

## HALSTEAD PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 DECEMBER 2015 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD.

**PRESENT:** Cllr Christine Halliday Vice Chairman in the Chair.  
Cllr. Jeff Baldwin  
Cllr. Philip Draper  
Cllr. Barry Gardiner  
Cllr. Karen Grosvenor  
Cllr. Roger Sales

**IN ATTENDANCE:** Clerk, 24 parishioners.

The meeting convened at 19.46

#### 1 **APOLOGIES:**

were received from Cllr. Brooker who was unwell and District Council Gary Williamson. Members present signed the attendance register,

#### 2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**

Items other than those already declared in Councillors' Register of Interests  
**Nil**

#### 2.1 **DISPENSATIONS**

**Nil**

**3 RESOLVED: The Minutes of the Parish Council meeting held on Monday 9 November 2015 were approved and Signed as a True Record.**

#### 4 **FINANCE**

4.1 **RESOLVED: That the Accounts as itemised be paid, proposed by Cllr. Gardiner, seconded by Cllr. Draper, carried unanimously.**

CQ823 BT	£ 151.00	
CQ813 Gerald Brooks, hedge cutting	£ 408.00	
CQ825 British Gas Parish Room	£ 484.13	
CQ826 Homemaid, cleaners October invoice	£ 242.00	
CQ827 Commercial Trading, Landscape	£1723.33	
CQ828 Lester-Brown, re-install defibrillator	£ 35.00	
CQ829 SLCC membership renewal	£ 149.00	
CQ830 KB Home Maintenance	£ 320.00	
CQ831 Viridor waste disposal	£ 86.70	
CQ832 Allister Tulett, boiler maintenance including gas Safety certificates; Replace pump on changing room boiler circuit; supply new filling loop Pavilion boiler	£392.40	
CQ833 Thames Water, Parish Room	£ 29.26	
CQ833 Thames Water, Pavilion	£145.00	£174.26
CQ835 Homemaid, Cleaners November invoice	£302.50	
CQ836 <u>Clerk's expenses incurred while carrying out her duties:</u>		
Internet allowance	£ 17.66	
Mileage: 3 x Bank @ 11; 33.	£14.85	
Ink roller calculator	£ 3.40	

	Postage	£ 5.50	
	Printer ink	£ 28.90	
	Chairman's Christmas cards	£ 11.97	
	Quarterly Office allowance	£ 40.00	
	Quarterly Computer allowance	£ 30.00	£152.28
DD	EDF Parish Room	£ 25.00	
DD	EDF Pavilion	<u>£ 25.00</u>	<u>£ 50.00</u>

**TOTAL PAYMENTS AS AT 9 December 2015 £4,670.60**

CQ838 Plus Salary payment Mrs King Scott, Clerk

Cheques were signed at the close of business by **Cllr. Sales and Cllr Baldwin**

**4.2 RECEIPTS AS AT 9 December 2015**

V223	Mr McGurren (Flower bed sponsor) Inv 78	£125.00
V1222	Mrs Grosvenor (Flower Bed sponsorship)	£125.00
V1222	Miss Bryer (Parish Room)	£ 84.00
BACS	Miss Jones (Parish Room) Inv 14/62	£ 42.00
V1224	Knockholt PC (Freighter) Inv77	£ 77.00
V1224	Miss Bryer (Parish Room)	£105.00
<b>TOTAL RECEIPTS AS AT 9 December 2015</b>		<b>£558.00 - <u>Noted</u></b>

**4.1 RESOLVED: The Minutes of the Finance Committee meeting held on Tuesday 8 December 2015 were approved and Signed as a True Record.**

**4.2 Report from Chairman of the Finance Committee -Precept discussions.**

Cllr. Sales, Chairman of the Finance Committee, advised that the figures had been agreed by the Committee with the exception of the vertidrainage as the Committee is pondering on whether to increase the Precept by a minimal amount or whether to use reserves to pay for the work. This will be discussed early in January 2016.

**4.3 Approval of Clerk's Salary increase by one increment.**

This matter had been discussed at the Finance Committee meeting. Cllr. Draper proposed that the Clerk's salary be increased by one increment, seconded by Cllr. Sales and carried unanimously.

**Resolved: that the Clerk's Salary should be increased by one increment commencing 1 April 2016**

**4.4 To Agree Licence fee for Junior Football Team**

The Finance Committee recommended that the Junior Team should be charged £100 for this season, increasing to £200 for season 2016-2017. The proposal was put by Cllr. Sales, seconded by Cllr. Draper, carried unanimously.

**RESOLVED: that the Junior Football Club should pay £100 for using pitch and facilities, increasing to £200 for the next season.**

**5. DISTRICT COUNCILLORS' REPORT**

There was no District Council present.

