

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 7<sup>th</sup> February 2017 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Rob Smith; Cllr Allyson Beerstecher; Cllr Sue Hartfree; Cllr Keith Howard-Challis; Cllr Duncan Dewar-Whalley; Cllr Mike Baldock; Parish Clerk Mrs A Smith and 1 member of the public were in attendance.

The Vice-Chair welcomed everyone and informed those present that the meeting will be recorded for the purposes of the minutes.

**Action**

**1. Apologies**

Cllrs Gates and PCSO Cork sent their apologies. Apology from Cllr Parker received after the meeting.

**2. Declarations of Interest**

a) Disclosable Pecuniary Interests

b) Disclosable Non Pecuniary Interests

Cllr Smith declared a non-pecuniary interest in the item relating to the Brickfields.

**3. Public Session**

A resident from Lapwing Drive wanted to address the problems of the inconsiderate parking at the School. The zigzag lines are worn off and parking on the corner of Cumberland Drive is dangerous, particularly for the children. The resident has reported the problem to the PCSO. Parking at Westfield Cottages on the double yellow lines is also dangerous; again this is on the corner. Cllr Dewar-Whalley suggested asking the Head teacher and Chairman of Governors to write to the parents about how dangerous the parking is. The resident will follow up.

The Vice-chair presented some issues given to him by a resident of Cumberland Drive. The path between the end of Lapwing Drive and the footpath to the Church has overhanging trees where dropped leaves make the path very slippery. It was suggested that a routine should be implemented to sweep the path in the Winter months. The School Lane development is still leaving mud on the road, some efforts have been made, but they are not clearing it well enough. Could a streetlight be put on that corner outside the development if it is not already in the plans.

Cllr Baldock said that Swale Borough Council's Enforcement team enforce double yellow lines. Cllr Alan Horton cabinet minister for Safer Families and Communities and Cllr David Simmons as the cabinet minister for Environment and Rural Affairs should be contacted in regard to this.

**4. Visitors**

Cllr Dewar-Whalley wanted to draw attention to an error in the December Minutes that Mr Bunce, as recommended by him, is a structural engineer and not a chartered surveyor.

**5. Minutes of the January Meeting**

It was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis that the draft minutes of the meeting of Lower Halstow Parish Council held on 3<sup>rd</sup> January be accepted as a true record. All Councillors were in favour and the minutes were duly signed.

**6. Planning Applications**

a) 17/500066 Breach Farm Paddock

Councillors requested the Clerk to email them the details.

b) 17/500125 Jack Russell Place

The Clerk has reported to Swale Borough Council the breach of planning regarding the static caravan at the entrance.

**Clerk**

**7. Previous months list of planning decisions**

The decision for Funton will be after 20<sup>th</sup> February 2017.

**8. Village Spring Clean**

The outside area belonging to the shop in Burntwick Drive was discussed and it was agreed to write to the tenants asking them to examine their lease and let the Parish Council know who is responsible for the upkeep. Proposed by Cllr Howard-Challis and seconded Cllr Beerstecher.

**Clerk**

Cllr Hartfree will put an item in the Village News to promote the spring clean to make our village more attractive. A poster will be displayed on the noticeboards.

**Cllr Hartfree  
Clerk  
All Cllrs**

Councillors will consider if there is anything further to be done.

**9. Westfield Car Park**

A map showing the land at Westfield owned by the Parish Council was viewed. Cllrs Smith and Howard-Challis to check the car park site for possible extra spaces where there is undergrowth.

**Chair, Cllr Smith and  
Howard-Challis**

**10. Reports from members on the following:**

Brickfields

It was agreed to check with Cllr Parker as to arrangements for dealing with the debris at the firebreak. Kent Wildlife Trust grant will not go ahead. Cllr Beerstecher emailed details of other grants available, but there has been no response from Friends of the Brickfield at this time.

It was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis that a request is made to Land Registry to check who owns the ransom strip.

**Clerk**

Parks & Leisure (including Playground)

No report.

Docks and Barges

Cllr Smith put forward that work required should be done in three stages:

Stage I – East wall of dock take up and replace concrete slabs; replace oak capping on edge; install concrete capping as has already been done at North end of dock.

Stage II – Timber, tyres and ladders to be tidied; new bulkhead and mooring posts.

Stage III – Head of Dock sluice gate concrete apron has eroded and requires replacing.

Specialised contractors will be needed because of the environment.

