

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 12th August 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: 3

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

HHPC721:12.08.20 There were no apologies for absence.

2. To receive Declarations of Interest and Dispensations

HHPC722:12.08.20 Cllr T. Munday spoke to express a pecuniary interest in relation to the 'Mail Master System' which the Parish Council were using. It was acknowledged that he was a joint owner of the company, that both created and maintained the electronic filing application/system.

Cllr G. Crozer also spoke to declare an indirect interest in relation to item 17 D, where he advised that although he did not know the family directly, that they seemed to know of him and that they apparently knew members of his family.

3. Minutes of the last meeting

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

HHPC723:12.08.20 The minutes of the previous Parish Council meeting held on Monday 11th May 2020, were submitted by the Clerk. It was proposed by Cllr L. Atkinson and seconded by 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 Wednesday 13th May 2020

HHPC724:12.08.20 The minutes of the previous Parish Council meeting held on Wednesday 13th May 2020, were submitted by the Clerk. It was proposed by Cllr R. Collins and seconded by Cllr L. Atkinson, 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 Monday 16th June 2020

HHPC725:12.08.20 The minutes of the previous Parish Council meeting held on Monday 16th June 2020, were submitted by the Clerk. It was proposed by Cllr M. Stone and seconded by Cllr T. Munday, 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 24th June 2020

HHPC726:12.08.20 The minutes of the previous Parish Council meeting held on Wednesday 24th June 2020, were submitted by the Clerk. It was proposed by Cllr R. Collins and seconded by Cllr T. Munday, that they be approved as a correct record. This motion was unanimously agreed.

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e). To receive and approve the minutes of the meeting held on Wednesday 8th July 2020

HHPC727:12.08.20 The minutes of the previous Parish Council meeting held on Wednesday 8th July 2020, were submitted by the Clerk.

A member of the public spoke to advise of a couple of errors she had identified, where she confirmed that she had already emailed the Clerk earlier that day to notify her of the amendments.

The members learnt of the discrepancies, where it was agreed that subject to the minor amendments being updated that the minutes should be approved as a correct record. This motion was proposed by Cllr L. Atkinson, seconded by Cllr M. Stone and unanimously agreed.

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

HHPC728:12.08.20 None.

5. Planning

a). Applications

HHPC729:12.08.20 The members discussed the three planning applications that had been received since the last meeting.

- **MC/20/1627 – 10 Christmas Lane**
Cllr R. Collins spoke to advise the above application was discussed at the last meeting and accordingly he advised that he still had no objection.
- **MC/20/1594 – 24 Northwood Avenue**
Cllr R. Collins spoke to advise that he had no objection.
- **MC/20/0752 – Stout Farm**
Cllr R. Collins spoke to advise the above application was also discussed at the last meeting and but that he understood there was additional information that had now been added following the resubmission of the application.

It was proposed by Cllr L. Atkinson that the members would not submit an objection to any of the three applications, this motion was seconded by Cllr M. Stone and was unanimously agreed.

b). Decisions

HHPC730:12.08.20 The members acknowledged receipt of 7 decisions, where it was also recognised that one of the applications had been declined:

Approvals with Conditions

- **MC/20/1339 – 10 Christmas Lane**
- **MC/20/1299 – 5 Northwood Avenue**
- **MC/20/1171 – 18 Northwood Avenue**
- **MC/20/0797 – The Gables, Sharnal Street**

Additional Requirements

- **MC/20/1169 – 15 Eden Road (PD – App with Conditions Larger Homes Ex)**

Declined

- **MC/20/1141 – Orchard Bungalow Buck Hole Farm Road**

c). Appeals and other matters

HHPC731:12.08.20 None.

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d). Redrow Development (Heronden Grange)

HHPC732:12.08.20 The members collectively discussed a complaint received from a Parishioner; whose garden backed onto the new block of flats. It was acknowledged that the long-established trees surrounding the boundary had been completely removed and as such their property, including their garden, was now completely exposed.

It was agreed that the members would write to Medway Council to address this matter, as it was recognised that previous complaints made by the Parishioner directly had not been treated seriously. The members also perceived that Redrow had promised to replant any trees that had been removed, which was obviously not being upheld.

