

High Halstow Parish Council

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 19th September 2018 IN THE MEMORIAL HALL, THE STREET, HIGH HALSTOW AT 7:30 pm

List of Attendees

Cllr Crozer - Chairman
Cllr Atkinson
Cllr Collins
Cllr Andrews
Cllr Khatkar
Cllr Williams
Cllr O'Hanlon
Cat Bloomfield – The Clerk

**THE COUNCIL BEGAN THE MEETING IN THE RECREATION GROUND
PLAYPARK TO DISCUSS THE ONGOING MAINTENANCE OF THE SITE – NO
DECISIONS WERE MADE AT THIS PART OF THE MEETING**

BW

1 Apologies for absence

Cllr Watson is away on Annual Leave

Cllr Jerreat was unable to attend due to illness

2 Declarations of Interest

None

3 Minutes of the Meeting held on 15th August 2018

Agreed

4 Matters arising from the Minutes not otherwise on the Agenda

5 Planning – Appendix A

RC, CB

a Applications

None

b Decisions

None

c Appeals and Other Matters

None

d Neighbourhood Plan

RC, CB

Neighbourhood Plan

Representative from Medway Council joined the steering group meeting –
Tim Stephens will be on hand to answer questions regarding the process as
we move through the plan.

Forms for applying for funding – Clerk is working through this and will update
the council when applicable.

Results from the village consultation will be split into groups in order to form
our policies that will shape the Neighbourhood Plan.

- E Local Plan
None
- F Walnut Tree Housing Development – Appendix C *RC*
Footpaths officer wants to redirect the footpath whilst they are completing the building work. This will go back to the original position after the building works have been completed.
- 6 Finance – Appendix B *CB*
- a Bank balances
These were reviewed and agreed
- b Payments made since last meeting
Cllr Atkinson Proposed that the payments that have been made should be accepted, this was seconded by Cllr Collins – All agreed
- c Accounts for payment
Cllr Collins Proposed that the accounts for payment should be made, this was seconded by Cllr Atkinson – All agreed.
- d Overview of management accounts
The Clerk will write a policy for making electronic payments, this will be reviewed at the next finance meeting.
The Clerk will invite finance committee members to a finance meeting.
- 7 Grant Applications
- a Whoo Cares Grant Application Appendix D
Hoo Peninsula Cares (wHoo Cares) is a CIC (Community Interest Company), not registered with the Charity Commission but we are a non-profit. However, we do have a charity arm of wHoo Cares called Friends of wHoo Cares which is a registered CIO (charitable incorporated organisation).

The meeting was suspended so that Christine Chetwood from Whoo Cares could explain the purpose of the organisation and answer any questions.

The grant has been applied for ongoing operations, volunteer expenses, mileage, general office running. Funding has been received from Allhallows, Hoo parish councils and Stoke are voting at their next meeting. Some funding has been received from Medway Council.

Request has been asked for £425
Cllr Williams proposes £250 seconded by Cllr Collins – all agreed.
- 8 Management of the Council’s land and property
- a Recreation Ground *CW, BW*
- i. General matters – the repairs have been made – there are no immediate dangers.
The repairs have been made to the playpark tarmac– there are no immediate dangers.
- ii. Repairs to the football pitch
Cllr Crozer proposed that the £450 for the football pitch repairs should be made. Cllr Williams seconds - All agreed.
- b Playpark
- i. General matters *CW, BW*

- Cllr Williams asks that the council to consider the grassing of the concrete areas – in order to maintain safety, the council will implement a running maintenance budget. This will be added to the finance committee agenda.
- c Allotments *LA*
 There has been a complaint about a cherry tree that is overhanging into someone’s garden –Cllr Collins will arrange for an estimate for the tree to be cut back.
- d Forge Common *RC*
 none
- e Village grounds maintenance *CB*
 None
- f “Home of the Heron” signs and quotes regarding new posts *GC*
- Cllr Crozer still needs to get a quote – this item will be added to the agenda for next month
- g Toilets - this is not a standing agenda item! *BW*
 Cllr Williams proposes that there is a committee meeting to focus solely on what the purpose/ usage of the toilets will be. The Clerk will arrange.
- h Placement of Original WI Signs – *LA,
MOH*
- Cllr O’Hanlon and Cllr Atkinson have retrieved three quotes – they will present their recommendation at the next meeting.
- l Abbey Estate Grass Cutting *MA*
 The Clerk will ask Gavin Jones to remove the weeds at the grassed areas in Half Moon Way and Ruggles Close.
- 9 Highways & Transport
- a Public Rights of Way *RC,
M’OH*
 i. Parking at Christmas Lane and The Street Junction
 Several complaints regarding parking opposite the junction at Christmas Lane – The Clerk will write to Medway Council to ask them to consider whether the site needs double yellow lines.
- b Street Cleaning *CB*
 i. General Matter
 Due to illness we currently have one street cleaner until further notice.
- c Tree Warden’s report *RC*
 Nothing to report
- d Bus shelters *BW
CB*
 i. Insurance Claim Update
 The Clerk has instructed Zurich and they have been sent the information – waiting for an update regarding next steps etc.
- 10 Halls
- a Recreation Hall *GC*
 Decorating the hall will soon be commencing
 Event Nights raising money for the hall are now nearly fully booked.
 The Booking Clerk has stood down through ill health – and has been replaced with Wenda Taylor.
- b Memorial Hal *RC*

