

**Minutes** of the Monthly Council Meeting of Lower Halstow Parish Council held in the Memorial Hall at 7.00 pm on Tuesday 2<sup>nd</sup> December 2025.

Present: Cllrs: Howard-Challis (Chair); M Szabo (Vice-Chair); T Portman; P Lawrence; Cllr Smith Ms Archer (Clerk)

In attendance: 3 Members of the public

1. To receive **Apologies for absence**

Police Officer Skye Williams

2. To receive any **Declarations of Pecuniary or Non Pecuniary Interest**, and any Applications for Dispensation on Agenda Items. (Requirement of Localism Act 2011.)

None.

3. **Public session**

A resident asked about planning applications in Wardwell Lane. As this comes under Newington, It was outside the remit of the Lower Halstow Council, so no action could be taken.

It was also mentioned that the parking near the school is a problem, with some parents double parking to drop their children off.

4. **Visitors.** Reports or comments from:

a) **KCC Councillor**

None.

b) **Swale Borough Councillor**

None.

c) **Police Officer**

**What is going on in your area?**

Your local officer is Police Officer Skye Williams.

An officer attending the meeting commented on several things.

The Gaming bus would be at the Woolpack in Sittingbourne on 29<sup>th</sup> December

Poachers are active in the area. Councillor Portman asked that the public not approach them, but to take their number plates to pass on to the police.

Fly tipping was a concern in the area along with an increase in burglaries, so keep vigilant.

Speeding through the village is a problem and looking to have a speed watch camera.

d) **Friends of the Brickfields.**

In the meeting with the friends, they said that two trees have slit. Shaun has been asked to look at these.

It was discussed which materials to use, to replace the steps by the reed beds. The friends preferred concrete as these last longer. There was a mention at the meeting in relation to slabs, curb stones and a handrail.

The reed beds have been cut back and it was mentioned that the firebreak will need cutting back too. This will be looked at.

5. **To resolve the Minutes**

a) It was resolved that the Minutes of the Monthly Parish Council meeting held on 2<sup>nd</sup> November are a correct record and were signed accordingly.

6. **Matters Arising**

a) The steps are becoming dangerous in the Brickfields by the reed bed. Suggestions included looking at concrete for the steps, slabs and curb stones, along with a handrail. Cllr Portman will research the subject.

**Action: Cllr Portman**

7. **To discuss any planning applications received between producing the agenda and this meeting**

A new planning application has been received for the site at Ten Acres. To demolish a brick outbuilding and build a detached custom build dwelling.  
It was approved as it conforms with the planning strategy of the village

**Action: Cllr Szabo**

**8. To discuss planning applications received between producing the agenda and this meeting (if any)**

None.

**9. Policies**

- a) The Parish Council reviewed the Memorial Bench policy. The digital memorial book will replace this and be implemented at a cost of £185 to develop.

**Action: Clerk and Cllr Szabo**

**10. Correspondence**

- a) There has been ongoing correspondence regarding the introduction of new steps in the conservation area. The steps are not in the area of Special Protection and KCC are happy for the steps to stay, even though they cannot issue land drainage consent retrospectively. it

**11. Finance**

- a) The Parish Council agreed to request £38,240 precept from Swale borough council.

**12. To receive reports on the following:**

- a) Parks & Leisure and Planning

The goal post replacement is ongoing and will happen shortly.

- b) Footpaths and Burial Ground

Old tree roots have now been cut down and the vegetation around the old graves, tidied.  
Hedgerow Maintenance

The hedge along the boundary of Green Farm House is very close to the road white line markings. This has been mentioned to the farmhouse and will be dealt with.

The Lower Halstow walkers have asked for a meeting with a cllr in relation to footpaths.

**Action: Cllr**

- c) Allotments

The tap has now been turned off in School Lane.

- d) Brickfields and Seawall

No further comments.

**13. Clerk's Report**

Payments received during December were £280.00 for the wharf. Ann said there was one rent outstanding to be paid for a plot at the Memorial Hall site and that she had sent a reminder. As this is my first clerk's report and with the councillors help, many issues have been overcome, which has taken time. I thank the councillors for all their help and support, which has been great.

The bank balance as of 31<sup>st</sup> December 2025 is: £70,410.45

- b) **Items for information only:**

- a) Items for website and Village News:

Mandy Archer is the new parish clerk and she can be contacted on 01795 844558 (this is an answer phone).

- b) Agenda items:

None.

The meeting closed at 19.36

**Date of next meeting: Tuesday 3<sup>rd</sup> February 2026**

Payments  
January 2026

Payee	Description	Gross Amount £	VAT £	Cheque No/Bank Payment
Ms M Archer	Clerk's December Salary	551.20		434722549
HMRC	December PAYE	178.37		
Mr M Tidy	Village Cleaning December 2025	264.20		660569622
Intelligent Facility Services Ltd	CCTV SIM Service Invoice: 12174	30.00	5.00	541771540
DCK Accounting Solutions	Payroll Services for Invoice: 26554	46.80	7.80	369856698
Lower Halstow Memorial Hall	Hall Hire for December Invoice: 010126	23.75		369554718
D Pascoe	Garden Services Invoice 074	3640		119303852
K Howard-Challis	Mileage expenses November	40.00		5-6435413
Lucy Jessey	Shortfall for January	5.00		266396134

**Other Payments:**

**Unity Trust**

Bank Charge 30/11/25 DD

£9.00

**Standing Order 1<sup>st</sup> November** Crescent Digital Marketing

£25.00

**Date:**

**Signed:**

**Cllr. Howard-Challis  
Chair**