

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 14th October 2020
Virtual Meeting ~ 7.30 pm

Attendees: Cllr G. Crozer (Chairman) Cllr C. Watson (Vice-Chair)
Cllr L. Atkinson Cllr R. Collins
Cllr M. Stone Cllr T. Munday
Cllr G. Jerreat Ward Cllr R. Sands
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 both the members of the Parish Council and the two Parishioners present for attending.

He also spoke to inform the meeting that he would be upholding a strict regime that evening, in order to finish by 9.30pm, in line with the Parish Council's standing orders.

1. Apologies for absence

[HHPC844:14.10.20](#) None. It was acknowledged however the Cllr T. Munday would be joining the meeting later on.

2. To receive Declarations of Interest and Dispensations

[HHPC845:14.10.20](#) Cllr M. Stone spoke to declare a personal interest being a direct neighbour of one of the planning applications listed for a property in Christmas Lane.

3. Minutes of the last meeting

a). To receive and approve the minutes of the meeting held on Wednesday 9th September 2020

[HHPC846:14.10.20](#) The minutes of the previous Parish Council meeting held on Wednesday 9th September 2020, were submitted by the Clerk. It was proposed by Cllr C. Watson to approve the minutes as a correct record. This proposal was seconded by Cllr R. Collins and unanimously agreed.

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

[HHPC847:14.10.20](#) None.

5. Planning

a). Applications

[HHPC848:14.10.20](#) The members discussed the four new planning applications that had been received since the last meeting, and re-discussed another, where further concerns had been raised:

- **MC/20/2400 – Kingsnorth, Sharnal Street**
The members discussed the application for a two-storey rear extension, a front canopy to the front elevation and a first-floor balcony, where it was unanimously agreed not to submit an objection.
- **MC/20/2310 – The Barn, Cooling Road**
The Chairman, Cllr G. Crozer, spoke to advise that following guidance from Mr J. Clay (a member of the High Halstow Neighbourhood Plan Committee) that he had written a draft

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objection letter to send to Medway Council, where this letter had identified various points of complaint.

Cllr R. Collins spoke in response to confirm that he agreed with the contents of the complaint however he had identified that Medway Council had accidentally been copied in on the Chairman's email, where a copy of this complaint was now already showing on the Medway Council's planning portal.

The members therefore agreed to unanimously accept the Chairman's objection, post-hoc.

- **MC/20/2283 – 41 Gypsy Way**

Cllr R. Collins spoke to advise that he was in receipt of an objection from a neighbouring property, where the Parishioners were complaining that the new extension would not only look out of keeping with the remainder of the street but that this extension would overlook their property.

The members carefully considered the details of the application were they unanimously agreed to submit an objection of their own, based on similar merits.

- **MC/20/2230 – 16 Cooling Road**

Cllr R. Collins spoke to confirm receipt of the application for a single storey rear extension with front and rear dormers. He advised that having investigated this matter further that he felt the renovations were in line with other properties in the road and on this basis, he recommended that the members did not submit an objection.

- **MC/20/2034 – 16 Christmas Lane**

With permission from the Chairman a member of the public spoke to lodge her complaints. It was recognised that this Parishioner was a direct neighbour, where her concerns were raised that the new extension would block out too much light, would be too close to her boundary and would change a 3ft adjoining fence into a 6-foot brick wall.

The members re-discussed the application in greater detail, where they too expressed their own concerns for overdevelopment and that this property would no longer be in keeping with the rest of the street. It was unanimously agreed to submit an objection on these grounds.

b). Decisions

[HHPC849:14.10.20](#) None.

c). Appeals and other matters

[HHPC850:14.10.20](#) None.

d). Redrow Development (Heronden Grange)

[HHPC851:14.10.20](#) Cllr R. Collins spoke to inform the members that he had been emailed by Medway Council to advise that they had an enforcement officer allocated to investigate the complaint surrounding the removal of the long-established trees at the rear of the newly built flats, ref

[HHPC852:12.08.20](#)

He also advised that he had received an email to advise that a further enforcement officer had been assigned to investigate the sightings that Redrow were filling in the drainage ditches with clay behind Longfield Avenue ref [HHPC788:09.09.20](#).

e). Neighbourhood Plan

[HHPC853:14.10.20](#) Cllr R. Collins spoke to advise that the Neighbourhood Plan committee and Troy had met with Medway Council on Friday 9th October and that a further meeting with the Troy Hayes Planning was going to be arranged.

