

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 24th June 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 M. Stone Mrs J. Allen (Clerk)

Members of the public: 2

The meeting commenced at 7.30pm

The Chairman, Cllr G. Crozer opened the meeting and thanked the members for attending. He also thanked the two members of the public present for joining.

1, Apologies for absence

HHPC617:24.06.20 An apology for absence was received Cllr A. Catchpole, who had existing work commitments. It was also acknowledged that Ward Councillor R. Sands was attending a meeting elsewhere and as such he was unable to join.

2. To receive Declarations of Interest and Dispensations

HHPC618:24.06.20 Cllr T. Munday spoke to express a pecuniary interest in relation to the 'Mail Master System' the Parish Council were now officially using and to declare that he was Chairman of the High Halstow Cricket Club.

3. Minutes of the last meeting

a). To receive and approve the minutes of the last meetings

HHPC619:24.06.20 It was acknowledged that the minutes from the last Parish Council meeting(s) had not arrived in sufficient time to allow the members 3 clear working days to read them.

As such Cllr L. Atkinson proposed that the minutes from the last nine meetings (including sub-committee meetings) be deferred until the next Parish Council meeting. This proposal was seconded by Cllr M. Stone and unanimously agreed.

4. Matters arising from the minutes (not otherwise on the agenda)

HHPC620:24.06.20 None.

5. Planning

a). Applications

HHPC621:24.06.20 The members discussed the six new planning applications that had been received since the last meeting:

- **MC/20/1339 - 17 Cooling Road**

Cllr R. Collins spoke to confirm that the application for Cooling Road was a resubmission of a previously agreed application, as such he recommended that the members did not submit an objection.

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- **MC/20/1299 - 5 Northwood Avenue**

Cllr R. Collins spoke to confirm that the application for 5 Northwood Avenue was to convert the garage to a habitable room, which would form part of a new a front extension. He advised that whilst looking at the neighbouring properties that he could see a few of the surrounding properties had already had extensions of a similar structure as such he recommended that the members did not submit an objection.

- **MC/20/1237 – The Hollies**

The Chairman, Cllr G. Crozer, spoke to confirm that following the Neighbourhood Plan Committee's meeting with Esquire Estates on Monday 22nd June, that he felt that the Parish Council should be seeking the Parishioners opinions in relation to the potential new development at the Hollies. As such he recommended that the Parish Council should include an article in the next edition of the High Halstow Times to ask for the residents' feedback.

A discussion ensued in relation to the production of the High Halstow Times, where it was recognised that the next edition of the monthly newsletter was already oversubscribed. It was also acknowledged that the letter sent to Kelly Tolhurst to ask her for assistance with the HIF bid had already taken pride of place on the front page and there was no room to include another article.

The members discussed taking a softer approach with the developer, as it was recognised that Esquire Estates were offering the best designed properties, that would be look more in-keeping with the rural feel of the village in comparison to the 'off the peg properties' being offered by Redrow.

The members voted to move forward with the Neighbourhood Plan and to arrange for a meeting with Troy Hayes and Redrow in order to submit their Neighbourhood plan to Medway Council ahead of the finalised HIF bid.

This proposal was brought forward by the Chairman Cllr G. Crozer, seconded by Cllr L. Atkinson and unanimously agreed.

- **MC/20/1169 – 15 Eden Road**

Cllr R. Collins spoke to propose that the members did not submit an objection to the neighbourhood consultation received for a single storey rear extension.

- **MC/20/1141 – Orchard Bungalow**

Cllr R. Collins spoke to propose that the members did not submit an objection to the neighbourhood consultation received for a single storey rear extension.

- **MC/20/1171 – 18 Northwood Avenue**

Cllr R. Collins spoke to propose that the members did not submit an objection to the application for a two-part storey side extension with terrace with the conversion of the garage to a habitable room. He made reference an application of similar nature as discussed above, ref: MC/20/1299.

b). Decisions

[HHPC622:24.06.20](#) Cllr R. Collins spoke to confirm, that as discussed at the last meeting reference: [HHPC594:13.05.20](#), that he was still waiting for Medway Council to come back to him surrounding the queries he raised in relation to the below decision.

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

c). Appeals and other matters

[HHPC623:26.06.20](#) Cllr G. Crozer spoke to confirm that Dave Harris from Medway Council had been in touch with him to confirm that he was now in receipt of the pre-planning application from Redrow, for the proposed new development in High Halstow.