It was recognised that any new trees planted would only be saplings and not the larger mature trees required. Cllr T. Munday spoke to suggest that the Parishioner could write to 'Relief in Need' to ask if they could provide any additional assistance in possibly funding some larger trees.

e). Neighbourhood Plan

HHPC733:12.08.20 Cllr R. Collins spoke to confirm that High Halstow Parish Council had employed a solicitor to write to Medway Council directly to address their concerns surrounding the HIF bid.

He spoke further to confirm that a Neighbourhood Plan Committee meeting had taken place where the members had primarily discussed the Neighbourhood Plan and Design Code. He confirmed that a further meeting of the committee had been scheduled to take place on Thursday 13th August.

The Chairman, Cllr G. Crozer, spoke to advise that he understood the Government were looking to change their planning laws shortly, and stressed the urgency in adopting a local design code as soon as possible.

f). Local Plan

HHPC734:12.08.20 The Chairman, Cllr G. Crozer spoke to confirm that the HIF bid and Local Plan should not be linked and that they both should stand separately.

He spoke further to advise that following Medway Council's response to their solicitors' letter, that a copy of their response had been sent to Mr J. Clay (a practicing barrister in planning and environmental law) to decipher.

g). Section 106 monies

HHPC735:12.08.20 Cllr R. Collins spoke to ask the Clerk if she could chase Medway Council's for their response as to what the last tranche of the 106 funds had been spent on. He stated that he understood there had been a pledge of £40,000 towards improving the access to the school in High Halstow, however to date no money had been spent on any improvements.

6. Finance

a). Bank Balances

HHPC736:12.08.20 The Councillors carefully reviewed the bank balances provided by the Clerk.

It was proposed by Cllr L. Atkinson to accept the paperwork provided, which was seconded by Cllr T. Munday and was unanimously agreed.

b). BACS payments made since the last meeting

HHPC737:12.08.20 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

HHPC738:12.08.20 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.

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Payee	Reference	Payment Method	Amount	Notes
Mr M. Rowe	-	STANDING ORDER	£70.00	Hire of Garages
Smart Print Services	-	PAID BY BACS	£74.40	COVID 19 Notice in Play Park INV: 1032326
KALC	-	TO BE PAID BY BACS	£60.00	Website Accessibility Workshop
Recruitment Warehouse	-	TO BE PAID BY BACS	£142.22	Wasp nest removal INV: 1062
Troy Hayes (Bibby Factors)	-	TO BE PAID BY BACS	£2,400.00	For production of first draft version of the Neighbourhood Plan INV:1742
Leigh Day Solicitors	HHPC718:08.07.20	BACS	£1,260.00	Initial letter & advice INV: 103025
Leigh Day Solicitors	HHPC718:08.07.20	BACS	£720.00	Follow Up work INV: 103184
Screwfix	HHPC697:08.07.20	CARD	£40.90	10 X new Hi-Vis Jackets
Nurture Landscapes	-	BACS	£439.20	Weed spraying INV: 1STH 118747
Nurture Landscapes	-	TO BE PAID BY BACS	£2,086.80	Grounds Maintenance July 2020 INV: 1SE 6001378
ICO	-	BACS	£35.00	Data Protection Fee Renewal
HMRC	-	BACS	£450.60	Tax & NI for John, Jack & Jenny July 2020
Mr J. Gallivan	-	BACS	£631.59	Wages July 2020
Mr J. Balciunas	-	BACS	£922.48	Wages July 2020
Mrs J. Allen	-	BACS	£715.00	Wages July 2020
KPS Office Supplies	HHPC232:11.12.19	TO BE PAID BY BACS	£39.57	PPE (Gloves) INV: SINV300612
ROSPA	-	TO BE PAID BY BACS	£141.00	Annual Play Inspections
H&F Financial	HHPC448:11.03.20	BACS	£500.00	Set up of new Pension Scheme
Stoke Parish Council	HHPC233:11.12.19	TO BE PAID BY BACS	£19.33	50% contribution towards the Telephone & Broadband communications package
Tesco	-	CARD	£8.55	3 x reem's of white A4 paper
Mr M Fielder-White	-	TO BE PAID BY BACS	£80.00	Internal Audit 2019/2020
TOTAL			£10,836.64	

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d). To approve the 2019 / 2020 AGAR

HHPC739:12.08.20 The Councillors carefully reviewed the 2019/2020 AGAR provided by the Clerk. It was proposed by Cllr L. Atkinson, seconded by Cllr M. Stone and unanimously agreed that the AGAR should be submitted by the Clerk once all the sections had been fully completed.

