

# HALLING PARISH COUNCIL

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



## DRAFT MINUTES

HPC Ordinary Meeting Wednesday 26<sup>th</sup> September 2018

Community Centre 7.30pm

**Attendees:** Cllr P. Crispe (Chairman) Cllr R. Thorne (Vice Chairman)  
Cllr C. Herbert Cllr M. Fearn  
Cllr A. Butterfield  
Mrs J. Allen ~ Clerk

**Members of the public:** 8

**1. Apologies for Absence**

None

**2. Disclosure of other business**

None

**3. Declarations of any Pecuniary and or Prejudicial Interests**

None

**4. Adjourn meeting for Public Questions**

The meeting was adjourned for public question time – a total of 10 questions were raised.

- I. Request for an update on repairs to the foliage circle of Vicarage Close.  
Cllr M Fearn & Cllr A. Butterfield advised that this matter was ongoing and that the Parish Council were currently in receipt of two estimates for works one for £3078 (inc VAT) and the other for £3150 (inc VAT). They were now awaiting the finalised amounts and permission from Medway Council in order to carry out the works.
- II. Update on the removal of the graffiti on the bridge ~ Cllr M Fearn advised that this bridge is owned via Redrow and as such Medway Council will not take this on. He advised however he was in pursuit of Redrow to ensure this matter was being addressed.
- III. The Halling View – it was commented that the Parishioners would like a slightly larger print when the Halling View is next produced.
- IV. Clarification if the money for the repairs to the foliage circle fencing would be coming from the sale of the Fire Station of the precept ~ the Chairman Cllr P. Crispe confirmed that these funds would come from the precept.
- V. Request for an article to appear in the Halling View to ask Parishioners for ideas of improvement for use of the Fire Station money.
- VI. Update on objection to the access route to the St Andrew's Leisure Park ~ where it was suggested to involve the local MP to ban the access of heavy lorries on the un-adopted road. Chairman Cllr P. Crispe advised that he had not long received an email from St Andrew's Leisure, a few days prior, offering to provide a presentation to the village regarding their plans. The Chairman also commented that he is currently awaiting

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St Andrews to come back with some dates to arrange for this and to perhaps arrange for a separate meeting to discuss points of concern including health and safety signs etc. Cllr M. Fearn also advised that he understood that a formal planning application would be submitted to Medway Council in regards to all their plans via March/April 2019.

- VII. Following the Rights of Way Workshop presented via Medway it was commented also that no Upper Halling residents were in attendance and as such notices for this event should have been published sooner.
- VIII. Succeeding the ongoing complaint against Vice Chair Cllr R. Thorne it was mentioned that the Parishioners would still like the Monitoring officer to speak directly to the Councillor to resolve the complaint in full.
- IX. Clarification if the 'Freedom of Halling' award ceremony was a one off, as a few years ago it was commented that Parish awards were a regular event.
- X. Enquiry if the history of 96 The High Street, Halling should be merited by an erection of a 'Blue Plaque'.

## **5. Reconvene meeting**

Public question time closed at 7.57pm and the meeting reconvened.

## **6. Chairman's Announcements**

The Chairman apologised that the past two meetings had been cancelled due to low numbers. He spoke to advise that since the last meeting in June, a further two members of the Council had sadly resigned, Councillor Trevor Reynolds and Councillor Kelly Talbot. He thanked both Councillors their help and commitment over their time of service and informed the meeting that the Parish Council now only consisted of five members. With even lower numbers the Chairman advised the meeting that the Parish Council were now desperately seeking new members and as such they would be advertising for new Councillors on all the notice boards in the village, in the Halling View and via A3 posters.

The Chairman also advised that on the 25<sup>th</sup> of September he attended a Rights of Way workshop hosted via Medway Council. He informed the meeting that he had spoken personally to the Rights of Way Officer Adam Taylor at Medway Council at this meeting both in regards to the Marsh and also the 'Pony on the Marsh' scenario. He advised that Medway Council had offered to financially assist with projects within the Marsh and that Halling might be able to bid for some money to potentially help with any associated costs linked to replacing the gates. The Chairman advised that Medway Council were also looking to repair/replace steps on Marsh Road connected to the footpath as part of the 'Rights of Way' project.

## **7. Minutes of Parish Council meetings**

The revised minutes of the HPC meetings held on 8<sup>th</sup> May 2018, 4<sup>th</sup> June 2018 and the minutes of the 17<sup>th</sup> July 2018 were submitted and it was proposed by Cllr C. Herbert and seconded by Vice Chair Cllr R. Thorne that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously.