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The Chairman confirmed that he had passed this information on to the local MP Kelly Tolhurst, who had then been in contact with Ward Councillor Phil Filmer who had in turn had spoken with fellow Ward Councillor Ron Sands.

The Chairman spoke to confirm of the urgency to submit the Neighbourhood Plan to Medway Council, where he thought the Parish Council stood a better chance to engage positively with Redrow surrounding the Parishes visions for the future.

Cllr R. Collins spoke in response to ask if the members did not want to see the results of the scoping agreement first. Where Cllr G. Crozer answered that he thought the Parish Council should be engaging with Medway Council pre-application.

It was agreed that the Parish Council would speak further with Mr J. Clay to ask him if he would be willing to assist them in drafting a letter to Medway Council to arrange for a further meeting.

d). Redrow Development (Heronden Grange)

HHPC624:24.06.20 The Chairman, Cllr G. Crozer, spoke to ask if any of the members knew how many of the new properties, contained within the Heronden Grange development, were now occupied.

Ms C. Peek, a member of the public, spoke to estimate that she thought that there were at least three (3) properties occupied.

Cllr G. Crozer spoke to enquire how properties on the new estate needed to be sold to generate the Section 106 monies. Cllr R. Collins spoke in response to advise that 17 homes had to be occupied before the next amount of S106 money was released. All of this was earmarked for Hoo schools and nursery.

e). Neighbourhood Plan

HHPC625:24.06.20 Cllr R. Collins spoke to confirm that the Neighbourhood Planning Committee had met on Monday 16th June, where the members had agreed to write to the local MP Kelly Tolhurst, to ask her for her assistance following the response received from Medway Council concerning the HIF Bid.

He advised the members that he had applied to Groundworks UK for a further £9,000 grant towards the Neighbourhood Plan, where he knew that the Parish Council's application was already being considered having received a telephone call to ask for further information last week.

He closed his report in advising that he had now received the preliminary design code from Aecom, where he had identified various errors. He invited the members to provide their own feedback on the design code and encouraged them to email him with their comments as soon as possible.

HHPC626:24.06.20 A discussion ensued in relation to the design code, where Cllr G. Crozer spoke to inform the Parishioners present of the purpose of the code. He also acknowledged that the Neighbourhood Plan committee had met with Esquire Estates on Monday 20th June, where he felt the members were more inclined to accept the rural styled properties from the smaller developer than the mediocre off the peg properties being proposed by Redrow.

It was agreed that a further meeting of the Neighbourhood Planning Committee would be required, where the members agreed to arrange for an evening meeting after Sunday 5th July, once Mr J. Clay was re-available.

f). Local Plan

HHPC627:24.06.20 As mentioned above ref **HHPC622:26.06.20** it was reiterated that the members were aware that Redrow had now submitted their pre-application plan to Medway Council, where Mr D. Harris of the Planning Department was now actively encouraging the members to engage with the developers.

It was also understood that the HIF bid was due to be signed by Homes England in mid-July.

The Parish Council discussed the possibility of instructing a solicitor to threaten legal action against Medway Council due to the lack of forth coming information surrounding the HIF bid. The members agreed to look further into this matter as they were dissatisfied by Medway Council's response.

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g). Section 106 monies

HHPC628:24.06.20 Cllr R. Collins spoke to enquire what had happened to the quotes surrounding the repairs to the play park surfacing.

The Clerk, Mrs J. Allen, spoke to advise that she had been passed copies of these quotes from Cllr B. Williams prior to his resignation, which she would look for and forward onto the members for consideration.

6. Finance

a). Bank Balances

HHPC629:24.06.20 The Councillors carefully reviewed the bank balances, where Cllr R. Collins asked the Clerk to ensure she had applied for the following annual remittances:

- Medway Norse Grass Cutting money
- Medway Council street cleaning money
- Any outstanding Section 106 monies
- Outstanding balances from advertisers in the High Halstow Times.

