

Minutes of Higham Parish Council Meeting
held on Monday 6 September 2021 at 7.30 pm
Higham Village Memorial Hall, School Lane, Higham ME3 7JL

C2020/21/09-pages 1-8

Present :	Cllr John Grey Cllr Liz Jeffery Cllr Nikki Fox Cllr Pam Holmes Cllr David Martin Cllr Les Pearton Cllr Jamie Rivett Cllr Sue Sparks	Chairman Vice Chair
	Linda Atkinson	Acting Parish Clerk
Absent :	Cllr Alan Howard Cllr Toni Stanton Ellie Middleton Paul Hassell	PCSO Kent Community Warden
Members of the public		6

The meeting began on time at 7.30 pm.

Item	Minute	Description
1	44	Apologies for absence¹ Apologies received from Cllr Howard, Cllr Stanton and PCSO Ellie Middleton. Members accepted apologies for the reasons supplied.
2	45	Declarations of interest² None.
3	46	Public Session Member of the public spoke of his concern that the village highways maintenance was not as good as it should be. He proposed that HPC should support him in his request to Gravesham BC for a Caretaker who would sweep the streets, picking up after the machine which was not capable of collecting around cars. Cllr Grey thanked him for his concern and confirmed that this issue would be considered by the Parish. He also confirmed that the Parish were doing all it could by organising a Litter Picking Group.

¹ Local Government Act 1972

² Localism Act 2011, s29

Item	Minute	Description
		PCSO Ellie Middleton was not in attendance but she had sent her report by email which was welcomed by members.
		Community Warden, Paul Hassell was also not in attendance and had attended the last few meetings. Members discussed the situation, and the Acting Clerk was asked to write to KCC to enquire as to what the role involved.
4	47	<p>Clerk's report (to bring Members up to date with current issues)</p> <p>Members confirmed that they had read the report.</p> <ul style="list-style-type: none"> • Cllr Sparks discussed that she had contacted KCC regarding the double yellow lines at the Gardeners Arms. It was confirmed that she circulate to residents around that area should receive a letter from HPC enclosing the suggested placing of the yellow lines. <ul style="list-style-type: none"> ○ Clerk to print copies of the map and finalise letters to villages and print 30 copies for delivery. • Insurance and Assets List <ul style="list-style-type: none"> ○ Clerk to finalise check on what is included with the insurance and update the Assets Register • Standing Orders, Financial Regulations and Code of Conduct <ul style="list-style-type: none"> ○ Clerk to circulate to all members for consideration at the next meeting. Not all members required a hard copy. • Pension of the current Clerk <ul style="list-style-type: none"> ○ Acting Clerk confirmed that negotiations were ongoing with regard to pension • Email account – Hotmail. Acting Clerk confirmed that she had still not received any historical records from the Hotmail account in the name of Higham Parish Council. Acting Clerk was concerned that payment had not been taken from the card details provided for the Microsoft account. <ul style="list-style-type: none"> ○ Cllr Rivett to check whether the account had been updated with the details • Hugo Fox planning portal. Acting Clerk explained the benefits of purchasing the app for the HPC website. There would be a set up charge of £100.00 and then ongoing charge of £10.00 per month for the use of the app. Residents could sign up to receiving alerts every time a planning application is registered. <ul style="list-style-type: none"> ○ Clerk to investigate further and ensure its an agenda item
5	48	<p>To approve Minutes of the Parish Council Meeting held on 19 July 2021.</p> <p>Members confirmed that they were a true record of the meeting. Proposed by Cllr Pearton and seconded by Cllr Martin. The vote was unanimous.</p>

