

**HIGH HALSTOW PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 9 MAY 2012 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 Josh Gordon  
Cllr Gary Jerreat  
Cllr Mrs Lesley Munday  
Cllr Gary Thomas  
  
Mrs Roxana Brammer Clerk

In attendance 1 member of the public

**Item no** *Action point*

*Minute no 2012/12/*

**1 ELECTION OF CHAIRMAN**

1 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**

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 Crozer, seconded by Cllr Gordon and agreed unanimously Cllr Thomas be Vice-chairman for the coming year.

**4 DECLARATION OF VICE-CHAIRMAN'S ACCEPTANCE OF OFFICE**

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

**5 APOLOGIES FOR ABSENCE**

5 An apology for absence was received from

Cllr Mrs Christine Watson On holiday

It was proposed by Cllr Gordon, seconded by Cllr Jerreat and agreed this apology be accepted.

**6 DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS**

6 Cllrs Thomas and Mrs Munday declared personal and prejudicial interests in item 15a, Recreation Hall grant application and personal interests in item 18a, Recreation Hall, as members of the Management Committee.

**7 APPOINTMENT OF MEMBERS OF COMMITTEES**

**7 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

**9 b Finance Committee**

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

Chairman ) *ex*  
Vice-chairman ) *officio*  
Cllr Ray Collins  
Cllr Josh Gordon  
Cllr Mrs Lesley Munday

**10 d Personnel Committee**

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

Chairman ) *ex*  
Vice-chairman ) *officio*  
Cllr Martin Andrews  
Cllr Gary Jerreat

**8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

**11 a Rural Liaison Sub-Committee**

Cllr Ray Collins

**12 b KALC Medway Area Committee**

Cllr Josh Gordon  
Cllr Stuart Bailey

**13 c Police Liaison Committee**

Cllr Martin Andrews

**14 d Recreation Hall Management Committee**

Cllr George Crozer  
Cllr Josh Gordon

**15 e Memorial Hall Management Committee**

Cllr Ray Collins

**9 APPOINTMENTS TO OTHER POSTS**

**16 a Footpaths Officer**

Cllr Ray Collins

**17 b Tree Warden**

Cllr Ray Collins

**18 c High Halstow Times Editor**

Mr Carl Mitchell

**19 d High Halstow Primary School Liaison**

Cllr Josh Gordon.

**10 ASSIGNMENT OF OTHER RESPONSIBILITIES**

**20 a Recreation Ground & Playpark**

Cllrs Mrs Christine Watson and Gary Thomas

**21 b Allotments**

Cllr Mrs Christine Watson

**22 c Forge Common**

Cllr Ray Collins

**23 d Village Grounds Maintenance**

Cllr Mrs Christine Watson.

**11 MINUTES OF THE MEETING HELD ON 14 MARCH 2012**

24 It was proposed by Cllr Mrs Munday, seconded by Cllr Thomas and agreed that the minutes of the meeting held on 14 March 2012 be signed as a true record, subject to the following amendment:

C/03/12/15a minute 469: add to final sentence “and a question asked ‘where is the new recycle point?’ (none at present).”.

**12 MATTERS ARISING**

25 No matters were raised.

**13 PLANNING**

**a Applications**

26 **i MC/11/2516:** Land Securities, Lodge Hill, Chattenden: Supplementary and environmental information

Cllr Collins reported that the central bus lane on the A228 had been dropped. The plans showed a slip road on the north side of Four Elms Hill into Lodge Hill and an upgraded bridge over the A228 (Upchat Road) for exiting the site. Part of Dux Court Road would be widened to 7.5m with a 3m cycle track at the side and there would be a roundabout for the entrance road into Lodge Hill at the position of the current entrance to the golf course, with another roundabout at the end of the widened section of road. The intention was that 50% of the traffic would use the Deangate Ridge access. They would contribute to the costs of traffic lights at the Anthony's Way and Sans Pareil roundabouts in Wainscott and would put funds aside if the M2 junction had to be altered.

It was agreed to respond asking for a response to the problems previously raised and requesting a new application to be made. It was also agreed to invite Robin Cooper to the next meeting.

27 **Out of Time**

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

28 **b Decisions**

The decisions as listed on Appendix A were noted.

**c Appeals and Other Matters**

29 **i ERNF/11/0203: Appeal ref APP/A2280/C/12/2170720: Fisher Wood, Sharnal Street: appeal against enforcement notice**

It was agreed Cllr Jerreat attend the appeal hearing.

*GJ*

30 **d Licensing Applications**

None.

**14 FINANCE**

31 **a Bank Balances**

The bank balances as listed in Appendix B were noted.

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

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

33 **c Greenspaces Contract**

Turfsoil had asked for an uplift of 3.5%, which was the latest inflation rate figure. It was proposed by Cllr Gordon, seconded by Cllr Mrs Munday and agreed this be accepted.

34 **d Accounts for Payment**

It was proposed by Cllr Gordon, seconded by Cllr Mrs Munday and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100435-100444), with the addition of £35, Information Commissioner (100445); £25.98, Wenda Taylor, Jubilee event expenses (100446); £39.97, Joanne Mitchell, Jubilee event expenses (100447) and £184.91, Jo Mardell, Jubilee event expenses (100448).