## **8. Matters arising from the minutes not on the agenda**

Mr. Tickner of Browdens Road, informed the Parish Council that there was no requirement for a member of the Council to be listed on the School of Governors.

## **9. Halling Community Centre representative**

Cllr A. Butterfield nominated herself for the position of Halling Community Centre representative, this nomination was accepted by Vice Chair Cllr R. Thorne, seconded by Cllr C. Herbert and was unanimously agreed.

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## **10. Planning Applications since the last meeting**

Cllr M. Fearn informed the meeting that there had been a number of planning applications submitted since the last meeting and spoke of each in turn.

### June

**MC/18/1228 ~ 54 Rochester Road**

Already approved

**MC/18/1732 ~ 94 Essex Road Halling**

Already approved

**MC/18/1741 ~ Land Adjoining Highway Boundary At Junction Of A228 And Peters Bridge**

Already approved

**MC/18/1914 ~ 20 Essex Road**

Already approved

**MC/18/1910 ~ 132 Pilgrims Road**

Approved with conditions

### July

**MC/18/2001 ~ 17 Vicarage Road**

Approved with conditions

**MC/18/2080 ~ Halling Primary School**

Already approved

**MC/18/2040 ~ construction of 11 dwellings**

Objected

### August

**MC/18/1954 ~ 52 Rochester Road**

Objections submitted. Cllr M. Fearn also advised he understood that this application was now awaiting a noise analyst investigation and that the vendors could submit a rejection.

**MC/18/2301 ~ 63 Pilgrims Road**

Approved with conditions

**MC/18/2418 ~ 4 Turks Hall Place**

No objections received

**MC/18/2551 ~ 54 Rochester Road**

No objections received

### September

**MC/18/2419 ~ 24 Rochester Road**

No objections received

**MC/18/2679 ~ 132 Pilgrims Road**

No objections received

**MC/18/2680 ~ 130 Pilgrims Road**

No objections received

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## **11. Estate Matters since the last meeting**

Cllr A. Butterfield reported that since June she had continued to work alongside the Community Payback team and that they had been mainly based within the saltmarsh area and cutting back the foliage at the grounds of the cemetery. She informed the meeting that that coming week the Community Payback team would be concentrating on Pilgrims Road and the A228 but that she was also looking for input from Parishioners of areas of concern to continue to keep the team busy working.

She also reported that she was continuing to carry out weekly checks on the play equipment on both recreation grounds and that there was evidence of vandalism to the 'Lower Rec' to which she was currently awaiting a response back from the manufacturers in regards to. Cllr A. Butterfield advised that there was also indication of drug use on the same recreation ground, by evidence found by our 'Litter Management Officer', and as such Kent Police had promised a higher police presence and nightly patrols via the local PSCOs.

She reminded the village that there will be a consultation in regards to the play equipment on the Upper Recreation Ground, details of which would be discussed further in this meeting.

## **12. Health & Safety Equipment for Halling's Litter Management Officer**

Cllr A. Butterfield advised that after carrying out a risk assessment on the 'Litter Management Officer' role she felt that the Parish Council should provide Health and Safety equipment.

It was agreed unanimously to look further into the costs of the relevant equipment required including a company mobile telephone or a mobile phone allowance.

## **13. Community Payback team**

Cllr C. Herbert proposed to pay the Community Payback team a contribution of £300 for the year, in line with their contract for 2018/2019, this proposal was seconded by Cllr A. Butterfield and was unanimously agreed.

## **14. World War Commemorations 2018**

Cllr C. Herbert informed the meeting that he and his wife, Ms. T Smith (ex assistant Clerk), had been working tirelessly on this event behind the scenes.

In relation to the firework event he advised that he had already been in touch with Medway Council to gain permission to use the mound and to light the beacon. He also advised that he had already spoken with various contractors to arrange for refreshments and for food and had also asked the village bugler to perform. He also spoke to confirm that there would be pre-recorded music at the event, lighting, a PA system, an air raid siren and that he was looking into the possibility of arranging for re-enactment group who specialise in WW1 combat.

Cllr C. Herbert proposed a budget of £4000 for the WW1 village commemoration events with a possible additional contribution of £2000 from Halling Association if granted, Vice Chair Cllr R. Thorne seconded this proposal. The motion was AGREED, with 4 voting in favour and 1 abstention.