b). BACS payments made since the last meeting

HHPC630:24.06.20 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

HHPC631:24.06.20 The Chairman, Cllr G. Crozer, read aloud the proposed payments, as per shown below. These payments were accepted, having been proposed by Cllr R. Collins, seconded by Cllr L. Atkinson and unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Mr M. Rowe	-	STANDING ORDER	£70.00	Hire of Garages
Nexus Data Systems	-	BACS	£95.00	Annual Hosting Package Renewal Fee
Zoom		BACS	£115.10	Zoom Hosting fees for virtual meetings
Dropbox	-	BACS	£95.88	Increase in memory for the HHPC Dropbox
Mr R. Collins	-	BACS	£2.00	Repairs to Allotment Watermains
Mrs J. Allen	-	BACS	£13.99	Purchase of latex gloves as part of the Street Cleaners PPE
Mrs J. Allen	-	BACS	£19.93	Purchase of Hand Gel, Dettol and cloths for Street Cleaners PPE
Mr G. Crozer	-	BACS	£71.80	Purchase of Hi-Vis Vests for HH Road Reps Scheme
KPS Office Supplies	-	BACS	£130.00	Purchase of face masks as part of the Street Cleaners PPE
Smart Print Services	-	BACS	£691.50	Printing of June HHT INV: 103179

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Mail Master	-	BACS	£1,200.00	Purchase of the Mail-Master electronic filing system for one year.
Nurture Landscapes	-	BACS	£2,086.80	Grounds Maintenance May 2020 INV: 1SE6000197
HMRC	-	BACS	£387.66	Tax & NI for John, Jack & Jenny May 2020
Mr J. Gallivan	-	BACS	£631.39	Wages May 2020
Mr J. Balciunas	-	BACS	£631.39	Wages May 2020
Mrs J. Allen	-	BACS	£725.84	Wages May 2020
Stoke Parish Council	HHPC233:11.12.19	TO BE PAID BY BACS	£16.34	50% contribution towards the Telephone & Broadband communications package
TOTAL			£6,966.62	
J. Mcilwraith	-	CREDIT	£20.00	Payment rec'd for HH Times Advert
HH Lottery	-	CREDIT	£88.00	Advertisement fee for HHT
Zurich	-	CREDIT	£8,529.30	Insurance pay out for damaged bus shelter.
TOTAL			£8,637.30	

7). Grant Applications

HHPC632:24.06.20 None.

8. Management of Land and Property

a). Recreation Ground

HHPC633:24.06.20 It was acknowledged that green space had remained open throughout the COVID-19 outbreak.

b). Play Parks

HHPC634:24.06.20 The Clerk, Mrs J. Allen, spoke to inform the members that in line with the Government's announcement that she understood the play parks could be re-opened from Friday 4th July. Some of the members spoke to express their concerns in regards to the re-opening the play parks, where it was agreed that this matter would be discussed in greater detail at the next Parish Council meeting, scheduled to take place on Wednesday 8th July. In the meantime, the Council collectively discussed restricting the use of the play equipment contained outside of the main park, where it was noted that the nest swing had had recently been repaired following its prohibited use.

Whilst the members were speaking the Clerk, Mrs J. Allen located the quotes she had received from V. Sinclair via Cllr B. Williams, concerning the play park surfacing, where she emailed the correspondence to the members for consideration, ref HHPC628:24.06.20.

These quotes were discussed in depth where it was proposed by Cllr G. Jereatt that the Parish Council should proceed with the quote to repair the surfacing in playground with a harder wearing concrete covering, at a cost of £4,641.84. This proposal was seconded by Cllr C. Watson and unanimously agreed.

It was also identified that there were low hanging willow tree branches obstructing the recreation path. Ms C. Peek, a member of the public, spoke to confirm that she would be happy to raise this matter with the homeowners on behalf of the Parish Council, and to ask them to cut these back.

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c). Allotments

HHPC635:24.06.20 Cllr L. Atkinson spoke to advise that she had received a call from one of her allotment tenants to confirm that the invoice she had received was incorrect. Accordingly, she asked the Clerk, Mrs J. Allen, to reissue the invoice to Mrs A. Harrison for a total balance of £25.

The Vice-Chair, Cllr C. Watson, spoke to enquire what had happened to the complaint the members had received surrounding the poor condition of one of the allotment plots. Cllr L. Atkinson spoke in response to confirm that she was still trying to get hold of the tenant to speak to him in regards to this matter.

d). Forge Common

HHPC636:24.06.20 No report.

Cllr R. Collins commented however that without being asked Nurture Landscapes had widened the path at Forge Common to abide with the 2 metre social distancing rule.

e). Village Grounds Maintenance

HHPC637:24.06.20 Cllr T. Munday spoke to advise that Nurture Landscapes had been and trimmed the hedges that aligned the Cricket Club's boundaries.

