

High Halstow Parish Council

50 Pepys Way • Strood • Rochester • Kent • ME2 3LL
Tel: 01634 710086 • e-mail: clerk@highhalstow-pc.gov.uk
Website : www.highhalstow-pc.gov.uk



MINUTES

Ordinary Parish Council Meeting

Thursday 18th July 2019

The Village Hall (Green Room) ~ 7.30 pm

Attendees: Cllr G. Crozer (Chairman) Cllr C. Watson ~ Vice-chair
Cllr T. Munday Cllr G. Jerreat
Cllr A. Catchpole Cllr R. Collins
Cllr M. Stone Cllr L. Atkinson
Mrs J. Allen ~ Acting Clerk

Members of the public: 11

The meeting commenced at 7.30 pm

The Chairman, Cllr G. Crozer, opened the meeting and thanked everyone for attending.

1. Apologies for absence

HHPC001:18.07.19 An apology for absence was accepted from Cllr B. Williams who had prior commitments.

2. Declaration of any Pecuniary or Personal Interests

HHPC002:18.07.19 Cllr T. Munday spoke to declare a personal interest owing to his appointment as the Chairman of the local cricket club.

3. Minutes of previous Parish Council meeting(s)

a) HHPC003:18.07.19 The minutes of the ordinary Parish Council meeting held on Thursday 19th June 2019, were submitted by the Acting Clerk. After a few minor manual amendments, it was proposed by Cllr R. Collins and seconded by Cllr M. Stone that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously.

b) HHPC004:18.07.19 The minutes of the Extraordinary Finance Committee meeting held on Thursday 27th June 2019, were submitted by the Acting Clerk. It was proposed by Cllr M. Stone and seconded by the Vice-Chair Cllr C. Watson that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously with 7-members voting in favour and 1-member abstaining (who had not been present at the meeting).

HHPC005:18.07.19 The minutes of the Extraordinary Parish Council meeting held on Thursday 27th June 2019, were submitted by the Acting Clerk. It was proposed by Cllr A. Catchpole and seconded by the Vice-Chair Cllr C. Watson that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously with 5-members voting in favour and 3-abstaining (who were not present at the meeting).

c) HHPC006:18.07.19 The minutes of the Extraordinary Parish Council meeting held on Thursday 4th July 2019, were submitted by the Acting Clerk on behalf of Cllr L. Atkinson (who kindly took the minutes). It was proposed by Cllr L. Atkinson and seconded by Cllr T. Munday that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously with all the members voting in favour.

4. Matters arising from the minutes not otherwise on the Agenda

HHPC007:18.07.19 Cllr R. Collins spoke to express his concerns that the minutes from the meeting held on Wednesday 8th of May, prepared via Ms C. Bloomfield, had not been approved due to the volume of anomalies.

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The Vice-chair, Cllr C. Watson, spoke to advise that she had chased Ms C. Bloomfield to arrange for her to make the relevant amendments however she was yet to hear back. The Chairman, Cllr G. Crozer, spoke to request the acting Clerk, Mrs J. Allen, look into this matter with the influence of arranging for a possible panel meeting, enabling the members to re-discuss the amendment (as it had been noted Mrs J. Allen was absent from this meeting).

Planning – Appendix A

a). Applications

HHPC007:18.07.19 Cllr R. Collins spoke to confirm receipt of one application, that had subsequently been received following the distribution of the meeting packs:

- **TPA/19/1833 Tree behind Pumping Station, Medway Avenue**

Cllr R. Collins advised that based on the correspondence online that he had already left a message on the applicants answering machine requesting a call back, and recommended the members did not submit an objection.

b). Decisions

HHPC008:18.07.19 None.

c). Appeals and Other Matters

HHPC009:18.07.19 None.

d). Neighbourhood Plan

HHPC010:18.07.19 Cllr R. Collins spoke to verify that following the Neighbourhood Plan Committee meeting, held on the 4th of July REF: **HHPC006:18.07.19**, that he understood the grant had now been applied for and a further meeting had been arranged to take place on Thursday 1st August 2019, to review the consultant's report in more detail.

The Chairman, Cllr G. Crozer, spoke to express concerns that the Parishioners needed to be kept fully updated. Both Cllr M. Stone and Cllr L. Atkinson spoke to verify they were currently in the process of composing an article, to be published in the next edition of the High Halstow Times to update the village and to advise the Parishioners of the anticipated 18-month timescale before the plan was due likely to be officially finalised.

e). Local Plan

HHPC011:18.07.19 Cllr R. Collins spoke to advise that there had been a Local Plan meeting held at the Stoke Village Hall on the Thursday 11th of July and from this meeting he understood Medway Council were intending to build a new school in High Halstow.