35 e **Adoption of Accounts 2011/121**

It was proposed by Cllr Gordon, seconded by Cllr Collins and agreed the accounts for the year to 31 March 2012 be adopted and signed by the Chairman and Responsible Financial Officer.

36 f **Audit Annual Return Statement of Accounts 2011/12**

It was proposed by Cllr Thomas, seconded by Cllr Gordon and agreed the Audit Commission Annual Return Statement of Accounts be signed by the Chairman and Responsible Financial Officer.

37 g **Audit Annual Return Governance Statement**

Statement of Assurance. It was proposed by Cllr Gordon, seconded by Cllr Collins and agreed the Audit Commission Annual Return Governance Statement be signed by the Chairman and Clerk.

38 h **Chairman's Allowance**

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

**15 GRANT APPLICATIONS**

39 a **Recreation Hall**

Cllr Thomas explained that the Hall Management Committee had secured a grant of £54,475 from Veolia for phase 2 of the refurbishment, but this was conditional on a payment of £5,559 from a third party. The Management Committee were applying to the Parish Council for a grant to cover this third party payment. He then declared a personal and prejudicial interest and left the room. Cllr Mrs Munday also declared a personal and prejudicial interest and left the room.

After discussion, it was proposed by Cllr Gordon, seconded by Cllr Bailey and agreed this grant be made.

Cllrs Thomas and Mrs Munday returned to the meeting.

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

a **Recreation Ground**

40 i. General Matters. Nothing to report.

41 ii. Path to Ruggles Close. Cllr Thomas would speak to Highways as it was a public right of way. *GT*

42 iii. Cricket fence. Cllr Collins explained why the cricket fence had been damaged. It was understood from David Laphorn that he would be taking this back to the Club.

43 b **Playpark**

Cllr Jerreat said there were no notices banning dogs from the fenced area and it was agreed to obtain some. The entrance to the play area needed attention and this would be done as part of Project 90.

44 c **Allotments**

Nothing to report.

45 d **Forge Common**

Nothing to report.

e **Village Grounds Maintenance**

46 i. General matters. It was confirmed that the eucalyptus that had been removed from Valentine Drive would not be replaced. Turfsoil would be asked to cut the Recreation Ground before the Jubilee event.

47 ii. Fence, rear of Topley Drive. A photograph had been sent to Taylor Wimpey and their representative would be paying a visit.

48 iii. Open space, Valentine Drive. The Taylor Wimpey representative would be inspecting the area.

17 **HIGHWAYS & TRANSPORT**

49 a **Public Rights of Way**

Nothing to report.

50 b **Street Cleaning**

It was reported that the storm drains were blocked opposite the church and near Valentine Drive.

51 c **Tree Warden**

Cllr Collins had nothing to report.

52 d **Bus Shelters**

The Clerk would speak to the Council's solicitor about the bus shelter near Heronsbank.

18 **HALLS**

53 a **Recreation Hall**

Cllr Thomas said that the AGM had just been held. The grant application and accounts had been discussed and they would be running a buy a brick campaign for phase 3 of the refurbishment. They were in discussions with a martial arts club.

54 b **Memorial Hall**

Cllr Collins said the hall would be closed in August to allow the kitchen to be refurbished.

19 **RURAL LIAISON COMMITTEE**

55 a **Representative's Report**

No meeting.

**20 KALC/MEDWAY AREA COMMITTEE**

56 Cllr Gordon reported that the main item of discussion at the last meeting had been the lack of visible policing.

**21 POLICE LIAISON**

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

Cllr Andrews said the next meeting was the following week.

**22 YOUTH**

58 Cllr Mrs Munday had nothing to report.

**23 COMMUNICATION**

59 **a Councillors' Surgery**

Cllr Jerreat said that he had received a comment that the notice boards needed re-varnishing.

60 **b High Halstow Times**

Nothing to report.

61 **b Web Site**

Nothing to report.

**24 COMMUNITY ACTIVITIES**

62 **a Project 90**

It was agreed paint be purchased to repaint the playpark fence. Cllr Mrs Munday said the benches on the Recreation Ground needed sanding and retreating.

63 **b Diamond Jubilee Event**

Cllr Gordon reported on arrangements for the afternoon and evening of 4<sup>th</sup> June. The beacon would be lit at 10.15 pm.

**25 HIGH HALSTOW PRIMARY SCHOOL**

64 Nothing to report.

**26 CONSULTATION**

65 **a Friends of St Margaret's Draft Constitution**

A draft constitution had been circulated prior to the meeting and some suggestions were made. It was agreed the group be asked to put a copy of the draft in High Halstow Times for consultation.

**27 CORRESPONDENCE**

66 None.

**28 REPORTS & CIRCULARS**

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

**29 ANY OTHER BUSINESS**

67 **a Aircraft**

Cllr Crozer said he had noticed an increase in aircraft.

The Chairman suspended the meeting for the public session.

Mr Laphorn reported on arrangements for the Medway Youth games. Secondary age girls' football would be taking place on 10<sup>th</sup> May and primary school cricket on 31<sup>st</sup> May.

The Chairman thanked everyone for attending and closed the meeting at 10.13 pm.

Signed .....Chairman

On the .....day of .....2012