendix B were noted.

35 c **Cheques Signed since the Last Meeting**

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

36 c **Accounts for Payment**

It was proposed by Cllr Andrews, seconded by Cllr Collins and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100770-100773), with the addition of £26, Medway Council, subscription to The Villager (100774).

37 d **Adoption of Accounts 2014/15**

It was proposed by Cllr Collins, seconded by Cllr Williams and agreed the accounts for the year to 31st March 2015 be adopted and signed by the Chairman and Responsible Financial Officer

38 e **Internal Audit 2013/14**

The Internal Auditor's report for 2014/15 was received.

39 f **Audit Annual Return Statement of Accounts 2014/15**

It was proposed by Cllr Collins, seconded by Cllr Williams and agreed the Audit Annual Return Statement of Accounts for the year to 31st March 2015 be signed by the Chairman and Responsible Financial Officer.

40 g **Audit Annual Return Governance Statement 2014/15**

It was proposed by Cllr Collins, seconded by Cllr Williams and agreed the Audit Annual Return Governance Statement for 2014/15 be signed by the Chairman and Clerk.

41 h **Chairman's Allowance**

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

17 GRANT APPLICATIONS

42 None.

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

43 a **Recreation Ground**

It was reported that the football had finished for the season.

44 b **Playpark**

Cllr Williams said the RoSPA inspection was due in July and he would check in advance and undertake any minor works if needed.

45 c **Allotments**

Cllr Mrs Watson reported that allotment 6 was available but that no-one on the waiting list wanted it. Turfsoil would be asked to look at the plot and advise what could be done to make it more attractive to potential plot holders.

48 d **Forge Common**

Nothing to report.

49 e **Village Grounds Maintenance**

It was reported that the shrubs by the road in Topley Drive/Half Moon Way needed cutting back. A discussion followed about the alley at the rear of houses in Christmas Lane and a note would be put in High Halstow Times, stating that the area was not owned by the Parish Council, who had no responsibility for its maintenance. Any work carried out previously had been a matter of goodwill.

19 **HIGHWAYS & TRANSPORT**50 a **Public Rights of Way**

- i. General matters. Nothing to report.
- ii. Path Ruggles Close to The Street, across Recreation Ground. The proposed spur from the path to the hall was discussed. It was then proposed by Cllr Williams, seconded by Cllr Jerreat and agreed by 7 votes to 2 that the spur go ahead. It was agreed to ask Medway's Public Rights of Way Officer to programme the works for the start of the school summer holidays. He would also be advised that the Recreation Hall's builders would probably be working at the same time.

51 b **Street Cleaning**

Nothing to report.

52 c **Tree Warden**

Cllr Collins had nothing to report.

53 d **School Crossing**

Nothing further had been heard and the Clerk was requested to ask for an update.

20 **HALLS**54 a **Recreation Hall**

Cllr Crozer reported the AGM would be held the following week. The lack of doctors in attendance was commented on again.

55 b **Memorial Hall**

Nothing to report.

21 POLICE LIAISON

56 a Police Liaison Representative's Report

Cllr Andrews said that the future of the Police Liaison Committee was in doubt. He reported on a group of bikers on the Ratcliffe Highway; on a Clarke's coach that he had followed down Christmas Lane that had been doing 59 mph and on bikers without helmets in the hall car park. He reported that the motor cross track at the end of Dux Court Road was operating and thought the owner was organising it well.

22 YOUTH

57 a Youth Club

The Chairman suspended the meeting to allow Chris Peek to speak.

Mrs Peek said the greatest problem for the Youth Club was lack of volunteers. They had a waiting list of children wanting to join, but insufficient volunteers.

The Chairman thanked Mrs Peek and reconvened the meeting.

23 COMMUNICATION

58 a Councillors' Surgery

Cllr Mrs Watson said that they had received good feedback on the skateboard half-pipe and the outdoor gym.

59 b High Halstow Times

Nothing to report.

60 b Web Site

It was reported that Gary Thomas had offered to continue as webmaster.

24 COMMUNITY ACTIVITIES

61 Nothing to report.

25 HIGH HALSTOW PRIMARY SCHOOL

62 Cllr Mrs Watson said the school always welcomed visitors.

26 FRIENDS OF ST MARGARET'S

63 Nothing to report.

27 RELIEF N NEED

64 Cllr Mrs Watson asked if statistics could be provided.

28 CONSULTATION

65 No documents received.

29 CORRESPONDENCE

66 None.

30 REPORTS & CIRCULARS

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

31 ANY OTHER BUSINESS

68 a Rural Liaison Committee

CLlr Collins reported that the Highways Manager was evaluating traffic on the Peninsula. At the meeting held in March, Cliffe and Cliffe Woods Parish Council had given a report on their Neighbourhood Plan.

PUBLIC SESSION

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

Mrs Smith stated that the Memorial Hall Committee would be willing to have a public access defibrillator in front of the hall.

Mrs Smith asked about the Rural Liaison Grant, which was explained to her.

Mr Laphorn said that the Mini Youth Games cricket would be held on 21st May and that the gates would be required to be opened from 8 am. It was apparent that the Council was unaware of the games and Mr Laphorn said he would copy the email exchange to the Clerk.

The Chairman thanked councillors and members of the public and closed the meeting at 9.55 pm.

SignedChairman

On theday of2015