The Chairman, Cllr G. Crozer, spoke to advise that following a cabinet meeting that took place a couple of weeks prior, that he had spoken to Inward Investment Councillor Rodney Chambers in regards to a possible HLS bid.

Cllr A. Catchpole also spoke to verify that he understood the Neighbourhood Plan would need to be in place first before this possible new school was built, citing a conversation he had had previously with other members suggesting the land the 'old' school site was currently built on might then be handed back to the Parish Council for use of development to create affordable housing and to be targeted at local skilled workers only.

A discussion also ensued also between Cllr A. Catchpole and the Chairman in regards to the various pieces of land owned via the Church on Sharnal Street that could also be used for development purposes also.

f). Section 106 monies

HHPC012:18.07.19 Cllr R. Collins spoke to advise express his concerns that the Parish Council had not received any of these monies yet, despite the commencement of the development. He asked the members

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to consider either arranging for the relevant projects to take place and then to claim any monies owed retrospectively or run the risk of not doing the works required until the monies had been received.

The Chairman, Cllr G. Crozer, spoke to ask Cllr R. Collins to investigate how the members would need to tender for the proposed works and whether one quote was sufficient. Cllr R. Collins confirmed he would speak further to Medway Council to ask for more information.

5. Grant applications

HHPC013:18.07.19 Following the previous ordinary Parish Council meeting held on Thursday 19th July 2019, the members noted receipt of an email, circulated upon receipt of the Lapthorne family by the Chairman and received just before the meeting. The email asked the Parish Council to consider issuing a grant of up to £2000 towards a Charity Fun Day event, which had been planned to take place at the High Halstow Cricket Club on Sunday 25th August 2019.

A discussion ensued between the members in regards to the lack of paperwork received and the reduced timescales involved, with concerns that this event had already been planned to take place the consecutive month. Many members spoke in favour of the 'Fun Day', indicating that they felt it was for a good cause and there was a need for such an engagement to take place to enhance the importance of community spirit within the village of High Halstow. The members unanimously concluded to assess the situation in regards to their finances upon the ratification of 2018/2019 audit this evening and to defer this matter for a formal decision to the meeting in August.

6. Finance – Appendix B

a). Bank Balances

HHPC014:18.07.19 With permission from the Chairman, Mr G. Thomas was invited to speak and subsequently handed out a list of bank balances he had prepared to coincide with the 2018/2019 internal audit control. Mr G. Thomas advised the members that he had noted that the cheque issued to the Village Hall Committee earlier in year was for the wrong amount, however the bank balances shown on his report were correct as of the 31st May 2019.

Concerns were raised in regards to the cancellation of Ms C. Bloomfield's monthly standing order for her wages, where the Vice-Chair Cllr C. Watson assured the members that she understood this had been cancelled. The members also discussed the possibility of setting up an online banking account and proposed to add both the Acting Clerk, Mrs J. Allen, and Cllr R. Collins to the account as additional signatories. The Vice-Chair, Cllr C. Watson, agreed to speak to Barclays to add the new signatories on and to discuss the procedure of arranging for an online banking account.

The Chairman, Cllr G. Crozer, also spoke to suggest the Parish Council consider obtaining forms from the post office to forward any correspondence still being sent to the previous Clerk's resident, where it had noted that the property was under offer and the sale going through.

b). Cheques signed since last meeting

HHPC015:18.07.19 The Acting Clerk, Mrs J Allen, spoke to verify that cheque no 1115 had been signed at the Extraordinary Finance Meeting held on Thursday 27th of June 2019, after the further investigations proved conclusive for the balance of £137.52, owed to Smart Print Services.

c). Accounts for payment

HHPC016:18.07.19 It was proposed by Cllr R. Collins, and seconded by Cllr L. Atkinson that the table below, be noted, the payments confirmed and any outstanding cheques authorised and issued. This motion was unanimously agreed.

