

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

Parish Council Meeting
Wednesday 13th May 2020
Virtual Meeting ~ 7.30 pm

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

Members of the public: 0

The meeting commenced at 7.30pm

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

1, Apologies for absence

[HHPC590:13.05.20](#) None.

It was acknowledged however that Cllr R. Collins was running a few minutes late due to connection issues.

2. To receive Declarations of Interest and Dispensations

[HHPC591:13.05.20](#) Cllr T. Munday spoke to express a pecuniary interest in relation to the 'Mail Master System' which was currently being trialled by the Parish Council.

3. Minutes of the last meeting

a). To receive and approve the minutes of the meeting held on Wednesday 11th March 2020

[HHPC592:13.05.20](#) The minutes of the Parish Council meeting held on Wednesday 11th March 2020 were submitted by the Clerk.

It was proposed by Cllr T. Munday and seconded by Cllr M. Stone, that the minutes be approved as a correct record. This motion was unanimously agreed.

Cllr R. Collins joined the meeting at 7.40pm

4. Planning

a). Applications

[HHPC593:13.05.20](#) The members discussed the one planning application received since the last meeting:

- **MC/20/0797 – The Gables, Sharnal Street**

Cllr R. Collins spoke to confirm that this application was for a full length, two tier extension at the rear of the property, which did not appear to be visible from the road. On this basis he recommended that the Parish Council did not submit an objection.

b). Decisions

[HHPC594:13.05.20](#) Cllr R. Collins spoke to confirm the details of the two (2) planning decisions that had materialised on the Medway Council planning portal since the last meeting:

- **MC/20/0721 – Land South of Britannia Road**

Cllr R. Collins spoke to advise that this application related to a scoping agreement for 790 new dwellings with related amenities, including a 2-form entry school and GP/Pharmacy unit.

He advised that looking on the Medway Council website that there appeared to be a query under the

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



Environmental Assessment, where he noted Commissioners Road, in Strood, was made reference to. He also acknowledged that the application referred to sub soil grounds. All of which he suggested required further investigation.

- **MC/20/0528 – 2 Heronsbank**

Cllr R. Collins spoke to advise that the application to insert a dormer to the rear of the property had already been approved by Medway Council.

c). Appeals and other matters

HHPC595:13.05.20 None.

d). Redrow Development (Heronden Grange)

HHPC596:13.05.20 No report.

e). Neighbourhood Plan

HHPC597:13.05.20 Cllr R. Collins spoke to advise that the members of the Neighbourhood Planning Committee had met with Medway Council to discuss the Local Plan/HIF Bid. He advised that despite sending the Borough Council the committee's pre-prepared questions, that the members received none of the answers to any of the questions raised. In view of this he confirmed that it had been decided at a committee meeting that the members of the Neighbourhood Planning committee were going to write to Medway Council to complain and to ask for the team to respond to their questions in writing instead.

He circulated a copy of the proposed letter to the members, where in turn each member was given a fair opportunity to air his or her opinions.

Cllr A. Catchpole spoke to advise that he thought the letter should be sent through the Medway Council's Environmental and Freedom of Information channels.

Cllr M. Stone commented that she thought the letter should reiterate that Medway Council had assured the members they would respond to any questions and accordingly the members should pressurise Medway Council for a response by a set date.

Councillors L. Atkinson, C. Watson, G. Jerreat and T. Munday agreed with the contents of the letter and commented on how lucky they thought the Parish Council were to have the support of a practicing Barrister specialising in Environmental Law.

The Chairman, Cllr G. Crozer, also spoke to agree with the contents of the letter and proposed a vote of thanks be sent to Mr J. Clay for all his assistance. He informed the members that the committee had agreed that the Clerk, Mrs J. Allen, would post a hard copy of this letter to Medway Council and that Cllr R. Collins, (in his capacity as the Chairman of the Neighbourhood Plan Committee) would email this letter to the relevant team at Medway Council. Due to the short timescales involved he also informed that the letter would need to be sent to the Council by the end of that week.

The members collectively agreed to send the letter to both Dave Harris and Catherine Smith of Medway Council and to copy in Homes of England and the Local MP, Kelly Tolhurst.