**Cllr Smith**

It was proposed by Cllr Beerstecher and seconded by Cllr Howard-Challis that estimates be sought for stage I. Cllr Dewar-Whalley would like to be informed of the costs.

Burial Ground & Allotments

The beech trees are heeled in awaiting a weather window for planting. There are 25 extra trees due to a handling error for which a refund has been received. These could be planted elsewhere in the village.

The bank is being badly eroded because the bin lorries are reversing over the bottom of the bank. There is a vertical drop in places where seed cannot now be planted in the Spring. Cllr Beerstecher will approach a local bricklayer to consult about building a wall, possibly with local type bricks.

**Cllr Beerstecher**

Footpaths, Highways, Lighting

No report

Emergency Planning

It was discussed as to whether flood wardens need identity cards, information on vulnerable residents and whether there are pets present in a property. The clerk will contact Kent Resilience Forum for advice on identity cards.

**Clerk**

**11. Reports on meetings attended on behalf of the Parish Council**

- a) KALC  
Meeting will be held on 9th March 2017
- b) Memorial Hall  
Nothing to report.

**12. Clerk's Report**

- a) Reported two faulty streetlights, one outside the School in School Lane and the other outside No. 14 Cumberland Drive.
  - b) Reported potential planning breach to Swale Planning department. Reference: PEN2307 Jack Russell Place.
  - c) Reported potential planning breach at Basser Hill Farm.
  - d) Letter written to Nightingale Homes Upchurch in respect of our application to Fields in Trust and inviting them to register their land.
  - e) Letter written to Aggarwal & Co Landlords of the shop in respect of complaints received regarding the unsightly state of the area.
  - f) Letter to Barclays Bank in respect of £0.90p difference on a transaction after two failed telephone calls.
  - g) Contacted two different tree specialists, in respect of the Tree Inspection, as recommended from the Parish Clerk for Upchurch and Doddington. One is unable to supply a quote and the other, J P Lambourne, has asked for further details, but warned he cannot start the project until mid March. (Quote from Landscape Services was £977 for the year)
  - h) Quote for Grounds Maintenance is for £1928.53 for:
    - 1. Recreation Ground 16 cuts £508.97
    - 2. Gibbs Amenity Area cuts at 3 weekly intervals (10 cuts) £932.03
    - 3. Gibbs Amenity area – cut perimeter and strim fence lines £121.83
    - 4. The Street Amenity Area – three weekly cuts £365.70
  - i) Attended Clerk In Action Course in Harrietsham. They are keen for clerks to gain the CiLCA qualification. It can take between 6 months to a year to finish. (200 hours of work) They recommend one assignment per week. It costs £250 to take, plus 3 training courses – so approx. £500 all together. The courses start in March.
  - j) The bank balance is £43,051.52
- i) Request to film at the brickfields  
The film is about the Ku Klux Klan to be filmed between 4<sup>th</sup> and 7<sup>th</sup> April at night. The Parish Council would like more details of the scenes to be filmed. Clerk to contact the filmmaker to invite him to the next meeting or another time if he can't make that to give more information. **Clerk**
- ii) WW1 Beacons of Light  
To be discussed at the next meeting.

**13. Finance Matters**

- a) Review and authorize accounts
  - b) Authorize invoices for payment
- Cheque list

Payee	Description	Amount £	Cheque No.
Commercial Services Trading Ltd	VAT on invoice LS181434	<b>189.07</b>	100269
Mr Nigel Randell	Expenses for web site training mileage 30 x £0.45	<b>13.50</b>	100270
Branchett Ltd	Invoice 170206 for works carried out in 2016	<b>£5125.00</b>	100271
Mrs S Hartfree	Reimbursement for Provender invoices: 41320; 41318 and credit note 41368	<b>156.33</b>	100272
Mrs Ann Smith	Expenses for Clerk In Action Course mileage 38 x 0.45	<b>17.10</b>	100273
KALC	Invoice 5123 Attendance at the Clerk in Action Module	<b>72.00</b>	100274

Under the Local Government Act 1972 (Sch 2) the signing of the cheques was proposed by Cllr Howard-Challis seconded by Cllr Beerstecher, all Councillors were in favour.

**14. Items for Information only**

- a) Items for Village News and Website
- Reminder about the Spring Clean.

**Cllr Hartfree**

**15. To Receive Agenda Items for next meeting**

To discuss adding Action List to agenda quarterly.

**16. Date of next meeting**

Tuesday 7<sup>th</sup> March 2017.

The meeting closed at 8.57 pm.

Date

Signed:

Cllr S Gates  
Chair