

# HALLING PARISH COUNCIL

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



## MINUTES

HPC Ordinary Meeting 8<sup>th</sup> May 2018

Community Centre 7.30pm

**Attendees:**

|                           |                                |
|---------------------------|--------------------------------|
| Cllr P. Crispe (Chairman) | Cllr R. Thorne (Vice Chairman) |
| Cllr C. Herbert           | Cllr K. Talbot                 |
| Cllr A. Butterfield       | Mrs J. Allen ~ Clerk           |

**Members of the public:** 12

### **1. To Elect the Chair for the ensuing year**

JA013:18 Cllr P. Crispe was nominated by Cllr R. Thorne and seconded by Cllr A. Butterfield. Cllr P. Crispe accepted the nomination and as there were no other candidates, he was duly elected and signed the declaration book under Item 2.

### **2. Signing of the Declaration Book**

JA014:18 The new Chairman, Cllr P. Crispe signed the declaration book which was witnessed by the Proper Officer of the Council (the Clerk), Jenny Allen. The Chairman also passed his thanks onto Cllr C. Herbert for all his hard work and commitment in this role previously.

### **3. Apologies for Absence**

JA015:18 Apologies were accepted for Cllr L. Hitchcock, Cllr A. Simpson & Cllr M. Fearn whom were in attendance at separate meetings elsewhere. Cllr T. Reynolds had prior commitments.

### **4. Disclosure of other business**

JA016:18 None.

### **5. Declarations of any Pecuniary and or Prejudicial Interests**

JA017:18 Cllr C. Herbert declared a pecuniary interest in item 19 – where a payment had been made to his partner Ms T. Smith for office cover over the period of 12/02/2018 to 23/03/2018 following Roni Jones's resignation.

### **6. Adjourn meeting for Public Questions**

Meeting adjourned for public question time – a total of 10 questions were raised:

- i) Fence repairs still required to foliage circle of Vicarage Close.
- ii) Confirmation if the A216 footpath in Upper Halling will be reinstated, following concerns on the destruction of habitats, affect on wildlife and disruption of wild orchids. Cllr R. Thorne advised that following a meeting with St Andrew's Leisure he had been advised that this roadway was temporary and for access purposes only, as such no planning permission was required, St Andrews Leisure also confirmed that they would be removing the restricted access signs on the public land.

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- iii) Complaint of a footpath not being reinstated at St Andrew's Lake. Cllr R. Thorne confirmed he had enquired with Medway Council and checked the RCT Ordnance Survey Map. The foot path that runs is a definitive path which had been in this position for the past 40 plus years.
- iv) Clarification if there was any further information regarding the proposed flats via Redrow Housing. Cllr C. Herbert advised that following a meeting with Redrow at Medway Council the plot of land had now been sold and a further planning application had been received for several lightweight business units.
- v) St Andrew's resident reported that Redrow had sold the commercial area, where the St Andrews site office had been located previously. Since this land can only be used for commercial use it was felt that a larger doctor's surgery or a health centre would be beneficiary as the current amenity is understood to be too small and oversubscribed.
- vi) St Andrew's resident also advised that following a discussion with the technical manager at Redrow, the water pipe in question previously, was in use and that he would forward the details on the Council. He also commented that there were reports of a new pumping station being installed this year.
- vii) Clarification on the latest with the permissive path at Whitings Farm. The Chairman advised that he was in receipt of all the paperwork from Barry Barnes following a meeting with him and will report back in due course.
- viii) Confirmation where the money from the sale of the Fire Station will be spent. It was suggested that perhaps a flyer could be included in the Halling View to ask the Parishioners for their opinions. Cllr C. Herbert advised that once the improvements to the Upper Recreation Ground and the surfaced walkways and footpaths had been updated on Halling Marsh the Council would be asking Parishioners for ideas on what the remaining balance of funds should be spent on.
- ix) Complaint of the drainage system on Pilgrims Road failing, causing flooding, Cllr R. Thorne advised that Medway Council maintains the drainage system but the Council will report this issue to them.
- x) Suggestions that there should be a way to feedback the responses to the questions raised previously at the last meeting and the minutes should be published on the Parish Council website sooner. The Chairman commented that he would look into this point.

## **7. Reconvene meeting**

Public question time closed at 7.55pm and the meeting reconvened.

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

JA018:18 The minutes of the HPC meeting held on 9<sup>th</sup> April 2018 were submitted and it was proposed by Cllr K. Talbot and seconded by Cllr C. Herbert that they be approved as a correct record and signed by the Chairman. The motion was unanimously agreed.

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

JA019:18 None

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## 10. To Elect a Vice –Chair

JA020:18 Cllr R. Thorne was nominated by The Chairman and seconded by Cllr C. Herbert. Cllr R. Thorne accepted the nomination and as there were no other candidates, the motion was unanimously agreed.