Item	Minute	Description
6	49	<p>Parish Councillor matters Cllr Pearton discussed the issue of overgrown hedges.</p> <p>Borough Councillor matters None.</p> <p>KCC representative None.</p>
7	50	<p>Planning Appendix A</p> <p>Members discussed each application in turn and had no objections to all on the Planning Appendix supplied, except for application 20210941 where it was unanimously agreed that the Parish approve the side extension but not to the conversion of the garage into a habitable building due to over development in the garden.</p> <p>Nuralite No report was offered. It was understood by members that the Nuralite site is now up for sale.</p> <p>Street Lighting Acting Clerk confirmed that she had contacted Nick May at Gravesham BC and supplied him with dates for meetings. At the time of the meeting she was still waiting for him to report back with dates but would chase.</p> <p>Lower Thames Crossing Cllr Sparks had worked considerably along with Cllr Martin in processing a response to the Consultation. Cllr had supplied members with the items of concern by way of an email. Members confirmed that they had received the email and had read with interest and concern of the outcome for Higham Village. Members voted in favour of sending the Consultation in time for the deadline the following day. Cllr Sparks to forward the response to the Clerk who would send to LTC response team.</p>
8	50	<p>Finance Appendix B</p> <p>The Finance documentation was considered by members. Cllr Rivett proposed to accept the payments made by the Clerk and Cllr Fox seconded. The vote was unanimous in favour.</p> <p>Cllr Jeffery requested that the Allotment finances were made separate on the Finance Appendix sheet going forward. Clerk to take this onboard for future Finance updates.</p> <p>Winter planter costs</p>

Item	Minute	Description
		<p>Cllr Jeffery explained the costs would total approximately £100. Members confirmed that they were in agreement of the cost.</p>
9	51	<p>IT</p> <p>Laptops/ipads</p> <p>Cllr Rivett put the idea to the members that in order to comply with GDPR legislation, members should be supplied with either an iPad, Notebook or Laptop where they would be able to access their Parish Council email address easily. The idea was welcomed but not all members wanted another device. Cllr Rivett pointed out the GDPR risk.</p> <p>Cllr Rivett and Acting Clerk to make enquires as to cost to put this idea formally to the members at the next meeting.</p> <p>Website</p> <p>Acting Clerk confirmed that she had met with Cllr Rivett to interview two potential IT individuals who would be able to help with any upgrade or change of website design.</p> <p>Email accounts</p> <p>Acting Clerk confirmed that she had placed in motion the change of host for emails and the website and this would be finalised in the week ending 10 September. Acting Clerk to create new email accounts with first name, last name and official Higham address. All existing email addresses will be forwarded to the new accounts.</p> <p>Planning portal</p> <p>Clerk further explained the Planning portal to members who were keen to know more. Acting Clerk to place on agenda to approve in the next meeting.</p>
10	52	<p>Village Properties and Maintenance</p> <p>Memorial Hall</p> <p>Cllr Martin confirmed that negotiations were taking place regarding updating the lease with the Memorial Hall Trustees.</p> <p>Pavilion</p> <p>Acting Clerk confirmed that the pre-school had now taken occupancy of the Pavilion and all was going well.</p> <p>Sports Court</p> <p>Cllr Fox requested detailed information on the insurance position as she wanted to ensure that there was not a double cost to both parties. Acting Clerk to look into this matter.</p>

Item	Minute	Description
		Recreation Ground Cllr Fox requested details of whom is responsible for clearing litter and vegetation growing around the Sports Ground. Acting Clerk to investigate.
		Defib Cllr Sparks confirmed that the documentation of the Defibs needed addressing. Cllr Sparks to liaise with Cllr Fox and Acting Clerk to update.
11	53	Storage (for consideration and discussion) There was a discussion around the garage rental from Gravesham Council, the purchase of a container for storage and the purchase of portacabin for office or storage. No final outcome or proposal.
12	54	Highways Improvement Plan Cllr Sparks requested confirmation for the letter and plan regarding yellow lines to be circulated to residents around The Gardeners public house. Members voted unanimously for the letters to be sent. Acting Clerk to prepare and print letters and maps. Approximately 30 in all. Acting Clerk to provide these letters to Cllr Sparks for distribution.
13	55	Celebrations in 2022 Cllr Jeffery discussed the fact that it will be Queens Celebrations in 2022 and HPC will be celebrating with residents. Cllr Jeffery will take the lead on this. Members were unanimous in agreement.
14	56	Tree Works and Recreation Ground issues Tree Works to be complete during half term. A discussion around a Recreation Working Group was had and Cllr Rivett confirmed he would be happy to lead the group. The issue of the recreation ground in general, the trees, the car park would all be on the agenda for discussion.
15	57	Confirmation of next meeting Monday 18 October 2021 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC³
16	58	Personnel Clerk Clerk was still indisposed and is expected to retire within the next few weeks. Members waiting to hear from Clerk on the position.