Cllr R. Collins spoke further to advise that the members had discussed setting up an action group, to oppose against the lack of information forthcoming from Medway Council. He also advised that Ward Councillor Ron Sands was going to speaking with the remaining Peninsula Ward Councillors Phil Filmer and Mike Pendergast to persuade them to join the cause.

Cllr L. Atkinson also reported that she had spoken to the Chairman of St Marys Hoo Parish Council, Cllr B. Budd, who was on board in combining forces with High Halstow Parish Council.

Cllr R. Collins continued his report to advise that he had been in contact with Aecom surrounding the design code for the Neighbourhood Plan. He advised that he understood that the consultancy had now conducted

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



their full internal review where they had apparently identified further amendments that needed to be made, in view of these discrepancies he advised that had been quoted a further three weeks lead-time.

Whilst he was waiting for Aecom, Cllr R. Collins reported that he had been in further contact with Mr J. Herbert at Troy Planning, who he understood was now looking further into the Farming and Parking surveys which were reported by Cllr L. Atkinson from an update received by their Clerk at the last KALC Meeting, had declined by Medway Council on Cliffe & Cliffe Woods Neighbourhood Plan, ref [HHPC431:11.03.20](#).

The members asked Cllr R. Collins to speak further with Aecom to ensure their housing designs fitted in with the rural feel of the High Halstow village community.

Cllr R. Collins asked the Chairman, and Cllr M. Stone to provide an update on the latest figures for returned surveys, following the most recent Neighbourhood Plan Consultation.

Cllr M. Stone reported that there had been 4 hard copies returned to the shop and that she was going back there again soon to check if any further hard copies had been handed in.

Cllr G. Crozer reported that to date 165 electronic questionnaires had been returned however he noted that some of these questionnaires appeared to have been placed into his spam folder by his email provider. He therefore revised his figure and estimated that between 160-170 questionnaires had been returned. In view of these numbers the members collectively agreed to leave the consultation open until the end of May.

f). Local Plan

[HHPC598:13.05.20](#) Cllr G. Crozer spoke to advise that he understood the next consultation for the Local Plan had been moved until later in the year, owing to the Coronavirus. In the meantime however, he understood that the plan had been submitted to an independent inspector to assess.

e). Section 106 monies

[HHPC599:13.05.20](#) Cllr R. Collins spoke to confirm that he was unsure of the exact number of properties that had been sold within the Heronden Grange development, however he understood that any of the Section 106 monies raised, were going towards the adjoining village of Hoo.

Cllr G. Crozer spoke to advise that he would write to Medway Council to ask for an update on the 106 monies raised from these new builds and to clarify where precisely these funds would be used.

Cllr M. Stone also spoke to report that she understood the timescales for the HIF Bid had been extended by the Government, owing to the COVID-19 outbreak, which she read on a report prepared by the Kent Online tabloid.

5. Finance

a). Bank Balances

[HHPC600:13.05.20](#) The Councillors carefully reviewed the bank balances provided by the Clerk, where it was unanimously agreed that these balances were acceptable.

It was also acknowledged that the Clerk, Mrs J. Allen, would speak to Rialtas to remove the uncashed cheque showing from April 2019, for a balance of £256.00. Where it established this payment related to an incorrect cheque issued by the previous Clerk.

b). BACS payments made since the last meeting

[HHPC601:13.05.20](#) The Councillors carefully reviewed the BACS payments made since the last meeting where it was unanimously agreed that these payments were acceptable.

c). Accounts for Payment

[HHPC602:13.05.20](#) The Chairman, Cllr G. Crozer, read aloud the proposed payments, as per shown below. These payments were accepted, having been proposed by Cllr L. Atkinson, seconded by Cllr T. Munday and unanimously agreed.

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



Cllr L. Atkinson also asked the members to consider moving some of the Parish Council's funds from the main account into their reserves account.

