

# Higham Parish Council

## Minutes of Virtual Parish Council Meeting Tuesday 29 March 2021 at 7.30 p.m.

C/03-2021/1388-1354

<b>Present :</b>	Cllr John Grey	<b>Chairman</b>
	Cllr Liz Jeffreys	<b>Vice Chair</b>
	Cllr Nikki Fox	
	Cllr Pam Holmes	
	Cllr Alan Howard	
	Cllr David Martin	
	Cllr Les Pearton	
	Cllr Jamie Rivett	
	Cllr Sue Sparks	
	Cllr Toni Stanton	
	Peter Leakey	<b>Speedwatch</b>
	Linda Carnall	<b>Parish Clerk</b>
<b>Absent :</b>	Linda Atkinson	Web Manager
	Ellie Middleton	PCSO
<b>Members of the public</b>		3

Due to COVID19 pandemic this Council had been unable to meet face to face since March 2020. The United Kingdom had been in lockdown and it had not been possible for all members to meet virtually. Election of a Chairman for this financial year had been rolled over to the next financial year by Government. There had been no Parish meeting.

### **1 To receive apologies for absence**

Apologies were received from Web Manager, Linda Atkinson who was unable to attend due to having to attend an online Training Course. Members resolved to accept the apology.

Apologies were also received from Ellie Middleton, PCSO as her shift work made it difficult for her to attend. Members resolved to accept her apology.

### **2 To update the Register of Members interests and gifts and hospitality register.**

None.

### **3 To receive inspection reports for Parish property and amenities**

No reports were available.

### **4 Parishioners Matters (not appearing elsewhere on the agenda).**

An application from Higham Village History Group had been received for a grant of £200. Cllr Sparks then declared an interest, her being Chair of Higham Village History Group. The Council discussed the application and unanimously agreed to

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award the total amount to the Group. Cllr Sparks confirmed that she would supply payment details to the Clerk for processing.

A member of the public raised questions regarding Lower Higham Conservation Area and roundabout. The Clerk was to investigate.

**5 To receive the following community reports:-**

(a) Higham Speedwatch.

Peter Leakey, Speedwatch representative confirmed that sessions had been suspended due to the UK being in lockdown due to the COVID19 pandemic. Sessions were to recommence week beginning 12 April 2021.

(b) Kent Community Warden

The Warden was not present at the meeting.

(c) Kent Police

PCSO was unavailable.

(d) Higham Parish Council Web Manager

Due to the Web Manager attending a training forum she was unable to attend. She sent apologies and looked forward to the next meeting.

**6 To confirm and sign the minutes of the Parish Council Meeting held on Monday, 22nd February 2021.**

There was a discussion regarding the accuracy of the Minutes. Cllr Fox queried the figures quoted in the Finance Statement for the CCTV installation. The figures differed from the original quotation. Cllr Grey confirmed that he would obtain the invoice and report back to the Members.

**7 Matters arising from the Minutes (not appearing elsewhere on this Agenda).**

None.

**8 Lower Thames Crossing Workshop report**

On behalf of the Parish Council, Cllr Sparks, Cllr Martin and Cllr Rivett are to attend Workshop sessions that will be taking place with Highways England. There would also be a Higham resident attending as a representative from the public.

It was explained that the aim of the Workshops is to update the Statement of Common Ground ie. the outstanding issues from previous Consultations and any update on the Development Consent Order process.

Members endorsed the list of issues and questions to be discussed at the next Workshop.

**9 Litter picking and gardening volunteers future activity**

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There was a discussion on whether the Litter Pick would go ahead or not in May/June because of the Government restrictions surrounding COVID19. This also included any Volunteer gardening activity.

It was resolved that the Clerk would enquire with the Parish Insurers as to the latest Government guidelines.

It was noted that other Parish Councils and volunteer groups are now undertaking these kinds of activities.

Cllr Sparks confirmed that she would discuss the position with one of her contacts as to how they were social distancing and carrying out their volunteer work in line with Government guidelines.