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Payee	Reference	Payment Method	Amount	Notes
Mr M. Rowe	-	STANDING ORDER	£70.00	Hire of Garages
Mr J. Gallivan	-	STANDING ORDER	£610.37	Wages June 2019
Mr J. Balciunas	-	STANDING ORDER	£573.62	Wages June 2019
Smart Print Services Ltd	-	CHQ ~ 1115	£137.52	* SIGNED AT MEETING ON 27/06 AFTER FURTHER INVESTIGATIONS WERE COMPLETED June Printing – INV 102238
Nuture Landscapes Ltd	-	CHQ ~ 1116	£2050.20	* CHEQUE NEEDS SIGNING Maintenance of Recreation Grounds (previously known as Gavin Jones) INV 112833
Smart Print Services Ltd	-	CHQ ~ 1117	£461.00	* CHEQUE NEEDS SIGNING July High Halstow Times x 800 INV 102295
Mrs J. Allen	-	CHQ ~ 1118	£874.50	* CHEQUE NEEDS SIGNING Invoice for 'Acting Clerk'
Mrs J. Allen	-	CHQ ~ 1119	£95.50	* CHEQUE NEEDS SIGNING Ink and Stationery Expenses
Mrs J. Allen	-	CHQ ~ 1120	£25.02	* CHEQUE NEEDS SIGNING Reimbursement of postage costs
TOTAL			£4,897.73	
DGB Solicitors	-	CREDIT	£60.00	Refund from DGB via Land Registry following 'First registration application for High Halstow Recreation Ground'.
TOTAL			£60.00	

d). Finance Policy

HHPC017:18.07.19 The Clerk, Mrs J Allen, referred the members to an email she had sent with the meeting packs, advising that owing to the fact she had not received the High Halstow Parish Council laptop that she had been unable to forward a copy of Finance Policy onto the members prior to the meeting.

Cllr L. Atkinson spoke in response to Mrs J. Allen to recall that she had only ever received a hard copy of this correspondence. The Chairman, Cllr G. Crozer, spoke in agreement to Cllr L. Atkinson's comments, advising also that he would check his records held at home and advise the members of his findings accordingly.

The Chairman Cllr G. Crozer also asked the Acting Clerk, Mrs J. Allen, to speak to Medway Council to investigate prices to archive all the Parish Council's historic documents, which he confirmed he was currently storing in filing cabinets at his home residence.

HHPC018:18.07.19 With invitation from the Chairman, the internal auditor Ms M. Sturt, was asked to speak and she then subsequently updated all the members in regards an internal audit report she compiled, with recommendations for improvements following discrepancies she had identified.

Cllr L. Atkinson spoke in response to Ms M. Sturt to express her sincere gratitude upon behalf of all the members in arranging for such a thorough internal review, this vote of thanks was followed by a round of applause from all the members.

Cllr R. Collins spoke to highlight the need to organise an up to date Finance Committee Meeting to implement the two missing items from the 2018/2019 audit review:

- An up to date asset register
- A risk assessment

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The Chairman, Cllr G. Crozer, spoke in response to Cllr R. Collins comments to ask if Ms M. Strut would be willing to attend this meeting, to assist the Council further in implementing her suggestions, to which she graciously accepted.

HHPC019:18.07.19 Upon approval of the internal report the Clerk referred the members to the correspondence Mr G. Thomas and Ms M. Strut had circulated providing them with hard copies of the 'Annual Internal Audit Report 2018/2019', the 'Annual Governance Statement 2018/2019 – Section 1', the 'Accounting Statements for 2018/2019 – Section 2', details of any variances and a bank reconciliation for the financial year ending 31st March 2019.

After careful consideration the accounting statements and annual return for Local Councils in England and Wales for the year ending 31st March 2019 were approved. It was proposed by Cllr L. Atkinson that these documents be accepted, seconded by Cllr R. Collins unanimously agreed.

HHPC020:18.07.19 In turn the members all read through the 'Annual Internal Audit Report 2018/2019', the 'Annual Governance Statements (Section 1)' and the 'Accounting Statements (Section 2)'. It was proposed by Cllr L. Atkinson that these documents be authorised, seconded by Cllr R. Collins and unanimously agreed.

HHPC021:18.07.19 A discussion ensued in relation to the endorsement of the 'Annual Governance Statements (Section 1)' and the 'Accounting Statements (Section 2)', where it was proposed to by Cllr L. Atkinson, seconded by Cllr R. Collins and unanimously agreed the Chairman should sign these documents.

In turn both the Chairman and the Clerk signed this correspondence in front the members, where it had also been agreed the relevant items would be sent by the Clerk after the meeting.

