

HALLING PARISH COUNCIL

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



MINUTES

Tuesday 13th November 2018

Community Centre ~ 7.30pm

Attendees:

Cllr P. Crispe (Chairman)	Cllr R. Thorne (Vice Chairman)
Cllr C. Herbert	Cllr M. Fearn
Cllr A. Butterfield	Cllr. J. Loveday
Cllr G. Wenham	Mrs J. Allen ~ Clerk

Members of the public: 12

1. Apologies for Absence

JA079:18 None. Cllr M Fearn advised that he would have to leave the meeting early due to work commitments the next day.

2. Disclosure of any other business

JA080:18 None

3. Declarations of any Pecuniary and or Prejudicial Interests

JA081:18 None

4. Adjourn meeting for Public Questions

The meeting was adjourned for public question time – a total of 12 questions were raised:

- I. Request for signage to be placed at Vicarage Close to confirm this road is a cul-de-sac, following eye witness accounts of another foreign lorry using the close to turnaround after getting lost. Cllr M. Fearn advised he would speak to Medway Council to follow this up.
- II. Update on the removal of the graffiti on the bridge. Cllr M. Fearn confirmed that this bridge was owned by Redrow and as such Medway Council would not address this, he did advise however that he would chase this up with Redrow directly.
- III. A Parishioner spoke to advise that following Medway Council's Rights of Way Improvement plan he had attend, how useful Mr G. Wenham could be if he was to come back onto the Council. He advised that he understood that this ex councillor had in excess of 19 years previous experience which would be advantageous in regards to maintenance of the overgrown greenery on the footpaths and reports of long grass on the Marsh, especially since there had been no cattle grazing there this past year.
- IV. Enquiry following the clearance of the land adjacent to Formby Terrace and the Electricity substation via St Andrew's Leisure as if planning permission should have been sought to place such a large and substantial portable building on this site. Cllr M. Fearn spoke to advise that he was also currently addressing this matter and was awaiting an imminent response from Medway Council.
- V. Concerns of safety, following reports on Facebook also, that drivers exiting St Andrew's Park via the roundabout were not being allowed out via the other drivers using the road.
- VI. Clarification, following the Parish Councils decision to set up online banking in May **JA028:18**, who actually had access to the account and concerns on the safety of the funds ensuring that they were adequately pass-worded and security protected. The Clerk spoke to confirm the members of the Council who had access and reassured the Parishioner that the funds were secured protected via the bank with passwords and pass codes.
- VII. Update on yellow lines to be placed along Marsh Road. The Chairman spoke to confirm that this was matter was in hand and was being addressed.
- VIII. Request for a tree surgeon to be employed to lop the bows of the trees in Marsh Road to prevent further damage to cars and lorries, as he reported that they were now growing over into the access area.
- IX. Update on the removal of the graffiti on the pedestrian footbridge via the new railway bridge near St Peters Village.

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Cllr M. Fearn spoke to advise that this bridge was owned via Tarmac and he would try to ensure this matter was addressed. The Parishioner requested that if Tarmac were not going to address this matter quickly if they might allow permission for a Parishioner to paint over the graffiti with a similar colour grey paint to blend in with the concrete finish.

- X. Request for update on repairs to the Bishop's Palace and the railway viaduct following reports of two contractors seen on sight assessing repairs to be made. Concerns were also raised in regards to timescales, as it is understood that Medway Council might not have enough funds in their budget to complete these works until 2020 / 2021. Cllr M. Fearn confirmed that he was addressing this matter also, he advised due to his persistence Medway Council sent out the two contractors to price repairs. He spoke further to advise that until the works were completed that the scaffolding would remain in place as a deterrent and to comply within the interests of health and safety. The Parishioner requested if the scaffolding was to remain in place if further arrangements could be made to perhaps place more attractive railings around the sight instead and suggested that further grants to assist with costs could be sought from English Heritage.
- XI. Request for the Parish Council to publish a list itemizing the tasks assigned to each Councillor.
- XII. Clarification if the Parish Council office will be enlisting an assistant to help the Clerk and to work on the Halling View. The Chairman spoke to confirm that this point was also being addressed.

5. Reconvene meeting

Public question time closed at 8.00pm and the meeting reconvened.

6. Chairman's Announcements

JA082:18 The Chairman spoke to congratulate everyone involved in the successful WW1 event held on Armistice weekend, with a particular vote of thanks to Cllr C. Herbert, his partner Ms T. Smith and the Clerk, Mrs. J Allen, for all their hard work. This vote of thanks was seconded via Vice-Chair Cllr R. Thorne.

The Chairman advised that he had recently attended the latest meeting at the Doctor's surgery, and he understood from Dr Mallardi, following the petition to change the boundaries earlier this year, that the surgery was now in a position to convert the loft space into a storage facility for patient's records, and that work would commence in January 2019.

