

HALLING PARISH COUNCIL

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



MINUTES

Monday 1st April 2019

The Jubilee Hall ~ 7.30pm

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

Members of the public: 4

1. Apologies for Absences

JA087:19 An apology for absence was accepted from Cllr A. Butterfield who had prior family commitments no apologies however were received from Cllr C. Herbert was also absent.

2. Disclosure of other business

JA088:19 Cllr J. Loveday and Cllr G. Wenham both spoke to confirm additional items they wished to discuss.

3. Declarations of any Pecuniary and/or Prejudicial Interests

JA089:19 None.

4. Adjourn meeting for Public Questions

The meeting was adjourned for public question time – a total of 7 questions were raised:

- I. Enquiry raised as to if the Parish Council would be willing to assist with repairs to Cemetery Road, which was reported to be in a poor state of disrepair.
- II. Complaint received in regards to the discarded rubbish in the river bed along Maximilian Drive. Cllr G. Wenham advised that the riverbed was maintained via the Medway Port Authority however he would ensure that this matter was reported via the Clerk.
- III. Request received for the Community Payback team to tidy up the foliage circle in Vicarage Close.
- IV. Enquiry raised as to if the Parish Council knew any more information in regards to the planning application for additional properties at the Woodyard in Upper Halling (in the hope that an un-adopted road would be repaired). Cllr M. Fearn confirmed that the original application had been rejected and no further applications had since been received.
- V. Concerns were raised in regards to the sighting of the pedestrian crossing along where Lower Halling meets Upper Halling.
- VI. Concerns were raised in regards to the date of the next Parish Council meeting, which currently did not allow the new Council 3 clear days notice, and that the agenda for this meeting had not been dated. The Chairman, Cllr P. Crispe, spoke to confirm that the date of the next meeting would be changed and that he was coincidentally going to address this matter later in the meeting. The Clerk also confirmed that she would ensure the agendas were now dated before publication.
- VII. Suggestions were also raised in regards to the Council's terms of reference for Committees. The Vice-chair Cllr R. Thorne reiterated that the Parish Council's committees had no authority to approve any decisions without bringing the items back to full Council with their recommendations.

5. Reconvene meeting

Public question time closed at 7.45pm and the meeting reconvened.

6. Chairman's Announcements

JA090:19 The Chairman, Cllr P. Crispe, spoke to confirm that following a meeting with Cllr A. Butterfield, Mr N. Head (church warden for St John the Baptist Church) and two of the managers from the Community Payback team on the 28/03 that it had been mutually agreed that Halling Parish Council and the St John the Baptist Church could combine their contracts. He reported that the Community Payback team had requested new equipment this year instead of an annual donation and that this equipment would be stored in the Parish

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Council's garage for use within the village. It was agreed that the Church would provide the Parish Council with instructions for work and the Parish Council would relay this information onto the Community Payback team.

Cllr G. Wenham also spoke to confirm that a full itinerary of the garage should still take place to confirm which bits of equipment the Parish Council currently own.

7. Minutes of Parish Council meetings

JA091:19 The revised minutes of the HPC meeting held on 4th February 2019 were submitted by the Clerk. It was proposed by Cllr G. Wenham and seconded by the Vice-chair, Cllr R. Thorne, that they be approved as a correct record and signed by Chairman. The motion was RESOLVED with four Councillors voting in favour and one Councillor abstaining (due to his absence that meeting).

JA092:19 The minutes of the HPC meeting held on 12th March 2019 were submitted by the Clerk. It was proposed by Cllr M. Fearn and seconded by Cllr G. Wenham that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously.

8. Information arising from the minutes not on the agenda

JA093:19 Cllr M. Fearn spoke to confirm that following the meeting on the 8th January that Medway Council had now agreed to litter pick the verges alongside the bypass and that the graffiti on the bridge would be addressed shortly, as the contract had now been transferred to a company called JLS via St Andrews Park.

9. Planning Applications & Development Report

JA094:19 Cllr M. Fearn spoke to confirm receipt of one planning application received since the last meeting.

- **MC/19/0714 - 1 Anderson Close**

Cllr M. Fearn advised that he had delivered letters to the three neighbouring properties. He reported that he had managed to speak to one of the neighbours whom had no concerns and he had subsequently received no objections from the remaining two properties.