Payee	Reference	Payment Method	Amount	Notes
Mr M. Rowe	-	STANDING ORDER	£70.00	Hire of Garages
Culverstone Stores	-	DEBIT CARD	£69.80	Hand Sanitiser for HH Road Rep Volunteers
V Sinclair Ltd	-	BACS	£445.00	Invoice: 628 Installation of oak post to entrance to 'All Weather' Path
HMRC	-	BACS	£408.09	Tax & NI for John, Jack & Jenny April 2020
Mr J. Gallivan	-	TO BE PAID BY BACS	£631.59	Wages April 2020
Mr J. Balciunas	-	TO BE PAID BY BACS	£631.59	Wages April 2020
Mrs J. Allen	-	TO BE PAID BY BACS	£786.01	Wages April 2020
Nurture Landscapes Ltd	-	TO BE PAID BY BACS	£2,050.20	Grounds Maintenance April 2020
Smart Print Services	-	TO BE PAID BY BACS	£413.40	Surveys, Newsletter & Posters Invoice: 103157
Smart Print Services	-	TO BE PAID BY BACS	£691.50	HHT May 2020 Invoice: 103162
Stoke Parish Council	HHPC233:11.12.19	TO BE PAID BY BACS	£16.34	50% contribution towards the Telephone & Broadband communications package
KPS Office Supplies	-	TO BE PAID BY BACS	£78.00	Face Masks for HH Road Rep Volunteers
Mrs J. Allen	-	TO BE PAID BY BACS	£20.93	Latex Gloves for HH Road Rep Volunteers
TOTAL			£6,312.45	
J. Mcilwraith	-	CREDIT	£20.00	Payment rec'd for HH Times Advert
A Lucas	-	CREDIT	£25.00	Allotment Payment
TOTAL			£45.00	

7). Grant Applications

HHPC603:13.05.20 The Clerk, Mrs J. Allen, spoke to confirm that she had received no new grant applications since the last meeting.

The Chairman, Cllr G. Crozer also spoke to report that the 'Road Reps Committee' still had money remaining from their original £1,000 grant from the Parish Council.

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



8. Management of Land and Property

a). Recreation Ground

HHPC604:13.05.20 Following the last recreation ground report, it was acknowledged that green space remained open and that Nurture Landscapes had cut the grass and made all the paths in the park wider, to allow for social distancing passing.

b). Play Parks

HHPC605:13.05.20 In accordance with the Government's instructions owing to the COVID-19 outbreak, it was acknowledged that the play parks were still closed. Cllr R. Collins advised that he had received reports of children climbing over the fencing to access the equipment. He suggested that if any of the members received any further reports of prohibited use that they should 'name and shame' the culprits involved.

c). Allotments

HHPC606:13.05.20 Cllr L. Atkinson spoke to advise that had been some confusion over the allotments, concerning which hirer was cultivating which plot. She confirmed that she was working alongside the Clerk to resolve any confusion and that she hoped this matter would be rectified shortly.

Cllr G. Jerreat spoke to advise how nice the allotment plots were looking this year.

d). Forge Common

HHPC607:13.05.20 Cllr R. Collins spoke to request if the footpath, close to Forge Common, could be included into the new 'Village Grounds Maintenance contract'.

Cllr A. Catchpole made note of this request and advised he would ensure this item was included.

e). Village Grounds Maintenance

HHPC608:13.05.20 Cllr A. Catchpole spoke to advise that he was waiting for Reverend Stephen Gwilt to come back to him to confirm if the church yard needed to be included within the new 'Village Grounds Maintenance contract'.

He advised that once he had received clarification, that he would forward the draft contract onto Cllr L. Atkinson to proof read, who had then kindly agreed to circulate this correspondence to the other Council members.

f). Nurture Grounds Maintenance Contract

HHPC609:13.05.20 Cllr G. Crozer spoke to advise that following the Clerk's email, that he was happy to accept the increase in price with Nurture Landscapes, that equated to £36.60 per month increase or a £439.20 increase per annum.

Cllr A. Catchpole spoke to express his concerns that the Parish Council could be tied into another long-term contract, where Cllr T. Munday spoke in response to request if the Clerk could go back to Nurture to ask if the Parish Council could temporarily be placed onto rolling contract, until such point as the members had applied for tender.

It was agreed that the Clerk would speak to Nurture and report back to the members with her findings in due course.

9. Highways & Transport

a). Public Rights of Way

HHPC610:13.05.20 Cllr R. Collins spoke to advise the members that he had contacted Mr A. Taylor, Footpaths Officer at Medway Council, regarding the condition of the RS41 & RS40 footpaths, which also included the poor condition of their stiles.