7. **Management of the Council's Land and Property**

a). Recreation Ground

HHPC022:18.07.19 The Vice-Chair, Cllr C. Watson, spoke to acknowledge receipt of the Playground inspection ROSPA reports, which she advised would be addressed at the next meeting by Cllr B. Williams.

b). Play park

HHPC023:18.07.19 Cllr R. Collins spoke and reported a breakage of the donkey spring rocker. Owing to concerns of health and safety Cllr R. Collins reported that he had already taken the appropriate measures to remove the broken item from the recreation ground and to make the surrounding area safe.

He and the Acting Clerk spoke in regards to the replacement of this item, where Mrs J. Allen agreed to obtain a couple of play equipment catalogues to price a possible replacement spring rocker.

c). Allotments

HHPC024:18.07.19 No further report available.

d). Forge Common

HHPC025:18.07.19 Cllr R. Collins spoke to address concerns that benches at Forge Common were starting to come lose from the ground, citing the need to install concrete spurs to reattach them.

The Chairman, Cllr G. Crozer, spoke to suggest Cllr R. Collins draw up an action plan for Forge Common to agree these points at the next meeting.

e). Village grounds maintenance

HHPC026:18.07.19 The Vice-chair, Cllr C. Watson, spoke to verify that she understood the grass had now been cut.

f). All-weather path

HHPC027:18.07.19 In the absence of Cllr B. Williams, Cllr R. Collins spoke to advise members that he thought Medway Council would require more than one quote before they allocated any of the Section 106 monies towards the replacement of this path.

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g). Grass Cutting Contract

[HHPC028:18.07.19] Cllr R. Collins spoke to advise the members that he understood High Halstow Parish Council were not getting paid via Medway Council to cut the grass, as the payments were not automatically issued as originally thought.

He advised the members that the Parish Council would need to invoice Medway Norse to claim for this money and he agreed that he would forward the details of this onto the Acting Clerk with the details of the various percentage increases that have happened since 2017/2018, 2018/2019 & 2019/2020.

Cllr G. Crozer highlighted to the members that the renewal of their Landscape and Grounds Maintenance Contract was up for renewal shortly. Details of which he would release in due course.

h). Street Lighting

[HHPC029:18.07.19] The Acting Clerk, Mrs J Allen, referred the members to an email she had been copied in on by Cllr L. Atkinson, responding to a complaint in regards to the lack of street lighting opposite the 'Red Dog' Public House due to the growth of a nearby leylandii tree that had engulfed the lamp head itself.

The Chairman, Cllr G. Crozer, spoke to recall this tree had been cut back square previously, after receipt of a similar complaint received some time ago.

Cllr A. Catchpole spoke in response to this complaint to advise that he understood this matter was the property owner's responsibility to resolve and pay for. He suggested the Clerk write to the owner to notify them of the complaint and ask them to either arrange for an independent tree surgeon to cut back and remove the offending branches or for them to Medway Council directly to arrange for this,

i). Trees opposite the Veterinary Surgery

[HHPC030:18.07.19] Cllr A. Catchpole spoke to advise that in response to a complaint received from the Veterinary Surgery, regarding the growth of the trees opposite, which were reported to be obstructing the view of oncoming traffic. That he had requested a copy of the boundary report from the Highways Agency to verify the ownership of the public highway and of the junction itself, adjacent to the Veterinary Surgery and Christmas Lane.

j). Wooden Finger Sign

[HHPC031:18.07.19] The Acting Clerk, Mrs J Allen, spoke to advise the members that following her conversation with Cllr B. Williams, that she had now instructed the contractor 'V.Sinclair' to install the 'Wooden Finger sign', as agreed and noted in the draft minutes dated from the 8th May 2019 by Ms C. Bloomfield.

8. Highways & Transport

a). Public Rights of Way

[HHPC032:18.07.19] Cllr R. Collins spoke to confirm that he had reported the over grown footpath RS31 to Medway Council.

b). Street Cleaning

[HHPC033:18.07.19] The Vice-chair Cllr C. Watson, and Cllr L. Atkinson spoke collectively in connection to the street cleaners' timesheets and holiday request forms, owing to a complaint made by both Mr J. Gallivan and Mr J. Balciunas that since the resignation of the previous Clerk (Ms C. Bloomfield) that there was no alternative address to forward their correspondence onto.

With Cllr G. Jerreat's consent, and bearing in mind his recent re-elected as the Personnel Committee Chairman, it was agreed that any timesheets and holiday forms would be forwarded onto him henceforth, until the appointment of a permanent Clerk.

c). Tree Wardens Report

[HHPC034:18.07.19] No further report available.