JA095:19 With invitation from the Chairman a concern from a member of the public was raised as why there had not been a further public consultation date arranged with St Andrew's Leisure in regards to retrospective plans for the blue lake's regeneration, following clarification in the January minutes that this meeting would be arranged for 6 weeks time. Cllr M. Fearn spoke to confirm that he had submitted the Parish Council's feedback to the team following the initial meeting but had subsequently received no response. He reassured the Parishioner that he would chase their reply and try to book the next meeting.

Cllr M. Fearn also confirmed that he had subsequently seen that the forest school contained within the blue lake's premises had now opened. The Clerk also spoke to advise that she had seen on social media advertisements for swimming/scuba diving in the lake.

10. Footpaths Report

JA096:19 The Chairman, Cllr P. Crispe, spoke to confirm that now the clocks had moved forward and the weather had started to change he expected the foliage along the footpaths to start growing back shortly and in accordance to this the Parish Council would be looking to maintain the footpaths again this coming year.

He reported that following an update at the last meeting via Cllr A. Butterfield, on the permissive path agreement at Whittings Farm, that this matter was still progressing and that the 213 footpath had been identified for use. He reported that this item had now been referred back to Medway Council to investigate further.

Cllr M. Fearn spoke to ask if the meeting Cllr A. Butterfield referred to between all parties to discuss the permissive path had been arranged yet. The Chairman, Cllr P. Crispe confirmed that it had not happened yet however he would chase for a date.

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11. Marsh Report

JA097:19 Cllr G. Wenham spoke to confirm that he had been in contact with Mr. Holdstock of Boundary Fencing, who upon collection of the goods to carry out the improvements to the Marsh earlier last week, was now hoping to commence phase one of the regeneration works to the Marsh at the end of the week.

Cllr G. Wenham advised that he had arranged to meet Mr. Holdstock on the Marsh on Friday 5th April to provide Boundary Fencing with an access key and the combination code for the locks. He also reported that other members of the Marsh regeneration committee had also expressed an interest and had advised that they would pop down to the Marsh from time to time to check on the progress of the works.

12. Marsh Seating

JA098:19 Cllr G. Wenham spoke to confirm that following his report last month that he had also been in contact with the Environment Agency in regards 'Phase two' of the Marsh regeneration project, where the Parish Council were looking to place benches along the 'Sea Defence' path at the Marsh amongst other areas.

He advised that before the Environment Agency would even consider seating along this path that they had provided him with an extensive list of paperwork which included a permit, risk assessments and drawing plans amongst other documentation. Cllr G. Wenham expressed his concerns that seating along the 'Sea Defence' path was going to be very difficult and potentially costly to obtain and as such proposed seating for only 3 benches along the other proposed routes. He referred to paperwork he had provided to the Council previously via email back in February, where he indicated that the benches from the 'Eastmoor' seating range, which were PPC (plastic finished coating) deemed to be the most suitable.

The Vice-chair, Cllr R. Thorne, spoke to express his concerns for the base of these benches, advising that the benches in the documentation provided showed a hard-core base underneath with either paving slabs or concrete on top. He asked Cllr G. Wenham if a further quote could be obtained for both the installation and fitting of these benches, including the bases. Cllr G. Wenham agreed with the Vice-chair's concerns and advised that he would speak to Mr Holdstock to ask if he was able to provide a quote for these works also.

Cllr M. Fearn also spoke to request that the Parish Council obtain the usual three quotes for these works before any prices are agreed in accordance with their standing orders.

13. Marsh Improvements

JA099:19 Cllr G. Wenham advised that following the absence of Cllr C. Herbert, who is part of the Marsh Improvements working committee, that he would bring this item back to the next meeting in May.

14. Estates Report

JA100:19 Cllr J. Loveday spoke to advise that in response to the lighter evenings that he was in receipt of less reports of antisocial behaviour at the Upper Recreation Ground and that subsequently he had seen no further evidence of any drug paraphernalia. He reported that he had tried to obtain further contact with the local PCSO's, following their appearance at the March meeting, but so far had had no joy in contacting them.

Cllr M. Fearn also spoke to confirm that following a meeting of Cuxton Parish Council that he understood they were currently looking to employing their own PCSO(s) to patrol the village. Cllr M. Fearn suggested that it might be a good idea for Halling Parish Council to get in touch with Cuxton to perhaps look into the possibility of sharing the 'private' PCSO(s).

Cllr J. Loveday closed his report to advise the members that following various meetings with the upper recreation ground regeneration committee that he understood Ms M. Cook was currently arranging with the various contractors for work to begin shortly and the committee were still hopeful that the works would be completed before this summer.