## 11. To Appoint Portfolio Holders, Working Groups (HR & Social Media) and Representatives to Outside Bodies

JA021:18 The following appointments were made:

| Portfolio Holder Groups                           | Councillor   |
|---|--|
| Estates Portfolio Holder                          | Cllr Anita Butterfield   |
| Footpaths Portfolio Holder                        | Cllr Anita Butterfield   |
| Planning & Development Portfolio Holder           | Cllr Kelly Talbot  |
| Committee Groups                                  | Councillor   |
| Finance Committee                                 | ALL MEMBERS OF THE PARISH COUNCIL                                    |
| Representative Groups                             | Councillor   |
| Community Centre Representative                   | Cllr Les Hitchcock   |
| Jubilee Hall Representative                       | Cllr Trevor Reynolds   |
| School Governors Representative                   | VACANT   |
| Kent Association of Local Councils Representative | VACANT   |
| Rural Liaison Committee Representative            | Cllr Andy Simpson  |
| Halling Association Representative                | The Chairman (Cllr Paul Crispe) and Vice Chair (Cllr Richard Thorne) |
| Kent Community Rail Partnership Representative    | Cllr Trevor Reynolds   |
| Lafarge Liaison & Local Industry Representative   | The Chairman (Cllr Paul Crispe) and Vice Chair (Cllr Richard Thorne) |
| Redrow Liaison Committee Representative           | The Chairman (Cllr Paul Crispe) and Vice Chair (Cllr Richard Thorne) |
| John May Charity Trustees Representative          | The Chairman (Cllr Paul Crispe) and The Clerk (Mrs Jenny Allen)      |
| Working Groups                                    | Councillor   |
| HR Working Group                                  | Cllr Trevor Reynolds, Cllr Paul Crispe & Cllr Richard Thorne         |
| Social Media Working Group                        | * NEW - VACANT   |

## 12. To ratify dates for the next years meetings

JA022:18 The Chairman requested, from the dates as circulated by the Clerk, that the date for the meeting in October 2018 be postponed via one week. The new proposed dates are as follows:

|         |    |           |      |                  |
|---------|----|-----------|------|------------------|
| Monday  | 4  | June      | 2018 | Jubilee Hall     |
| Tuesday | 10 | July      | 2018 | Community Centre |
| Monday  | 6  | August    | 2018 | Jubilee Hall     |
| Tuesday | 11 | September | 2018 | Community Centre |
| Monday  | 8  | October   | 2018 | Jubilee Hall     |
| Tuesday | 13 | November  | 2018 | Community Centre |
| Monday  | 3  | December  | 2018 | Jubilee Hall     |
| Tuesday | 8  | January   | 2019 | Community Centre |
| Monday  | 4  | February  | 2019 | Jubilee Hall     |
| Tuesday | 12 | March     | 2019 | Community Centre |
| Monday  | 1  | April     | 2019 | Jubilee Hall     |

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## **13. To agree a date of the Annual Parish Meeting**

JA023:18 Cllr C. Herbert advised the meeting that our local MP, Kelly Tolhurst, was sadly unable to attend. In accordance with availability of the Community Centre it was decided by the Council to arrange the Annual Parish Meeting for Saturday 26<sup>th</sup> May 2018 between 12.00pm & 3.00pm.

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

JA024:18 Cllr R. Thorne informed the meeting of 2 planning applications that had been made & 1 legal requirement of notice of works to the former Fire Station.

### **MC/18/1120 ~ 173 High Street**

No comments

### **MC/16/5062 ~ 18 High Street**

Cllr R. Thorne advised that despite the Council's objection to Mr Patel's application to convert 18 the High Street into five self contained flats that the appeal had found to be in favour of applicant, with conditions, on the grounds the Parish Council's objection that the property would not be in keeping, as incorrect. Cllr R. Thorne informed the meeting that Halling Parish Council will contact Dave Harris at Medway Council to discuss this matter further however the final decision is unable to be appealed against.

### **MC/16/3001 ~ Former Fire station**

Cllr R. Thorne also advised that in line with notice clause 5.1.2 of the Section 106 Agreement he was now in receipt of confirmation that the works planned to the former fire station had now started.

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

JA025:18 The Chairman advised that he had been in further contact with the Environment Agency regarding checking the river outlets on the Marsh and had now subsequently met the team down there in order to change the padlock on the gate, to which both the Environment Agency and the Council now had the keys to. He also advised that due to the proposed works to the Marsh and the decision not to allow cattle to graze this year that he was looking into arranging for the grass to be cut twice this year in order to keep it to a manageable level.

## **16. To decide upon the membership of Rural England 2018 / 2019**

JA026:18 It was proposed by Cllr C. Herbert and seconded by Cllr K. Talbot and RESOLVED unanimously to renew the Council's membership with Rural England for 2018 / 2019 at a cost of £36.00 for the year.