Cllr L. Atkinson spoke to suggest that the Clerk should refer to the previous AGARS, prepared by Ms R. Brammer for reference, as shown on the Parish Council's website.

e). To review Mr M. Fielder-White's (the Internal Auditor's) Report

HHPC740:12.08.20 The Councillors read through the internal auditor's report, where it was recognised that the majority of the suggestions raised would need to be addressed by the Finance Committee.

7). Grant Applications

HHPC741:12.08.20 None.

8. Management of Land and Property

a). Recreation Ground

HHPC742:12.08.20 The Vice-Chair Cllr C. Watson spoke to express her concerns over the amount of rubbish there had been on the Recreation Ground, it was agreed that Cllr G. Jerreat would speak to the Street Cleaners to ask if they could pay particular attention to this area.

Cllr T. Munday also spoke to advise that he understood the trees were still overhanging the All-Weather path.

With permission from the Chairman a member of the public spoke in response to Cllr T. Munday to advise that the trees were addressed at the last volunteer's day. She advised however that she would look further into this issue and ensure any overhanging branches were trimmed back.

b). Play Parks

HHPC743:12.08.20 Cllr R. Collins spoke to refer the members to the 2020 ROSPA report. He addressed various points that had been highlighted by the inspector and that had been labelled as 'medium risk'.

It was agreed that Cllr R. Collins would speak further with ROSPA to confirm how the Parish Council was presently non-compliant, following the inspector's comments, surrounding the 'half pipe'.

With permission from the Chairman a member of the public spoke to advise that the notice to confirm the play park had been previously closed was still on display within the Christmas Lane notice board.

c). Allotments

HHPC744:12.08.20 Cllr L. Atkinson spoke to advise that she was dealing with the complaints she had received surrounding an unruly allotment plot.

She referred the Parish Council to a letter she had created and emailed to the members, asking each Councillor in turn for his or her opinions.

It was unanimously agreed that the letter created by Cllr L. Atkinson was acceptable, where the Clerk, Mrs J. Allen, was instructed to print the document on letter headed paper, sign it and post it to the plot holder as soon as possible.

d). Forge Common

HHPC745:12.08.20 No report.

e). Village Grounds Maintenance

HHPC746:12.08.20 No report.

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f). Nurture Grounds Maintenance Contract

HHPC747:12.08.20 Cllr G. Crozer spoke to inform the members that he had printed both the plan and the map, where he commented that he now needed to make the map interactive and to include a link to it.

He also advised that following a walk around the village with the other committee members that he could see the infringement at Topley Drive that Cllr A. Catchpole had referred to previously. He advised that he had also established that Nurture Landscapes were presently responsible for cutting the grass at the recreational area on his road.

He spoke of a query over a section of land, which was suspected to lie within the boundary of High Halstow and St Mary's Hoo.

The Chairman referred the members to email he had received from company who were interested in providing a quote to take over the contract for the ground's maintenance within the village. He advised that the company was known to him and as such he declared an interest and asked to be excluded from any decisions surrounding the tender of this contract.

Cllr G. Crozer proposed the delegation of the final completion of the Grounds Maintenance contract should be conducted by himself, Cllr L. Atkinson, Cllr R. Collins and Cllr A. Catchpole in order to bring this matter to a swift conclusion. This proposal was seconded by Cllr L. Atkinson and unanimously agreed.

g). Cricket Club Fence

HHPC748:12.08.20 Cllr T. Munday spoke to report that another section of the Cricket Club fence had fallen into disrepair, where he noted some of the panels were now starting to show signs of rot.

It was suggested that at the next 'Volunteer's Day' that the cricket club fence could be thoroughly inspected to arrange for the appropriate repairs. Cllr R. Collins confirmed that he had carried out repairs required to the fence and carried out an inspection of what further repairs were required on the previous project day last month.

Cllr R. Collins confirmed the additional work he had sought quotes for and that to date he had only received one of the three quotes he had applied for. He confirmed that the quote received had come from Meopham Fencing, who were citing fees for labour and materials for £1,292.40.