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He spoke further to disclose that the committee had met with Redrow consultants, Chelgate, who had provided further information in relation to their 12-year building programme and where the members had learnt that the developers were going to apply for planning permission ahead of the Local Plan. Cllr R. Collins closed his report in advising that he considered Chelgate were as much in the dark as the members were in relation to Medway Council's HIF bid and that a further meeting for a months' time had been mooted.

f). Local Plan

HHPC854:14.10.20 The Chairman, Cllr G. Crozer spoke to confirm that he understood that Regulation 18 of the Town and Country Planning Act was due to be re-evaluated in March/April 2021.

g). Section 106 monies

HHPC855:14.10.20 Cllr R. Collins spoke to advise that he had no report.

6. Finance

a). Bank Balances

HHPC856:14.10.20 The Councillors carefully reviewed the bank balances provided, where the Clerk, Mrs J. Allen, confirmed that the Medway Norse funds for the Green Spaces contract was due to be credited into the Parish Council's account by the end of that week.

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

Cllr R. Collins spoke to advise the members that the Finance Committee had met, where the members had evaluated the bank balances and the finances at the half year mark. He advised that to date the Parish Council had spent over 57.5% of their budget and that a further 35.5% was already committed to be spent before the end of the financial year. He confirmed that the committee had identified two bad debtors whose adverts were going to be removed from the next edition of the High Halstow Times and that he was now asking the members for ideas for the next year's budget. He spoke further to advise that the committee had discussed staff wages and pensions, and that following the internal auditors report that they had agreed to transfer the large proportion of Parish Council's capital, held in the current account, into the reserves, where a regular standing order would be arranged to ensure the account did not go over drawn when the next payment run was processed.

He closed his report in confirming that a further meeting of the Finance Committee would be arranged shortly where the members would review the Financial Risk Assessments and the Asset register to confirm that the details were kept up to date for the next year's audit.

b). BACS payments made since the last meeting

HHPC857:14.10.20 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

HHPC858:14.10.20 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
Post Office	-	CARD	£30.16	Purchase of Stamps + Delivery of S126 tax reclaim forms x 2 via recorded delivery
Martin McColl	-	CARD	£26.00	PPE

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				Face Masks for Street Cleaners 10 x Hand Gels
Post Office	-	CARD	£7.35	Delivery of 3 x blank green spaces contracts via recorded delivery
Mrs J Allen	-	TO BE PAID BY BACS	£5.00	Stationery 2 x reams of white paper
Mrs J Allen	-	TO BE PAID BY BACS	£14.97	Stationery Filing Clips & Clear Pockets
Mrs J Allen	-	TO BE PAID BY BACS	£3.20	Stationery 4 x packs of C4 envelopes
High Halstow Memorial Hall	-	TO BE PAID BY BACS	£120.00	Hire of Memorial Hall for meetings INV:72005
High Halstow Village Hall	-	TO BE PAID BY BACS	£112.00	Hire of Village Hall for meetings INV:092
Recruitment Warehouse	-	TO BE PAID BY BACS	£95.70	Disposal of waste from project day on 15/08/2020 INV: 1067
Recruitment Warehouse	-	TO BE PAID BY BACS	£109.97	Disposal of waste from project day on 14/09/2020 + Litter pickers INV: 1071
Mr R. Collins	-	TO BE PAID BY BACS	£45.60	Signs for Forge Common
Mr R. Collins	-	TO BE PAID BY BACS	£2.49	Screws for signs at Forge Common
Troy Hayes	-	TO BE PAID BY BACS	£1,980.00	Work on draft revised Regulation 14 version of the NDP and ongoing client liaison INV: 1808
Nurture Landscapes	-	TO BE PAID BY BACS	£2,086.80	Grounds Maintenance September 2020 INV: 1SE 6002453
RBL Poppy Appeal	-	TO BE PAID BY BACS	£64.00	4 x C Wreaths
Meopham Fencing	-	TO BE PAID BY BACS	£1,550.88	Works to Recreation Ground Fencing INV: 7292
Mr R. Collins	-	TO BE PAID BY BACS	£4.99	Screws for fencing
Wicksteed	-	TO BE PAID BY BACS	£1,083.26	New joint for swinging basket INV: 411850
Smart Print Services	-	TO BE PAID BY BACS	£691.50	HHT September 2020 INV: 103395
Stoke Parish Council	HHPC233:11.12.19	TO BE PAID BY BACS	£16.34	50% contribution towards the Telephone & Broadband communications package
HMRC	-	TO BE PAID BY BACS	£454.46	September Tax & NI for JB, JG & JA