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d). **Bus Shelters**

HHPC035:18.07.19 Owing to Cllr B. Williams absence there was no further report available.

9. **Redrow Development**

HHPC036:18.07.19 The Vice-chair, Cllr C. Watson, spoke to express her concerns following the receipt of further complaints that Redrow vehicles were still being parked along the main road, which was not only obstructing the pavement, but also the road itself and the residents' access in and out of their properties.

Cllr A. Catchpole spoken in response to this complaint and offered to carry out random checks in order to compile an activity log.

10. **Halls**

a). **Recreation (Village) Hall**

HHPC037:18.07.19 Cllr R. Collins spoke to confirm the Village Hall had secured a booking for an all-female vocal group, which he understood were due to perform in late September/early October 2019.

He also reported, following receipt of positive feedback, that the Murder Mystery evening events had been a success.

b). **Memorial Hall**

HHPC038:18.07.19 Cllr R. Collins spoke to report that the Memorial Hall AGM was booked to take place on Wednesday 31st July 2019.

He also advised the members that the solidier located outside the Memorial Hall, had very kindly been donated and sponsored by a Parishioner who had asked to remain anonymous.

11. **Rural Liaison Committee**

HHPC039:18.07.19 Cllr R. Collins spoke to report that the next meeting had been scheduled to take place on Tuesday 23rd July 2019.

12. **Police Matters**

a). **Police Liaison Report**

HHPC040:18.07.19 A report was received from Cllr L. Atkinson following a 'Coffee Morning' held at Hoo Village Hall on Thursday 11th July 2019 with the Police and Crime Commissioner Mathew Scott. She reported that this meeting had sadly been a disaster as there had been no Police representatives or PCSOs present.

b). **Neighbourhood Watch**

HHPC041:18.07.19 No further report available.

13. **KALC**

a). **Representatives Report**

HHPC042:18.07.19 Cllr L. Atkinson spoke to advise the members that she sadly she had been unable to attend the last KALC meeting. She did however read out the set of minutes, received from Ms R. Brammer, to inform the members of what had happened.

14. **Communication**

a). **Surgery**

HHPC043:18.07.19 The Vice-Chair, Cllr C. Watson, spoke to verify the concerns raised at the last surgery surrounding the large exposed open drainage system (located outside the new estate) and her conversation with Mr B. Khatkar in relation to a controversial article, written by Mr G. Thomas, that had appeared in the June edition of the High Halstow Times.

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b). High Halstow Times

HHPC044:18.07.19 A report was received by Cllr L. Atkinson to advise that she had resigned from her post as editor following the publication of a controversial and unauthorised report in the June edition of the High Halstow times, that had not only appeared without her knowledge but whilst she was on annual leave. (Ref: HHPC043:18.07.19).

In response to Cllr L. Atkinson's resignation, two offers of help came forward from the public gallery. One from Mr G. Thomas and the other from Mr. C. Mitchell, both offering their services as the new editorial manager. Following receipt of both of these offers, a discussion amongst the members ensued, where it was unanimously agreed to accept Mr C. Mitchell's offer of assistance, having previously been experienced in this field as the former editor.

c). Websites

HHPC045:18.07.19 Cllr L. Atkinson's spoke to pass her sincere gratitude onto Cllr T. Munday for all his help with the High Halstow Parish Council website, and advised that following receipt of copies of the missing agendas and minutes from the 'Acting Clerk' she was making good progress in bringing the webpage up to date.

Public Session

Based on the altercations between members in the public gallery surrounding item 15, the Chairman decided to bring the public session forward in order to regain control. The meeting was therefore adjourned for Public Session, where the discussion continued.

After hearing the Parishioners views, the members pointed out to Mr B. Khathar that he did have the right to reply to the article if he so wished under the terms that this response would need be sent to both Mr C. Mitchell and the Parish Council to review PRIOR to its publication in the next edition of HHT, which once published would bring this whole matter to a full and final conclusion.

The Public session closed 25 minutes after it had begun and most members in the public gallery then subsequently left.

15. Youth Club

HHPC046:18.07.19 The Vice-chair, Cllr C. Watson, spoke to confirm that the Youth Club had now adjourned until September. Prior to the end term however the volunteers had hosted a summer BBQ for all the children that included ice-cream.

16. High Halstow Primary School

HHPC047:18.07.19 No further report available.