The Chairman, Cllr G. Crozer, also spoke to advise that he had asked the contractors to cut the grass at Heronsbank and tidy up the grass at the end of the Cricket Club.

Cllr T. Munday spoke in response to thank the Chairman for his help and to ask if the trimming of the hedges along the boundary of the Cricket Club could also be included within the new ground maintenance contract, but obviously taking into consideration the bird nesting season.

f). Nurture Grounds Maintenance Contract

HHPC638:24.06.20 Cllr G. Crozer spoke to advise that there was sadly no report due to Cllr A. Catchpole's absent. He advised he understood however that Cllr A. Catchpole had now managed to speak to Reverend S. Gwilt surrounding the church yard, in order to organise the final transcript for the new grounds maintenance contract.

g). Hire of the Football Pitch

HHPC639:24.06.20 The Clerk, Mrs J. Allen, referred the members to an email she had received from Mr J. Gillen, requesting permission to hire the High Halstow village football pitch alongside the Cricket Club's changing rooms to start a new Sunday football team.

Cllr T. Munday spoke in his capacity as the Chairman of the High Halstow Cricket Club to advise that he would be happy to let the changing rooms to a new club, providing its members paid a small donation towards the club's upkeep and that they kept the facilities in nice condition. He also identified that owing to the COVID-19 outbreak that the 2019/2020 football season had been cancelled and that the new 2020/2021 football league might yet be delayed, he therefore advised that he was unsure when the new club would require to use it.

Each Councillor was asked in turn for his or her opinion surrounding the hire of the football pitch, where every member consented to allow the use of the pitch.

Accordingly, Cllr G. Crozer confirmed that he would look through the Parish Council's filing cabinet to establish if they still held the historical records from the previous team, to confirm the fees charged. He also advised the members that he would speak to Nurture Landscapes to establish how much they would charge to maintain the pitch markings. Meanwhile the Clerk, Mrs J. Allen, was instructed to respond to Mr J. Gillen to confirm as per the members decision and to request copies of the following documentation:

- Details of the club's public liability insurance
- Confirmation that their league was a bona fide club
- A rough schedule of times the pitch might be used

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The members agreed that once they received all the above information that they would meet to finalise the details surrounding both charges and the terms and conditions of the pitch and changing rooms use.

9. Highways & Transport

a). Public Rights of Way

HHPC640:24.06.20 Cllr R. Collins spoke to confirm that he was aware Cllr G. Crozer had already written to Mr A. Taylor of Medway Council, to complain about the poor condition of footpaths RS44, RS47, RS46, RS45 and RS349.

Cllr G. Crozer spoke in response to advise that he had also received a letter of complaint from a Parishioner concerning these footpaths that we would be happy to supply to Medway Council as further evidence, if required.

b). Street Cleaning

HHPC641:24.06.20 Cllr G. Jereatt spoke to advise that having spoken to Mr J. Gallivan, following his operation, that he gathered he was recovering well at home. He also advised that he understood Mr J. Gallivan was unable to drive presently and that he had been advised by his doctor to continue to self-shield owing to his recovery. Cllr G. Jereatt concluded his report to comment that he anticipated that Mr J. Balciunas would need to continue to work on his own for a few more weeks.

Cllr M. Stone spoke to ask if Mr J. Balciunas was happy with this arrangement and to ask if he might be able to pick up on a few extra hours to provide cover whilst Mr J. Gallivan was on long term sick leave.

In view of Cllr M. Stone's enquiry the members discussed the possibility of arranging for additional cover to aid Mr J. Balciunas. Out of courtesy it was agreed that the members would ask him if he needed any additional assistance before, they looked to possibly advert a temporary post.

Following a complaint on social media surrounding the volume of litter in the village the members also muted an idea to arrange for a volunteer morning to carry out litter picking throughout the village. It was agreed that the members would speak to Mr J. Balciunas to identify the area's most attention and then to finalise the details at the next meeting. It was also agreed that the members would respond to the Parishioner's complaint to confirm that their concerns had been taken seriously.

The members discussed the necessity of obtaining copies of Mr J. Gallivan's statutory sick notes from the duration of his leave and obtaining a doctor's letter to confirm once he was fit to come back to work.

Cllr M. Stone also agreed that to aid the Clerk she would help by monitoring the stock levels of Mr J. Balciunas's PPE, to hopefully provide ample notice in order to source some more supplies.

c). Tree Wardens Report

HHPC642:24.06.20 No report.

d). Bus Shelters

HHPC643:24.06.20 Cllr G. Jereatt also spoke to advise that he was still in pursuit of Medway Council to determine if the position of bus shelter could be turned around.