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J Gallivan	-	TO BE PAID BY BACS	£736.45	September 2020 Wages (inc increment + back pay)
J. Balciunas	-	TO BE PAID BY BACS	£743.63	September 2020 Wages (inc increment + back pay)
J Allen	-	TO BE PAID BY BACS	£737.43	September 2020 Wages (inc increment, back pay & pension deduction)
Smart Pension	-	TO BE PAID BY BACS	£42.31	September 20 Employee Pension Contributions (deducted at source)
Smart Pension	-	TO BE PAID BY BACS	£25.93	September 20 Employer Pension Contributions
TOTAL			£10,860.42	

7). Grant Applications

[HHPC859:14.10.20](#) None.

8. Management of Land and Property

a). Recreation Ground

[HHPC860:14.10.20](#) No report.

b). Play Parks

[HHPC861:14.10.20](#) Cllr R. Collins spoke to advise that he was still waiting for the replacement joint for the swinging basket from Wicksteed and accordingly he asked the Clerk to refrain from making payment to the supplier until the goods had been received.

He advised that he understood the original manufacturer for the 'Half Pipe' was no longer in business but that he had been in touch with an alternative supplier, based in Essex, who were going to provide a quote for repair.

c). Allotments

[HHPC862:14.10.20](#) Cllr L. Atkinson explained that she had not received any feedback from her proposed follow up letter to the tenant, whose plot had been left to overgrow.

It was agreed that Cllr L. Atkinson would reissue her letter by email, where she urged the members to respond with any comments as soon as possible.

Cllr L. Atkinson understood from a discussion with the Renter that he wanted to continue with his tenancy. To date however she had recognised that nothing had happened and the plot still remained unkept.

d). Forge Common

[HHPC863:14.10.20](#) Cllr R. Collins spoke to advise that Nurture Landscapes had tended to the hedgerows that week, and that the vegetation had now all been trimmed back.

He also confirmed that the signs, to prohibit the use of off-road vehicles at Forge Common, had been installed at both entrances as discussed at the last meeting, ref [HHPC799:09.09.20](#).

e). Village Grounds Maintenance

[HHPC864:14.10.20](#) The Chairman, Cllr G. Crozer, spoke to propose that the members discuss the Village Grounds Maintenance tenders in closed session. This proposal was seconded by Cllr C. Watson and unanimously agreed.

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f). Football Fence

[HHPC865:14.10.20](#) Cllr R. Collins spoke to confirm that the metal fence, to go behind the football net, as discussed at the last meeting ref: [HHPC802:09.09.20](#) had been erected.

g). Notice Boards

[HHPC866:14.10.20](#) Cllr M. Stone spoke to advise that the notice board in Christmas Lane was looking worse for wear and accordingly she requested if the members could consider replacing it with a recyclable plastic one.

Cllr L. Atkinson and the Clerk spoke in response to confirm that both notice boards were in poor condition and that they were difficult to open in bad weather.

Cllr L. Atkinson spoke further to advise that she had previously suggested that the High Halstow Community Lottery may be willing to fund the Noticeboards if they received an application for funds.

It was agreed that Cllr L. Atkinson would resend the information to the members, where the Chairman, Cllr G. Crozer would apply to the Community Lottery to enquire in relation to funding.

The members also discussed and agreed moving the location of the notice board from the Memorial Hall grounds to the Village Hall car park.

9. Highways & Transport

a). Public Rights of Way

[HHPC867:14.10.20](#) No report.

b). Street Cleaning

[HHPC868:14.10.20](#) The members collectively discussed the need for a return to work letter for Mr J. Gallivan where the Clerk, Mrs J. Allen, advised the members that she would speak further to his GP surgery to chase this up.