³ Pursuant to Part 1 of Schedule 12A of the Local Government Act 1972

Item Minute Description

Acting Clerk

Members discussed the issue of employing the Acting Clerk on a permanent basis. It was agreed that as she now had a broad knowledge of the current status of the Parish, financial and otherwise, it was agreed to employ her as **Deputy to the Clerk** in order that she could carry out duties for the Parish.

The vote was unanimous.

17 59 Legal matter

Clerk confirmed that she had received a communication by way of a complaint significant enough in nature in having to be sent to the Monitoring Officer for advice and investigation. Clerk confirmed that she was still waiting for a response from the Monitoring Officer. Clerk to report back to members with the outcome.

16 41 Confirmation of next meeting

Monday 18 October 2021

Monday 22 November (Budget & Finance only)

Monday 29 November to include Mayoral visit

The Chairman thanked the Members for attending and closed the meeting at 10.05 pm

Signed _____

Chairman

Dated 18 October 2021

- Clerk to print 30 copies of the map and finalised letter for delivery to nearby residents for consultation
- Clerk to report back to members with the outcome of complaint against a Councillor and the Parish Council
- Cllr Sparks to forward the LTC response to the Clerk who would format into a formal letter and send to LTC response team.
- Cllr Rivett and Acting Clerk to make enquires as to cost of several iPads and Laptops and to put idea formally to the members at the next meeting.
- Acting Clerk to create new email accounts with first name, last name and official Higham address. All existing email addresses will be forwarded to the new accounts

Item	Minute	Description
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- Members discussed the absence of the Community Warden at the past meetings. Acting Clerk was asked to write to KCC to enquire as to what the role involved
- Cllr Fox requested detailed information on the insurance position as she wanted to ensure that there was not a double cost to both parties. Acting Clerk to look into this matter.
- Cllr Sparks to liaise with Cllr Fox and Acting Clerk to update Defib documentation.
- Acting Clerk to investigate who is responsible for clearing litter and vegetation from around the Sports Court.
- Acting Clerk to process yellow lines letters and map for consideration by residents around The Gardeners Arms. To be delivered to Cllr Sparks for distribution. Approximately 30 in all.
- Acting Clerk to update Financial Appendix going forward to include total income from Allotments.

Planning Appendix

1	Reference	Address	Status
	20211065	Crutches Gate Cottage Old Watling Street Higham Rochester Kent ME2 3UG	Pending
	Wed 25 Aug 2021	Application for approval of condition 7 attached to listed building consent reference number 20210370 relating to mortar analysis and mortar method statement.	
2	Reference	Address	Status
	20211025	2 Youens Place Gravesend Road Higham Rochester Kent ME3 7DT	Pending
	Thu 12 Aug 2021	Replacement ground floor rear extension.	
3	Reference	Address	Status
	20210968	12 Brice Road Higham Rochester Kent ME3 7AB	Pending
	Mon 2 Aug 2021	Erection of a single storey extension	
4	Reference	Address	Status
	20210613	61 Villa Road Higham Rochester Kent ME3 7BU	Pending
	Received	Proposal	
	Wed 12 May 2021	Erection of a single storey extension	
5	Reference	Address	Status
	20210965	1 Youens Place Gravesend Road Higham Rochester Kent ME3 7DT	Pending
	Fri 30 Jul 2021	Single storey rear extension	
	Reference	Address	Status
	20210950	Crutches Gate Cottage Old Watling Street Higham Rochester Kent ME2 3UG	Approved
	Wed 28 Jul 2021	Approval of condition 4	

	Reference	Address	Status
	20210942	2 Martins Close Higham Rochester Kent ME3 7HE	Pending
	Tue 27 Jul 2021	Single and side extension	
	Reference	Address	Status
	20210941	2 Martins Close Higham Rochester Kent ME3 7HE	Pending
	Tue 27 Jul 2021	Erection of an outbuilding in the rear garden to used as an annex ancillary to the main dwelling. (Demolition of existing outbuilding).	