Cllr L. Atkinson spoke to express her concerns that the Parish Council seemed to be continually shelling out to maintain the existing fencing. She asked the members to consider replacing the whole boundary, where she recalled that the Parish Council had previously received a quote for £7,000. Cllr R. Collins spoke in response to advise that the quote received to replace the whole in steel fencing which had equated to approximately £30,000. It was therefore suggested that this item could be added to the village's wish list for projects to spend 106 funds on following the receipt of any monies.

It was proposed by Cllr R. Collins that the Parish Council provided him with a budget of £1,500 plus VAT to arrange for the immediate repairs to the Cricket Club fence. This proposal was seconded by the Chairman Cllr G. Crozer and unanimously agreed.

Cllr G. Crozer also advised of substantial vandal damage to the fencing behind the southern goalposts. Cllr A. Catchpole advised of a better-quality fencing to prevent this.

9. Highways & Transport

a). Public Rights of Way

HHPC749:12.08.20 The Chairman, Cllr G. Crozer, spoke to advise that he understood the vegetation on the RS45 & RS47 footpaths had been cleared and RS41 was to be done later in the month. He also confirmed that he had met with Adam Taylor, the Footpaths Officer of Medway Council. Southern Water had advised that the water that had been flowing down the RS40 footpath had been identified as sewage, owing to a blockage caused by a 'fat-berg' underneath Thames Avenue. He advised that the RSPB had cleared White Road. He

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finally reported that he had been in contact with Volker Highways surrounding the cracked surface of the recently refurbished All Weather Path.

Cllr A. Catchpole spoke to enquire if the Parish Council was responsible for maintaining the stiles at Forge Common, where he commented that the stile in the south west corner had disintegrated. Cllr G. Crozer spoke in response to confirm that the Parish Council were responsible and accordingly he advised that he would add this project onto his list for the next volunteer's day.

b). Street Cleaning

HHPC750:12.08.20 Cllr G. Jerreat spoke to advise that both Mr J. Balciunas and Mr J. Gallivan were back at work. He also confirmed that he would speak to the Street Cleaners to ensure that they regularly checked the recreation field for litter.

c). Tree Wardens Report

HHPC751:12.08.20 No report.

d). Bus Shelters

HHPC752:12.08.20 The Clerk, Mrs J. Allen, spoke to advise that she understood from speaking to the bus shelter manufacturers that they were now waiting on Medway Council, who were meant to be making various improvements to Britannia Road, before the new bus shelter could be installed.

Cllr G. Jerreat spoke in agreement and to advise that he had not received a response from Medway Council surrounding the changing of the direction of the new shelter either. He recommended that the members admit defeat and install the new shelter in the same direction as the previous one.

e). Dog Bins

HHPC753:12.08.20 Cllr G. Crozer referred the members various emails he had sent following requests to install two new dog waste bins at Wybornes Lane and the bottom of Sharnal Street.

He asked the members to consider a proposed budget of £220 per bin. The members discussed the suggested budget where it was decided that the Chairman should be allowed an increased budget of £500 for both bins instead. This proposal was seconded by Cllr T. Munday and unanimously agreed.

10. Internal Committee Updates

a). High Halstow Road Reps Committee

HHPC754:12.08.20 Cllr M. Stone spoke to report that the Peninsula Mutual Aid Road Reps was 1 of 5 MARR area groups across Medway. She reported that, as similar to other areas, the demand for the service had reduced, as both volunteers and users were continuing to return to work. It was acknowledged however that there was still a demand for this service as others users were shielding.

She confirmed that over the past few weeks that she had been called upon to complete more tasks than previously, and that that week alone she had completed up to 5 tasks. She advised that as the country dealt with the financial fallout from the pandemic, that it was acknowledged that the demand for the service was very uncertain and difficult to predict, but that she felt sure that the organisations involved would continue to work together and that High Halstow Parish Council would continue to show their interest and support.

She advised that the Peninsula MARR volunteers were recently asked if they wished to continue to volunteer or if they wished to combine join forces with the charity wHoo Cares. She reported that unsurprisingly responses received seemed to indicate that many wished to continue to volunteer for the MARR group, but their availability was reduced. She advised that if meeting an increase in demand did not become the major priority that it was hoped that a decision about combining forces with wHoo Cares or continuing with MARR would be made.