## **17. To discuss preparations for the new GDPR (General Data Protection Regulations)**

JA027:18 Cllr R. Thorne advised the meeting that the new General Data Protection Regulations are replacing the previous Data Protection Act on the 25/05/2018. He advised that following a meeting of the Gravesham Parishes a few weeks ago, that the Parish would be instigating their own scheme, similar to that proposed via Meopham Parish Council. Cllr C. Herbert advised that the Parish would also be seeking advice and training from KALC and Cllr A. Butterfield confirmed that as the Proper Officer, the Clerk, was elected as the Council's Data Protection Officer.

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## 18. To discuss setting up an online banking account

JA028:18 It was proposed by Cllr R. Thorne and seconded by Cllr C. Herbert and RESOLVED unanimously that the Council apply to set up an online banking account.

## 19. Receipts and Payments

### PAYMENTS SINCE MEETING 09/04/2018

| <u>Date Paid</u> | <u>Cheque No/Folio</u> | <u>Creditor</u>                | <u>Notes</u>   | <u>Net Amount</u> | <u>VAT</u> | <u>Amount Paid</u> | <u>Notes</u>        |
|------------------|------------------------|--------------------------------|--|-------------------|------------|--------------------|---------------------|
| 30/04/2018       | SO                     | MHS Homes                      | Standing Order for Garage Rent                                   | £34.30            | £6.86      | £41.16             |                     |
| 30/04/2018       | SO                     | Community Centre               | Standing Order for Parish Office                                 | £275.00           | £0.00      | £275.00            |                     |
| 11/04/2018       | CHQ                    | Jenny Allen ~ Clerk            | March Wages  | £237.14           | £0.00      | £237.14            |                     |
| 11/04/2018       | CHQ                    | Zurich Management Services Ltd | LCAS Training Seminar 18/01/2018                                 | £30.00            | £6.00      | £36.00             |                     |
| 31/03/2018       | CHQ                    | Clive Stanley                  | Webmaster fees for Feb & March 2018                              | £97.50            | £0.00      | £97.50             |                     |
| 19/04/2018       | CHQ                    | You First Partnership Ltd      | Copier Supplies  | £583.29           | £116.66    | £699.95            |                     |
| 30/04/2018       | CHQ                    | Jenny Allen ~ Clerk            | April Wages  | £665.92           | £0.00      | £665.92            |                     |
| 02/05/2018       | CHQ                    | Trudi Smith                    | Office cover from 12/02/2018 - 23/03/2018                        | £408.00           | £0.00      | £408.00            |                     |
| 02/05/2018       | CHQ                    | Laurie Smith                   | Feb Wages (Chq reissued from previous lost and cancelled chq).   | £320.87           | £0.00      | £320.87            |                     |
| 02/05/2018       | CHQ                    | Laurie Smith                   | March Wages (Chq reissued from previous lost and cancelled chq). | £203.42           | £0.00      | £203.42            |                     |
| 04/05/2018       | CHQ                    | Clive Stanley                  | Webmaster fees for April 2018                                    | £42.00            | £0.00      | £42.00             | * CHQ NEEDS SIGNING |
| 04/05/2018       | CHQ                    | Halling Community Centre       | 200 x Refuse Sacks ordered for Roni via Cllr Les Hitchcock       | £14.75            | £2.95      | £17.70             | * CHQ NEEDS SIGNING |
| 04/05/2018       | CHQ                    | Halling Community Centre       | Hall Hire for extraordinary meeting on 26/03/2018 ~ 2 hours.     | £27.00            | £0.00      | £27.00             | * CHQ NEEDS SIGNING |

|               |                  |                |                  |
|---------------|------------------|----------------|------------------|
| <b>TOTALS</b> | <b>£2,939.19</b> | <b>£132.47</b> | <b>£3,071.66</b> |
|---------------|------------------|----------------|------------------|

### RECEIPTS SINCE MEETING 09/04/2018

|      |
|------|
| None |
|------|

JA029:18 It was proposed by Cllr A. Butterfield, seconded by Cllr K. Talbot the tables be noted and the Payments confirmed. The motion was AGREED, with 4 voting in favour and 1 abstention, as referred to in item 5.

## 20. Any Other Business

JA030:18 Cllr R. Thorne reminded the Clerk to include the letter from the church warden regarding the community payback scheme maintaining the cemetery in the next agenda.

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## **21. Date of next meeting**

JA031:18 The Chairman advised that the next ordinary Parish Council meeting will be held on Monday 4<sup>th</sup> June at 7.30pm in the Jubilee Hall.

**The meeting finished at 8.35pm**

**The Annual Parish Meeting of the Parish Council will be held on:**

|  |                         |                         |
|--|-------------------------|-------------------------|
| <b>Saturday 26<sup>th</sup> May 2018</b> | <b>12.00pm – 2.00pm</b> | <b>Community Centre</b> |
|--|-------------------------|-------------------------|