Cllr A. Catchpole also spoke to advise that the trees overhanging the RS50 footpath were completely overgrown and that the branches were growing below head height. He asked if this path too could be reported to Medway Council for maintenance and or trimming.

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



Cllr R. Collins spoke in response to Cllr A. Catchpole to advise that he thought this footpath was actually managed by the RSPB.

b). Street Cleaning

HHPC611:13.05.20 It was acknowledged that although the Street Cleaners had been temporarily stood down, owing to the COVID-19 pandemic, that Mr J. Balciunas had requested to come back to work.

The members collectively discuss their decision whether to allow Mr J. Balciunas to return, where each Councillor in turn was asked for his or her opinion.

It was unanimously agreed that should Mr J. Balciunas want to return to work that he should be allowed to do so, providing he was fully equipped with sufficient PPE (personal protective equipment) and that he agreed to abide with the Governments regulations, which included, but not limited to:

- * A regular cleaning routine of both his hands and his work equipment
- * That he abided by the 2-metre social distancing rule
- * That he agreed to self-isolate for a period of 14 days, should he feel ill, or display any of the symptoms of the coronavirus.

It was arranged that the Clerk, Mrs J. Allen, would write to Mr J. Balciunas to confirm as per the members decision and to supply him with the relevant PPE equipment.

The members also acknowledged that Mr J. Gallivan was recovering from a spate of ill health in hospital and that he was at home recovering, following an emergency operation (that was non-Coronavirus related).

The members wished Mr J. Gallivan a speedy recovery, where it was noted that Mrs J Allen had already written to him with a 'Get Well Soon' card on behalf of the members.

It was also recognised that owing to Mr J. Gallivan's date of birth, that once he had recovered from his operation, that it was unlikely he would be returning to work immediately, following the Government's latest guidance.

It was agreed that over this extended period that Mr J. Gallivan would still receive his full rate of pay.

c). Tree Wardens Report

HHPC612:13.05.20 Cllr R. Collins spoke to confirm that there was no further report since the last meeting.

d). Bus Shelters

HHPC613:13.05.20 The Clerk, Mrs J. Allen, reported that the insurance company had finally agreed to release the funds to enable the Parish Council to purchase the replacement bus shelter. She confirmed that Zurich had agreed to pay the full balance of £8,529.30 to the Parish Council imminently, which already incorporated the deduction of the £100 excess.

Cllr G. Jereatt also spoke to advise that he was waiting for Medway Council to come back to him to confirm if the Parish Council were going to be able to turn the bus shelter around to face in the opposite direction, following complaints from Parishioners that Villagers waiting for a bus could see into the adjacent property's living room.

The Chairman, Cllr G. Crozer, spoke to advise that he had also received a complaint, concerning the bus shelter located at Sharmal Street. It had been identified that this particular bus shelter had no form of protection from the busy 70MPH road that ran alongside it.

It was agreed that the Clerk Mrs J. Allen would write to Medway Council to address the members concerns and to ask if a protective barrier could be installed to protect any public waiting, in the event of an accident.

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



10. Internal Committee Updates

a). High Halstow Road Reps Committee

HHPC614:13.05.20 Cllr M. Stone spoke to advise the members that the High Halstow Road Reps scheme now formed part the Medway MARR group (Mutual Aid Road Reps Group).

She advised that the volunteers had taken part in a mammoth leafletting campaign, where leaflets had not only been delivered not those living on the Peninsula but also to other residents living throughout the Medway Towns.

She confirmed that High Halstow currently had 27 volunteers living with the village and an offer for help from an additional 5 other, who lived outside of the village. She confirmed that to date the volunteers had completed over 50 tasks, which mainly included the collection of essential shopping, the collection of prescriptions and the purchase of replacement batteries for hearing aids.

She advised that she understood that to date the MARR group had over 224 volunteers, who had completed in excess of 1000 tasks, within the space of 2 months. She confirmed that she was proud to be the representative for the Peninsula group and that she understood the committee was keen to become involved with other local charities such as the Street Angels and Food Poverty. She advised that the MARR group was already involved with another charity called 'One Big Family' and that they had their own food bank situated within the Morrisons supermarket in Strood.