It was also acknowledged that owing to the current COVID-19 pandemic that the members should be prepared to stand both of the street cleaners down temporarily, if they needed to, in the event of a further lockdown.

c). Tree Wardens Report

[HHPC869:14.10.20](#) Cllr R. Collins spoke to express his concerns that the village had now lost two trees in the green space between The Street and Eden Road.

He understood that one of these trees had died and the other had been blown over in the wind. He confirmed that he had been liaising directly with Medway Council for their removal however he urged the Clerk to write to the borough council to enquire in regards to their replacement.

d). Bus Shelters

[HHPC870:14.10.20](#) Cllr G. Jerreat spoke to advise that he understood the bus shelter manufacturer was liaising directly with Volker Highways, who the Parish Council had instructed to re-install the replacement bus shelter.

e). Dog Bins

[HHPC871:14.10.20](#) The Chairman, Cllr G. Crozer, spoke to advise that the new dog waste disposal bin at Wybournes Lane had been installed.

He also advised following his email on Wednesday 7th October that there had been an increase in the installation cost for the full-size bin at Sharnal Street, owing to the need for a solid concrete base.

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The Chairman referred the members to the quorate majority vote he had received in response, authorising him to spend the additional £237.26 on the installation of the new bin. He confirmed that upon receipt of the results of the vote that he had already instructed the contractor to proceed with its installation.

10. Internal Committee Updates

a). High Halstow Road Reps Committee

[HHPC872:14.10.20](#) Cllr M. Stone spoke to refer the members to a report she had prepared and circulated prior to the meeting. Please refer to Index A.

b). High Halstow Environmental Group

[HHPC873:14.10.20](#) Cllr M. Stone spoke to advise, that as per the above, that she had prepared her report and circulated a copy of this to the members in advance. (Please refer to Index B for a copy of this report).

She also reported that she was planning to hold her first virtual Environmental Group meeting via Zoom next Monday, where it was agreed that the Clerk, the Chairman and Cllr M. Stone would liaise directly to ensure that she had access to the Parish Council's Zoom account.

c). GDPR Working Party

[HHPC874:14.10.20](#) Cllr T. Munday spoke to express his concerns that the Parish Council was presently non-compliant with the current GDPR regulations. He advised that he had noted there was no policy in place and that the members should be reviewing this matter on a regular basis.

He advised that unfortunately the website accessibility deadline had already passed but that he had used an online tool to conduct a general assessment of the Parish Council's webpage. He confirmed that he was now waiting for the feedback of the proper review that had been conducted and that the members should need to upload all future documentation onto their website that was compatible with an e-reader.

d). Policy Working Party

[HHPC875:14.10.20](#) Cllr L. Atkinson spoke to enquire if any additional Parish Councillors were interested in joining a new Parish Council working party. Where the members would be required to review the Parish Council's existing policies and help to create new ones as and when required.

She advised that based on a new scam the members were subjected to it was agreed that a new party should be formed to help evaluate the public domain of notices, minutes and agendas, amongst other items.

Cllr L. Atkinson and Cllr T. Munday agreed to email the members collectively after the meeting to form the working party and to arrange for the committee's first virtual meeting.

11. External Committee Updates

a). KALC

[HHPC876:14.10.20](#) Cllr L. Atkinson reported that the first virtual KALC meeting, since the COVID-19 pandemic had arisen, was due to take place next week. She advised that she had hoped that Cllr M. Stone would join her as the Parish Council's second representative, following Cllr B. Williams resignation earlier in the year.

b). Rural Liaison

[HHPC877:14.10.20](#) Ward Cllr R. Sands spoke to confirm that an email had been recently sent to the Clerk surrounding the potential arrangement of a virtual Rural Liaison meeting. He advised that although previously he had been the Chairman of this committee that his time in this role had now lapsed and accordingly, he needed to be re-elected into this role.

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Cllr R. Collins spoke in response to confirm that he had already responded directly to Medway Council, to confirm that he was the representative for the Parish Council and that he was willing to meet virtually once the next meeting had been scheduled.

