

HIGH HALSTOW PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 11 MAY 2016 AT THE
MEMORIAL HALL, THE STREET, HIGH HALSTOW AT 8.00 pm**

PRESENT:	Cllr George Crozer	Chairman
	Cllr Martin Andrews	
	Cllr Ray Collins	
	Cllr Gary Jerreat	
	Cllr Bill Khatkar	
	Cllr Carl Mitchell	
	Cllr Mrs Christine Watson	
	Mrs Roxana Brammer	Clerk
In attendance	Cllr Roy Freshwater	Medway Council
	15 members of the public	

Item no *Action point*
Minute no 2016/17/

1 ELECTION OF CHAIRMAN

1 It was proposed by Cllr Collins, seconded by Cllr Khatkar and agreed that 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 No nominations were made. The item to be deferred to the next meeting.

4 DECLARATION OF VICE-CHAIRMAN'S ACCEPTANCE OF OFFICE

4 Item to be deferred to the next meeting.

5 APOLOGIES FOR ABSENCE

5 An apology for absence was received from

Cllr Brian Williams On holiday

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

6 DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS

6 Cllr Mitchell declared a possible conflict of interest in item 22b as his company printed the High Halstow Times.

7 CASUAL VACANCY

7 The Clerk reported the resignation of Stuart Bailey due to work and family commitments. She had placed the statutory notice and the closing date for electors to call a by-election was 18th May. If an election had not been called, she would advertise the vacancy on the notice boards and in High Halstow Times, with a view to co-option at the meeting to be held on 13th July.

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 Ray Collins
Cllr Gary Jerreat
Cllr Bill Khatkar

9 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 Gary Jerreat
Cllr Brian Williams

10 d Personnel Committee

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

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

9 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

11 a Rural Liaison Sub-Committee

Cllr Ray Collins

12 b KALC Medway Area Committee

Cllr Brian Williams
Vacancy

- 13 c **Police Liaison Committee**
Cllrs Martin Andrews and Bill Khatkar
- 14 d **Recreation Hall Management Committee**
Cllr George Crozer
Cllr Ray Collins
- 15 e **Memorial Hall Management Committee**
Cllr Ray Collins
- 16 f **Relief in Need Trustee**
Mr Stuart Bailey
- 17 g **Friends of St Margaret's**
Cllr George Crozer
Mrs Lesley Munday
- 10 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**
Cllr Carl Mitchell
- 21 d **High Halstow Primary School Liaison**
Cllrs Jerreat and Mrs Christine Watson.
- 11 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.

12 MINUTES OF THE MEETING HELD ON 9 MARCH 2016

26 It was proposed by Cllr Collins, seconded by Cllr Andrews and agreed that the minutes of the meeting held on 9th March 2016 be signed as a true record.

13 MATTERS ARISING

27 No matters were raised.

14 PLANNING

a Applications

28 i **MC/16/1422:** 40 Longfield Avenue: Construction of an extension to side; part conversion of garage to study and first floor extension to front

No objection

29 ii **MC/16/1497:** Land adjacent to 2 Harrison Drive and 5 Eden Road: Variation of condition 1 to allow a minor material amendment to planning permission MC/14/2582 to allow amendments to building in Harrison Drive including alterations to roof design and elevational treatment to facilitate changes to internal room layout and realigned boundary

No objection

30 iii **MC/16/1658:** 25 Ruggles Close: Application for a Lawful Development Certificate (Proposed) for the construction of a single storey detached double garage and a single storey detached gym/playroom to rear

No objection

31 iv **MC/16/1730:** Land adjacent to 32 Christmas Lane: Details pursuant to condition 3 and 8 of planning permission MC/15/4417 for demolition of the existing garage site and the construction of a 4no bedroom detached house with integral single garage and associated parking

No objection

32 v **MC/16/1896:** Verge opposite 7 and 9 Eden Road and The Street: Prior approval under Part 16 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 and regulation 5 of the Electronic communications code (conditions and regulations 2003) for the installation of a 15m monopole 3no antennas and 2no equipment cabinets and ancillary development thereto

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

Members of the public made various comments about the proposed siting of the mast. It was agreed mobile phone coverage was generally poor in the village but that this was the wrong place, being directly in front of houses and in one of the most prominent places in the village.

