

HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent. ME2 1BS



MINUTES

Monday 4th February 2019

The Jubilee Hall ~ 7.30pm

Attendees: Cllr P. Crispe (Chairman) Cllr R. Thorne (Vice Chair)
Cllr A. Butterfield Cllr G. Wenham
Cllr M. Fearn Mrs J. Allen ~ Clerk

Members of the public: 7

1. Apologies for Absences

JA065:19 Apologies for absence were accepted from Cllr C. Herbert who had prior family commitments & Cllr J. Loveday who had unexpectedly been called into work.

2. Disclosure of other business

JA066:19 Cllr M. Fearn & Cllr G. Wenham both spoke to confirm additional items they wished to discuss.

3. Declarations of any Pecuniary and/or Prejudicial Interests

JA067:19 None

4. Adjourn meeting for Public Questions

The meeting was adjourned for public question time – a total of 6 questions were raised:

- I. Concerns were raised in regards to the speed of vehicles travelling through the village. Suggestions were made to reduce the speed to 20MPH and to possibly install speed bumps along the high street. Vice Chair Cllr R. Thorne advised that the speed limit in the village was set by the Highways agency and because of this the Parish Council could not change it without a large number of individual complaints sent from Parishioners directly to the Highways Agency. Cllr J. Loveday also spoke and confirmed he would personally look into this issue due to the nature of his profession and advised that he would speak to Kent Police to request for various measures to be put into place including a suggestion to ask the mobile speed camera to visit the village intermittently.*
- II. Clarification if the Parish Council were aware that the last Redrow property is due for completion on the 22/02/2019 and upon completion St Andrews would then be looking to handover directorship to the residents association? Chairman Cllr P. Crispe confirmed he was not aware of this.*
- III. Concerns were also raised in regards to snagging points identified by residents at St Andrew's Park (to which a report was currently being drawn up and will be sent to the Parish Council) before the transfer is accepted. Clarification was asked for, for who would become the new liaison contact for St Andrew's Park. Vice-chair Cllr R. Thorne spoke to confirm this would need to be looked into.*
- IV. A complaint was received in regards to the state of the border of St Andrew's Park onto the A228. It was asked if the Parish Council could write to Redrow to ask them to rectify this and to replant the area with the correct items as per listed in the original planning application.*

5. Reconvene meeting

Public question time closed at 7.47pm and the meeting reconvened.

6. Chairman's Announcements

JA044:19 The Chairman, Cllr P. Crispe, spoke to confirm that he had been in contact with Cllr M. Fearn surrounding an update on the repairs to the Bishops Palace. He understood that due to the nature of the repairs required that there were a limited amount of contractors willing to undertake this work. Estimates had already been sought via Medway Council and were in excess of £40,000 for repairs to the bridge and £17,000 for repairs to the wall. He reported that Medway Council were looking into funding to carry out the repairs and Cllr M. Fearn would continue to meet with the relevant portfolio holders and report back with his findings.

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JA045:19 The Chairman, Cllr P. Cripse, advised members that following interviews for the post of assistant to the Clerk carried out on Tuesday 29th January that there had been a preferred candidate selected.

He proposed that the Clerk, Mrs J Allen, write to Ms Marica Pease to offer her the position, this proposal was seconded via Vice-chair Cllr R. Thorne and unanimously agreed.

7. Minutes of Parish Council meetings

JA046:19 The minutes of the HPC meeting held on 8th January 2019 were submitted by the Clerk. It was proposed by Cllr J. Loveday and seconded by Cllr C. Herbert that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously.

JA047:19 The minutes of the finance meeting held on 22nd January 2019 were submitted by the Clerk. It was proposed by Vice-chair Cllr R. Thorne and seconded by Cllr G. Wenham that they be approved as a correct record and signed by Chairman. The motion was RESOLVED unanimously.

