

HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent. ME2 1BS
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Assistant Clerk Mr N Miners



Halling Parish Council

The Minutes of an ordinary Meeting of Halling Parish Council held on Monday **19 May 2025, at 7.15pm in the Jubilee Hall, Upper Halling.**

040/25 Chair's welcome and recording of those present

The Chair welcomed everyone to the meeting.

Councillors present: Cllr R Thorne (Chair), Cllr N Brown (Vice Chair), Cllr L Hitchcock, Cllr S McCormack, Cllr L Ali, Cllr G Wenham, Cllr C Saltmarsh.

In attendance: Clerk Mr C Fribbins. Assistant Clerk Mr N Miners. Two members of the public.

041/25 Apologies for Absence

None, all Councillors were in attendance.

042/25 Declarations of any Pecuniary and / or Prejudicial Interests

Cllr L Hitchcock (Halling Community Centre and Halling Youth Club), Cllr N Brown (Halling Youth Club), Cllr L Ali (Jubilee Hall).

043/25 Adjournment for Public Questions

A resident raised concerns about the uneven surface of the concrete roadway in Halling Cemetery. The Chair noted the cemetery was not the responsibility of Halling Parish Council but agreed that the Council would write to the PCC (Parochial Church Council) to highlight this matter.

A resident raised the issue of cars being inconsiderately parked on the Kent Road which were preventing residents with mobility issues from reaching the bridge safely. A discussion took place on the recent decision by Medway Council not to enforce parking restrictions in Kent Road, having instead decided to focus restriction in the worst affected areas.

The Clerk noted that Halling Parish Council did not have any powers to enforce parking restrictions, and that parking restrictions and enforcement are a matter for Medway Council.

044/25 To Approve the Minutes of the meeting held on Monday 10 March 2025

Proposed as a correct record by Cllr S McCormack and seconded by Cllr L Ali, ALL AGREED.

045/25 Clerk's Report

The Clerk reported that a financial report is unavailable until the accounts for the financial year ending 31 March 2025 have been internally audited. This will take place on Thursday 12 June.

Following the internal audit a Council Meeting will be held on Monday 23 June to agree the Annual Governance and Accountability Return (AGAR). The AGAR will subsequently be published and displayed for thirty days, which must include the first ten working days of July.

046/25 Finance

The Clerk reported he had recently settled the invoice for the Council's Insurance Policy.

047/25 Parish Council Co-option

The Clerk introduced Samantha Rapp as the candidate for co-option onto the Council.

Samantha Rapp introduced herself and reported that she had been a resident of Halling for nine years. Samantha had met with some of the Councillors and the Clerk at the VE Day Anniversary Celebration and would like to help with community events in future.

Cllr L Ali reported that KALC provides online and face to face training events for new Councillors

At 7.35pm Samantha Rapp left the meeting while the Council discussed her co-option.

Cllr R Thorne proposed that Samantha Rapp be co-opted as Parish Councillor for the North Halling ward. This was seconded by Cllr L Ali, ALL AGREED.

Cllr S Rapp was therefore co-opted as a Councillor for Halling North and rejoined the meeting at 7.40pm. Cllr S Rapp then signed the declaration of acceptance.

048/25 Reports from Portfolio Holders

a) Footpaths Report

The Clerk reported there was currently no update on the revised literature about local walks and footpaths in the North Downs National Landscape areas within Halling Parish.

b) Marsh

The Clerk reported that three parties had expressed an interest in quoting for the new bridge to cross the culvert. The Clerk would shortly be holding a site meeting with Boundary Fencing who wished to determine the location of the bridge before submitting a quote.

c) Recreation Ground

Lower Rec, Vicarage Close. Cllr L Hitchcock reported he was currently liaising with Mr N Gooding regarding a number of small improvements to be made in the Lower Rec.

Upper Rec, Browndens Road. Cllr L Hitchcock reported that the new fence had been completed and that moss was now collecting on the tarmacked area, this will hopefully be removed in the near future.

The Clerk reported that the lighting in the car park will be inspected before the autumn by Volker Highways and Medway Council to investigate specifications. The lighting will be solar powered.