It was resolved that a Working Group would be formed to review the Parish existing Risk Guidelines and to progress plans for Litter Picking and Volunteer gardening. Members of the Working Group would consist of Cllr Sparks, Cllr Howard, Cllr Grey and Cllr Holmes.

## **10 Parish Street Lighting**

Cllr Martin agreed to investigate further issues regarding the parish street lighting.

## **11 Nuralite update**

Cllrs Jeffery, Grey, Martin, Rivett and a Higham resident met with Simon Hughes who is co-owner of the Nuralite Development as they wanted to clear up any misconceptions of the Planning Application.

The group were shown the early stages of demolition and all the safety and risk assessments and were given a guided tour of the site and felt that fears were allayed.

Mr Hughes has agreed to regular updates and further site visits if required and Cllr Rivett has agreed to act as Liaison Officer on behalf of HPC.

## **12 Platinum Jubilee of the Queen in 2022 and possible community events**

Cllr Jeffery suggested involving the village organisations and school to arrange community celebrations and activities to celebrate in June 2022. Cllr Stanton volunteered to help with setting this up. Early arranging was thought to be a prudent move. Dates were discussed Thursday 2 June and Friday 3 June.

## **13 Councillors matters**

### **A County**

No report.

### **B Borough**

No report.

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## C Parish

There is an issue surrounding the fire alarm in the pavilion. Clerk to look into this.

Cllr Fox raised concerns regarding the parking on the edge of Oak drive/Norah lane, making turning into and out of both roads dangerous.

Clerk to liaise with the PCSO Ellie Middleton to follow up on this issue.

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## Planning

Applications			Comments
Application No	Address		
20210284 Mon 08 Mar 2021	Annexe At Waterworks House School Lane Higham Rochester Kent	Application for removal of condition 4 attached to planning permission reference no. 20160099 for the conversion of existing workshop and garage to a one bedroom annex ancillary to the main dwelling.	Pending Members noted.
20210220 Mon 22 Feb 2021	35 Villa Road Higham Rochester Kent ME3 7BS	Creation of a vehicular access and driveway in the side garden.	Pending Members noted.
20210347 Fri 19 Mar 2021	26 St Johns Road Higham Rochester Kent ME3 7BZ	Erection of a single storey side extension.	Pending Members noted.
20210339 Thu 18 Mar 2021	Gore Green Farm Bull Lane Higham Rochester Kent	Application for approval of conditions 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17 and 21 attached to planning permission reference number 20180380 relating to resubmission of soil report, timber repairs, above ground works, external joinery, external facing materials, surface treatments, flues, vents or cover holes , rainwater goods, aerials or dishes , boundary treatments, soft landscaping , proposed external lighting and scheme of ecological mitigation.	Pending Members noted.
20210314 Fri 12 Mar 2021	Hollycroft Watling Street Higham Rochester Kent ME2 3UQ	Erection of a single storey outbuilding in the rear garden to be used ancillary to the main dwelling.	Pending Members noted.

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20210359 Mon 22 Mar 2021	2 Colewood Drive Higham Rochester Kent ME2 3UE	Erection of a single storey rear extension.	Pending Members noted.
<b>Approved</b>			
<b>Application No</b>	<b>Address</b>		
Ref. No: 20210121 Rec'd 04 Feb 2021 Val'd: 04 Feb 2021	Long Reach Elm Close Higham Rochester Kent ME3 7NH	Replacement of existing windows in existing rear extension with folding doors and installation of 2 new Velux roof lights.	Application Permitted Members noted.
Ref. No: 20201372  Rec'd 29 Dec 2020 Val'd: 18 Jan 2021	41A Forge Lane Higham Rochester Kent ME3 7AJ	Retrospective application for a garage.	Application Permitted Members noted.
Ref. No: 20201290 Rec'd: 08 Dec 2020 Val'd: 11 Jan 2021	Land South Of Two Gates Hill Town Road Higham Gravesend Kent	Use of land for the stationing of x28 caravans for occupation by seasonal agricultural workers, 8 caravans to be occupied all year round with 20 occupied in main season.	Granted Temporary Permission Members noted.
Ref. No: 20201148 Rec'd: 05 Nov 2020 Val'd: 05 Nov 2020	Gore Green Farm Bull Lane Higham Rochester Kent	Application for the part approval of conditions 8 and 9 attached to Listed Building Consent reference number 20180381 relating to joinery details and materials.	Approval of details Members noted.
<b>Declined</b>			
<b>Application No</b>	<b>Address</b>		
NONE LISTED			