17. Friends of St Margarets

HHPC048:18.07.19 Cllr R Collins spoke to confirm that following his last report Ref: HHPC042:19.06.19 that he understood the Parish Council could have two representatives. He therefore asked the Chairman, if he would be willing to re-standing as the second representative.

In response to Cllr R. Collins, the Chairman spoke to confirm he was unsure how much time he would be able to devote to this cause, due to his other commitments, upon receipt of this answer Cllr L. Atkinson spoke to offer her assistance in his place, which was unanimously agreed.

Cllr R. Collins closed his report to advertise that the FOSM still had tickets available for their concert, due to take place on Friday 19th July 2019.

18. Relief in Need

HHPC049:18.07.19 With consent from the Chairman, Ms C Peek (a trustee from Relief in Need) spoke to update the members.

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Ms Peek advised that the project was still receiving a steady flow of applications for their baby grant and in turn they were also in receipt of applications for the university bursaries, as promoted in the June edition of the High Halstow Times and at the last meeting Ref: HHPC043:19.06.19 .

19. **Consultation**

HHPC050:18.07.19 No further report available.

20. **Correspondence**

a). **Change of address**

HHPC051:18.07.19 The Vice-Chair, Cllr C. Watson, spoke to express her concerns that important post potentially from the HMRC, Barclays Bank and the Village Voices etc were still being sent to the previous Clerk's address. She suggested the members consider speaking to the Village Hall to ask permission to install a post box to temporarily reroute any post until a permanent Clerk had been appointed.

It was agreed by the members to look into this matter, once the Council had spoken further to the Village Hall Committee.

b). **To receive an application for funding from the 'Laphorn Family' in relation to the 'Charity Fun Day' being held on Sunday 25th August 2019 at the High Halstow Cricket Club**

HHPC013:18.07.19 (Please refer to item 6).

21. **Councillor Training**

HHPC052:18.07.19 Cllr M. Stone spoke to express her interests in attending a local training course, which she understood was being organised by Ms R. Brammer, to take place at the Wainscott Memorial Hall in September 2019.

The Chairman, Cllr G. Crozer, also spoke to verify that he had recently attended a Cabinet meeting (which he previously made reference to agenda item 5e Ref: HHPC011:18.07.19).

22. **Reports and Circulars**

HHPC053:18.07.19 No further report available.

23. **Any other urgent business**

HHPC054:18.07.19 Cllr A. Catchpole spoke to express an interest in possibly developing a Fun Day Committee to host an Annual Community Event.

HHPC055:18.07.19 Cllr R. Collins also spoke to request the members consider arranging a gift to thank Margot Strut for all her help and continued support in relation to the 2019/2019 Audit, with a possible budget of up to £50. The members unanimously agreed this was a good idea and Cllr R. Collins consented to arrange for this.

24. **Section 100A(4)**

HHPC056:18.07.19 The Chairman, Cllr G. Crozer, read out loud the statement listed on the agenda in relation to Section 100A(4).

It was unanimously agreed that the public be excluded from the remaining two items and accordingly all any Parishioners in the public gallery left.

25. **Personnel**

HHPC057:18.07.19 The Chairman of the Personnel Committee, Cllr G. Jerreat, spoke to confirm he was in the process of writing to Ms C. Bloomfield, to accept her resignation and once he had composed this letter, he would circulate this document to the relevant committee members for their approval prior to sending it.



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HHPC058:18.07.19 Cllr G. Crozer, spoke to confirm a personal association with the previous Clerk, Ms C. Bloomfield, being relative of hers by law.

He offered to provide assistance in obtaining any correspondence or documentation the members thought she might still be holding onto.

HHPC059:18.07.19 The Personnel Committee Chairman, Cllr G. Jerreat, closed his Personnel report in verifying that he was also arranging for temporary contract for the Acting Clerk, Mrs J. Allen, as previously discussed Ref: HHPC014:27.06.19 .

26. Date of next meeting

HHPC060:18.07.19 The Chairman, Cllr G. Crozer, spoke to confirm the next ordinary Parish Council meeting would be held on Wednesday 14th August 2019 at the High Halstow Memorial Hall.

He also made suggested the members hold an additional Finance Committee Meeting beforehand, which was unanimously agreed to be discussed by email in order to locate the most suitable date for the members over the peak holiday season.

The meeting finished at 10.15 pm.

The next ordinary Parish Council meeting will be held on:

Wednesday 14th August 2019	7.30pm	The Memorial Hall
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