Cllr M Stone closed her report in advising that she was keen to keep the Community spirit alive after the pandemic was over, she thanked both the Parish Council and the volunteers for all their support with the scheme.

Cllr G. Crozer spoke personally to thank both Cllr M. Stone and Cllr T. Munday for all their hard work, where he acknowledged that both members had been heavily involved with the group since its establishment in March 2020.

b). High Halstow Environmental Group

HHPC615:13.05.20 Cllr M. Stone spoke to confirm that nothing had happened with the Environmental Group since the pandemic broke out. She informed the members that she was still working on various projects in the background and that she was continuing with her research.

c). High Halstow Village Charity Day Committee

HHPC616:13.05.20 Cllr T. Munday spoke to advise that like the Environmental Group, that nothing had happened with the Village Charity Day Committee since Coronavirus had broken out. He informed the members that it now looked very unlikely this event would take place this year, and that he was now looking ahead to holding this event in the year 2021 instead.

Cllr R. Collins spoke to suggest that the members could arrange for a big charity day after the end of the COVID-19 outbreak.

11. External Committee Updates

a). KALC

HHPC617:13.05.20 It was reported that owing to the COVID-19 outbreak that there had been no KALC Committee meetings.

b). Rural Liaison

HHPC618:13.05.20 It was reported that owing to the COVID-19 outbreak that there had been no Rural Liaison meetings.

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



c). High Halstow Primary School

HHPC619:13.05.20 It was reported that owing to the COVID-19 outbreak that there had been no meetings with the High Halstow Primary School.

d). Friends of St Margaret's

HHPC620:13.05.20 Cllr R. Collins spoke to report that the AGM was taking place later that month and that the solicitors were finalising the details to become fully registered with the Charity Commissioner.

12. Communications

a). Surgery

HHPC621:13.05.20 Cllr G. Crozer spoke to advise that like many of the reports there was nothing new to inform the members of, owing to the pandemic.

He did however advise that he had been in receipt of a few more complaints than usual, where it was accepted that lots more residents were spending time at home, having been furloughed from work.

b). High Halstow Times

HHPC622:13.05.20 Cllr T. Munday reported that he had uploaded the latest edition of the High Halstow times onto the Parish Council webpage and that to date 3 residents had signed up to receive electronic copies of the monthly Parish newsletter.

Cllr M. Stone also spoke to advise that she understood the High Halstow Times was currently being delivered by 4 volunteers. She acknowledged that the skeleton distribution team was only a temporary measure in a bid to try to minimise the amount of people involved and contact between all parties. She advised that she hoped that the usual system would be able to be reinstated very soon.

b). Websites

HHPC623:13.05.20 Cllr L. Atkinson spoke to confirm receipt of an email from Halling Parish Council to identify the fact that the High Halstow Parish Council webpage was not a secure website address.

The members collectively discussed this matter, where it was established by Cllr T. Munday that a secure HTTPS address was not a requirement for a local authority by law, although it was nice to have.

It was agreed by the members that they were happy to continue with the webpage in its current condition and that they would protect the residents requesting an electronic copy of the High Halstow Times by only asking them for their email addresses.

The members also spoke of placing a disclaimer notice on their website to advise as per the use of email addresses.

Both Cllr T. Munday and Cllr L. Atkinson agreed that an SSL certificate was not needed.

13. Police Matters

a). Police Liaison Report

HHPC624:13.05.20 Cllr T. Munday spoke to advise that owing to the COVID-19 outbreak that there had been no further meetings of the Police Liaison committee.

b). Neighbourhood Watch

HHPC625:13.05.20 The Vice-Chair Cllr C. Watson spoke to advise that as per Cllr T. Munday's report, that she had no new information to share with the Parish Council, owing to COVID-19 outbreak.

14. Halls

a). Recreation (Village) Hall

HHPC626:13.05.20 Cllr R. Collins spoke to advise that he understood Medway Council were offering business grants of £10,000, he therefore advised that the Village Hall committee were looking further into obtaining a grant from the Borough Council to assist with rates whilst the Hall was closed.