The Chairman thanked the members of the public and reconvened the meeting

After discussion it was agreed the Parish Council report this view to the case officer and attempt to set up a meeting with him and the applicant to discuss alternative sites that would be less sensitive. Cllr Crozer would be the point of contact.

33 **b Decisions**

The decisions as listed on Appendix A were noted.

c Appeals and Other Matters

34 **i Medway Local Plan**

The next stage would be in about 3 months.

35 **ii Lower Thames Crossing**

Cllr Collins reported that Medway Council was in favour of the Option C western proposal.

36 **d Licensing Applications**

None.

15 FINANCE

37 **a Bank Balances**

The bank balances as listed in Appendix B were noted.

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

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

39 **c Insurance Renewal**

It was proposed by Cllr Collins, seconded by Cllr Khatkar and agreed that a 5-year long term agreement be entered into with Zurich Municipal. The premium for 2016/17 would be £1,796.47 (cheque 100853).

40 **d Subscriptions**

i Kent Association of Local Councils

It was proposed by Cllr Collins, seconded by Cllr Mitchell and agreed the subscription

to Kent Association of Local Councils be renewed at a cost of £485.80 + VAT (cheque 100849)

41 **ii Action with Communities in Rural Kent**

It was proposed by Cllr Collins, seconded by Cllr Mitchell and agreed the subscription to Action with Communities in Rural Kent be renewed at a cost of £50 (cheque 100850).

42 **e Accounts for Payment**

It was proposed by Cllr Collins seconded by Cllr Andrews, and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100844-100848, 100851-100854).

43 **f Adoption of Accounts 2015/16**

It was proposed by Cllr Jerreat, seconded by Cllr Collins and agreed the accounts for the year to 31st March 2016 be adopted and signed by the Chairman and Responsible Financial Officer

44 **g Internal Audit 2015/16**

The Internal Auditor's report for 2015/16 was received.

45 **h Audit Annual Return Governance Statement 2015/16**

It was proposed by Cllr Collins, seconded by Cllr Jerreat and agreed by 6 votes for, none against and one abstention that the Audit Annual Return Governance Statement for 2015/16 be signed by the Chairman and Clerk.

46 **i Audit Annual Return Statement of Accounts 2015/16**

It was proposed by Cllr Jerreat, seconded by Cllr Collins and agreed the Audit Annual Return Statement of Accounts for the year to 31st March 2016 be signed by the Chairman and Responsible Financial Officer.

47 **j Chairman's Allowance**

It was proposed by Cllr Khatkar, seconded by Cllr Mrs Watson and agreed the Chairman's Allowance for the year be £100.

16 GRANT APPLICATIONS

48 None.

17 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a Recreation Ground

49 **i General Matters**

Cllr Collins reported all the new trees were doing well.

50 **ii Fence at Windy Ridge, Christmas Lane**

Following the meeting held in February, Cllr Crozer had visited the resident of Windy Ridge. She had shown him her title deeds and he had said he would investigate. Subsequently the resident had erected a fence on what she claimed to be her boundary. After discussion it was agreed a surveyor would be needed to check the boundary and that advice be sought on this from either Medway Council or the Parish Council's solicitor.

51 **iii Cricket Pitch Fence**

Cllr Collins reported there had been more vandalism and that Meopham Fencing had quoted £739 to repair. After a discussion, it was proposed by Cllr Collins and seconded by Cllr Mitchell that this quotation be accepted. This was agreed by 4 votes in favour, 1 against and 2 abstentions.

52 **b Playpark**

An email had been received from a parent reporting an accident to a child who fell over and hit his head on the balance beam. The email also mentioned that the swing seats were damaged. The Clerk had discussed this with the Council's insurers and was informed that it would be in order to proceed with the replacement of the swing seats as previously agreed and this was authorised.