She closed her report in advising that the recent tasks she had undertaken had included:

Repeat delivery of hearing aid batteries

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Click and collect shopping

Shopping locally and at supermarket shops

Food bank donations from those receiving food parcels from the council (now stopped)

Clothing donations for families in need

Donation to a charity shop from a shielding lady who was needing to sell her property and live with her daughter.

Food Parcel donations to Peninsula Families (In cooperation with One Big Family)

Delivery of new leaflets giving a MARR central contact number

Cllr G. Crozer spoke to thank Cllr M. Stone on behalf of the Parish Council for all her support, he also confirmed that as demand had reduced that he had arranged for the removal of the large signs around the village.

b). High Halstow Environmental Group

HHPC755:12.08.20 Cllr M. Stone spoke to advise that nothing substantial had happened with the Environmental Group owing to the COVID-19 pandemic. She advised that once the schools returned in September that she would resurrect the group.

The Chairman, Cllr G. Crozer spoke to recommend that Cllr M. Stone made contact with the charities 'Friends of North Kent Marsh' and 'Bird Wise'.

11. External Committee Updates

a). KALC

HHPC756:12.08.20 It was reported that owing to the COVID-19 outbreak that there had been no KALC Committee meetings.

b). Rural Liaison

HHPC757:12.08.20 It was reported that owing to the COVID-19 outbreak that there had been no Rural Liaison meetings.

c). High Halstow Primary School

HHPC758:12.08.20 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

HHPC759:12.08.20 Cllr R. Collins spoke to report that the church was continuing to restore the windows and that the next two church windows for refurbishment now had scaffolding effected.

12. Communications

a). High Halstow Times

HHPC760:12.08.20 With permission from the Chairman, a member of the public spoke to enquire if Cllr T. Munday had delivered the latest edition of the High Halstow Times to the Heronden Grange Development. Cllr T. Munday spoke in response to confirm that he had and that he had noted a few more of the properties looked to be occupied.

The Parishioner spoke further to advise that she had taken a few extra copies of the High Halstow Times from the shop and delivered these, as she had received complaints that not everyone had received theirs. She asked if an extra 10 copies could be included when the next edition was released and advised that she had enquired with the sales office as to when all the properties were likely to be sold, but owing to the recent appointment of the sales assistant, this information was not known.

It was agreed that Cllr M. Stone would monitor the amount of copies left in the shop and that the Parish Council would contact the printers to increase the number of copies each month to 820.

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b). Website

HHPC761:12.08.20 Cllr G. Crozer spoke to advise that he would supply an interactive map to Cllr T. Munday and Cllr L. Atkinson to add to the Parish Council's website.

Cllr T. Munday also spoke to advise that she had recently attended a virtual Web Accessibility Regulations Workshop prepared by KALC, where he expressed his concerns over the Parish Council's lack of knowledge surrounding GDPR regulations. He advised that he was waiting for the course paperwork to arrive but he asked if the members could consider setting up a IT/GDPR working party.

It was agreed that the Clerk would include a new item on the next agenda to discuss GDPR matters.

c). Reintroduction of Face to Face meetings

HHPC762:12.08.20 The members discussed the reintroduction of 'Face to Face' meetings where it was acknowledged that meetings of this manner were not yet permitted by law.

It was agreed that the Clerk would check if there were any specific procedures the Parish Council needed to adhere to via Medway Council to ensure that the members were compliant when these meetings were permitted to take place.

With permission from the Chairman a member of the public spoke to enquire what would happen with the public when these meetings were reintroduced?

The members discussed possibly broadcasting meetings online, if only a small number of people in the hall were allowed at any one time. They also raised concerns where they might be able to meet, as it was acknowledged that all the halls within the village were currently closed.

Cllr L. Atkinson spoke to report that she had heard there would be no face to face meetings this financial year.

It was eventually agreed that this item would be left on the agenda to ensure that all of the members were kept abreast of what the current procedures were.

13. Police Matters

a). Neighbourhood Watch

HHPC763:12.08.20 The Vice-Chair Cllr C. Watson spoke to advise that she had nothing to report.

Cllr T. Munday also spoke to advise that he had recently completed an online questionnaire from the Police concerning the lack of communications from the local PSCOs.