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15. Payments & Receipts

Payee	Reference	Payment Method	Amount	Notes
Personnel	-	CHQ ~1200	£1019.38	Payment of pension
KPS Office Supplies	-	CHQ ~ 1201	£162.12	(Replacement shredder for Parish office)
Mr C. Stanley	-	CHQ ~ 1202	£35.00	(Webmaster March 2019 payment)
MHS Homes	-	DD	£41.16	(Garage rent March 2019)
Halling Community Centre	-	DD	£275.00	(Rent for Parish Office March 2019)
MHS Homes	-	DD	£41.16	(Garage rent April 2019)
Halling Community Centre	-	DD	£275.00	(Rent for Parish Office April 2019)
British Telecom	-	DD	£233.58	(Office phone and broadband contract)
Mrs J Allen	-	BACS	£94.00	(Reimbursement of DBS checks x 2)
Wages	-	BACS	£885.95	(Staff wages March 2019)
KALC	-	BACS	£54.00	Audit Preparation workshop 03/05
The Defib Pad	JA080:19	BACS	£51.60	Replacement Defibrillator Pads
Halling Sapphires WI	JA079:19	BACS	£1000.00	Easter 2019 Event
Natwest Bank	-	CREDIT	£4.96	(Interest from March 2019)
TOTAL DEBITS			£4167.95	
TOTAL CREDITS			£4.96	

JA100:19 It was proposed via the Vice-chair Cllr R. Thorne and seconded via Cllr J. Loveday that the tables above be noted, and the payments confirmed. This motion was unanimously agreed.

16. Parking Permits at the Old Fire Station

JA101:19 The Chairman, Cllr P. Crispe, spoke to inform the meeting of an email, received by the Clerk and forwarded onto the members, from Pastor Kevin Felix Hollington who had written to request consent to use the right of way adjacent to the 'Old Fire Station' for the possible distribution of parking permits at the rear of the building.

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Concerns were shared by both Cllr M. Fearn and Vice-chair, Cllr R. Thorne, as to how the parking permit scheme would work, if these permits would be chargeable, where exactly parking for these permits would be based and how the limitation of parking for Sunday Services might affect the Baptist Church.

The Vice-chair, Cllr R. Thorne, spoke and requested the Clerk refer back to the Pastor Kevin to ask for additional information relating to the concerns shared before a formal decision would be made. This decision was unanimously agreed with all members voting in favour.

17. Any other business

JA102:19 Cllr J. Loveday spoke to advise members that under the new GDPR regulations the Parish Councils current email address(es) and existing website did not meet the strict new guidelines and as such he had been looking at alternatives. He reported that so far, he had only received one suitable quote but he was still shopping around to find two alternative comparables. He advised that he was looking into the possibility of setting up a new domain name and associated email address which would be carried over and actioned by the 'new council' after the elections.

JA103:19 Cllr G. Wenham spoke to confirm that following the last meeting he would be happy to carry out a full itinerary of the Parish Council's garage to identify any equipment that would be useful for Ms L. Murphy the Litter management co-ordinator min **JA081:19**.

JA104:19 Cllr G. Wenham also informed members that he had recently attended an Annual Planning Conference meeting held by KALC and that he would pass the information pack obtained onto the Clerk to maintain a copy for the office. He encouraged other members to read the pack and advised that the meeting was very informative.

JA105:19 Cllr J. Loveday also reported that following a meeting of the Jubilee Hall committee that the members had discussed the possibility of obtaining a further defibrillator for the Upper part of the village. He advised that in accordance to this discussion he had subsequently submitted an application for a £2,000 grant via Tesco's. He urged the members of the Council and the Parishioners present to contribute their blue disc's to the fund to maximise the amount of funding the committee might receive.

18. Next Parish Council meeting date

JA106:19 The Chairman, Cllr P. Crispe, confirmed that the next ordinary Parish Council meeting would need to be amended to be held on Tuesday 14th May 2019 at the Community Centre to coincide with the latest Parish elections allowing the 'new' Councillors three clear working days' notice. He asked the Clerk to double check availability of the small hall in the Community Centre for the revised date and to ensure the notice boards were updated accordingly.

The meeting finished at 8.33pm

The next ordinary Parish Council meeting will be held on:

Tuesday 14th May	7.30pm	Community Centre
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