## **15. Commemorative Paving Slab Installation for Sergeant T. Harris**

In line with the village's WW1 commemorations, scheduled to take place on Sunday 11<sup>th</sup> November, Cllr C. Herbert advised that they had already provisionally organised combining the annual village Armistice Day parade with the unveiling of the specially commissioned paving slab to mark the centenary of Sergeant Thomas Harris's Victoria Cross award.

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## **16. Play Equipment on Upper Recreation Ground**

Following the sale of the Fire Station it had been agreed previously that the Parish Council would be updating the play equipment on the Upper Recreation Ground. Cllr C. Herbert therefore proposed arranging for a public meeting at the end of October / early November (subject to availability of the Jubilee Hall). A provisional date of Friday 2<sup>nd</sup> of November was unanimously agreed.

Cllr A. Butterfield confirmed that she would speak to Maria Cook after the meeting to discuss this matter in more detail.

- *Chairman Cllr P. Crispe left the meeting and Vice Chair Cllr R. Thorne took his seat.*

## **17. Halling Minors Football Team**

The Clerk presented the Councillors with a copy of the 2018 / 2019 hire agreement for Upper Recreation Ground (based on the previous 2017/2018 agreement). Cllr M. Fearn advised that he thought the football team used to previously pay a small fee, of approximately £10 per match, to contribute towards the upkeep of the recreation ground itself. It was agreed therefore to defer this matter until Cllr A. Butterfield had spoken further to the Halling Minors Football team manager Mr. T. Stone.

The Parish Council also discussed the possibility of the football team acquiring a storage container, which would be situated in the car park at the Upper Recreation Ground. Due to associated transportation costs, planning application fees and risks of security the Parish Council agreed not to consider this application with 3 Councillors voting in favour and 1 against.

## **18. KALC (Kent Association of Local Councils) membership renewal**

It was proposed by Cllr C. Herbert, seconded by Vice Chair Cllr R. Thorne and RESOLVED unanimously to renew the Parish Council's membership with KALC at a cost of £1049.18 for the year.

## **19. Contributions**

It was proposed by Cllr C. Herbert, seconded by Cllr A. Butterfield and RESOLVED unanimously that the following contributions should be made.

- £60 towards Halling Primary School following use of their hall to host the Freedom of Halling Awards on 17/07/2018
- £500 towards Halling WI Christmas Event with the proviso that should the Halling Association not be able to contribute a £1000 donation requested that the Parish Council would pay this also.

Cllr M Fearn asked the Clerk to check back and to confirm the relevant contribution towards the Halling WI Easter Event, held at the Halling Community Centre on 31/03/2018, had also been made.

## **20. Audit 2018**

The Clerk presented the Parish Council with copies of the internal auditors full set of accounts and the annual report including the 'Accounting Statements' and 'Annual Return for Local Councils in England and Wales for the Year Ended 31<sup>st</sup> March 2018'.

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It was proposed by Cllr C. Herbert, seconded by Vice Chair Cllr R. Thorne and RESOLVED unanimously to approve the 'Annual Governance Statement (Section 1)', to approve 'the whole Accounting Statements (Section 2)' and for the Chairman Cllr P. Crispe to sign the Accounting Statements.

## 21. Receipts and Payments

### PAYMENTS MADE SINCE LAST MEETING ON 04/06/2018

Date Paid	Cheque No/Folio	Creditor	Details	Net Amount	VAT	Amount Paid	Notes
04/06/2018	1133	Clive Stanley	Webmaster services for May 2018	£63.00		£63.00	
08/06/2018	1134	Zurich Municipal	Insurance policy no: YLL-122005-2583	£ 2,895.84	£ 402.20	£3,298.04	
02/07/2018	1137	1st Halling Rainbows - Maggie Palmer	Payment for Rainbows Flag with 1st Halling lettering	£66.66	£13.33	£ 79.99	TO REPLACE CHQ 1135 (Addressed to wrong recipient).
02/07/2018	1138	1st Halling Rainbows - Maggie Palmer	Flagpole, carry case & holster	£39.13	£ 7.82	£ 46.95	TO REPLACE CHQ 1136 (Addressed to wrong recipient).
02/07/2018	1139 & 1140	Wages	Wages for June 2018	£1034.80		£1034.80	
02/07/2018	1141	Clive Stanley	Webmaster services for June 2018	£84.00		£84.00	
16/07/2018	1142	Paula Wilkins-Smith	Delivery of Halling View June 2018	£100.00		£100.00	
18/07/2018	1143	Paul Crispe	Refreshments from Freedom of Halling Event 17/07/2018	£55.00		£55.00	
18/07/2018	1144	Anita Butterfield	Catering from Freedom of Halling Event 17/07/2018	£ 89.02		£89.02	
20/07/2018	1145	Petty Cash	Petty Cash top up	£200.00		£200.00	
01/08/2018	1146	Clive Stanley	Webmaster services for July 2018	£56.00		£56.00	
01/08/2018	1147	Communicorp	Creation and printing of two Freedom of Halling Scrolls	£105.80	£21.16	£126.96	
02/07/2018	1148 & 1149	Wages	Wages for July 2018	£1092.67		£1092.67	
31/08/2018	1150	Society of Local Council Clerks	Annual Membership 2018 /2019	£115.00		£115.00	
31/08/2018	1151 & 1152	Wages	Wages for August 2018	£1031.79		£1031.79	
<b>TOTAL</b>				<b>£7028.71</b>	<b>£444.51</b>	<b>£7473.22</b>	