14. Halls

a). Recreation (Village) Hall

HHPC764:12.08.20 Cllr R. Collins spoke to advise that the Village Hall committee were in the process of drawing up a Coronavirus plan to have a set procedure in place for when the hall reopened.

b). Memorial Hall

HHPC765:12.08.20 Cllr R. Collins spoke to advise that as per above, that the Memorial Hall had not reopened but that the committee were following suit and were looking into the possibility of a procedure to eventually re-open.

With permission from the Chairman Ms C. Peek spoke to enquire if the Memorial Hall Committee had decided if they would like to proceed with the offer from 'Relief in Need' to fund a Wi-fi connection for the hall for a period of 18 months. She advised that as the hall was presently closed that it would be an ideal opportunity to arrange for its installation.

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Cllr R. Collins spoke in response to advise that he had not received a response from the committee surrounding this matter, but he would follow this up. Cllr L. Atkinson spoke to advise that from her previous experience the committee were against Wi-fi in the hall when this was addressed before.

15. Village Reports

a). Relief in Need

HHPC766:12.08.20 The Chairman Cllr G. Crozer, invited Ms C. Peek from the public gallery to speak. Ms C. Peek spoke to inform the members that the charity was still not conducting face to face meetings and that all decisions were still being made by email. She advised that she was receiving an email with a monthly update from the charity's Clerk and that applications for student bursaries were now being accepted.

She closed her report in advising that the Charity Commission had published the Relief in Needs annual accounts online and that the charity commissioner's reference number was 250996. She advised that whilst the charities income has risen, their spending's have varied from year to year but these figures did balance.

16. Consultations

HHPC767:12.08.20 None.

17. Correspondence

a). Minutes

HHPC768:12.08.20 Cllr L. Atkinson spoke to ask if the minutes from the last meeting could be sent to the Councillors within 7 days of the meeting taking place, where she then asked the members to provide their feedback within the next 7 days to allow the draft minutes to be published on the Parish Council's website in plenty of time for the next meeting.

Cllr T. Munday also spoke in agreement and to advise that the Parish Council should be quicker in publishing of the minutes on their website, he therefore felt this could help.

Each Councillor in turn was asked for his or her opinion, where it was agreed that the minutes should be issued quicker. The Clerk spoke to request if the minutes could be issued within 7/10 days instead of the 7 days suggested, which would allow her a little extra time to process them.

After careful consideration the members agreed that the Clerk could have up to 10 working days to produce the last set of minutes.

Cllr L. Atkinson also spoke to remind the Clerk to send a copy of the members meeting pack to the three Ward Councillors Cllr R. Sands, Cllr M. Pendergast & Cllr P. Filmer.

b). Protocol for Councillors regarding complaints concerning antisocial behaviour

HHPC769:12.08.20 Cllr M. Stone spoke to ask if the Parish Council could finalise a protocol, following the recent complaints received surrounding antisocial behaviour.

She advised that she thought the Parishioners should be asked to report any antisocial acts to the authorities where members would also be able to make a separate complaint.

c). To consider a request to use the football pitch by a new village team.

HHPC770:12.08.20 Cllr G. Crozer spoke to thank Cllr L. Atkinson for all her help in preparing a draft copy of the contract for the proposed new football team.

He asked the members to consider an annual charge for the new team of £750, which broke down of £500 fee towards the upkeep of the changing room facilities at the cricket club and a £250 fee towards the preservation of the pitch and its markings. This proposal was seconded by Cllr M. Stone and unanimously agreed.

The Chairman spoke further to also ask the Parish Council could consider arranging for a separate specific working group in order to address any associated tasks derived from the setup of a new village football team.

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He proposed that this team could consist of himself, Cllr T. Munday, Cllr G. Jerreat & Cllr L. Atkinson. This proposal was seconded by Cllr L. Atkinson and unanimously agreed.

The Clerk, Mrs J. Allen, was instructed to make contact with Nurture Landscapes to arrange the new football pitch markings to be laid out.

d). To consider a request for a commemorative bench at Forge Common

[HHPC771:12.08.20](#) The Clerk, Mrs J. Allen, spoke to refer the members to an email she had received requesting permission for fully funded commemorative bench to be placed at Forge Common, as sent onto her via the Chairman.

As the Chairman had declared an interest in this item, ref [HHPC722:12.08.20](#), he temporarily stepped out of the meeting, where the Vice-Chairman Cllr C. Watson picked up.

