

HIGH HALSTOW PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12 JULY 2017 IN THE MEMORIAL 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 Michael O'Hanlon
 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 CO-OPTION OF COUNCILLOR

123 Two candidates had applied to be co-opted to the Parish Council, Mrs Daphne Lewis and Mr Michael O'Hanlon. They had been given an opportunity to meet councillors, speak about themselves and to ask and answer questions before the commencement of the meeting. Cllr Khatkar said he knew of someone else who wanted to put himself forward and proposed that the co-option be deferred to the next meeting. This was seconded by Cllr Andrews. Cllr Williams said that there had been plenty of time to apply and a deadline, which had not been met. On a vote being taken, there were 2 votes in favour and 6 against. The motion having been lost, the meeting proceeded to co-option by show of hands according to the LGA 1972. Mrs Lewis received 1 vote, Mr O'Hanlon 6 votes and there was one abstention. Mr O'Hanlon was duly declared co-opted. He signed his declaration of acceptance of office before the Proper Officer and joined the Council.

2 APOLOGIES FOR ABSENCE

124 All present

3 DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS

125 None.

4 MINUTES OF THE MEETING HELD ON 14 JUNE 2017

126 It was proposed by Cllr Collins, seconded by Cllr Mrs Watson and agreed that the minutes of the meeting held on 14th June 2017 be signed as a true record.

5 MATTERS ARISING.

127 **a C/06/17/11e(ii): Abandoned Car**

Cllr Collins said that the abandoned car had not been removed.

6 PLANNING

a Applications

- 128 **i MC/17/2281:** The Coach House, Buckwell Farm, Cooling Road: Details pursuant to condition 4 on planning permission MC/12/2070 for conversion of historic coach house/garage to work/live unit and construction of single storey side extension (demolition of side addition)

Noted.

- 129 **ii MC/17/2245:** 9 Northwood Avenue: Construction of a single storey side extension with steps to rear incorporating a pitched roof over existing garage to front - demolition of existing side projection

No objection

- 130 **iii MC/17/2029:** 40 Gypsy Way: Conversion of garage to habitable room and extension to front entrance canopy

No objection

131 **b Decisions**

None notified.

132 **c Appeals and Other Matters**

None.

7 FINANCE

133 **a Bank Balances**

The bank balances as listed in Appendix B were noted.

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

It was proposed by Cllr Khatkar, seconded by Cllr Mrs Atkinson and agreed the payment made since the last meeting as listed on Appendix B (cheque 100946) be ratified.

135 **e Accounts for Payment**

It was proposed by Cllr Collins seconded by Cllr Mrs Atkinson and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100947-100954).

8 GRANT APPLICATIONS

136 None.

9 DROP BOX

137 Cllr Jerreat said that the item had been deferred to the Personnel Committee but the Committee considered it was not part of their remit. Cllr Williams said it had been deferred because of the impact on the Clerk's privacy as she used her own computer for Council work and proposed a lap-top be provided. It was agreed to consult KALC and put the item on the agenda for the next meeting.

10 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**a Recreation Ground****138 i General Matters**

Cllr Crozer said that Gary Thomas had found a Leader Project which involved EU funding and thought it would be appropriate to convert the toilets into an improved facility and police office and store. After discussion it was agreed to investigate further.

139 ii Litter Bin

It was agreed to defer the item to the next meeting and to investigate an alternative supplier.

b Playpark.**140 i General Matters**

Nothing to report..

141 ii Basket Swing

The replacement basket was awaiting installation.

142 iii RoSPA Report

Cllr Williams said he had been unable to make an appointment in advance of the inspection visit. He asked Cllr Khatkar if he had done the welding yet as promised as it needed to be done before the visit, which might already have taken place.

143 c Car Park

The car park had been marked out.

144 d Allotments

Turfsoil had quoted £390 to dig a trench and bury the pipe for the water to the allotments. It was proposed by Cllr Williams, seconded by Cllr Mrs Atkinson and agreed this quotation be accepted.

145 **d Forge Common**

Cllr Collins said that there had been more wild flowers and butterflies this year.

146 **e Village Grounds Maintenance**

The Recreation Ground hedge by the Christmas Lane entrance had been cut back.

11 HIGHWAYS & TRANSPORT

147 **a Public Rights of Way**

Nothing to report.

148 **b Street Cleaning**

Nothing to report.

149 **c Bus Shelters**

Cllr Williams reported that Medway Council had asked about putting timetables either in the new shelters or on the bus stop posts. After discussion it was proposed by Cllr Williams, seconded by Cllr Jerreat and agreed by 5 votes in favour and 4 against that the timetables should be on the posts and Cllr Williams would inform Medway Council. Cllr Williams said he had received spare roof shingles free of charge and Cllr Croxer said he would put them in the Council's storage garage. Cllr Williams reported on his meeting with Rob Carmen of Medway Council about the shelters at the end of Christmas lane and on Sharnal Street. There was no objection to moving the Christmas Lane shelter to replace the shelter on Sharnal Street. Cllr Williams said he would obtain prices in time for the budget meeting of the Finance Committee in the autumn.