JA048:19 The minutes of the extra-ordinary meeting held on 29th January 2019 were submitted by the Clerk. It was proposed by Cllr J. Loveday and seconded by the Chairman Cllr P. Crispe that they be approved as a correct record and signed by Chairman. The motion was RESOLVED unanimously.

8. Information arising from the minutes not on the agenda

JA049:19 None

9. Planning Applications & Development Report

JA050:19 Vice-chair Cllr R. Thorne spoke to confirm details of the only planning application he had received since the last meeting in Cllr M. Fearn's absence.

- **MC/19/0242 - 14 Maximilian Drive**

He confirmed from speaking to his colleague prior to the meeting that Cllr M. Fearn had already been in contact with the neighbouring properties and to date had received no objections.

Vice-chair Cllr R. Thorne therefore proposed to accept the planning application which was seconded by Cllr C. Herbert and unanimously agreed.

10. Footpaths Report

JA051:19 The Chairman, Cllr P. Crispe, spoke to confirm that the Community Payback team had not been available to assist the village for the past few weeks due to the weather and sickness, he confirmed however that the team would be back shortly and expressed his thanks for all their hard work. Cllr G. Wenham also requested that any rubbish left by the team be reported to the Clerk, Mrs J Allen, to arrange for collection via Medway Council refuse.

JA052:19 The Chairman expressed his sincere gratitude for the assistance provided by both Mr. Barry Barnes and Mr. Terry Dolby in regards to all their hard work on the footpaths project. He confirmed that following Mr. Dolby's guidance that the Parish Council were now members of the PSMA (Public Sector Mapping Agreement) and as such they now had permission, following the issue of the relevant licence information, to use the newly updated footpaths map. He confirm that this map would be published on the Parish Council website and a master copy held in the Parish Council office.

11. Marsh Report

JA053:19 Cllr G. Wenham spoke to confirm that since the last meeting he had met two contractors on the Marsh to provide estimates/quotes for works to install 6 kissing gates as previously discussed.

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He confirmed that steps in the Marsh were very muddy and suggestions were provided via the contractors to use hardcore/hogging to combat this.

Cllr G. Wenham referred to the paperwork he had provided to the members at the beginning of the meeting in relation to the quote received from Stephen Holdstock of Boundary Fencing UK. This correspondence provided an in-depth quote for the installation of two mobility kissing gates to be installed along the entrance to Marsh Road and the entrance to Maximilian Drive with the smaller kissing gates to be installed at 4 separate locations. Cllr G. Wenham also confirmed that the stock fencing at the end of the roadway at the Marsh was damaged and that the contractor had agreed to repair this alongside re-hanging the gate at the Salt Marsh which was in poor condition.

The quote received from A.C Macklin Fencing Ltd was also discussed however it was felt that this quote was not as in-depth and only provided an estimate for 4 of the 6 kissing gates to be installed.

JA054:19 Cllr J. Loveday spoke to confirm that upon reading through all the paperwork provided that he felt the quote received from Boundary Fencing UK seemed a much better proposal and also helped to contribute toward the infrastructure of the community via using a local company.

It was proposed via Cllr G. Wenham, seconded by Cllr C. Herbert and unanimously agreed to proceed with the quote from Boundary Fencing UK.

12. Estates Report

JA055:19 Cllr J. Loveday spoke to confirm that there had reports of vandalism and low level antisocial behaviour at the Upper Rec with feedback of groups of teenagers congregating and shining lights into local residents homes. Based on these reports and the imminent substantial investment with the installation of the new play equipment later this year Cllr J. Loveday suggested that Parish Council consider possible options of securing the area at night with regular patrols. He also confirmed that he would be speaking to the local PCSO to ask if they would be able to assist.

Cllr J. Loveday spoke further to confirm he had received no complaints of any issues with the Lower Recreation ground and that the Chairman, Cllr P. Cripse, had already updated everyone in regards to the current status of the Bishops Palace.

JA056:19 With invitation from the Chairman a concern from a member of the public was raised as to if the inspections of the play park equipment was up to date. Cllr J. Loveday confirmed he would check this and come back to confirm.