	Nothing to report	
11	Rural Liaison Committee	<i>RC</i>
	Catherine Smith from Medway Council planning department gave an updated presentation on the LOCAL Plan. All attendees were adamant that the current town centres should be looked at. Transport, health and community services were the general concerns.	
	There are plans for two new train stations, Sharnal street and Kingsnorth - network rail are working with Medway Council to develop this as a real possibility.	
12	Police Matters	<i>MA, BK</i>
a	Police Liaison report	<i>MA</i>
	Attendees were given the direct number to the car that comes and takes pictures of illegal parking. The number is 07718130962 and Cllr's should identify themselves as calling on behalf of the parish council.	
	PCSO recruitment is going to be starting early next year, PC recruitment is happening now – not sure as to yet how many new Police Officers will be allocated to Medway.	
13	KALC/MAC	<i>BW, LA</i>
	None	
14	Communication	
a	Surgery	<i>CW/GJ</i>
	None	
b	High Halstow Times	<i>LA</i>
	Lost a couple of advertisers – pro forma invoice has been completed but should include bank details so that advertisers are able to transfer the fee – The Clerk will update this form.	
c	Websites	<i>LA</i>
	Minutes need to be updated by the Clerk – PDF format.	
	AGAR form needs to be uploaded.	
15	Youth	<i>CW</i>
a	Youth Club	
	Nothing to update	
16	High Halstow Primary School	<i>CW</i>
	The first school council meeting is taking place on Monday – Cllr Watson will be in attendance	
17	Friends of St Margaret's	<i>GC</i>
	None	
18	Relief in Need	<i>RC</i>
	Meeting on 24/09/2018 to review bursary applications.	
19	Consultation	<i>CB</i>
	None	

20	Correspondence None	<i>CB</i>
21	Reports and Circulars None	<i>CB</i>
22	Football Club The football club have been asked to pay £800 for the use of the changing rooms. – Cllr Crozer suggests that the Football club negotiate directly with the Cricket Club.	<i>BW</i>
23	Standing Orders i. Proposed Standing Orders – Appendix E Counsellors need to read the standing orders – and then look to adopting these at the November meeting. ii. Code of Conduct – Appendix F – arrange a meeting to get together and go through the code of conduct for proposal.	<i>GC/LA</i>
24	Any other urgent business at the Chairman’s discretion No motions may be proposed nor decisions taken under this item Cllr Williams requested that the Parish Council discuss looking into providing two tennis courts. This will be added to the agenda for the October meeting. Cllr Collins that the repairs that need to be made to the recreation ground gate be made a priority – Cllr O’ Hanlon will arrange for the welder we have previously used to quote for the work. Cllr Collins asked that Gavin Jones provide a quote to clear the ground next to the toilet block. Cllr Andrews reported that a report has been made to the police after he witnessed suspected illegal drug use in a car in the street. Cllr Andrews asked that the Warden be contacted directly to monitor and control advertising signs in the village. Cllr Andrews found a shotgun cartridge and handed this into the police. Cllr Khatkar will go to the archive to look for the cricket club agreement, Cllr Williams will accompany him. Cllr Khatkar asked for clarification on Gavin Jones changing their name – The clerk confirmed that she had sent out the advice from KALC via email – there is no issue with Gavin Jones changing their name and no need to issue a new contract. Cllr Crozer reminds the council that the Personnel committee needs to be meet – The Clerk will arrange the meeting.	

PUBLIC SESSION

Matters raised by the public may be placed on the agenda for the next or a future meeting

Walnut Tree Close – The clerk will write to Medway Council and ask about the provision of another footpath in and out of this new development to the village.

The grass cutting in the church is

At the last meeting the Chair did not ask the public if they had any issues.

An update was requested regarding paramedics coming into the village having access to lock gates in the new estates – Cllr Andrews confirmed that he has spoken to the local paramedic and that they have stated that the ambulance service do not carry skeleton keys as this is not practical – if they needed to - -they would use bolt cutters.

There are lots of fence panels missing in the fence that surrounds the cricket club – and looks like some of the fence has been purposely removed. This has been repaired by Cllr Collins today.

A sign has been put up by Medway council in regards to parking restrictions at the junction of Harrison Drive, Longfield Road and Willowbank Drive – This may be regarding a public consultation.

Who cares are Currently completing a transport survey – all are encouraged to engage.

Resolution to exclude the press and public

25

Boundary dispute

Cllr Williams Proposed that the solicitor writes to the individual and ask them to review their offer of purchase.

This is seconded by Cllr Khatkar and agreed.

The Chairman thanked councillors and closed the meeting at 9.30 pm.

SignedChairman

On the day of 2018