

# HALLING PARISH COUNCIL

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

Clerk/Proper Officer/RFO Mr C Fribbins Telephone (01634) 241551

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Assistant Clerk Mr N Fursdon

Minutes of ordinary Meeting of Halling Parish Council held on Monday May 20<sup>th</sup>, 2024, held after the Parish Council AGM in the Jubilee Hall, Browndens Road, Upper Halling ME2 1JH.

**044/24 Chairman's welcome and recording of those present.**

In the absence of the Chairman, Cllr Mrs N Brown, Vice Chair, Chaired the Meeting.

**Those Present** Cllr Mrs N Brown (Vice-Chair) (Chair of the Meeting).  
Cllr Mrs C Saltmarsh.  
Cllr Mrs L Ali.  
Cllr G Wenham.  
Cllr L Hitchcock.  
Cllr R Brown.  
Cllr S McCormack.

**In Attendance** Clerk / RFO / Proper Officer Mr C Fribbins.  
Assistant Clerk Mr N Fursdon.  
1 members of the public.

**045/24 Apologies for absence – Cllr R Thorne (injury).**

**046/24 Declaration of any Pecuniary and / or Prejudicial Interests.** None were declared.

**047/24 Adjourn for Public Questions (up to 15 minutes for the public).**

*Person 1* – said he had no questions, but when he was on the Parish Council, he held the portfolio for public rights of way. He had used Ordnance Survey mapping program and willing to pass on all his work to the new portfolio holder.  
Cllrs thanked Person 1 for his kind offer.

**048/24 To Approve Minutes of meetings held on March 11<sup>h</sup> 2024.**

Proposed by the Vice – Chair.

Seconded by Cllr S McCormack as a true record, all Cllrs agreed.

**049/24 Clerk's report. To receive any reports from Councillors**

The Clerk reported that he had been busy getting the 2023/2024 accounts finalised so the AGM can take place.

The Internal Auditor is attending the Parish Council Office on Friday and will be inspecting the 2023/2024 accounts on Friday.

**050/24 Finance:**

**Note Payments made under delegated powers of the Chair/Clerk and to seek approval of any additional payments as necessary.**

**Financial Reports as circulated (April & May)**

Hard copies of the Financial Reports had been handed around to the Cllrs at the beginning of the meeting.

A copy of the report is attached with these Minutes as Appendix 1 on page 3.

**051/24 Annual Governance and Accountability Return 2023/24 (AGAR)  
To approve Section 1 – Annual Governance Statement 2023/24**

The Clerk/ RFO read through the document aloud to the Cllrs.

All statements were ticked yes. N/A to Trust Funds.

All Cllrs present unanimously agreed Annual Governance Statement 2023/24 be approved.

The Chair of the Meeting and the Clerk duly signed and dated the document.

**052/24 Annual Governance and Accountability Return 2023/24 (AGAR)  
To approve Section 2 – Accounting Statements 2023/24**

The RFO had already signed the section 2 Accounting Statements 2023/24 before he presented them to the Cllrs present at the meeting.

The RFO went through the various heading with the Cllrs.

All Cllrs present unanimously agreed Annual Accounting Statement 2023/24 be approved.

The Chair of the Meeting signed and dated the document.

The Clerk said that the AGAR will now be submitted to the External Auditors and will be publicly posted on the Parish Council website and posted in the Village notice boards on June 3<sup>rd</sup> 2024.

**053/24 Parish Council Co – Options**

The Clerk said there was no one come forward at present.

Currently there is 9 Cllrs, our complement is 13, so there is 4 vacancies.

Cllrs debated the matter in depth, with Cllr G Wenham proposing a leaflet drop advertising for new Cllrs over the whole Village.

Cllr L Hitchcock seconded the motion which was unanimously agreed by all Cllrs present.

**054/24 Estates and Environment Committee Report**

‘The last meeting was on 1<sup>st</sup> February 2024’.

However, there was **urgent work** required to ensure the event on June 8<sup>th</sup> could go ahead.

Three quotes had been obtained from Boundary Fencing.

- 1 Move gate post at entrance to Lower Rec to enable fairground ride access £850 + VAT.  
Cllr G Wenham proposed to accept the quote, Cllr L Hitchcock seconded all Cllrs agreed.
- 2 Remove 65m of old chain link fencing in lower rec £1,500 + VAT.  
The Vice-Chair proposed to accept the quote, Cllr C Saltmarsh seconded all Cllrs agreed.
- 3 To supply and install new support posts in lower rec £950 + VAT.  
The Vice-Chair proposed to accept the quote, Cllr C Saltmarsh seconded all Cllrs agreed.

The Clerk said he would record the works as refurbishments.

**Lighting and access issues at PC car park opposite the Jubilee Hall.**

The Jubilee Hall Management Committee have asked if a pedestrian access could be installed across the road from the Jubilee Hall. There was also a request for some form of lighting.

The matter was debated in depth as there were various problems.

Fairly steep bank, which is owned by Medway Council –

Would planning permission be required –

The access would have to disabled access, so a ramp and dropped kerb will be required –

Lighting could be powered by solar power –

These matters will need to be researched.

## 055/24 Events Committee Report

The Vice – Chair announced that the D Day 80 events are getting arranged.  
The Beacon will be lit on the mound on Thursday June 6<sup>th</sup>.  
A Buglar is still being sought, but a recording is in place as a last resort.  
First Aid cover is in place.  
On Saturday June 8<sup>th</sup> the D Day fair will take place.  
First Aid cover is in place.  
The Events Committee will be meeting weekly up to the events.

056/24 **Date and Venue of next meeting** – To be confirmed.

**Closure of Meeting** The meeting closed at 9.05pm (21.05)

## Appendix 1

### HALLING PARISH COUNCIL INCOME & EXPENDITURE – APRIL 2024

April 2 <sup>nd</sup>	Halling Community Parish Office rent	£	328.90	SO
April 4 <sup>th</sup>	MHS homes (garage rent)	£	53.46	DD
	Stuart Weller Magic (D Day event)	£	250.00	DPC
	Rialtas (accounts software)	£	230.40	DPC
	KALC (training)	£	84.00	DPC
April 15 <sup>th</sup>	Medway Council (Parish Precept)	£53,000.00		Paid In
	Safeplay (Play equipment repair)	£	538.00	DPC
April 18 <sup>th</sup>	Transfer from current account to Deposit account	£50,000.00		
April 22 <sup>nd</sup>	Halling Youth Club (Booker biscuits)	£	19.99	DPC
April 29 <sup>th</sup>	Staff costs for April 2024	£	911.83	DPC
April 30 <sup>th</sup>	April interest on Deposit Account	£	354.23	Paid In
		<b>Paid In</b>	<b>£53,354.23</b>	
		<b>Paid Out</b>	<b>£ 2,416.58</b>	

### HALLING PARISH COUNCIL INCOME & EXPENDITURE – May 2024

May 1st	MHS homes (garage rent)	£	58.11	DD
May 2 <sup>nd</sup>	Halling Community Parish Office rent	£	328.90	SO
May 9 <sup>th</sup>	Cllr Mrs N Brown (reimbursement Seeds Clay Events)	£	24.98	DPC
	Cllr Mrs N Brown (reimbursement APM refresh)	£	18.55	DPC
	Elite Medical	£	452.33	DPC
	TCW Solutions (D Day Banners)	£	466.00	DPC
May 13 <sup>th</sup>	Amanda Marsh (Grant towards library)	£	180.00	DPC
May 16 <sup>th</sup>	Fasthosts (Gov.uk renewal)	£	73.20	DC