The Clerk, Mrs J. Allen, also reported that she was in discussions with both Volker Highways and Littlethorpe surrounding the order and installation of the new shelter, which was obviously now dependant on the manufactures lead times.

10. Internal Committee Updates

a). High Halstow Road Reps Committee

HHPC644:24.06.20 Cllr M. Stone spoke to advise the members that she had lost count of the number of tasks the High Halstow Road Reps team had been asked to undertake. She confirmed that although the demand for this service had reduced that she was still receiving calls for help for essential shopping items, prescriptions and hearing aid batteries.

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She confirmed to the members that she would provide a summary of the actions for the August meeting and that she would ask the volunteers if anyone might be interested in partaking in the litter picking morning as discussed above ref: [HHPC641:24.06.20](#).

She advised the Parish Council that she understood that the MARR group volunteers had start to dwindle, as it was accepted that everyone was gradually returning to work. She commented however that the number of volunteers in High Halstow still stood strong ,with 28 members still willing to assist within the village, and offers of help from another 6 volunteers living outside of the village of High Halstow.

She hoped that the scheme might continue after the Coronavirus pandemic had ended and that the new founded group might be able to set up a partnership with the local registered charity of wHoo Cares.

A representative from the wHoo Cares charity was present, where Cllr M. Stone invited her to speak. Ms E. Hassell spoke to advise of the charity's new initiative which was aimed to provide interaction and entertainment to those struggling with isolation whilst they were self-shielding.

Cllr M. Stone closed in her report to confirm the Road Reps Committee still had a balance of funds from the grant provided by the Parish Council and she requested permission to keep the Road Reps signs up in the village a little longer where she spoke of reusing the reverse to thank the volunteers involved and to advertise a thank you celebration once the crisis had ended.

b). High Halstow Environmental Group

[HHPC645:24.06.20](#) Cllr M. Stone spoke to confirm that she had nothing to report.

11. External Committee Updates

a). KALC

[HHPC646:24.06.20](#) It was reported that owing to the COVID-19 outbreak that there had been no KALC Committee meetings.

b). Rural Liaison

[HHPC647:24.06.20](#) It was reported that owing to the COVID-19 outbreak that there had been no Rural Liaison meetings.

c). High Halstow Primary School

[HHPC648:24.06.20](#) 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

[HHPC649:24.06.20](#) Cllr R. Collins spoke to report that the St Margaret's Church was now a registered charity.

He reported that the church had just received their third refurbished window, which was in the process of being refitted, and that the fourth window was due to be replaced after renovation next week.

He also spoke of the hard work the Parishioners of High Halstow had put into making the 2020 scarecrow festival a success and thanked everyone for their efforts.

12. Communications

a). High Halstow Times

[HHPC650:24.06.20](#) Cllr T. Munday reported that the next edition of the High Halstow Times had been placed on hold until after this meeting.

The members collectively discussed the distribution of the publication, where it was recognised that the Government was beginning to relax some of its regulations. As such it was agreed that Cllr M. Stone would speak to the distributors to ask if any of the volunteers might be willing to come back and assist with its delivery.

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b). Website

[HHPC651:24.06.20](#) Cllr T. Munday spoke to advise that he had nothing to report, apart from the fact that he was up to date with publication of the latest copies of the High Halstow Times and the Agenda's onto the webpage, along with the details of the virtual meetings ID.

He commented that as from next week he would start advertising the Neighbourhood Plan details on the members website.

13. Police Matters

a). Police Liaison Report

[HHPC652:24.06.20](#) 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

[HHPC653:24.06.20](#) 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

[HHPC654:24.06.20](#) Cllr R. Collins spoke to advise that the Village Hall remained closed owing to the Coronavirus pandemic.

He advised however that the situation was being reviewed monthly and that the next committee meeting was scheduled to take place in July.

b). Memorial Hall

[HHPC655:24.06.20](#) Cllr R. Collins spoke to advise that the Memorial Hall remained closed owing to the Coronavirus pandemic.

He advised however that the situation was being reviewed monthly and that the next committee meeting was scheduled to take place in July.

15. Village Reports

a). Relief in Need

[HHPC656:24.06.20](#) The Chairman Cllr G. Crozer, invited Ms C. Peek from the public gallery to speak. Ms C. Peek spoke to inform the members that although the charity was active with requests, that the trustees were not meeting face to face and instead they were conducting all their business by email.