JA057:19 Ms. M Cook, Recreation Equipment Facilitator, spoke to confirm that the tenders for the new play equipment would be back on Friday 8th February. It was agreed via Cllr J. Loveday to meet Ms Cook at the Community Centre between 11.30am – 12.00pm to open these alongside the Clerk, Mrs J. Allen.

13. Finance meeting update

JA058:19 The Clerk, Mrs J. Allen spoke to update members and the Parishioners on the outcome of the finance meeting that took place on the 22nd of January.

She confirmed that following recommendations from the accountants the Parish Council agreed to publish the petty cash expenditure for approval in their monthly Parish Council meetings and in addition to this the Parish Council had also agreed to continue to use the services of the internal auditor Nigel Wharton from M J Read & Co Accountants for the 2018/2019 Audit.

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She finished her report in advising that after much discussion a decision was reached to increase the precept to £53,000 (from £51,500 in 2018). She confirmed that precept paperwork was signed after the meeting via the Chairman, Cllr C Herbert & Cllr G Wenham and submitted to Medway Council via email (and hard copy sent through post) on the 25th of January.

14. Receipts and Payments

Payee	Reference	Payment Method	Amount	Notes
Jubilee Hall		CHQ ~ 1193	£32.00	(Hire for Parish Meetings from Oct & Dec 2018)
KPS	-	CHQ ~ 1194	£61.61	(Stationery – White A4 Paper and Lever Arch files)
Mr C. Stanley	-	CHQ ~ 1195	£70.00	(Webmaster January payment)
Wages	-	BACS	£990.84	(Staff wages January 2019)
MHS Homes	-	DD	£41.16	(Garage rent January 2019)
Halling Community Centre	-	DD	£275.00	(Rent for Parish Office January 2019)
Natwest Bank	-	CREDIT	£5.30	(Interest from January 2019)
TOTAL DEBITS			£1470.61	
TOTAL CREDITS			£5.30	

Petty Cash expenditure – May 2018 - Present

Reference	Date	Debtor	Creditor	£ Out	For
PC001	11/05/2018	Rymans	Jenny Allen	£ 13.98	Stationery
PC002	11/05/2018	Wilkos	Jenny Allen	£ 8.30	Stationery
PC003	11/05/2018	Wilkos	Jenny Allen	£ 19.35	Stationery
PC004	11/05/2018	Argos	Jenny Allen	£ 9.99	Stationery
PC005	11/05/2018	Wilkos	Jenny Allen	£ 0.50	Stationery
PC006	16/07/2018	Post Office	Post Office	£ 16.08	Postage
PC007	25/06/2018	KPS	KPS	£ 38.70	Paper
PC008	12/07/2018	KPS	KPS	£ 38.70	Paper
PC009	25/07/2018	KPS	KPS	£ 8.98	Paper
PC010	25/05/2018	Wilkos	Jenny Allen	£ 6.50	Stationery

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PC011	25/07/2018	KPS	KPS	£ 8.99	A3 Paper
PC012	03/08/2018	Post Office	Post Office	£ 4.50	Black Bin Liners
PC013	03/08/2018	Post Office	Post Office	£ 4.56	Stationery
PC014	03/09/2018	Poundland	Poundland	£ 7.05	Consumables
PC015	03/09/2018	M&S	M&S	£ 8.10	Consumables
PC016	10/09/2018	KPS	KPS	£ 8.51	A3 Paper
PC017	21/09/2018	Post Office	Post Office	£ 3.00	Black Bin Liners
PC018	01/10/2018	Post Office	Post Office	£ 17.85	Postage
PC019	01/10/2018	Post Office	Post Office	£ 1.77	Postage
PC020	17/10/2018	Post Office	Post Office	£ 2.98	Stationery
PC021	26/10/2018	Post Office	Post Office	£ 16.08	Postage
PC022	26/10/2018	B&Q	Jenny Allen	£ 1.94	Buckets (WW1 Event)
PC023	26/10/2018	Screwfix	Screwfix	£ 7.78	Cable ties (Lampost Poppies)
PC024	09/11/2018	Toolstation	Chris Herbert	£ 6.52	Barrier Tape (WW1 Event)
PC025	19/11/2018	Ruth	Ruth	£ 56.00	Volunteer expenses (WW1 Event)
PC026	19/12/2018	Post Office	Post Office	£ 27.84	Postage
PC027	21/12/2018	Post Office	Post Office	£ 2.83	Stationery
PC028	21/12/2018	Sam Walsh	Sam Walsh	£ 12.00	Volunteer expenses (WW1 Event)
PC029	15/11/2018	Paula Wilkins-Smith	Paula Wilkins-Smith	£ 20.00	Leaflet Drop 15/11/2018