A discussion was held regarding the possibility of relocating the gate into the Upper Rec. The Chairman noted that although the Parish Council owns the fence it cannot relocate the gate to a position that would be inaccessible for residents with mobility issues.

d) Planning

Cllr L Ali reported on the following planning applications:

MC/25/0623, MCL Ltd, Grove Road Upper Halling. Permission has been received as the planning application has met the conditions on Ecological Enhancements.

MC/25/0581, 22 Vicarage Close. No objections and the application has been approved.

MC/25/0036, Land to the rear of 106 Pilgrims Road, Upper Halling. Approved subject to S106 regarding flora and fauna.

MC/25/0423, 114 Pilgrims Road, Upper Halling. Approved with conditions.

MC/25/0364, 37 Rochester Road, Halling. Approved with conditions and amendments.

MC/25/0667, MCL Ltd, Grove Road Upper Halling. (The submitted Ecological Enhancement Plan relating to MC/25/0623 above.) Approved.

MC/25/0502, 5 And 6 Formby Terrace. This application has been submitted and a decision is pending.

e) Benches, Bus Shelters and Noticeboards

The Clerk reported that the new bus shelter on the A228 near to the junction of Pilgrims Way has now been installed, and the shelter at Cuxton Marina (Elmhaven) has been removed.

It was reported that the benches at Upper Halling were now in an impressive condition.

New UV Perspex coverings have been installed on the noticeboards owned by the Council, and new hinges have been installed to the noticeboard in St Andrews.

f) Planters in the Village and Station Platform

The Clerk reported that Grow19 are keen to proceed with the six new planters underneath the Parish Council's noticeboards and hoped to see this project progress in the near future.

The Chair noted that if planters were located at either end of the village, the entrance to Upper Halling on the Pilgrims Way, and the station platform this would be a welcome enhancement to the parish.

Cllr S McCormack reported on the progress of improvements at Halling Station, and is now in discussion with the Community Rail Partnership concerning local community involvement as a potential Station Adopter Group.

g) Plaque for Forge Green and Heritage Plaques

The Clerk reported that Halling Historical Society had written to the Council to express their thanks to the Halling Parish Council for its donation to the Heritage Plaques project. The plaques will be unveiled at the Society's 40th Anniversary Celebration on Monday 16 June. The Society is currently finalising the wording for the plaque at Forge Green.

h) Halling View

The Chair thanked the Assistant Clerk for his work on the relaunch of Halling View, and it was hoped that the number of pages would increase in future editions. Cllr S McCormack agreed to volunteer to help deliver Halling View.

049/25 Events Committee Report

Cllr N Brown reported that the VE Day Events had been a success. The Party in the Rec event had overcome numerous logistical and practical problems but proved to be a superb afternoon that had attracted many families and had received positive feedback.

Cllr N Brown also reported on the preparations for Hallingbury on Saturday 9 August. This will be free to attend, there will be rides, music acts, food, and stalls. Volunteers will be required to act as security before and after the Saturday.

Cllr N Brown added that arrangements for Halling Spookfest and Halling's celebrations for Christmas are already underway.

050/25 Kent Community Award Scheme

The Clerk reported that the Community Award will be presented at the Annual Parish Meeting.

051/25 Parish Council Meeting Dates

The Clerk noted that he is liaising with the Boxing Club regarding the booking of the Bishop's Hall on Mondays for ordinary Council meetings, with the next meeting being scheduled for Monday 14 July.

There will also be an extra meeting on Monday 23 June at the Jubilee Hall to agree the Annual Governance and Accountability Return (AGAR).

The Annual Parish Meeting will be held on Friday 30 May at the Community Centre.

052/25 Public Bodies (Admission to Meeting Act 1960 Exclusion of Press and Public)

It was proposed by the Chair and seconded by the Vice Chair that due to the discussion of personnel and confidential matters that the press and public be excluded, ALL AGREED.

053/25 Personal and Confidential Matters

a) Six Month Probationary Review of the Assistant Clerk

At 8.00pm, the Assistant Clerk, Mr N Miners, left the meeting.

It was proposed by the Chair that the Assistant Clerk had passed the Six Month Probationary Review. This was seconded by the Vice Chair, ALL AGREED.

At 8.05pm Mr N Miners returned to the meeting.

054/25 Date and Venue of Next Meeting

The Clerk confirmed that the next ordinary meeting would be on Monday 14 July at the Community Centre.

Meeting Closed 8.10pm

Signed: Cllr _____

Date: _____