### DIRECT DEBITS AND STANDING ORDERS MADE SINCE LAST MEETING ON 04/06/2018

Date Paid	Standing order or Direct Debit	Creditor	Details	Net Amount	VAT	Amount Paid	Notes
18/06/2018	DD	British Telecom	Office phone and broadband	£177.92		£177.92	
01/06/2018	S/O	Halling Community Centre	Parish Council Office Rent	£275.00		£275.00	* (NOT SHOWN IN JUNE PAYMENTS)
01/06/2018	S/O	MHS Homes	Garage rent for Council Equipment	£41.16		£41.16	* (NOT SHOWN IN JUNE PAYMENTS)
02/07/2018	S/O	Halling Community Centre	Parish Council Office Rent	£275.00		£275.00	
02/07/2018	S/O	MHS Homes	Garage rent for Council Equipment	£41.16		£41.16	
01/08/2018	S/O	Halling Community Centre	Parish Council Office Rent	£275.00		£275.00	
01/08/2018	S/O	MHS Homes	Garage rent for Council Equipment	£41.16		£41.16	
01/09/2018	S/O	Halling Community Centre	Parish Council Office Rent	£275.00		£275.00	
01/09/2018	S/O	MHS Homes	Garage rent for Council Equipment	£41.16		£41.16	
<b>TOTAL</b>				<b>£1442.56</b>	<b>£0.00</b>	<b>£1442.56</b>	



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## RECEIPTS MADE SINCE LAST MEETING ON 04/06/2018

Date Received	Method	Creditor	Details	Amount Paid	Notes
11/05/2018	BACS	Medway Council	Refund on overpayment of rates following sale of Fire Station	£180.88	(Following receipt of May bank statement - not included in last meeting)
31/05/2018	BACS	Natwest Bank	Interest on Reserve Account	£1.32	(Following receipt of May bank statement - not included in last meeting)
15/06/2018	CASH	Steondalls	Advert for Halling View - June 2018 only	£70.00	
18/06/2018	CHQ	Rocky Autos	Advert for Halling View - 4 issues	£50.00	
15/06/2018	CASH	Youth Club	Use of photocopier	£1.00	
29/06/2018	BACS	Natwest Bank	Interest on Reserve Account	£1.24	
16/07/2018	BACS	Sharon Sbrocchi	Advert for Halling View - June 2018 plus 3 issues	£80.00	
23/07/2018	BACS	Carol Dufour	Advert for Halling View - June 2018 plus 3 issues	£137.50	
31/07/2018	BACS	Natwest Bank	Interest on Reserve Account	£1.37	
31/08/2018	CHQ	Chris Beaney	Advert for Halling View - June 2018 plus 3 issues	£80.00	
31/08/2018	BACS	Natwest Bank	Interest on Reserve Account	£1.33	
<b>TOTAL</b>				<b>£604.64</b>	

It was proposed via Cllr C Herbert, seconded via Cllr. A. Butterfield the tables be noted and the payments confirmed. This motion was unanimously agreed.

## **22. Any Other Business (No votes may be taken)**

None

## **23. Date of next meeting**

The Vice Chair Cllr R. Thorne proposed moving the date of the next ordinary Parish Council meeting back by two weeks to take place on Monday 15<sup>th</sup> October 2018 at the Jubilee Hall, this proposal was seconded by Cllr C. Herbert and the motion was unanimously agreed.

The meeting finished at 9.20pm

The date of the next ordinary Parish Council meeting will be held on:

<b>Monday 15<sup>th</sup> October 2018</b>	<b>7.30pm</b>	<b>Jubilee Hall</b>
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