The Chairman, Cllr G. Crozer invited Ward Cllr R. Sands to speak further in relation to his idea for a 'Peninsular Planning Forum', following his email to all the Peninsular Parish Councillors, sent on Wednesday 22nd September. Ward Cllr R. Sands spoke to express his concerns that the Parish Councils, he felt, were being picked off individually and that if the members came together as one voice that they might have more of a clout. He also advised that in forming this group that the Parish Councils would have a form of protection and would be able to share ideas, correspondence and experiences.

Cllr G. Crozer spoke in response to confirm that he thought that the new forum was a good idea and that he felt sure the members would be interested in joining this committee once it was formed. He also asked if any external community groups had been approached as he felt sure that they too would be very interested in joining.

c). High Halstow Primary School

HHPC878:14.10.20 The Vice-Chair, Cllr C. Watson, spoke to advise that she had nothing to report this month.

d). Friends of St Margaret's

HHPC879:14.10.20 Cllr R. Collins spoke to advise that he also had no report.

12. Communications

a). High Halstow Times

HHPC880:14.10.20 No report.

b). Website

HHPC881:14.10.20 Cllr L. Atkinson spoke to remind the Clerk to forward onto her the finalised minutes from the August meeting.

c). Reintroduction of Face to Face meetings

HHPC882:14.10.20 The Chairman, Cllr G. Crozer acknowledged that owing to the COVID-19 pandemic that Face to Face meetings were still prohibited. He asked the Clerk to ensure this item remained on the agenda for next month to serve as a reminder.

13. Police Matters

a). Neighbourhood Watch

HHPC883:14.10.20 Cllr T. Munday spoke to acknowledge that the Police were now preparing individual community monthly reports that had been forwarded onto all the members.

a). Recreation (Village) Hall

HHPC884:14.10.20 Cllr R. Collins spoke to advise that there had been no change, and that the Village Hall still remained closed.

b). Memorial Hall

HHPC885:14.10.20 Cllr R. Collins spoke to advise that as per above, there had been no change and that the Memorial Hall was still closed.

He also advised that having spoken to the Memorial Hall Committee that he understood the members did not want to install WIFI, despite the Relief in Need's kind offer

14. Halls

a). Recreation (Village) Hall

HHPC886:14.10.20 Cllr R. Collins spoke to advise that the Village Hall remained closed.

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b). Memorial Hall

HHPC887:14.10.20 Cllr R. Collins spoke to advise that like the Village Hall, The Memorial Hall remained closed.

15. Village Reports

a). Relief in Need

HHPC888:14.10.20 The Chairman Cllr G. Crozer, invited Ms C. Peek to speak.

Ms C. Peek spoke to inform the members that the deadline for the student bursaries had now passed and that the charity had received more applications this year than in previous years. She advised that the majority of the applications received had been from 1st year students, with 2020 being a bumper year for the most 1st year applications the members had received for a long time.

She spoke further to advise that all the student bursaries had been paid by cheque and that the 1st year students had also received an additional voucher to spend on computer equipment.

She closed her report to advise that business was strictly being conducted by email only, and that no face to face meetings had been planned to take place.

16. Consultations

HHPC889:14.10.20 The Chairman Cllr G. Crozer, spoke to inform the members that following the Neighbourhood Plan Committee's meeting with Chelgate that he understood in time that they would be conducting a door to door mail shot.

17. Correspondence

a). Parking at the junction of Christmas Lane and the Street

HHPC890:14.10.20 Cllr R. Collins spoke to advise the members that following an onsite meeting with the Medway Council Highways Department, that he understood the borough council were happy to install double red lines on the corner of Christmas Lane and the Street (opposite the Red Dog Public House) to help ease the congestion caused by parked cars. Medway advised double yellow lines could cause more problems

A discussion ensued in relation to the colour of the lines, where the illustration received from Medway Council showed the lines in red.

Each member of the Council was asked in turn for his or her opinion, where it was proposed by Cllr G. Crozer to ask Medway Council to install the double yellow lines up to the driveway of the first property on Christmas Lane. This proposal was seconded by Cllr R. Collins and unanimously agreed.

b). Parking restrictions at the grass verge between The Street and Eden Road

HHPC891:14.10.20 Cllr G. Crozer spoke to advise that he had received a complaint following reports of parked cars on the grass verge between The Street and Eden Road. He advised that he had been asked if the Parish Council could consider installing parking restrictions on this verge to prevent residents from parking there.