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



b). Memorial Hall

[HHPC627:13.05.20](#) Cllr R. Collins spoke to advise that as per the Village Hall, the Memorial Hall were also in discussions with Medway Council to apply for a business grant, whilst the Hall was closed.

15. Village Reports

a). Youth Club

[HHPC628:13.05.20](#) The Vice-Chair, Cllr C. Watson, spoke to advise that the Youth Club had not met, owing to the Coronavirus pandemic. She therefore had no new report to provide.

b). Relief in Need

[HHPC629:13.05.20](#) The Chairman, Cllr G. Crozer, spoke to advise that the Relief in Need charity had offered the High Halstow Road Reps committee an additional £1,000 grant, if required.

He thanked the charity for their kind gesture and advised that he would personally invite Ms C. Peak to the next meeting.

16. Mail Master System

[HHPC630:13.05.20](#) The Chairman, Cllr G. Crozer, asked Cllr T. Munday to temporarily leave the meeting whilst the members deliberated over the Mail Master system.

It was recognised that Cllr T. Munday had pecuniary interest in relation to this item, where he declared previously that he was joint proprietor of the Mail Master company.

Cllr G. Crozer spoke in favour of the new Mail Master system and proposed the Parish Council accepted to proceed with a one-year subscription, totalling a cost of £1,000 per annum (plus VAT). It was recognised that as the members had been trialling the system for a number of months that the invoice would need to be back dated until April 2020. This proposal was seconded by Cllr R. Collins and unanimously agreed.

Cllr T. Munday was invited back into the meeting, where the Chairman informed him of the members decision. Cllr T. Munday offered to aid any members needing additional support by providing free training.

Cllr G. Crozer also asked for a volunteer from the Parish Council to come forward to help him sort through the filing cabinet, as passed down to him by the previous Clerk, Mrs C. Bloomfield. Cllr G. Jerreat offered his assistance and the members agreed to correspond directly with each other, to arrange for a suitable time to meet.

17. Consultations

[HHPC631:13.05.20](#) None.

18. Correspondence

[HHPC632:13.05.20](#) None.

19. Reports & Circulars

[HHPC633:13.05.20](#) None.

20. Disclosure of any other business

[HHPC634:13.05.20](#) None.

Public Session

None

21. Date of next meeting

[HHPC635:13.05.20](#) The Clerk, Mrs J. Allen, spoke to advise that owing to a personal commitment she was unable to take the minutes at the members next scheduled meeting, due to take place on Wednesday 10th June.

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



Owing to the lack of Clerk, the members unanimously agreed to move the date of the next meeting back by one week, to take place on Wednesday 17th June 2020 instead.

22. Section 100A

HHPC636:13.05.20 The Chairman, Cllr G. Crozer, read out loud the statement listed on the agenda in relation to Section 100A(4).

It was proposed by the Chairman Cllr G. Crozer, that the public be excluded from the next item, which was seconded by the Vice-Chair Cllr C. Watson and unanimous agreed.

23. Personnel

a). Pension

HHPC637:13.05.20 Cllr G. Jerreat spoke to advise that the Clerk's new pension scheme appeared to be coming together and that he was clarifying the last few points with the consultants before it would be up and running

The Clerk, Mrs J. Allen, spoke independently, to ask the Parish Council if there was any further update in regards to the Parish Councillor Vacancy.

A discussion between the members ensued, where it was unanimously agreed that the members wanted to conduct face to face interviews with any potential candidates. It was acknowledged that as all face to face meetings were prohibited by the Government, that the fulfilment of this vacancy would be placed on hold until after the peak of the Coronavirus had passed.

In the interim, it was agreed that Cllr A. Catchpole would email the Clerk with the details of a disclaimer, which in turn she would then print onto the Parish Council's letter headed paper and place on the two village notice boards.

24. Close of meeting

HHPC638:13.05.20 The Chairman, Cllr G. Crozer, wound down the meeting by asking the Councillors to actively invite members of the public to their next meeting. He also spoke of live streaming the next meeting into a closed Facebook page, which was seconded by Cllr M. Stone and unanimous agreed.

He thanked the members for attending and closed the meeting at 09.34 pm.

The next Parish Council meeting will be held on:

Wednesday 17th June 2020	7.30pm	Virtual Forum
--	---------------	----------------------