The Chairman also spoke to advise that he would be slightly changing the order of the agenda items to allow the two latest co-option applicants, Mr. G Wenham & Mr. J Loveday an opportunity to vote *.

7. Minutes of Parish Council meetings

JA083:18 The minutes of the HPC meeting held on the 26th September were submitted and it was agreed that the Clerk could manually amend the minutes **JA071:18** to confirm that the Parish Council had agreed to pay a £500 donation towards Halling W1 Christmas event with the proviso that should the Halling Association not be able to contribute a £500 donation already requested that the Parish Council would pay this also. It was proposed by Cllr A. Butterfield, seconded by Cllr M. Fearn that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED unanimously.

8. Co-options to fill the vacancies in the Lower and Upper Wards (item 12 on the agenda)

JA084:18 A concern from a Parishioner was raised in regards to the loyalty of Mr G. Wenham, who had previously been a Councillor and resigned. Vice-Chair Cllr R. Thorne and Cllr A. Butterfield spoke to confirm that both applicants had been interviewed by the Chairman, the Vice-Chair and other Councillors and that they were all satisfied with the responses received.

The Chairman proposed to co-opt Mr G. Wenham back onto the Council. This proposal was seconded by Cllr M. Fearn with one Councillor voting in favour, one Councillor voting against and one Councillor abstaining.

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The Vice-Chair Cllr R. Thorne proposed to co-opt Mr. J Loveday onto the Council. This proposal was seconded by The Chairman and was unanimously agreed.

The new Councillors, Cllr G. Wenham and Cllr J. Loveday, were invited to sit with the other Councillors by the Chairman. The Chairman also spoke to advise that sadly the other two nominees listed on the agenda were unable to participate due to ill health and confirm with 2019 being an elective year there would be no further co-options now until the 02/05/2019.

9. Information arising from the minutes not on the agenda (item 8 on the agenda)

JA085:18 None

10. Planning Applications since the last meeting (item 9 on the agenda)

JA086:18 Cllr M Fearn spoke to confirm he would be temporarily overseeing the Planning Portfolio until May 2019. He spoke of two applications that had been received since the last meeting:

MC/18/2957 ~ 24 Rochester Road

Cllr M. Fearn advised that he had spoken to both neighbours in connection to this application, both of which had no concerns. He reported that he had since checked this application online and advised that it was now showing as approved on the 09/11.

MC/18/2806 ~ Halling Baptist Church

Cllr M. Fearn reported that he had now received confirmation that the Halling Baptist Church had complied with the associated parking provisions made via Medway Council.

11. Estate Matters since the last meeting (item 10 on the agenda)

JA087:18 Cllr A. Butterfield spoke to advise that she had now received written permission from Medway Norse to replace the 'shin rails' on the foliage circle based at Vicarage Close, with the proviso that they are to be situated a certain distance from the kerb and be able to allow access to enable the grass to be cut. She spoke further to confirm the two quotes for works she had already received, one being in excess of £3078 and the other £3150. Cllr M. Fearn spoke to advise that Medway Council were not in a position financially to fund the replacement railings and that this cost would need to be sought via the Parish Council.

Vice-Chair Cllr R. Thorne asked if the railings were necessary, as they had previously been damaged by vehicles and had been absent for some time. Cllr A. Butterfield and Cllr M. Fearn agreed, along with other Parishioners, that the railings were originally erected as a deterrent to prevent the dumping of rubbish and parking and should be reinstated.

The Chairman asked the Parish Council to vote on the replacement of the 'shin rails'. Cllr M. Fearn & Cllr A. Butterfield voted in favour and the Chairman Cllr P. Crispe, Vice Chair Cllr R. Thorne, Cllr C. Herbert, Cllr G. Wenham and Cllr J. Loveday voted against. The Chairman confirmed that based on the Parish Council's decision that they would currently not be looking to replace the 'shin rails' at Vicarage Close.

Cllr A. Butterfield continued her report to confirm that she was still working closely alongside the Community Payback Team and that the team had recently concentrated on removing the mud and leaves from the Community Centre car park. She urged the Parish Council and Parishioners to be forth coming with any ideas for next potential projects in order to be able to utilise this facility.

Cllr A. Butterfield finished her report to advise that she was continuing to be heavily involved in inspecting the play equipment on a weekly basis and following the Medway Rights of Way Improvement Plan workshop hosted by Medway Council in September, that the steps had now been repaired/replaced on the footpath

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RS320, with special thanks to both Mr. B. Barnes and Mr. T Dolby for all their help with the Improvement plan(s).