JA059:19 It was proposed via Vice Chair Cllr R. Thorne and seconded via the Chairman Cllr P. Crispe that the tables above be noted, and the payments confirmed. This motion was unanimously agreed.

15. Freedom of Halling Scroll

JA060:19 The Chairman, Cllr P. Crispe, spoke to confirm the details of the quote already circulated by the Clerk and obtained by Mr. Les Hitchcock to frame both 'Freedom of Halling' scrolls following the award ceremony which took place in July 2018 at a cost of £61.60.

It was proposed via the Chairman Cllr P. Crispe, seconded via Cllr J. Loveday and unanimously agreed to proceed with the quote and to arrange for the framing of both scrolls.

16. Up and Coming Village Events

JA061:19 The Chairman, Cllr P. Crispe, spoke to advise that following the success of both the Easter and Christmas events organised via Halling Sapphires WI in 2018 that the Parish Council had written to the WI earlier this month to ask them for assistance, to which a response had been received back to confirm that they would be willing to help.

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The Chairman confirmed that the planning for the Easter event this year was now under way and details of the costs for this would follow in due course.

The Chairman also advised the Parishioners that the Parish Council were also currently looking into holding a fireworks display on the Marsh in November in connection with 'Guy Fawkes' night.

17. Finance

JA062:19 Cllr G. Wenham spoke to confirm concerns that following the sale of Fire Station that the funds from this sale were still sat in one single account and that previously Cllr K. Talbot had requested that the Parish Council investigate the possibility of setting up another bank account (or two as required) to protect and secure the funds against any bank collapse.

Cllr G. Wenham requested that once the relevant balances had left the account from the Parish Council's other projects, such updating of the play equipment on the Upper Rec and the refurbishment of the Marsh etc, that the remaining balance be divided across the accounts.

Cllr J. Loveday spoke to confirm that he was currently speaking to the FSCS to confirm if these funds would be protected under their guarantee being a local authority and would report back with the response in due course.

Councillor C. Herbert also spoke to confirm that upon previous investigation other well known banks had declined any enquiries to open a new account owing to the fact the Parish Council were a local authority. Vice-Chair Cllr R. Thorne confirmed this advising that the Co-op had already dismissed a previous enquiry and there had been enquiries made with the bank named Merchant, however it was felt that as they were less well known bank this perhaps was not a good idea to open an account with them.

18. Any other business

JA063:19 Cllr G. Wenham spoke to advise that prior to the meeting that he had had a telephone call from Cllr M. Fearn to ask for an update as to when the yellow lines along Marsh Road will be installed.

Chairman Cllr P. Crispe confirmed that following the last conversation with Mr. Barnes that he was aware that the Parish Council had previously agreed to action this request and this would be processed once the weather improves.

19. Date of next meeting

JA021:19 The Chairman Cllr P. Crispe confirmed that the next ordinary Parish Council meeting would be held on Tuesday 12th March at the Community Centre.

The meeting finished at 8.31pm

The next ordinary Parish Council meeting will be held on:

Tuesday 12th March	7.30pm	Community Centre
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