

HALLING PARISH COUNCIL

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



Minutes of the meeting on 14th November 2017

Chris Herbert	Lower Ward	Chairman	CH
Matt Fearn	Upper Ward		MF
George Wenham	Upper Ward	Estates Portfolio	GW
Trevor Reynolds	Upper Ward		TR
Paul Crispe	Lower Ward		PC
Richard Thorne	Lower Ward	Planning Portfolio Apology Accepted	RT
Andy Simpson	Lower Ward	Apology Accepted	AS
Kelly Talbot	Lower Ward	Apology Accepted	KT
Les Hitchcock	Lower Ward		LH
Roni Jones	Clerk	In attendance	RJ
Members of the Public			9
1	Apologies for Absence		
	Apologies RT, KT & AS; the first two in writing and the third at the meeting. C and RJ arrived at 19.50.		
	A discussion ensued about the previous minuted agreement to accept only apologies in writing before the meeting.		
2	Disclosure of any other business		
	None		
3	Declaration of any Pecuniary and / or Prejudicial Interests		
	CH declared a Pecuniary interest in finance		
4	Adjourn the meeting for Public Questions issues raised included		
	<ul style="list-style-type: none"> • Management of finance from the sale of the Fire Station • Social Media about New Year's Eve at HCC • The confusion over dates and venues for HPC Meetings during and after the loss of internet services. The Vice-Chairman, in the Chair apologised to residents for the convenience this had caused. • Temporary hoardings next to Formby Terrace. • The Willow house, planning application • The bridge over the A228's colours 		
5	Reconvene the meeting		
6	Minutes of Previous Parish Council meeting		
	The Minutes of the meeting on 30 th October were accepted and agreed as a true record		

Vote:	This was Proposed by PC; Seconded by LH and was agreed, MF not being present abstained The Minutes were signed	
7	Information arising from the minutes not on the agenda MF agreed to fund the Halling Green Spacers £75 from his Ward Fund	RJ
8	To receive a nomination for Mrs A Butterfield to the Council Sadly Anita had been unable to join the meeting so this item was deferred to 4.12.17	
9	Planning Applications since the last meeting MC/17/3288 A retrospective application for a Ménage – to be Rolled Over to December when Councillor Thorne may comment	
10	Estates Matters since the last meeting Report by George Wenham on the Footpaths, Recreation Grounds and Marsh A requirement to make remedial actions at the upper recreation ground had been received from the insurers and acted upon. Await full report before planning further action Community Payback had been active in the Upper Car Park and Marsh Road Quotes were awaited for yellow hatching on Marsh Road to prevent parking – this was estimated to be £5-600 and ought to proceed when the quotes are received Proposed GW, Seconded MF The farmer has vacated the field but has not removed the locked gate. The Clerk was to send a letter requesting this and all other remedial actions as agreed under the tender A report on the Marsh by Bristol University was being chased by GW; the author needing permission to share. A tree stump in the lower rec is again sprouting and needs approximately £250 to have material inserted which will stop this The play equipment rota needs to be checked and maintenance scheduled (to tie with Zurich's report) Whittings farm permissive path being progressed – posts are required to prevent car or lorry ingress to the land. Cemex have commissioned some sampling on the adjacent farm. One sluice drain is inoperative	RJ GW RJ RJ

	and this is likely to result in flood to the Farmer's land	
11	<p>HPC Working Groups Structure (Finance, Personnel, Estates, Events, Neighbourhood Plan)</p> <p>This matter to be discussed by E mail within the Council and rolled over for ratification at the next meeting</p>	RJ
12	<p>Halling Fire Station</p> <p>There has been a further delay related to the conversion costs increasing considerably. An email had been received from Pastor Kevin this afternoon</p> <p>Vote: It was proposed by MF and seconded by TR that this item be moved to restricted and contractual matters discussed in camera. This was agreed unanimously</p>	
13	<p>Update from Redrow (to include Blue Pool)</p> <p>MF updated the Council about the proposed changes at the Blue Pool and the notion of having a Diving Company sited there with car parking and a restaurant on site. This would mean more control of the safety aspects of unauthorised swimming in the lake. The plans are not yet fully submitted</p> <p>It was noted that one of the security cameras in Vicarage Road was poorly adjusted and a difficulty for motorists. MF stated that these would be moved shortly.</p>	
14	<p>Christmas in Halling</p> <p>A brief update from the Community Working Party to supplement Halling View was given, this included a request to HA for funds; a planned request to Redrow / Trenport for barriers, cherry pickers and a tele-handler to use for the Party and to erect the tree.</p> <p>MF stated that the planned road closure was going to committee on Friday</p>	
15	<p>HPC Procedure Management Development</p> <p>The Chairman proposed that the Council adopt the following Procedures which had been previously circulated</p> <p>:</p> <ul style="list-style-type: none"> • Equal Opportunities • Health and Safety at Work • Grievance and Discipline • Staff sickness Policy • Expenses Policy <p>Vote: It was proposed by CH and seconded by TR and voted on unanimously</p>	

