

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 8th July 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 Cllr A. Catchpole
Mrs J. Allen (Clerk)

Members of the public: 1

The meeting commenced at 7.30pm

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

1, Apologies for absence

HHPC667:08.07.20 There were no apologies for absence however it was noted that Cllr C. Watson would be joining the meeting late.

2. To receive Declarations of Interest and Dispensations

HHPC668:08.07.20 Cllr T. Munday spoke to express a pecuniary interest in relation to the 'Mail Master System' the Parish Council were now officially using.

3. Minutes of the last meeting

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

HHPC669:08.07.20 The minutes of the previous Parish Council meeting held on Wednesday 11th March 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

b). To receive and approve the minutes of the meeting held on Friday 3rd April 2020

HHPC670:08.07.20 The minutes of the previous Parish Council meeting held on Friday 3rd April 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

c). To receive and approve the minutes of the meeting held on Friday 10th April 2020

HHPC671:08.07.20 The minutes of the previous Parish Council meeting held on Friday 10th April 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

d). To receive and approve the minutes of the meeting held on Wednesday 15th April 2020

HHPC672:08.07.20 The minutes of the previous Parish Council meeting held on Wednesday 15th April 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

e). To receive and approve the minutes of the meeting held on Friday 17th April 2020

HHPC673:08.07.20 The minutes of the previous Parish Council meeting held on Friday 17th April 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

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f). To receive and approve the minutes of the meeting held on Friday 24th April 2020

HHPC674:08.07.20 The minutes of the previous Parish Council meeting held on Friday 24th April 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

g). To receive and approve the minutes of the meeting held on Friday 1st May 2020

HHPC675:08.07.20 The minutes of the previous Parish Council meeting held on Friday 1st May 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

h). To receive and approve the minutes of the meeting held on Friday 8th May 2020

HHPC676:08.07.20 The minutes of the previous Parish Council meeting held on Friday 8th May 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by the Cllr M. Stone, that they be approved as a correct record. This motion was unanimously agreed.

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

HHPC677:08.07.20 None.

5. Planning

a). Applications

HHPC678:08.07.20 The members acknowledged that at the time the meeting packs were issued that there were no new planning applications listed on the Medway Council Planning Portal, however from the point of publication to the date of the meeting the following two applications appeared:

- **MC/20/1627 – 10 Christmas Lane**

Cllr R. Collins spoke to advise the above application was showing online for the construction of two storey and a single storey extension to the rear of the property, with a rooflight, conversion of the garage, change of material to the front dormer and associated internal and external works. He advised that whilst checking the correspondence tab he noted that there were no plans uploaded for this application yet and accordingly, he could not make any comments.

- **MC/20/0752 – Stout Farm Clinch Street**

Cllr R. Collins spoke to advise the above was an application for additional information related to a previous application, showing building works and site management. He said there was no reason to object to this.

b). Decisions

HHPC679:08.07.20 None.

c). Appeals and other matters

HHPC680:08.07.20 None.

d). Redrow Development (Heronden Grange)

HHPC681:08.07.20 With permission from the Chairman a member of the public, spoke to ask if the Parish Council had received an offer of £25,000 from Redrow not to site a playpark on the Heronden Grange Development.

Cllr G. Crozer spoke in response to advise that the members had received no offers, although Redrow had spoken of not having a playpark on the site.

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e). Neighbourhood Plan

HHPC682:08.07.20 The Chairman, Cllr G. Crozer, spoke to confirm that the members would be engaging a solicitor to liaise directly with Medway Council. It was also acknowledged that the response received from local MP Kelly Tolhurst would be featured in the latest edition of the High Halstow Times

Cllr R. Collins spoke to confirm receipt of a £9,000 grant from Ground Works UK towards the Neighbourhood Plan, where he also advised that the comments surrounding the design code had now been passed on to the consultant to revise the documentation. He also advised that the first draft of the Neighbourhood Plan had been received from Troy which the members now need to read and comment on

Cllr G. Crozer closed the report to advise that the Neighbourhood Plan's meeting with the RSPB had gone well and that the members had gathered far more intelligence from this meeting than with their meeting with Medway Council directly. He advised that the charity was prepared to come on board with Halstow Parish Council to oppose and that the charity had offered the members equivalent land if Medway Council were to succeed and build in the village.

f). Local Plan

HHPC683:08.07.20 The Chairman, Cllr G. Crozer spoke to confirm that he understood Medway Council were now awaiting the 'Regulation 19' consultation to come out before it was adopted. 6

g). Section 106 monies

HHPC684:08.07.20 Cllr R. Collins spoke to advise that he had no report.