Cllr Mrs Watson mentioned the climbing unit, which had not been replaced during the refurbishment of the playpark carried out by Medway Council a few years previously. She had obtained one quotation for its replacement, which included removal of the old item and safety surface, supply and installation of the new item and safety surface. This came to £22,000. She recognised alternative quotations would have to be sought. Cllr Khatkar and Collins both said that if the old item was to be removed independently, it might be cheaper and it was possible the Parish Council could raise funds by selling the scrap metal. It was agreed in principle to replace the old climbing frame and Cllr Mrs Watson agreed to progress the matter.

53 **c Allotments**

Cllr Mrs Watson reported that four of the plot holders had paid. Plot 2a was vacant and it was agreed that Turfsoil be asked to trim it.

54 **d Forge Common**

Nothing to report.

55 **e Village Grounds Maintenance**

Cllr Mrs Watson said there was a dead tree by the barrier in Topley Drive. Turfsoil would be asked to remove it.

18 HIGHWAYS & TRANSPORT

56 **a Public Rights of Way**

Nothing to report.

57 **b Street Cleaning**

Nothing to report.

58 **c Tree Warden**

Cllr Collins had nothing to report.

59 **d School Crossing**

Cllr Andrews said that school parking was so inconsiderate that residents were unable to exit their driveways. Medway Council's camera car had visited and had left The Street at 3 pm and had then gone to the Harrison Drive entrance. One parking ticket was being issued.

19 HALLS

60 **a Recreation Hall**

Cllr Collins said that bookings had increased since the improvements. They were still waiting for a date from the builder for the final phase.

61 **b Memorial Hall**

Nothing to report.

20 POLICE LIAISON

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

Cllr Andrews said that he was still not being informed of meetings.

21 YOUTH

63 **a Youth Club**

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

Mrs Peek said the children had been able to go outside that week. The Club's birthday party had gone well. The AGM would be held in two weeks' time.

The Chairman thanked Mrs Peek and reconvened the meeting.

22 COMMUNICATION

64 **a Councillors' Surgery**

Cllr Mrs Watson said the only issue raised had been about the proposed mobile phone mast.

65 **b High Halstow Times**

Nothing to report.

66 **b Web Site**

Nothing to report.

23 CLERK'S HOLIDAY

67 The Clerk would be on holiday from 28th May to 14th June inclusive. It was proposed by Cllr Crozer, seconded by Cllr Mrs Watson and agreed that the Assistant Clerk to Cuxton Parish Council, Mrs Daniela Baylis, be asked to take the meeting to be held on 8th June.

24 COMMUNITY ACTIVITIES

68 **a Event to Commemorate the Queen's 90th Birthday**

Cllr Collins reported that organisation for the event was progressing. There would be about 25 stalls, pony rides and a band had been booked for the evening.

25 HIGH HALSTOW PRIMARY SCHOOL

69 Cllr Mrs Watson said the school would be celebrating on 20th June with a Royal Tea Party.

26 FRIENDS OF ST MARGARET'S

70 Cllr Crozer reported that the church had asked the Friends to help with some electrical work.

27 RELIEF N NEED

71 It was understood from Mrs Peek that the annual accounts had been returned by the auditor and would be on the Charity Commission website.

28 CONSULTATION

72 No documents received.

29 CORRESPONDENCE

73 None.

30 REPORTS & CIRCULARS

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

31 ANY OTHER BUSINESS

75 **a Mobile Fast Food Van**

Cllr Crozer reported that the proprietor of a fish and chip van had spoken to him about siting the van in the car park. This would be put on the agenda for the next meeting.

PUBLIC SESSION

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

A request was made by two members of the public to plant a tree on the grass between Eden Road and The Street in memory of their parents who had lived there. They had asked Medway Council who had said it was parish land. They were assured that it was not and was Highways land. Cllr Freshwater offered to help.

Cllr Freshwater said that the proposed new burial ground in Hoo St Werburgh had received planning permission. He was still worried about the housing in the Local Plan and was seeking for the inclusion of a statement about local houses for local people. In relation to home nursing in rural areas, he had been assured that there were two companies who had agreed to provide.

A question was asked if there were any plans to develop Deangate and Cllr Freshwater responded in the negative.

The Chairman thanked councillors and members of the public and closed the meeting at 10.15 pm.

SignedChairman

On theday of2016