

HIGH HALSTOW PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 14 JUNE 2017 IN THE BLUE ROOM, RECREATION HALL, THE STREET, HIGH HALSTOW AT 8.00 pm**

PRESENT: Cllr George Crozer Chairman
 Cllr Martin Andrews
 Cllr Mrs Linda Atkinson
 Cllr Ray Collins
 Cllr Gary Jerreat
 Cllr Bill Khatkar
 Cllr Mrs Christine Watson
 Cllr Brian Williams

Mrs Roxana Brammer Clerk

In attendance

2 members of the public

Item no *Action point*
 Minute no 2017/18/

1 APOLOGIES FOR ABSENCE

78 All present

2 DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS

79 Cllr Crozer declared a possible conflict of interest in item 6a(iii), planning application for 32 Northwood Avenue, as a neighbour.

3 MINUTES OF THE MEETING HELD ON 10 MAY 2017

80 It was proposed by Cllr Collins, seconded by Cllr Mrs Watson and agreed that the minutes of the meeting held on 10th May 2017 be signed as a true record.

4 MATTERS ARISING

81 No matters were raised.

5 CASUAL VACANCY

82 The Clerk reported that so far 2 applications had been received. The deadline was 30th June. The candidates would be invited to attend at 7.30 for informal interviews before the start of the meeting on 12th July at 8 pm.

6 PLANNING

a Applications

82 **i MC/17/1510:** 16 Northwood Avenue: Details pursuant to condition 3 and 5 of planning

permission MC/15/2436 - Construction of 4 bedroom detached house with integral garage and creation of new access (demolition of existing garage)
Condition 3: Construction Environmental Management Plan
Condition 5: Details and samples of materials

No objection

- 83 ii **MC/17/1505:** Wybournes Gatehouse Bungalow, Wybournes Lane: Construction of single storey extensions to sides and rear together with construction of detached garage - demolition of existing garage conservatory and outbuildings

No objection

- 84 iii **MC/17/1731:** 32 Northwood Avenue: Construction of a single storey rear extension - Demolition of conservatory

No objection

b Decisions

85

The decisions as listed on Appendix A were noted.

86 **c Appeals and Other Matters**

None.

7 FINANCE

87 **a Bank Balances**

The bank balances as listed in Appendix B were noted.

88 **b Payments Made since the Last Meeting**

None.

89 **e Accounts for Payment**

It was proposed by Cllr Collins seconded by Cllr Jerreat and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100937-100945).

8 GRANT APPLICATIONS

90 None.

9 DROP BOX

91 Cllr Crozer said that the Council should consider making use of Drop Box. After an explanation and discussion, the consensus was that it was a good idea, but might have implications for the Clerk who used her own computer for the Council's work. The item was deferred to the Personnel Committee for further research.

10 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**a Recreation Ground****92 i General Matters**

Cllr Williams asked Cllr Khatkar when the trench to bury the water pipe would be dug. After discussion it was agreed to ask Turfsoil to do the job. Cllr Collins reported there had now been two fires at the toilet block.

93 ii Litter Bin

Cllr Khatkar said he was sourcing a suitable bin. He was asked to ensure the logo was dual purpose for both litter and dog mess. *BK*

b Playpark.**94 i General Matters**

Cllr Williams said that the RoSPA inspection was due the following month and he asked Cllr Khatkar to arrange the welding needed on a piece of equipment to be done as soon as possible.

95 ii Basket Swing

The replacement basket was awaiting installation.

96 d Car Park

Cllr Khatkar tabled a drawing of a proposed layout.

The Chairman suspended the meeting to enable councillors make a site visit. Suggestions were made for some minor alterations.

On their return, the Chairman re-convened the meeting.

It was agreed the alterations identified during the site visit be made and a revised plan be circulated. Cllr Khatkar said the price would be £525 and proposed this be accepted. This was seconded by Cllr Williams and agreed.

97 c Allotments

Nothing to report.

93 d Forge Common

Nothing to report.

e Village Grounds Maintenance**94 i General Matters**

It was reported that the Recreation Ground hedge by the Christmas Lane entrance was

overhanging the pavement. Turfsoil would be asked to cut it.

95 **iii Valentine Drive**

The Clerk had heard from Taylor Wimpey that they had Land Registry evidence that they owned the land in front of 1, 3 and 5 Valentine Drive and she would ask Turfsoil to resume maintaining it. Taylor Wimpey had also said they would deal with the trespass of the trampoline.

11 HIGHWAYS & TRANSPORT

96 **a Public Rights of Way**

Cllr Collins reported that the footpath from Dux Court to the RSPB reserve was overgrown and he had contacted the Public Rights of Way officer. So far it had not been cleared and he would contact the Public Rights of Way officer again and monitor the situation. Cllr Andrews said there was shingle across the path of the Saxon Shore Way near Brett's in Cliffe. This would be reported to the Public Rights of Way officer and to Cliffe and Cliffe Woods Parish Council.

97 **b Street Cleaning**

Nothing to report.

