

**HIGH HALSTOW PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 10 MAY 2017 AT THE  
MEMORIAL HALL, THE STREET, HIGH HALSTOW AT 8.00 pm**

**PRESENT:** Cllr Mrs Christine Watson Vice-chairman  
 Cllr Martin Andrews  
 Cllr Mrs Linda Atkinson  
 Cllr Ray Collins  
 Cllr Gary Jerreat  
 Cllr Bill Khatkar  
 Cllr Brian Williams

Mrs Roxana Brammer Clerk

In attendance Cllr Roy Freshwater Medway Council  
 2 members of the public

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

**1 ELECTION OF CHAIRMAN**

1 It was proposed by Cllr Collins, seconded by Cllr Jerreat and agreed that Cllr Crozer be Chairman for the coming year.

**2 DECLARATION OF CHAIRMAN'S ACCEPTANCE OF OFFICE**

2 It was agreed Cllr Crozer would sign his declaration of acceptance of office before the Proper Officer of the Council prior to the commencement of the next meeting.

**3 ELECTION OF VICE-CHAIRMAN**

3 A nomination for Cllr Mrs Watson was received from Cllr Williams, which was seconded by Cllr Collins. A nomination for Cllr Jerreat was made by Cllr Khatkar, which was seconded by Cllr Andrews. On a vote being taken, Cllr Mrs Watson received 4 votes and Cllr Jerreat 2 votes, with 1 abstention and Cllr Mrs Watson was duly declared Vice-chairman for the coming year.

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

4 Cllr Mrs Watson signed her 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 George Crozer On holiday

It was proposed by Cllr Mrs Atkinson, seconded by Cllr Williams and agreed this apology be accepted.

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

6 None.

**7 CASUAL VACANCY**

7 The Clerk reported the resignation of Carl Mitchell due to work commitments. She had placed the statutory notice and a by-election had not been called. She would now advertise the vacancy on the notice boards and in High Halstow Times, with a deadline of applications of 30<sup>th</sup> June for co-option at the meeting to be held on 13<sup>th</sup> 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 Mrs Linda Atkinson  
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 Gary Jerreat  
Cllr Bill Khatkar  
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 Gary Jerreat  
Cllr Bill Khatkar

**9 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

**11 a Rural Liaison Sub-Committee**

Cllr Ray Collins

12 **b KALC Medway Area Committee**

Cllr Mrs Linda Atkinson  
Cllr Brian Williams

13 **c Police Liaison Committee**

Cllr Martin Andrews  
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 Trustees**

Mr Stuart Bailey  
Mrs Lesley Munday

17 **g Friends of St Margaret's**

Cllr George Crozer  
Vacancy

**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**

Carl Mitchell had said he wished to step down. Miss Jessica Durrant had expressed interest and it was agreed to appoint her Editor as long as she was still interested.

21 **d High Halstow Primary School Liaison**

Cllr Jerreat  
Cllr Mrs Christine Watson.

**11 ASSIGNMENT OF OTHER RESPONSIBILITIES**

**22 a Recreation Ground & Playpark**

Cllr Mrs Christine Watson  
Cllr Brian Williams

**23 b Allotments**

Cllr Mrs Linda Atkinson

**24 c Forge Common**

Cllr Ray Collins

**25 d Village Grounds Maintenance**

Cllr Mrs Christine Watson  
Cllr Brian Williams  
The Clerk

**12 MINUTES OF THE MEETING HELD ON 8 MARCH 2017**

26 It was proposed by Cllr Collins, seconded by Cllr Williams and agreed that the minutes of the meeting held on 8<sup>th</sup> March 2017 be signed as a true record.

**13 MATTERS ARISING**

**27 a C/03/2017/11c minute 2016/17/411: Bus Shelters**

It was noted the bus shelters had been installed.

**MEDWAY COUNCILLOR'S REPORT**

The Chairman suspended the meeting to enable Cllr Roy Freshwater give his report.

Cllr Freshwater apologised that he had not been at the Annual Parish Meeting to give his report at that meeting. He then gave his report:

Apologies Cllr Mick Pendergast who has to attend Medway Planning Committee meetings. Your Local Councillors continue to identify to Medway Council that they are very worried about the effect on the lives and health of the people living on the Hoo Peninsula and especially Hoo Villages because of the continued targeting of greenfield by developers and expansion of Medway villages to meet the employment and government housing targets of 29,463 new homes. We have made it clear we do not want Hoo Village or other villages to be turned into towns without the agreement of local people Medway Council knows thousands of extra people are being squashed into our communities under all four local plan scenarios. Medway Council continues to ignore the urgent need for major increases in the building of affordable homes for local people and key workers and workers earning mid or low local wages. The Council is only building homes for London commuters despite saying that the many important small businesses in Medway are reliant on local workers earning local low or minimum wages.