Cllr T. Munday spoke to suggest that a break in stamp duty might have had a positive affect to boost the local economy, as he noted that there were at least 3 to 4 more occupied houses than the last month.

Cllr A. Catchpole also spoke to enquire if ideas for use of 106 monies were still being accepted as he had had a couple of ideas he would be presenting to the members in due course.

6. Finance

a). Bank Balances

HHPC685:08.07.20 The Councillors carefully reviewed the bank balances provided by the Clerk, where it was unanimously agreed that these balances were acceptable.

b). BACS payments made since the last meeting

HHPC686:08.07.20 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

HHPC687:08.07.20 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 R. Collins and unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Mr M. Rowe	-	STANDING ORDER	£70.00	Hire of Garages
Smart Print Services	-	PAID BY BACS	£691.50	Printing of July HHT INV: 103218
Zurich Municipal	-	PAID BY BACS	£1,957.24	Insurance Premium for Annual Renewal INV: 44281484
Nurture Landscapes	-	BACS	£2,086.80	Grounds Maintenance June 2020 INV: 1SE60000709

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HMRC	-	BACS	£386.80	Tax & NI for John, Jack & Jenny June 2020
Mr J. Gallivan	-	BACS	£631.59	Wages June 2020
Mr J. Balciunas	-	BACS	£631.59	Wages June 2020
Mrs J. Allen	-	BACS	£726.30	Wages June 2020
KPS Office Supplies	HHPC232:11.12 .19	BACS	£142.80	Office Shredder
Stoke Parish Council	HHPC233:11.12 .19	TO BE PAID BY BACS	£16.34	50% contribution towards the Telephone & Broadband communications package
TOTAL			£7,340.96	
J. Mcilwraith	-	CREDIT	£20.00	Payment rec'd for HH Times Advert
Medway Council	-	CREDIT	£18,243.26	Street Cleaners Allowance
Groundworks UK	-	CREDIT	£9,000.00	Neighbourhood Plan Grant
Barclays	-	CREDIT	£19.37	Interest on Reserves Account
Barclays	-	CREDIT	£12.34	Interest on Reserves Account
TOTAL			£27,294.97	

7). Grant Applications

HHPC688:08.07.20 None.

8. Management of Land and Property

a). Recreation Ground

HHPC689:08.07.20 It was acknowledged that green space had remained open throughout the COVID-19 outbreak.

b). Play Parks

HHPC690:08.07.20 Cllr G. Crozer spoke to advise that he thought the play park should remain shut.

Cllr M. Stone spoke to disagree, she advised that she thought the play park should be reopened and offered to seek professional advice and to read up as per the correct rules and regulations to ensure this happened. She also reported that she had received eye witness reports of parents lifting their children over the fencing to use the equipment.

The members collectively discussed reducing the number of children in the play park and enforcing social distancing rules, by permitting only one child to use one piece of equipment at any one given time. They also discussed the need for signs to notify the Parishioners of the precautions and passing ownership of the cleaning of the equipment, both before and after use onto them.

The Clerk, Mrs J. Allen, suggested that the members should consider re-opening the play parks to co-inside with the school summer holidays. She suggested a date of Thursday 23rd July.

This proposal was put forward by Cllr M. Stone, seconded by Cllr G. Jerreat and unanimously agreed.

c). Allotments

HHPC691:08.07.20 Cllr L. Atkinson spoke to advise that she had no report.

d). Forge Common

HHPC692:08.07.20 No report.

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e). Village Grounds Maintenance

[HHPC693:08.07.20](#) Cllr G. Crozer spoke to confirm that the hedge in Christmas Lane adjacent to the Cricket Club house had been cut.

f). Nurture Grounds Maintenance Contract

[HHPC694:08.07.20](#) Cllr A. Catchpole spoke to advise that he had almost finished reformulating the Grounds Maintenance contract and that following his last report, ref [HHPC608:13.05.20](#) that he had now met with Reverend S. Gwilt surrounding the church yard maintenance.