98 **c Bus Shelters**

Cllr Williams reported he was meeting Medway Council the following month about the bus shelters in Christmas Lane near the A228 and on Sharnal Street. A complaint was raised about flyposting on the bus shelters and it was agreed unanimously that this could not be tolerated. Cllr Crozer made a suggestion that a board could be put up somewhere in the village for people to put up community notices.

99 **d Tree Warden**

Cllr Collins had nothing to report.

e Parking

100 **i Half Moon Way**

Cllr Andrews reported a large van parked on the kerb in Half Moon Way on the bend.

101 **ii Abandoned Car**

Cllr Collins reported an abandoned car outside the church.

102 **iii Village Signs**

Cllr Crozer said he had obtained prices to replace the "Home of the Heron" signs but there was a problem with the lettering and he would investigate further.

12 HALLS

103 **a Recreation Hall**

Cllr Khatkar raised the matter of the graffiti on the rear of the hall. Cllr Crozer said the panel needed replacing and suggested the Hall Committee should apply for a grant.

104 **b Memorial Hall**

Nothing to report.

13 RURAL LIAISON COMMITTEE

105 **a Representative's Report**

Cllr Collins said the next meeting would be held in July. He asked if the Council would be prepared to host the September meeting. This was agreed.

14 POLICE LIAISON

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

Cllr Andrews said the next meeting was in July.

15 KENT ASSOCIATION OF LOCAL COUNCIL MEDWAY AREA COMMITTEE

107 Cllr Mrs Atkinson said the next meeting was the following week.

16 COMMUNICATION

108 **a Councillors' Surgery**

Cllr Mrs Watson said that apart from complaints about the hedge in Christmas Lane, there had also been complaints about the hedge at Heronsbank and at 4 Longfield Avenue. The Clerk would inform Medway Council.

b High Halstow Times

109 **i General Matters**

Nothing to report.

110 **ii Appointment of Editor**

The Clerk reported that Jessica Durrant was no longer interested. Cllr Mrs Atkinson volunteered to take on the role until someone else came forward and this offer was accepted.

111 **b Website**

The Chairman suspended the meeting to allow Cllr Mrs Atkinson give a presentation.

Cllr Mrs Atkinson said she had been working on this potential website for some months. It had been developed specifically for parish councils and was free. It would need a new domain name which would mask the domain name of the provider. She demonstrated features of the website.

The Chairman thanked Cllr Mrs Atkinson and reconvened the meeting.

Various questions were asked. Of concern was the possibility of advertisements being shown. The planning interface with Medway Council was particularly liked. After discussion it was agreed to proceed in tandem with the existing website and that a .gov.uk domain name be registered.

17 YOUTH

112 a Youth Club

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

Mrs Peek said the club was still running reasonably well but they still needed more adult helpers. They would now give a week's notice if the club was to close for any reason. She hoped that in September they would have sufficient helpers to be able to open every week.

The Chairman thanked Mrs Peek and reconvened the meeting.

18 HIGH HALSTOW PRIMARY SCHOOL

113 Cllr Mrs Watson said that 23 poems to go with the anniversary trees had been submitted. It was proposed by Cllr Mrs Watson, seconded by Cllr Crozer and agreed there would be prizes of £40 for 1st, £30 for 2nd, £20 for 3rd and £10 for highly commended.. The prizes would be presented at a school assembly.

19 FRIENDS OF ST MARGARET'S

114 There was a vacancy for the second Parish Council nominee. Cllr Collins was happy to be nominated and this was proposed by Cllr Crozer, seconded by Cllr Mrs Watson and agreed. Cllr Crozer reported on the AGM. They were trying to attract more subscribers and were organising various activities.

20 RELIEF IN NEED

115 It was understood from Mrs Peek that the annual accounts were now on the Charity Commission website. During the year to 31st October 2016 the income had been over £42,000 and the expenditure £28,000. They had made distributions to 28 people of about £14,000 and £9,000 to organisations. The Heron Awards applications had now closed and the awards would be presented on Wednesday 28th June at 7.30 pm.

21 CONSULTATION

116 No documents received.

22 CORRESPONDENCE

117 None.

23 REPORTS & CIRCULARS

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

24 ANY OTHER BUSINESS

119 a **Vandalism**

CLlr Mrs Atkinson said there had been vandalism to a house in Christmas Lane.

PUBLIC SESSION

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

No matters were raised.

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

CONFIDENTIAL SECTION

25 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

120 It was proposed by Cllr Mrs Watson, seconded by Cllr Crozer and agreed to exclude the press and public from the following items on the grounds that the first was a legal matter and. the second concerned members of staff.

26 BOUNDARY DISPUTE

121 The Council’s solicitor had been instructed to write to the resident to ask her to replace the fence on the boundary line. The Clerk had researched the full names of Mr Harrison in connection with registering the Recreation Ground at the Land Registry and had passed the information on to the solicitor.

27 PERSONNEL MATTERS

122 Cllr Jerreat said he would arrange a meeting of the Committee. The Clerk reminded him that the meeting should be properly called with 3 clear days’ notice and that it should be formally minuted.

The Chairman thanked councillors and closed the meeting at 10.20 pm.

SignedChairman

On theday of2017