We keep fighting for the need for massive investment in Hoo Peninsula roads which are gridlocked, home care services for the increasing elderly population to stop bed blocking in Medway hospital, mental health services and local GP services which we know on the Peninsula are already in crisis management and we are waiting over 14 days for an appointment in many areas.

We are worried about increasing pollution at all villages on the Hoo Peninsula and Medway Council failure to put any infrastructure funding before granting planning permission for homes, schools, water supply, waste management, warehousing and agriculture expansion. Section 106 money is going towards roundabout improvement.

Local transport is totally unsatisfactory and inadequate for children travelling to school and local people. No one is building homes for local people. Who is going to build affordable homes to buy or for rent for local first-time buyers or to allow young people living with their parents in High Halstow e and other Peninsula villages to leave home - the answer 'No one'.

The Chairman thanked Cllr Freshwater and reconvened the meeting.

## 14 PLANNING

### a Applications

- 28 i **MC/14/1891:** Stout Farm, Clinch Street: Conversion of existing barn into a 3 bedroomed dwelling house with associated parking

No objection

- 29 ii **MC/17/0977:** Orchard Cottage, The Street: Construction of single storey rear extension - removal of existing conservatory to rear

No objection

- 30 iii **MC/17/1133:** 23 Cooling Road: Construction of outbuilding to rear

After discussion, it was agreed to respond as follows:

High Halstow Parish Council has no objection in principle to this application. However, it is noted that neighbours are concerned about possible noise emanating from the outbuilding due to its proposed use as a home gym and the Parish Council would like a condition imposed that soundproofing is installed

- 31 iv **MC/17/1175:** 1 Ropers Farm, Ropers Green Lane: Construction of sun room extension to rear

No objection

- 32 v **MC/17/1304:** Southview, Sharnal Street: Outline application with all matters reserved for the construction of a detached four bedroomed dwelling house with garage

No objection.

### b Decisions

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The decisions as listed on Appendix A were noted.

- c Appeals and Other Matters**
- 34 **i Medway Local Plan**  
It was noted the response to the consultation had been made.
- 15 **FINANCE**
- 35 **a Bank Balances**  
The bank balances as listed in Appendix B were noted.
- 36 **b Cheques Signed since the Last Meeting**  
The cheques signed since the last meeting as listed on appendix B were ratified.
- 37 **c Subscriptions**
  - i Kent Association of Local Councils**  
It was proposed by Cllr Collins, seconded by Cllr Mrs Atkinson and agreed the subscription to Kent Association of Local Councils be renewed at a cost of £504.86 + VAT (cheque 100934)
  - 38 **ii Action with Communities in Rural Kent**  
It was proposed by Cllr Collins, seconded by Cllr Williams and agreed the subscription to Action with Communities in Rural Kent be renewed at a cost of £50 (cheque 100935).
  - 39 **e Accounts for Payment**  
It was proposed by Cllr Collins seconded by Cllr Williamss, and agreed that the accounts for payment as listed in Appendix B be paid (cheques 100931-100933, 100936).
  - 40 **f Adoption of Accounts 2016/17**  
It was proposed by Cllr Williams, seconded by Cllr Mrs Atkinson and agreed the accounts for the year to 31<sup>st</sup> March 2017 be adopted and signed by the Chairman of the meeting and by the Responsible Financial Officer
  - 41 **g Internal Audit 2016/17**  
The Internal Auditor's report for 2016/17 was received.
  - 42 **h Audit Annual Return Governance Statement 2016/17**  
It was proposed by Cllr Mrs Atkinson, seconded by Cllr Williams and agreed that the Audit Annual Return Governance Statement for 2016/17 be signed by the Chairman of the meeting and the Clerk.
  - 43 **i Audit Annual Return Statement of Accounts 2016/17**

It was proposed by Cllr Collins, seconded by Cllr Williams and agreed the Audit Annual Return Statement of Accounts for the year to 31<sup>st</sup> March 2017 be signed by the Chairman of the meeting and by the Responsible Financial Officer.

44 **j Chairman's Allowance**

It was proposed by Cllr Williams, seconded by Cllr Mrs Atkinson and agreed the Chairman's Allowance for the year be £120.

16 **GRANT APPLICATIONS**

45 None.

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

**a Recreation Ground**

46 **i General Matters**

Cllr Mrs Watson said the Cricket Club wanted to put a sign on the fence for one of their sponsors. This was not agreed.

47 **ii Litter Bin**

The litter bin by the toilets had been burnt but was still usable. It was agreed to replace this with a concrete dual purpose bin and Cllr Khatkar said he would arrange this.