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## Finance

To endorse and approve the following payments:-

<b>Payable to</b>	<b>Detail</b>	<b>Amount</b>
Clerk's salary	February 2021	1,159.71
KCC	LGPS February	490.77
HMRC	PAYE/NI February	202.06
Clerk's salary	March 2021	1159.71
KCC	LGPS March	490.77
HMRC	PAYE/NI March	202.06
Clerk	Microsoft for March	54.72
Expeniture Ltd	Relocation of bus Shelter School Lane	4995.42

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Higham Memorial Hall Assoc	Grant under S.137	1100.00
PKF Littlejohn	Audit	480.00
British Telecom	Broadband	156.57
Business Stream	Water toilets	29.18
Business Stream	Water Allotments	15.00
MA Services	Microsoft	360.00
ACRK	2021 subscription	80.00
KALC	Dynamic Councillor training x 4	240.00
KALC	Dynamic Councillor training x 1	60.00
Web Manager	Invoice 1 website updates	55.00
Web Manager	Invoice 2 website updates	132.00
Web Manager	Invoice 3 website updates	55.00
Knight & Day Security Sys	CCTV for Pavilion	4524.00
Knight & Day Security Sys	CCTV for Memorial Hall	3930.00
St John's College Cambridge	Recreation Ground rent due 25/3	750.00

## TOTAL PAYMENTS

**£20,721.97**

The Finance payments schedule was considered but declined to be approved by Members as there appeared to be a discrepancy in the CCTV invoices supplied for them to consider. The Clerk was requested to check with the Contractor and report back to Cllrs with correct amounts owed by the Parish.

### 16 Correspondence

None.

### 17 To confirm the date of the next Parish Council meetings

Annual Parish Assembly by way of an online meeting on the Zoom platform  
Thursday, 29th April 2021 at 7.30 p.m.

Annual Parish Council Meeting by way of an online meeting on the Zoom platform  
on Tuesday 4 May 2021 at 7.30 p.m.

### CLOSED SESSION

Pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item.

### 18 New Web Manager for Higham Parish Council website

It was reported that a new Facebook Group had been set up for the Parish. The previous page had been under a personal account and that had been unacceptable. An account on Twitter was to follow. It was agreed that a budget should be put in place for the position.

### 19 Forthcoming Review of Policy Documents

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To be agreed.

## 20 Update on Pavilion

It was reported that the Ofsted application had been successful. The reason provided for it becoming a pre-school was because it had been registered as a pre-school in previous years.

Cllr Fox questioned why this item had to be discussed under closed session when so much work had been carried out and completed by the community to allow the premises to be used by the community. She also questioned why the decision had been made to take away from the community.

## 21 Personnel

The Appraisal of the Clerk took place.

## 22 Dates for Parish Council meetings in 2021

Thursday 29 April at 7.30 pm - Annual Parish Assembly

Tuesday 4 May - Annual Parish Council Meeting and Parish Council Meeting

Monday 5 July 2021

Monday 6 September 2021

Monday 18 October 2021

Monday 22 November – Budget and Finance only

Monday 29 November – Budget and Finance only

Signed \_\_\_\_\_

**Cllr John Grey**

**Chairman**

Clerk to report at next meeting

- Fire alarm in the pavilion
- Check with HPC Insurers regarding Litter Picking
- Clerk to liaise with Cllr Sparks regarding payment to Higham Village History Group
- Clerk to check the invoices from Knight & Day to ascertain the difference
- The Clerk was to investigate the issue of the Lower Higham Conservation Area and proposed roundabout.