- *Cllr M. Fearn left the meeting at 8.35pm.*

12. Recreation Equipment Facilitator (item 11 on the agenda)

JA088:18 The Chairman proposed electing Ms M. Cook of Pilgrims Way, onto the Parish Council as a co-opted non-voting member to serve as Recreation Equipment Facilitator. This proposal was seconded via Vice-chair Cllr R. Thorne and unanimously agreed.

The Chairman also reminded the meeting that there was a Public Consultation meeting to be held at the Jubilee Hall late Friday afternoon/early evening and that leaflets would be distributed to the residents of Upper Halling as a reminder over the next day.

13. Christmas Celebrations in Halling

JA089:18 Vice-Chair Cllr R. Thorne spoke to advise a 20ft Christmas tree outside the Community Centre would be a sufficient size and reminded the Clerk that the Parish Council would need to gain consent from the Community Centre.

Cllr A. Butterfield informed the meeting that she had already enquired in regards to the availability of the Community Centre, in order for the Parish Council to possibly host a 'switching on ceremony' and advised that the dates of Saturday the 01/12 and 08/12 were currently free. Cllr C. Herbert also spoke to advise that in previous years Bo-Peeps Preschool had sung a few Christmas Carols around the tree and everyone was then invited back into the hall for mulled wine and mince pies.

It was unanimously agreed via the Parish Council to order a 20ft Christmas tree and to enquire further in regards to the possibility of arranging for a 'switching on ceremony'.

14. Halling Football Club

JA090:18 The Vice-Chair Cllr R. Thorne spoke to advise that in line with Redrow's pledge to provide the Parish of Halling with a football pitch that he and Cllr M. Fearn had met with the Planning Liaison Officer at the Medway Council Offices in Gun Wharf.

He advised that that Redrow had agreed at the meeting to arrange for a desktop survey of the mound, following concerns of its origins and in order for the area to levelled off. Redrow also agreed to arrange for improved access onto the mound itself, a 4.2 metre high fence to surround the area along, with a smaller fence (which would be erected at the back of the field). He spoke further to advise that Redrow had also advised that they would contribute an additional £30,000 towards the costs of porta-cabins for toilets, changing rooms and referees / officers' quarters, and that this money would also be used for any ground works, electricity and plumbing costs.

Vice-Chair Cllr R. Thorne advised that Halling School had kindly agreed to lend the use of their car park for matches and that Medway Norse had agreed to maintain the pitch and markings at a cost of £2,500 per annum, which would need to be incorporated into the 2019/2020 Precept.

Vice-Chair Cllr R. Thorne reminded the Parish Council that they would not own the mound but would have full access rights to use it. He suggested that the Parish Council should look to charge the football team £80 per match to contribute towards its upkeep and advised that another meeting was being scheduled to take place in February 2019, with a view of the works being completed in time for the 2019 season (due to start in August/September 2019).

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15. Personnel Report

JA091:18 The Chairman reported that he and the Vice-Chair Cllr R. Thorne had had a meet with the Clerk, Mrs J Allen, and that she had now passed her 6 month probationary period.

16. Receipts and Payments

PAYMENTS MADE SINCE LAST MEETING ON 26/09/2018

Date Received	Method	Creditor	Details	Net Amount	VAT	Amount Paid	Notes
26/09/2018	1157	Clive Stanley	Webmaster services for August & September 2018	£ 49.00		£ 49.00	
26/09/2018	1158	Sashdoodoom	1 Hour trouble shooting HPC PC 03/09/2018	£ 55.00		£ 55.00	
03/10/2018	1159	Halling Sapphires WI	Christmas Event contribution	£ 500.00		£ 500.00	
08/10/2018	1160	KSS CRC	Community Payback team agreement 2018	£ 300.00		£ 300.00	
08/10/2018	1161	KALC	KALC Membership from 01/06/2018 - 31/03/2019	£ 874.32	£ 174.86	£ 1,049.18	
08/10/2018	1162 & BACS	Wages	September 2018	£ 1144.89		£ 1144.89	
10/10/2018	BACS	Jenny Allen	Mick Memory Rose	£ 29.45		£ 29.45	
19/10/2018	1163	DAC Beachcroft Claims Ltd	VAT payment relating to Veronica Jones ongoing claim		£ 204.70	£ 204.70	
19/10/2018	1164	Kent County Supplies	200 black bags for Laurie	£ 16.75	£ 3.35	£ 20.10	
17/10/2018	1165	Halling Sapphires WI	Xmas Event Sponsorship	£ 1,000.00		£ 1,000.00	
19/10/2018	1167	KPS Office Supplies	A4 & A3 Paper plus C5 Self Seal Window Envelopes	£ 83.79	£ 16.76	£ 100.55	
19/10/2018	1168	You First Partnership	Service Agreement & Prints from April - July 2018	£ 528.69	£ 105.74	£ 634.43	
24/10/2018	1169	David Buckett	Forensic Audit post VJ carried out on 19/03/2018	£ 521.60		£ 521.60	
24/10/2018	1170	Paula Wilkins-Smith	Halling View Delivery Sept 18 plus flyers	£ 120.00		£ 120.00	
09/11/2018	1173	KPS Office Supplies	A4 Paper (Halling View), Plastic Pockets & Sharpie Pens	£ 49.49	£ 9.90	£ 59.39	
09/11/2018	1174	Clive Stanley	Webmaster services for October	£ 56.00		£ 56.00	
09/11/2018	1175	Halling Primary School	Donation for use of hall on 17/07/2018	£ 60.00		£ 60.00	
09/11/2018	1177 & BACS	Wages	October 2018	£ 1045.47		£ 1045.47	
09/11/2018	1179	HAGS-SMP Ltd	Release of retention following installation of play equipment May 2016 on Lower Rec	£ 2,278.95	£ 455.79	£ 2,734.74	
24/10/2018	BACS	Getinthemix.com	Halling PA System	£ 625.81	£ 121.66	£ 730.00	
TOTAL				£9339.21	£1092.76	£10431.97	