Cllr R. Collins spoke in response to confirm that restrictions for this area of land were already in place and that there were no parking signs mounted to the lamppost(s).

Based on the discussion above it was agreed that the members would monitor this situation and that they would readdress this matter, should the need arise.

Ward Cllr R. Sands spoke to thank the members for their hospitality and left the meeting at 8.30pm.

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c). To consider a request from Mrs J. Barr for a memorial bench at Forge Common

HHPC892:14.10.20 The members acknowledged receipt of a request, sent by email from Ms C Peek on behalf of Mrs J. Barr, for a memorial bench to be placed at Forge Common in memory of her late husband.

It was proposed by Cllr M. Stone, seconded by Cllr C. Watson and unanimously agreed to accept Mrs J. Barr's request, providing the members would have the final say on what type of bench was installed and where the seat would be placed.

Cllr G. Crozer also offered to store the memorial bench(es) until they could be installed. He advised that he was happy to do so either in the grounds to his property or in the Parish Council garage (dependent on if the bench(es) came preassembled or flat packed).

18. Reports & Circulars

HHPC893:14.10.20 None.

19. Disclosure of any other business

HHPC894:14.10.20 The Chairman, Cllr G. Crozer asked each Councillor in turn if he or she had any other business.

Cllr R. Collins spoke to ask the Clerk to confirm what had happened with the surfacing repairs in the recreation ground, where the Clerk informed Cllr R. Collins that she was sure that she had instructed contractor V. Sinclair to carry out resurface repairs as agreed at a previous meeting. It was agreed that the Clerk would refer back to her documentation and liaise separately with Cllr R. Collins in relation to this matter.

Cllr L. Atkinson also spoke to remind the Clerk that she still needed to order her new office printer. The Clerk, agreed with Cllr L. Atkinson and informed the members that a previous attempt to order one had failed due to the printer being out of stock.

Finally, Cllr G. Crozer spoke to enquire if a copy of the members' monthly 'Mail Master' report could be included in the index list of the minutes from now on, to help provide a record of the emails/documents filed in the members electronic archiving system.

Public Session

A member of the public spoke to ask if the 'Village Volunteering event' was still going ahead on Saturday 17th October, especially in view of the poor weather forecast.

Cllr G. Crozer spoke in response to advise that if it was raining that it was unlikely that the community event would be taking place. He advised that due to other commitments he was not able to attend this month, however Cllr R. Collins had offered to volunteer to assist in his absence.

HHPC895:14.10.20 The Chairman, Cllr G. Crozer, spoke further to request consent to order ten (10) handihoops for the volunteers to aid with litter picking. The Clerk, Mrs J. Allen, spoke in response to confirm that there was a credit showing against the members account with KCS and that if the Parish Council were to order the handihoops from this supplier, that there would only be a small outstanding balance due. It was proposed by Cllr G. Crozer to order 10 handihoops from KPS at a price of £18.58 each (including VAT) this proposal was seconded by Cllr M. Stone and unanimously agreed.

20. Date of next meeting

HHPC896:14.10.20 The Chairman, Cllr G. Crozer, spoke to confirm that the date of the next Parish Council meeting would be held on Wednesday 11th November 2020 at 7.30pm.

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21. Section 100A

[HHPC897:14.10.20](#) 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 unanimously agreed.

The two members of the public left.

22. Personnel

a). NJC Salary Increment

b). Review of Personnel Committee

[HHPC898:14.10.20](#) Cllr G. Jerreat spoke to confirm that following an appraisal meeting held with the Clerk, that the Personnel Committee had agreed to increase the Clerk's salary by one point.

He also advised that the committee had agreed to pay Mrs J. Allen any back pay owed from the NJC increment authorised by NALC in April 2020, of which the members had only recently learnt about.

He also advised that the members had acknowledged that the Clerk's pension payments would slightly increase in line with these new payments.

7 e). Village grounds maintenance

[HHPC899:14.10.20](#) Following the members discussion earlier in the meeting ref [HHPC851:14.10.20](#), It was decided to consider the Village Grounds Maintenance tenders under closed session.