Cllr R. Collins spoke to advise that whilst he was in agreement of the new bench, that he thought the members should be aware that there were 5 existing benches situated around the Common, of which only one was a commemorative seat. He advised that the benches in place were rustic in design and that if the members were in support of the new seat then he felt that this item should be of the same style and situated at a different vantage point.

The Vice-Chairman, Cllr C. Watson, spoke to propose that the members agree to allow a new commemorative bench to be placed at Forge Common, providing it was rustic in design and situated at a separate spot. This proposal was seconded by Cllr L. Atkinson and unanimously agreed. Cllr R. Collins would advise the clerk on a suitable seat.

Cllr G. Crozer was invited back to the meeting, where he took over his position as Chairman.

18. Reports & Circulars

[HHPC772:12.08.20](#) None.

19. Disclosure of any other business

[HHPC773:12.08.20](#) None.

Public Session

The Chairman, Cllr G. Crozer, opened the floor to questions where one member of the public raised three separate questions.

The Parishioner enquired if the conifer hedge at the top of Christmas Lane could be cut back, following complaints from her neighbour that due to its overgrown state that it made it difficult for residents using mobility scooters to pass on the pavement without driving into the road.

She also requested in the dog waste bins within the village could be emptied, as it was noted that the bins were over all over flowing. Finally, she asked if the next meeting ID could be published in the next edition of the High Halstow Times, to try to encourage more residents to attend.

Cllr A. Catchpole spoke to advise that any concerns over the obstruction of pavements could be reported to Medway Council as a public highways' safety concern.

The members also collectively discussed the idea of publishing the meeting ID in the High Halstow Times, where it was agreed that this was a good idea. It was recognised that due to security reasons the password would not be published, but that any member of the Parish Council could provide the password to any Parishioners wishing to attend.

20. Date of next meeting

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



HHPC774:12.08.20 The Chairman, Cllr G. Crozer, spoke to confirm that the date of the next Parish Council meeting would be held on Wednesday 9th September 2020 at 7.30pm.

21. Section 100A

HHPC775:12.08.20 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 A. Catchpole and unanimously agreed.

The two members of the public left.

22. Personnel

a). Leigh Day Solicitors Letter

HHPC776:12.08.20 The members discussed sending a second solicitors' letter to Medway Council, following the Borough Council's response to Leigh Day Solicitors first letter.

Cllr G. Crozer spoke of his proposal that he had sent via email, which was accepted and seconded by Cllr L. Atkinson (who had responded first) and that had been agreed by 7 of the Parish Councillors.

b). Contributions from Hoo Parish Council towards Leigh Day Solicitors Fees

HHPC777:12.08.20 Cllr G. Crozer spoke to confirm that he had attended a meeting with Hoo Parish Council and Mr J. Clay last week, where he disclosed that he was worried about spending more of the Parish Council's funds on legal letters.

He advised that the members of Hoo Parish Council had discussed this matter where he understood they had agreed to go halves with any fees. Accordingly, the Chairman, Cllr G. Crozer, asked the Clerk, Mrs J. Allen, to make contact with their Clerk and to send an invoice for half of the solicitors charges.

Cllr R. Collins also spoke to ask if Ward Cllr R. Sands could apply to use any money from his ward grant towards these fees?

HHPC778:12.08.20 The Chairman, Cllr G. Crozer, spoke to advise that he had noted that a resident of Gypsy Way had appeared to have moved two of his fence panels that backed onto the Cricket Pitch. He wondered if these panels might have been removed to possibly carry out some building work?

It was acknowledged that the resident in question should have asked permission from the Parish Council before these panels were removed and accordingly the Clerk was instructed to write to Mr Hare to remind him of this, to ask him to reinstate the fence panels and for a timeframe for this to happen.

HHPC779:12.08.20 Cllr M. Stone spoke to address the Parish Councillor vacancy, where the members collectively discussed the interview process. It was heavily supported that interviews should be carried out face to face, once permitted. It was discussed that a further advert with an open closing date should be possibly displayed, following further enquiries from Parishioners interested in applying for the post.

23. Close of meeting

HHPC780:12.08.20 The Chairman, Cllr G. Crozer, closed the meeting at 10.26pm and thanked everyone for attending.

The next Parish Council meeting will be held on:

Wednesday 9th September 2020	7.30pm	Virtual Forum
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