150 **d Tree Warden**

Cllr Collins had nothing to report.

151 **e Hedges**

It was reported that the hedge at Heronsbank had been cut back. Cllr Mrs Watson said she had received a complaint about trees overhanging the road on the stretch of Christmas Lane from Half Moon Way to the vet's.

152 **f Christmas Lane**

Cllr Williams reported that when meeting Rob Carmen about the bus shelters, Mr Carmen had also discussed the parking in Christmas Lane by the cricket club and asked if there would be any objection to the installation of a clearway. It was agreed there would be no objection.

12 HALLS

153 **a Recreation Hall**

Cllr Collins reported that hirers had been having problems with youths in the car park

and drug dealing. They had been told they should report this to the police.

154 **b Memorial Hall**

Cllr Collins reported the next meeting of the committee was the following week.

13 RURAL LIAISON COMMITTEE

155 **a Representative's Report**

Cllr Collins had nothing to report

156 **b Hosting Arrangements**

The Council would be hosting the meeting to be held on 5th September. It was suggested the Women's Institute might be able to provide the refreshments and Cllr Mrs Atkinson said she would ask.

LA

14 POLICE LIAISON

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

Cllr Andrews reported on the last meeting. There was an issue at Allhallows with young people and residents were considering setting up a Neighbourhood Watch., but did not want existing parish councillors to be involved. The police wanted it set up as a PACT; in that case the parish council would have to be involved. From September there would be only one PCSO and one council warden for the whole of the Peninsula. There had not been a lot of reported crime.

15 KENT ASSOCIATION OF LOCAL COUNCIL MEDWAY AREA COMMITTEE

158 Cllr Williams reported on the last meeting. All parishes present reported vandalism but it had got out of hand at Allhallows. Cllr Chis Buckwell of Frindsbury Extra had suggested Allhallows should contact the Police and Crime Commissioner.

16 COMMUNICATION

159 **a Councillors' Surgery**

Cllr Mrs Watson said that the Parish Council had been thanked for cutting back the hedge at Christmas Lane. There had been a complaint about a group of women making a noise on the cricket ground at 4 am following a social event. The Cricket Club was aware of it.

160 **b High Halstow Times**

Cllr Mrs Atkinson said that she was preparing to do her first issue. She had found someone who could do the layout for her so for the time being she would not need specialist software. She proposed that smaller advertisements of one ninth of a page could be inserted for £10. This was seconded by Cllr Crozer and agreed. It was also agreed no advertisement should be inserted unless the money had been received and she would liaise with the Clerk on this point.

LA,
RB

161 **b Website**

Cllr Mrs Atkinson reported that the new domain name had been granted and the new website was now live.

17 **YOUTH**

162 **a Youth Club**

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

Mrs Peek said the end of term barbecue had been held the previous week. Cllr Mrs Atkinson had now joined the Steering Committee/ One of the leaders had left but would still be doing the administration. New leaders would need to be trained up.

The Chairman thanked Mrs Peek and reconvened the meeting.

18 **HIGH HALSTOW PRIMARY SCHOOL**

163 Cllr Mrs Watson said that the Headteacher was now on maternity leave and was being covered by a stand-in head.

19 **FRIENDS OF ST MARGARET'S**

164 Cllr Collins reported that £200 had been collected on the day of the scarecrow festival and that the collection boxes were still out.

20 **RELIEF IN NEED**

165 It was understood from Mrs Peek that the Heron Awards had gone well.

21 **CONSULTATION**

166 No documents received.

22 **CORRESPONDENCE**

167 None.

23 **REPORTS & CIRCULARS**

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

24 **ANY OTHER BUSINESS**

169 **a KALC Councillors' Conference**

Cllr Mrs Atkinson said she had attended the Councillors' Conference the previous Saturday. The speakers had been of mixed quality, but it had been worthwhile.

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

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

26 BOUNDARY DISPUTE

171 Nothing further had been heard from the Council’s solicitor. He would be asked for an update for the next meeting.

27 REGISTRATION OF LAND

172 The details of Ernest Harold Harrison had been forwarded to the Council’s solicitor, who was now searching for the will.

28 PERSONNEL MATTERS

173 a Complaints Procedure

It was proposed by Cllr Jerreat, seconded by Cllr Mrs Watson and carried unanimously that the KALC model complaints procedure be adopted.

174 b Procedures for Members and Staff

The Personnel Committee tabled a paper suggesting new procedures for members and staff, which was discussed. It was proposed by Cllr Jerreat, seconded by Cllr Khatkar and agreed the procedures be adopted, with the following amendments:

- Point 4: add final sentence: “to be instigated once Drop Box was in place”.
- Point 5: First sentence to read: “Any additional expenditure for goods or services budgeted for.”
- The Procedures to be reviewed after 3 months of operation.

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

SignedChairman

On theday of2017