*BK*

48 **iii Car Park**

As Carl Mitchell had resigned, there was no update. It was agreed Cllr Khatkar take over this project.

49 **iv Toilets**

Nothing further had been heard from Medway Council.

50 **b Playpark**

The basket swing seat was on order.

51 **c Allotments**

There had been damage to one of the allotments and the allotment holder had reported this to the police. Cllr Williams asked Cllr Khatkar when the water pipe would finally be repaired and he was informed it would be done by the end of that week. It was reported that cricket balls had gone into the allotments and the Cricket Club would be informed.

7

52 **d Forge Common**

Nothing to report.

53 e **Village Grounds Maintenance**

The area in front of 1, 3 and 5 Valentine drive was discussed. It was proposed by Cllr Andrews, seconded by Cllr Jerreat and agreed by 6 votes for and 1 against that the Council cease maintaining this area.

18 **HIGHWAYS & TRANSPORT**54 a **Public Rights of Way**

Nothing to report.

55 b **Street Cleaning**

Nothing to report.

56 c **Tree Warden**

Cllr Collins had nothing to report.

57 d **Traffic, The Street**

It was reported there were traffic problems outside the Red Dog on Sunday and that the bus had not been able to get through. Cllr Khatkar said they encouraged patrons to park sensibly but were not responsible for parking outside the pub car park.

19 **HALLS**58 a **Recreation Hall**

Cllr Collins said that the AGM had been held and that income was much the same as the previous year. The wi-fi was now working.

59 b **Memorial Hall**

Nothing to report.

20 **POLICE LIAISON**60 a **Police Liaison Representative's Report**

Cllr Andrews said that there were still off-road motorbikes everywhere and that people from outside the area were coming in vans to ride bikes on the Peninsula. The police were trying to do something about this but their resources were diminishing. The community warden covering the Peninsula was now covering three areas due to a colleague being on maternity leave.

21 **YOUTH**61 a **Youth Club**



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

Mrs Peek said the AGM would be held in two weeks' time. Outdoor play had started in April. The climbing frame and half-pipe were very popular.

The Chairman thanked Mrs Peek and reconvened the meeting.

**22 COMMUNICATION**

**62 a Councillors' Surgery**

Cllr Jerreat said a lady with a mobility scooter had complained because the path had been closed off. There had been complaints about vehicles not stopping for the pedestrian crossing and speeding. The hedge of 4 Longfield Avenue was overhanging the pavement and a lilac tree in a garden in Willowbank Drive opposite Heronsbank was also overhanging the highway.t.

**63 b High Halstow Times**

Nothing to report.

**64 b Web Site**

Cllr Mrs Atkinson would give a presentation at the next meeting, which would be held in the Blue Room of the Recreation Hall.

**23 COMMUNITY ACTIVITIES**

65 No activities currently being planned.

**24 HIGH HALSTOW PRIMARY SCHOOL**

66 Cllr Mrs Watson said she had attended the meeting of the School Council. The children had been asked to write poems to go on the plaque for the commemorative trees Book token would be awarded for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. All poems would be published in High Halstow Times. Cllr Jerreat said he would like to be a judge with Cllr Mrs Watson.

**25 FRIENDS OF ST MARGARET'S**

67 The AGM would be held on 22<sup>nd</sup> May.

**26 RELIEF N NEED**

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

**27 CONSULTATION**

69 No documents received.

**28 CORRESPONDENCE**

70 None.

**29 REPORTS & CIRCULARS**

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

**30 ANY OTHER BUSINESS**

**72 a Drop Box**

Cllr Collins said that Cllr Crozer had asked that Drop Box be put on the agenda for the next meeting.

**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**

**31 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

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

**32 BOUNDARY DISPUTE**

74 The owner of the property had made an offer to purchase the disputed strip of land. After discussion, it was proposed by Cllr Khatkar, seconded by Cllr Williams and agreed unanimously the resident be asked to put the fence back on the correct boundary line.

**33 PERSONNEL MATTERS**

**75 a PAYE**

The Clerk reported that one of the street cleaners had had problems with his PAYE, which they were both trying to resolve.

**76 b Contact with Clerk**

The Clerk had complained to the Chairman about councillors trying to contact her out

of working hours. This was general and she had had similar problems with councillors of other councils she worked for. She asked that councillors respected that she was an

employee not a volunteer and that she only be contacted out of office hours if it was an emergency.

**34 CHANGE OF MEETING DATE**

77 Cllr Khatkar referred to the Chairman's request to change the date of the meeting as he was on holiday and said he did not agree that a councillor had the right to change the date.

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

Signed .....Chairman

On the .....day of .....2017