He spoke of possibly arranging for a digitalised map or printing a larger version of the ordnance survey map to be able to clearly indicate the areas requiring attention. The members collectively spoke of the best method to obtain a digital village map, where it was eventually agreed to either buy a digital ordnance survey map or arrange for their existing map to be scanned in and blown up to size.

* Cllr C. Watson joined the meeting at 8.16pm

Cllr R. Collins also spoke to ask Cllr A. Catchpole that he ensure that any brambles/hedging in Forge Common at the back of the housing in Marsh Crescent were cut back to 2 metres maximum height and width as previously agreed.

Cllr A. Catchpole closed his report to acknowledge that there was a highway in Half Moon Way, that was visible from his map, but seemed over time to have become an extension of many of the resident's gardens. He advised the members that the Parish Council would need to address this matter with the residents to ensure it was properly maintained.

g). Cricket Club Fence

[HHPC695:08.07.20](#) Cllr T. Munday spoke to report that a section of the Cricket Club fence had fallen into disrepair.

It was agreed that Cllr R. Collins, who was very handy, would look at the fence to determine what repairs would be required.

9. Highways & Transport

a). Public Rights of Way

[HHPC696:08.07.20](#) The Chairman, Cllr G. Crozer, spoke to advise that he had written to Mr A. Taylor of Medway Council again to complain in regards to the poor condition of footpaths RS44, RS47, RS46, RS45 and RS349, as he had not heard from him since he sent his last email. He acknowledged that the footpath extension to RS44 was now blocked.

b). Street Cleaning

[HHPC697:08.07.20](#) Cllr G. Jereatt spoke to praise Mr J. Balciunas for covering Mr J. Gallivan. He also advised that he had liased with the Clerk, Mrs J Allen, to order some more PPE equipment for him.

Cllr G. Crozer spoke to finalise the details for the volunteer litter picking morning, schdeueled to take place on Saturday 18th July, where he asked the Clerk, Mrs J. Allen to order some more hi-vis jackets. He also granted permission for Ms C. Peek, a member of the public, to speak where he cofirmed with her that he would ask any volunteers to bring their own gloves, a bottle of water and to wear rough clothes.

Ms C. Peek spoke to enquire if Mr J. Balciunas had any feedback on any areas in the village requiring the most amount of attention. Cllr G. Jerreat reported that Mr J. Balciunas could not think of any.

c). Tree Wardens Report

[HHPC698:08.07.20](#) No report.

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d). Bus Shelters

[HHPC699:08.07.20](#) Cllr G. Jerreat also spoke to advise that he was still no further forward in gathering from Medway Council if the Parish Council had permission to change the direction of the bus shelter. He closed his report in advising that accordingly he had instructed the Clerk to go ahead and order the bus shelter to be installed the same way round as previously.

Cllr G. Crozer spoke to remind the members that Volker Highway, the contractors that installed the previous bus shelter, would need to carry out a site visit first.

10. Internal Committee Updates

a). High Halstow Road Reps Committee

[HHPC700:08.07.20](#) Cllr M. Stone spoke to advise she had partaken in a MARR committee and that the main topic of this meeting had been surrounding the volunteers joining the Charity wHoo Cares.

She also reported that committee were planning a further leaflet drop to remind residents that the Road Reps Committee were still in operation.

11. External Committee Updates

a). KALC

[HHPC701:08.07.20](#) It was reported that owing to the COVID-19 outbreak that there had been no KALC Committee meetings.

Cllr L. Atkinson advised that members however that she understood the next KALC meeting would take place in October, she also advised that following Cllr B. Williams resignation that she hoped Cllr M. Stone would take his place on the committee.

b). Rural Liaison

[HHPC702:08.07.20](#) It was reported that owing to the COVID-19 outbreak that there had been no Rural Liaison meetings.

c). High Halstow Primary School

[HHPC703:08.07.20](#) 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

[HHPC704:08.07.20](#) Cllr R. Collins spoke to report that the 4th glass window had now been restored and that the stone mason now had only to cap it off. He advised that once this had happened that the members would be concentrating on renovating the next window.

He also reiterated that the Friends of St Margaret's was now a registered charity with the Charity Commission.

12. Communications

a). High Halstow Times

[HHPC705:08.07.20](#) Cllr M. Stone spoke to report that the usual amount of copies of the High Halstow Times had been printed for this coming month's edition and that the copies had been dispatched for delivery.

b). Website

[HHPC706:08.07.20](#) Cllr T. Munday spoke to advise that he had nothing to report, however he thought he and Cllr L. Atkinson were collectively in control of the members website. He also advised that once the playpark had been reopened that he hoped to publish the Parish Council's guidelines on there for the Parishioner's to view.