**48/15-16**

**6. CLERK'S REPORT**

**6.1 Letter to Mrs Anne Barnes, Kent Police and Crime Commissioner.**

This has still to be acknowledged. Council will meet with Sargent Beresford on 16 December to discuss parishioners' concerns.

**6.2 Town & Parish Forum**

This was cancelled and a meeting to discuss the new Local Plan will be held on Thursday 4 February 2016 at Hextable Heritage Centre. This will be to discuss the content of the new Local Plan and will be a Place-making Workshop. Councillors did not wish to attend.

**6.3 East facing Slips M25 junction 5.**

The organisers of the committee would like Council to provide information as to how this would be beneficial to Halstead Parish. Information required by 29 January 2016.

***Agenda item January Parish Council meeting.***

**6.4 Proposed permanent M20 lorry parking area.**

Public consultation on in Hawkinge

**6.5 Defibrillator sign this will be delivered week starting 21 December and will be erected at the Parish Room.**

***It was noted that Council will arrange another defibrillator training season open to all possibly in March/ April.***

**7 PLANNING COMMITTEE**

**7.1.1 RESOLVED: The Minutes of the Planning Committee meeting held on Monday 16 November 2015 were approved and Signed as a True Record.**

**7.1.2 RESOLVED: The Minutes of the Planning Committee meeting held on Tuesday 8 December 2015 were approved and Signed as a True Record**

**7.3 Planning Applications**

**Received**

SE/15/03060/HOUSE Dorminton, Stonehouse Road

Velux windows to front and rear roof-scape, new French doors to rear elevation.

**Discussed at meeting on 8 December- Council objected**

**Granted**

SE/15/01/80/HOUSE Dorminton, Stonehouse Road

Hard and soft landscaping of front and rear gardens including fences, retaining walls and engineering work.

**Refused**

Nil

**7.4 Call for sites. Letter to Mr Evens and SDC memo had been circulated. Council does not support Mr Evans' aspirations for his land. The papers were noted.**

## 8 AMENITIES AND HIGHWAYS COMMITTEE

### 8.1 To agree and accept quotations from Landscape Services.

- a. Gang mowing 24 occasions of the Recreation Ground:£1357.93
  - b. Cutting the football pitch on 8 occasions: £247.23
  - c. To fertilise the entire Recreation Ground on one occasion:£267.90 or Weed treat on one occasion: £267.90
  - d. Grass cutting & strimming area A on10 occasions per year £956.20; grass cutting & strimming area B on 10 occasions per year £1147.40
  - e. Vertidrainning and sanding Senior's pitch and junior's pitch for the sum of £4,220.00 (100 tonnes grade 3 sports sand)
- After considerable discussion the Chairman proposed that the quotations would be decide in one motion, this was agreed by Council.
- The Chairman, Cllr. Halliday, proposed that the quotations as listed from Landscape Services (now trading as Commercial Services) should be accepted. Carried 5 votes in favour; 1 abstention Cllr. Grosvenor.

**RESOLVED that the quotation from KCC Landscape Services as per noted for amenities cutting and strimming and Recreation Ground ganging mowing and other works should be accepted.**

### 8.2 Flag-pole

A letter has been received from the Village Hall committee stating that they would welcome the erection of a flag pole at the village hall. This will be to the side of the carpark.

The Clerk had contacted Hampshire Flag Pole Company and a quotation for the purchase, delivery and installation had been provide. The Clerk will contact one or two other companies for a like for like quotation.

### 8.7 Request for boot scraper

This request was made by a parishioner for a boot scraper to be installed as people were leaving mud on the pavement. Cllr. Baldwin had checked the walkways for a period of two weeks and had not seen any mud.

Councillors were reminded that there is already a boot scraper at the pavilion.

After discussion it was agreed that here is no requirement for nor room to install another boot scraper as the car park is well used by motorists. For information: the cost of a boot scraper would be £269, plus the cost of cementing into the ground and replacement brushes @ £125 per time.

Cllr. Baldwin proposed that Council should not install another boot scraper, seconded by Cllr. Draper and carried unanimously.

**RESOLVED that another boot scraper should not be purchased.**

### 8.8 Yellow lines - approval of locations – plan attached

Notification had been received from County Councillor Richard Parry that Council had not agreed with the latest plan for the installation of yellow lines. Council had not received these plans which were provided by CC Parry. On perusing the plans it was discovered that the proposed location and length of the lines had been altered.

It was agreed that Council did not agree with these changes and contact would be made with CC Parry as a matter of urgency.

**Agenda item January Parish Council meeting**

**9 INFORMATION**

**BIGGIN HILL new landing system consultation.**

It was agreed that the Clerk should contact Biggin Hill and invite someone with knowledge of the proposal to come and speak to Council.

**10 DATE OF NEXT MEETING OF THE PARISH COUNCIL:**

**MONDAY 11 JANUARY IN THE PAVILION, STATION ROAD AT 19.45**

**The meeting closed at 9.15pm**

**51/15-16**