She also reported that the Charity's accounts had now been audited and the details published in due course.

She finalised her report in advising the members that the term of Mr S. Bailey's office was due to come to an end in October 2020. She asked the members if they were happy to allow him to continue in his post as a trustee.

16. Consultations

[HHPC657:24.06.20](#) None.

18. Correspondence

a). Contents of meeting packs

[HHPC658:24.06.20](#) Cllr T. Munday spoke to refer the members to an email he had sent, expressing his concerns over the volume of paperwork produced in the members meeting packs. He felt that there was too much correspondence and as such he instigated a conversation with regards to the contents that he thought should be included which contained:

- A front page
- An agenda
- The latest minutes

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- Planning summary
- Bank reconciliation
- Accounts for payment

The Chairman Cllr G. Crozer, asked each Councillor in turn for his or her opinions, where majority of the members agreed with Cllr T. Munday's comments. Cllr L. Atkinson spoke to advise that she would like to see the agenda packs printed in colour and delivered to the members the Saturday before the meeting on the Wednesday.

Cllr T. Munday also made comment that the Mail Master system was not being used to fully capacity. He thought to save time the Clerk could individually scan the associated paperwork for each agenda item and save it onto the system which would then enable every member to access the details at any time. He proposed the members accepted the reduced list of items, which was seconded by Cllr L. Atkinson and unanimously agreed.

19. Reports & Circulars

HHPC659:24.06.20 None.

20. Disclosure of any other business

HHPC660:24.06.20 Cllr L. Atkinson spoke to advise the members of an email sent by Mr P. Holmes of Medway Council that afternoon advising as per the regulations of virtual meetings. She made reference to a comment that he made, where he assumed that the majority of Village Halls had access to WIFI. She made reference to the fact that she had identified that the Memorial Hall did not offer his facility and as such she wondered if it could be installed.

Cllr R. Collins spoke in response to advise that historically the committee did not want WIFI, however since there had been an overhaul of the members, he advised that he would be happy raise this matter with board again on behalf of the Parish Council.

With permission from the Chairman Ms C Peek spoke to advise the members that the Relief in Need charity had offered to pay for WIFI for both the Memorial Hall and the Village Hall for a period of 12 to 18 months.

She confirmed that the Village Hall accepted the charity's offer and 12 months in to an 18-month contract they took over ownership on their own. She spoke further to advise that she understood the Memorial Hall were adamant that they did not want WIFI, however since there had been an overhaul of the members she would be willing to speak to the Trustees and to offer this service to them again.

HHPC661:24.06.20 Cllr T. Munday spoke to remind the members to fully utilise the Mail Master system. He confirmed that he had sent a further email to remind the members of what the system could do and that he would be more than happy to walk any of the members through any training they might need.

HHPC662:24.06.20 Cllr G. Crozer spoke to remind the members of a further meeting of the Neighbourhood Planning Committee, due to take place on Thursday 25th June.

Public Session

With permission from the Chairman Ms C Peek spoke to ask for further details of the Volunteer day, as discussed in item 9b, ref: **HHPC641:24.06.20**. She advised that in order to get the best turn out that she thought an advertisement in the High Halstow Times Publication would be a good idea.

As such it was agreed by the members that the Volunteer Project Day would take place on Saturday 18th July, it would start at 9.00am for a period of 90 minutes. The members discussed supplying volunteers with hi-vis jackets but encouraging them to bring their own gloves, face masks and bottles of water.

21. Date of next meeting

HHPC663:24.06.20 The Chairman, Cllr G. Crozer, spoke to confirm that the date of the next Parish Council meeting would be held on Wednesday 8th July at 7.30pm.

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22. Section 100A

HHPC664:24.06.20 The Chairman, Cllr G. Crozer, acknowledged that there were no personnel matters to discuss therefore Section 100A was null and void.

23. Personnel

HHPC665:24.06.20 The Chairman, Cllr G. Crozer, acknowledged that there were no personnel matters to discuss and as such he moved on to item 24.

24. Close of meeting

HHPC666:24.06.20 The Chairman, Cllr G. Crozer, wound down the meeting and thanked both the members and the public for attending. He closed the meeting at 09.25 pm.

The next Parish Council meeting will be held on:

Wednesday 8 th July 2020	7.30pm	Virtual Forum
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