WW1 COMMEMORATION EVENT PAYMENTS MADE SINCE LAST MEETING ON 26/09/2018

Date Received	Method	Creditor	Details	Net Amount	VAT	Amount Paid	Notes
17/10/2018	1166	Halling Sapphires WI	WW1 Commemoration Event	£ 250.00		£ 250.00	
16/10/2018	BACS	Mrs J Allen	There but not there figures & door stickers	£ 206.94		£ 206.94	
16/10/2018	BACS	Mrs J Allen	WW1 Pin Badges	£ 22.00		£ 22.00	
17/10/2018	BACS	Mrs J Allen	There but not there silhouettes x 4	£ 181.42		£ 181.42	
17/10/2018	BACS	Mrs J Allen	Thank you engraved plaques	£ 9.25		£ 9.25	
17/10/2018	BACS	Mrs J Allen	Centenary Commemorative Flag (unveiling of Sgt T Harris Stone)	£ 10.00		£ 10.00	
18/10/2018	BACS	Mrs J Allen	Lamp post Poppies	£ 253.40		£ 253.40	
31/10/2018	1171	Ghengis Fireworks	Fireworks for event on 11/11/2018	£ 1,666.37	£ 333.33	£ 2,000.00	
31/10/2018	1172	Halling Community Centre	Hire for WW1 Event on 11/11/2018	£ 20.00		£ 20.00	
09/11/2018	1176	Singlewell Stationery & Print Ltd	Banners for WW1 Event	£ 104.00	£ 20.80	£ 124.80	
24/10/2018	BACS	J P Rogers	420 Blank Craft Rocks	£ 336.00		£ 336.00	
TOTAL				£3059.38	£354.13	£3413.51	

DIRECT DEBITS AND STANDING ORDERS MADE SINCE LAST MEETING ON 26/09/2018

Date Paid	Standing order or Direct Debit	Creditor	Details	Amount Paid	Notes
18/09/2018	DD	British Telecom	Office phone and broadband	£ 115.00	
01/10/2018	S/O	Halling Community Centre	Parish Council Office Rent	£ 275.00	
01/10/2018	S/O	MHS Homes	Garage rent for Council Equipment	£ 41.16	
01/11/2018	S/O	Halling Community Centre	Parish Council Office Rent	£ 275.00	Awaiting November Bank Statements
01/11/2018	S/O	MHS Homes	Garage rent for Council Equipment	£ 41.16	Awaiting November Bank Statements
TOTAL				£747.32	

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RECEIPTS MADE SINCE LAST MEETING ON 26/09/2018

Date Paid	Standing order or Direct Debit	Creditor	Details	Amount Paid	Notes
31/10/201	BACS	Halling Association	Payment of £126.94 for Rainbows troupe flag & £250 towards Brownies & Guides handbooks & badges)	£ 376.94	
31/10/2018	BACS	NatwestBank	Interest	£ 5.26	
TOTAL				£382.20	

JA092:18 It was unanimously agreed via all members of the Parish Council that the tables above be noted and the payments confirmed.

17. 2019 Parish Council Meeting Dates

JA093:18 The Chairman advised that there would be further amendments to the proposed dates for 2019 & 2020 meetings circulated via the Clerk. He confirmed that these dates would be finalised and the revised dates published shortly for approval.

18. Any Other Business (No votes may be taken)

JA094:18 None

19. Date of next meeting

JA095:18 The Chairman advised that the next ordinary Parish Council meeting would be held on Monday 3rd December at 7.30pm at the Jubilee Hall.

The meeting finished at 8.57pm

The next ordinary Parish Council meeting will be held on:

Monday 3rd December 2018	7.30pm	Jubilee Hall
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