16	<p>HPC Procedure Manual Proposed Policies</p> <p>This work was being progressed by the Personnel Working Group with the Standing Orders being looked at first</p>	TR
17	<p>Receipts and Payments</p> <p>The Council discussed</p> <ul style="list-style-type: none"> • receipts received since the last meeting • and approved for payment any invoices received since the last meeting. • And approved any regular payments made since the last meeting. <p>There had been a receipt from HMRC for VAT at £310, The reserve account stands at £41,201.27, Current account £8236.78 with cash at £57.76; A total of £49,495.81. Some Invoiced require reconciliation and follow up</p> <p>Vote: Investment account – update from the Clerk – Co-op and Aldermore would not offer Parish Councils accounts or declared that their interest would not meet the fees involved. After some discussion it was agreed Kent Reliance and Nationwide be pursued and brought back to council</p> <p>It was proposed by PC and seconded by GW and voted on; CH Abstained</p>	
18	<p>Any Other Business (No votes may be taken)</p> <p>None</p>	
	<p>Restricted Items:</p> <p>A vote to hold the following items in Closed Session:</p> <p>Vote: It was proposed by TR and seconded by MF and voted on unanimously</p>	
12	<p>Halling Fire Station</p> <p>A letter was to be sent to the purchaser outlining the concerns and costs being faced by the Council as a result of the delays, offering a completion by Christmas at the latest.</p> <p>Vote: It was proposed by TR and seconded by PC. This was agreed unanimously</p>	RJ

19	<p>Human Resources Update</p> <p>TR outlined the useful first meeting and that there was a large work plan related to staffing and management. There will be monthly meetings. There were no recommendations to bring to Council and the group was open to questions, but there were none</p>	
20	<p>Return of Skills Audit</p> <p>The Clerk re-issued the skills audit and requested that these be returned</p>	

20. Future Meetings, all at 7.30pm:

Monday 4 December 2017	Jubilee Hall
Tuesday 9 th January 2018	Community Centre
Monday 5 February 2018	Jubilee Hall
Tuesday 13 th March 2018	Community Centre
Monday 9 th April 2018	Jubilee Hall

Vr No	Date Paid	Cheque No/Folio	Creditor	VAT Reg No	Net Amount	VAT	Amount Paid	Notes
1097	8.9.17	1031	Sam Walsh		£ 70.00		£ 70.00	funday
1098	8.9.17	1032	5 Bells		£ 310.63		£ 310.63	funday
1099	8.9.17	1033	Events and Attractions Ltd	205 2089 41	£ 2,100.00	£ 420.00	£ 2,520.00	funday
1100	8.9.17	1034	KALC	509 750 927	£ 120.00	£ 24.00	£ 144.00	Training
1101	8.9.17	1035	Ryman	671523729	£ 205.71	£ 41.16	£ 246.87	Office supplies
1102	8.9.17	1036	n o'reagan		£ 446.25		£ 446.25	Bouncy Castles
1103	8.9.17	1037	BT	gb 245719348	£ 191.38	£ 38.27	£ 229.65	
1104	8.9.17	1038	HPC internal trans		£ 35,000.00		£ 35,000.00	M
1105	12.9.17	1039	Wages		£ 30.60		£ 30.60	Wages
1106	12.9.17	1040	Castle Marques	427962418	£ 200.00	£ 40.00	£ 240.00	Funday
1107	26.9.17	1041	Wages		£ 318.25		£ 318.25	wages
1108	26.9.17	1042	Wages		£ 37.80		£ 37.80	
1109	26.9.17	1043	PFK Litteljohn	440498250	£ 400.00	£ 80.00	£ 480.00	
1110	26.9.17	1044	Total Property	268 4026 92	£ 40.00	£ 8.00	£ 48.00	
1111	26.9.17	1045	Wages		£ 19.80		£ 19.80	
1112	1.8.17	S/O	MHS Homes	565 4292 23	£ 34.30	£ 6.86	£ 41.16	Garage rent
1113	1.9.17	S/O	MHS Homes	565 4292 23	£ 34.30	£ 6.86	£ 41.16	Garage rent
1114	1.8.17	S/O	Halling Community Centre		£ 250.00		£ 250.00	Office rent
1115	1.9.17	S/O	Halling Community Centre		£ 250.00		£ 250.00	Office rent
1116	9.10.17	1047	Wages		£ 57.60		£ 57.60	
1117	9.10.17	1046	Wages		£ 1,504.56		£ 1,504.56	
1118	9.10.17	1048	ACTIVE RISK MANAGEMENT		£ 195.00		£ 195.00	PLAYGROUND ASSESSMENT
1119	1.10.17	S/O	Halling Community Centre		£ 250.00		£ 250.00	Office rent
1120	1.10.17	S/O	MHS Homes	565 4292 23	£ 34.30	£ 6.86	£ 41.16	Garage rent
1121	23.10.17	1049	Kent County Council	GB204269191	72.15	14.43	86.58	sacks and orange fencing
1122	23.10.17	1050	CPRE		£ 24.00		£ 24.00	Training
1123	23.10.17	1051	Wages		£ 79.20		£ 79.20	wages
1124	23.10.17	1052	WWW		£ 71.50	£ -	£ 71.50	August / Sept
1125	25.10.17	1053	Wages		£ 52.00		£ 52.00	wages
1126	25.10.17	1054	The Defib Pad		£ 60.38	£ 15.10	£ 75.48	pads for machine
1127	30.10.17	1055	Halling Community Centre		£ 24.00		£ 24.00	Pilgrims 26.9.17

