

# High Halstow Parish Council

50 Pepys Way · Strood · Rochester · Kent · ME2 3LL

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Website : [www.highhalstow-pc.gov.uk](http://www.highhalstow-pc.gov.uk)

Notice is hereby given, that the next Meeting of the Parish Council is to be held on Thursday 12th March 2026 at 7.30pm at High Halstow Village Hall, The Street, High Halstow ME3 8SQ.

**Members are hereby summonsed to attend.**

## **AGENDA**

**Councillors:** M. Wenham, G. Crozer, B. Khatkar, L. Atkinson, M. Stone, J. Risby, D. Breen, C. Watson, N, Kyne-Dinsdale.

**Proper Officer & Responsible Finance Office:** J. Allen, W. Murphy

### **Public Session**

*To receive questions and updates from Members of the Public*

MOP email received raising concerns regarding speeding vehicles along the street.

#### **1. Apologies**

*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.*

#### **2. Declarations of Interest and Dispensations**

*To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.*

*To consider any Dispensation requests received by the Parish Clerk and not previously considered.*

#### **3. Approval of previous meetings minutes**

*To consider the minutes of the previous meeting and if in order sign as a true record.*

#### **4. Ward Councillor Update**

*To receive a report for Hoo and High Halstow Ward Councillor(s)*

#### **5. Chairmans Update**

*To receive an update from the Chairman of the Parish Council.*

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## **6. Planning / NHP**

### **6.1. Update from Chair of Planning Committee**

*To receive an update from the Chair of the Planning committee.*

### **6.2. Planning Applications**

*To consider the below Planning Applications*

6.2.1. MC/26/0453 – 13 Eden Road, ME3 8ST. Single storey extension to rear

## **7. Events**

### **7.1. Summer Event**

*To receive an update from the personnel working on the Summer Event*

### **7.2. Tree Project Update**

*To receive an update from the personnel working on the Tree Project.*

## **8. Finance**

### **8.1. Update from RFO**

*To receive an update from the Responsible Finance Officer.*

### **8.2. Update from Chair of Finance Committee**

*To receive an update from the Chair of the Finance Committee*

### **8.3. Approval of Payments List**

*To review and approve the payments list*

### **8.4. Direct Debit List**

*To consider the following Proposal. The monitoring of the Direct Debit list to be managed by the Finance Committee as per NALC recommendation. The RFO will still maintain administration of Direct Debits, the finance committee will have oversight. Finance Committee Chair will report back to Full Council quarterly with an update.*

### **8.5. Rialtas License**

*To consider the following Proposal. The Council to Purchase more licenses for Rialtas Software.*

### **8.6. Judicial Review**

*To consider the following Proposal. To setup a fund for a potential Judicial Review regarding the LEHH Planning Application.*

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## **9. Personnel Committee**

### **9.1. Update from Chair of the Personnel Committee.**

*To receive an update for the Chair of the Personnel Committee*

### **9.2. Terms of Reference**

*To consider the following Proposal. To update the personnel committee terms of reference as per recommendation from the Personnel Committee.*

## **10. Public Toilets Lease**

*To consider the following Proposal. To accept DGB Solicitors letter between HHPC and MC.*

## **11. Cricket Club Fence**

*To receive an update from Cllr Breen regarding the repairs to the Cricket Club Fence.*

## **12. Cricket Club Lease**

*To receive an update on the Cricket Club Lease*

## **13. August Parish Council Meeting**

*To consider the following proposal. To not hold an August Parish Council Meeting.*

## **14. Football Pitch**

*To consider the following Proposal. To allow the use of the football pitch on Saturday 28th March 2026 for a charity football match being organised by Maddison Williamson.*

## **15. Football Pitch**

*To consider the following Proposal. For a Veterans Football Team to use the Football Pitch from the 2026/27 Football Season (September 2026).*

## **16. Darts Club – Village Hall**

*To receive a question from Cllr Breen regarding a Village Darts Club.*

## **17. High Halstow Times**

*To consider the following Proposal. To increase print run from 850 to 890 copies.*

## **18. Village Hall Lockable Storage**

*To consider the following Proposal. To ask the Village Hall Committee if the Parish Council could store lockable filing cabinets in the Blue Room. To provide safe and secure storage of current and historic Parish Council Paperwork and to meet GDPR requirements. Clerk and Chair to hold keys.*

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## **19. Digital Communications Guide**

*To consider the following Proposal. To adopt latest version of the Digital Communications Guide/Policy.*

## **20. Memorial Hall Keys**

*To consider the following Proposal. To request additional keys for Memorial Hall.*

## **21. Community Resilience Team Update**

*To receive an update form members in relation to the Community Resilience Team*

## **22. Rural Liason Meeting Update**

*To receive an update from members following the last Rural Liaison Meeting*

## **23. Clerk Report**

*To receive an update from the Parish Council Clerk*

## **24. Training**

*To consider training requirements for Councillors and Clerks*

**24.1.** Councillor Training

**24.2.** Clerk Training

## **25. Annual Parish Meeting**

*To discuss requirements for the Annual Parish Meeting in April.*

## **26. Date of the Next Meeting**

*Wednesday 8th April 2026 19:30. Memorial Hall*

## **27. Exclusion of Press and Public – Confidential Item**

*To resolve to exclude public and press under the Public Bodies (Admission to Meeting) Act 1960, due to the confidential nature of the business to be discussed.*

## **28. Confidential Item - Permanent and Temporary Salaries**

## **29. Confidential Item - Occupational Health Assessment**

## **30. Confidential Item - Street Cleaning**



Mrs Wendy Murphy

Temporary RFO & Proper Officer

8<sup>th</sup> March 2026