Cllr R. Collins spoke to confirm that following the opening of the tenders at the virtual Finance Committee meeting, held on Monday 5th October, that the members had identified two potential contenders for the bid.

He advised that following this meeting the Grounds Maintenance Committee had met further to compare the contracts of both Nurture Landscapes and BLM Ltd. where the committee had phoned both of BLM's referees and checked their credentials on the companies' house website.

Cllr R. Collins advised that out of the two tenders the Grounds Maintenance Committee favoured awarding the contract to BLM limited who were not only very competitive, but were also very local, had good references and held another contract within the village for grounds maintenance (not associated with the Parish Council).

Each Councillor was asked for his or her opinion where Cllr C. Watson asked if the new contractors could be asked to tidy up after themselves, following receipt of a complaint that grass cuttings had been left on a Parishioners driveway at Harrison Drive.

It was proposed by Cllr T. Munday to accept the bid for tender from BLM Limited, which was seconded by Cllr R. Collins and unanimously agreed.

The Chairman, Cllr G. Crozer, spoke to ask the Clerk to write to Nurture Landscapes to inform them of the members' decision to terminate their contract with effect from Monday 30th November 2020. He also asked the Clerk to write to BLM to accept their bid and to ask them to commence work from Tuesday 1st December 2020.

[HHPC900:14.10.20](#) The Chairman, Cllr G. Crozer, also spoke to advise that the felt the committee should conduct a review of the prices charged to Taylor Wimpy to aid with the upkeep of their grounds. He advised that in line with inflation that he felt the Parish Council's charges should also increase.

[HHPC901:14.10.20](#) Finally, the Clerk, spoke to advise the members in regards to an email she had received from the veterinary surgery in Christmas Lane. Complaining about the growth of the trees that

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lined the road. The members unanimously agreed that the Clerk should approach Nurture Landscapes to ask them to provide a quote to trim the trees back.

23. Close of meeting

HHPC902:14.10.20 The Chairman, Cllr G. Crozer, closed the meeting at 9.11pm and thanked everyone for attending.

The next Parish Council meeting will be held on:

Wednesday 11 th November	7.30pm	Virtual Forum
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INDEXES

Index A

High Halstow Road Reps Committee – Ref [HHPC859:14.10.20](#)

Like us all I'm not sure what the future holds but things are currently very quiet on the Peninsula. To give that in context in July the Peninsula volunteers completed 17 tasks, 8 tasks in August and only 5 in September.

It is understood that the committee are currently supporting two gentlemen at present, where one lives in Cliffe and needs help with his fortnightly shopping and the other is from High Halstow who has asked for support in transporting him to his hospital appointments. It is also understood that a volunteer, who is supporting the MARR is also from the charity One Big Family who is assisting in delivering food parcels to another family in Hoo.

I am pleased to report that MARR have shown their appreciation to volunteers by providing them certificates and a little gift. Those who have received their certificates have been very appreciative where it is understood that all the certificates should be delivered no later than by the end of next week.

Out of the original 28 Hoo Peninsula volunteers who put themselves forward, 14 have indicated that would like to continue to assist, with many advising that availability is now reduced.

I have enrolled with wHoo Cares where I have completed my induction training. As no one has come forward to take over the MARR coordinator role for the Peninsula I will continue as the coordinator. Michelle from wHoo Cares kindly attended the last MARR steering group meeting, where she offered advice to the new volunteer organisation, gave a presentation and provided a question and answer session.

There is presently £303.40 in the Road Rep budget, where washable face masks might be a future wise purchase.

Index B

High Halstow Environmental Group – Ref [HHPC860:14.10.20](#)

The notice for the next Environment Group meeting was placed in the last copy of the High Halstow Time, where a zoom meeting has been scheduled to take place on Monday 19th October.

A litter pick on Saturday 17th October has also been arranged, weather permitting, where it was hoped to also serve as an informal outside Covid-19 safe gathering.

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The High Halstow Primary school have been contacted, who have acknowledged receipt of their invite and who have responded to advise that that they hoped that they would be back in touch again shortly. It was also suggested that pupils in the school might enjoy a zoom guest at an assembly.

It is hoped that when further plans are in place that the Environmental Group will attract more interest from the village residents.