FINANCE APPENDIX

Balances as at Monday 30 August 2021			
Barclays Current Account (as at 30 August 2021)			31,758.99
Barclays Deposit Account (as at 30 August 2021)			149,793.25
		Total	181,552.24
Payments received since last update (included in figure)			
Allotment rent Vinten Plot 74	25.00		
Allotment rent Tame Plot 57	25.00		
Allotment rent Davis	25.00		
Allotments rents (Bartholomew & Garrod)	50.00		
Allotments (Dack 12.50 Davidson 25.00)	37.50		
Allotment rent Gates Plot 18	25.00		
Allotment rent Munckton Pot 108	25.00		
Allotment rent Clare Plot 73	25.00		
Allotment rent Tofts Plot 54	25.00		
Allotment rent Harrigan	8.35		
Allotment rent Reeves Plot 9	25.00		
Allotment rent Uden Plot 45	25.00		
Allotment rent Smit Plot 64	25.00		
Allotment rent Bradley Plot 15	25.00		
Allotment rent Robinson Plots 43 and 44	50.00		
BALANCE			
Payments made since last meeting			
Acting Clerk August wages (net)	BACS	1,848.00	
Clerk wages August (net)	BACS	1,229.26	
Millbrook Garden Centre (Chairman, Vice & Clerk meeting)	Debit Card	17.60	
Postage (allotment letters and planning)	Debit Card	24.24	
Gravesham BC Rates	Debit Card		
BT (Linda Carnall)	Debit Card	170.79	
Martin Fielder-White (Internal Auditor)	BACS	100.00	
Zoom account	Debit Card	143.88	
ICO	Debit Card	40.00	
Vodafone mobile account	Debit Card	16.00	
Higham Memorial Hall (they paid the CCTV account)	BACS	4,994.60	
Acting Clerk (July wages)	BACS	1,936.00	
Clerk salary (July wages)	BACS	1,172.14	
Banner Stationery	BACS	314.35	
Knight & Day	BACS	216.00	
Postage (Planning for Cllr Pearton)	Debit Card	13.73	
Vodafone (first DD payment)	DD	17.00	
Gravesham BC (garage)	DC	99.75	
SSE Electric (Memorial hall toilets)	Debit Card	45.00	
J Stanley Newsletter	BACS	321.60	
Club Awesome (Charity donation re Mayoral lunch)	BACS	100.00	
Vodafone down payment for mobile phone	Debit Card	19.00	
Vodafone payment for charging plug	Debit Card	19.00	
Postage	Debit Card	10.40	
BHIB Insurance	BACS	2,147.90	
KALC Subscription	BACS	1,418.86	
Higham Village History Group	BACS	200.00	

Rialtas (VAT element missed off)	BACS	114.05	
Acting Clerk Mobile June phone charge as agreed	BACS	50.00	
Acting Clerk Mobile May phone charge as agreed	BACS	50.00	
Acting Clerk Mobile April phone charge as agreed	BACS	50.00	
Higham Village Club room hire July Meeting	Debit Card	30.00	
Scottish Water	Debit Card	59.89	
Royal Mail redirection of post	Debit Card	321.00	
EDF Energy Pavilion	Debit Card	140.63	
Kent Pension Fund June (Clerk)	BACS	490.77	
Kent Pension Fund May (Clerk)	BACS	490.77	
Kent Pension Fund April (Clerk)	BACS	490.77	
Postage	Debit Card	5.63	
Scottish Water (Business Stream) (Allotments)	Debit Card	90.94	
Postage	Debit Card	22.95	
Gravesham BC Pavilion rates (part)	Debit Card	359.20	
		TOTAL	19,401.70
BALANCE			£162,150.54

Ear Marked reserves

Amenities acquisition fund	100,000	A Parish should only have 12 months Precept in the bank. It is possible to keep "Ear Marked Reserves" for special projects.
Bus Stop Replacement Fund	4,000	
IT Equipment/Repairs Fund	4,000	
GENERAL RESERVES	54,150.54	