1128	30.10.18	1056	You First Partnership Ltd		£ 588.71	£ 117.74	£ 706.45	#REF!
1129	31.10.17	1058	Wages		£ 1,021.52		£ 1,021.52	Wages
1130	1.11.17	S/O	MHS Homes	565 4292 23	£ 34.30	£ 6.86	£ 41.16	Garage rent
1131	1.11.17	S/O	Halling Community Centre		£ 250.00		£ 250.00	Office rent
1132	1.11.17	DD	British Telecom	gb245719348				TELECOM
YY171 8/076	02-Aug-17	1010	HMRC		£ 53.40		£ 53.40	Tax re V Jones
YY171 8/077	07-Aug-17	1011	Clive Stanley		£ 45.50		£ 45.50	Web fees for July 201
YY171 8/078	09-Aug-17	1015	Wages		£ 39.60		£ 39.60	Work on rec
YY171 8/079	09-Aug-17	1012	Kent County Council	GB204269191	£ 1,382.10		£ 1,382.10	Agreed legal fees
YY171 8/080	09-Aug-17	1013	Medway Council		£ 6,862.87		£ 6,862.87	Cost of parish election
YY171 8/081	09-Aug-17	1015	Cuxton and Halling PCC		£ 200.00		£ 200.00	Donation
YY171 8/082	09-Aug-17	1016	Sashdodd.com		£ 681.75		£ 681.75	New PC
YY171 8/083	09-Aug-17	1017	Cuxton and Halling PCC		£ 1,177.18		£ 1,177.18	
YY171 8/084	23-Aug-17	1018	Wages		£ 125.64		£ 125.64	
YY171 8/085	23-Aug-17	1019	Wages		£ 52.00		£ 52.00	
YY171 8/086	23-Aug-17	1020	S Dodd		£ -		£ -	GA - Issues post Kaspersky
YY171 8/087	23-Aug-17	1022	SSE	553 7696 03.	£ 6.48	£ 0.03	£ 6.51	Fire Ststion Electric
YY171 8/088	23-Aug-17	1023	HMRC		£ 294.29		£ 294.29	Tax Wswan
YY171 8/1090	31-Aug-17	1024	The defibpad	gb827639788	£ 193.40	£ 38.68	£ 232.08	S137
yy171 8/1091	31-Aug-17	1025	Wages		£ 851.97		£ 851.97	
yy171 8/1092	31-Aug-17	1026	P cash impress		£ 100.00			NOT INCLUDED IN TOTAL
yy171 8/1094	04-Sep-17	1028	calc	509 750 927	£ 60.00	£ 12.00	£ 72.00	
yy171 8/1095	04-Sep-17	1029	KALC	509 750 927	£ 60.00	£ 12.00	£ 72.00	
yy171 8/1096	06-Sep-17	1030	Cancelled cheque					
yy171 81093	04-Sep-17	1027	Wages		£ 75.60		£ 75.60	est
	42982	1062	HYC		£ 100.00		£ 100.00	FOR HA
	8.11.17	1059	Wages		£ 37.80		£ 37.80	WAGES
	13.11.17	1060	MBC		£ 470.00		£ 470.00	RATES
	13.11.17	1061	PSW EVENTS		£ 1,000.00	£ 200.00	£ 1,200.00	XMAS EVENT
		1057	void					
					£ 56,640.03	£ 888.85	£ 57,428.87	#REF!

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From P Cash Worksheet

Total