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13. Police Matters

a). Neighbourhood Watch

HHPC707:08.07.20 The Vice-Chair Cllr C. Watson spoke to advise that she had nothing to report.

14. Halls

a). Recreation (Village) Hall

HHPC708:08.07.20 Cllr R. Collins spoke to advise that the Village Hall committee had met earlier that evening and that they had decided to keep the hall closed owing to the too stringent rules and regulations in reopening it, amidst the Coronavirus pandemic.

He advised that as per last month, the situation was being reviewed monthly, and that the next committee was scheduled to meet again in August.

b). Memorial Hall

HHPC709:08.07.20 Cllr R. Collins spoke to advise that as per above, the Memorial Hall had decided to remain closed, owing to the Coronavirus pandemic.

15. Village Reports

a). Relief in Need

HHPC710:08.07.20 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 trustees were not meeting face to face that they were communicating via email instead. She confirmed that the charity's funds and requests remained steady.

16. Consultations

HHPC711:08.07.20 The Chairman, Cllr G. Crozer, read the report from the Neighbourhood Plan Referendum, where he and Cllr R. Collins agreed that there was still a large proportion of work to do.

17. Correspondence

HHPC712:08.07.20 None.

18. Reports & Circulars

HHPC713:08.07.20 None.

19. Disclosure of any other business

HHPC714:08.07.20 Cllr G. Crozer asked each Councillor in turn if he or she any other additional business to discuss.

Cllr G. Jerreat spoke to request if the Clerk could be provided with a more substantial printer, where he suggested the members considered a laser jet printer. Cllr L. Atkinson spoke in support of this request, asking the printer to be upgraded to A3 paper to enable any plans to be printed in larger scale.

The members collectively discussed printer prices, where it was agreed that the Clerk and Cllr L. Atkinson would correspond directly with each other directly to order the best printer with scanner combined, within an agreed budget of £350.

HHPC715:08.07.20 Cllr A. Catchpole spoke to inform the members that the All-Weather path was already showing signs of cracking. He also reported that there were a low hanging tree branches along this path within the recreation ground that needed cutting back.

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Public Session

With permission from the Chairman Ms C Peek spoke to ask the Chairman to confirm the details of the volunteer morning, where it was collectively agreed that as there was no specific itinerary that the volunteers would concentrate on the areas that they thought required the most amount of attention.

She also advised that she would speak to the owner of the overhanging Willow tree, to ask for permission to cut the overhanging branches.

Ms C. Peek raised her final question to ask if the Parish Councillor vacancy had been formally advertised yet? Cllr G. Crozer spoke in response to advise that the members had agreed to acknowledge the vacancy on the village notice boards, however until the Parish Council were able to meet face to face to conduct a full interview, he confirmed that they would not be formally advertising the position.

20. Date of next meeting

HHPC716:08.07.20 The Chairman, Cllr G. Crozer, spoke to confirm that the date of the next Parish Council meeting would be held on Wednesday 12th August at 7.30pm.

21. Section 100A

HHPC717:08.07.20 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 Cllr L. Atkinson and unanimous agreed.

22. Personnel

HHPC718:08.07.20 The Chairman, Cllr G. Crozer, spoke to ask if the members if they would consider instructing a solicitor to write to Medway Council, to force the borough council to release further information surrounding the HIF bid. He stressed that time was of the essence and that he understood Hoo Parish Council were prepared to combine forces and to split any associated costs.

He informed the members that having received a quote from a solicitor already that legal costs could equate anywhere up to £15,000.

A discussion ensued between the members where Cllr G. Crozer proposed the Parish Council instructed the solicitor with immediate effect, this proposal was seconded by Cllr L. Atkinson and unanimously agreed.

HHPC719:08.07.20 The Cllr G. Crozer also informed the members that the Medway Council had amended the deadline of their boundary changes to September 2020.

23. Close of meeting

HHPC720:08.07.20 The Chairman, Cllr G. Crozer, wound down the meeting and thanked both the members for attending. He closed the meeting at 09.19 pm.

The next Parish Council meeting will be held on:

Wednesday 12th August	7.30pm	Virtual Forum
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