

High Halstow Parish Council

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

Tel: 01634 710086 • e-mail: clerk@highhalstow-pc.gov.uk

Website : www.highhalstow-pc.gov.uk



MINUTES

Road Reps Committee Meeting

Friday 10th April 2020

Virtual Meeting ~ 4.00 pm

Attendees: Cllr G. Crozer (Chairman) Cllr M. Stone
Cllr L. Atkinson Cllr R. Collins
Cllr T. Munday Mrs J. Allen (Clerk)

Members of the public: 0

The meeting commenced at 4.00 pm

Cllr G. Crozer opened the meeting and thanked everyone for attending.

1. **Apologies for absence**

HHPC462:10.04.20 An apology for absence was received from Rev S. Gwilt, who had prior work commitments, owing to the meeting being held on Good Friday.

2. **Minutes of the previous Road Reps Committee Meeting**

HHPC463:10.04.20 The Clerk, Mrs J. Allen, spoke to apologise that she had not turned around the minutes from the committee meeting held the week before.

3. **Update on the position in High Halstow so far**

HHPC464:10.04.20 Cllr M. Stone spoke to advise that the committee had 14 'Road Reps', 13 of who still needed to provide verification of their address

She confirmed that to date the team had completed six (6) trips to the shops and that they had collected two (2) prescriptions.

She confirmed that she was liaising with Cllr T. Munday and Ms J. Norton (who had agreed to assist with the committee admin) to chase for the outstanding paperwork.

4. **Feedback on leafleting in Hoo**

HHPC465:10.04.20 Cllr T. Munday spoke to advise that he had been assisting the neighbouring village of Hoo, by leafleting for a similar community support network. He spoke further to offer his assistance by leafleting properties in High Halstow.

Cllr M. Stone thanked Cllr T. Munday for his kind offer but acknowledged that the Road Reps had already been heavily involved with this task.

She spoke further to recognise that the banners to promote the Road Rep Scheme had also been placed on display within the village.

5. **Social Media and HH Hotline**

HHPC466:10.04.20 Cllr L. Atkinson, spoke to advise that she had instigated a High Halstow Village Hotline Whats App group to enable Parishioners within the village to contact each other directly. She confirmed that this group was separate to anything related to the Parish Council and that any members signed up of their own free will, when the group was promoted on Facebook.

A discussion ensued in relation to the High Halstow Parish Council Whats App group, where it was recognised that not all of the members had accepted an invitation to join. The Chairman, Cllr G. Crozer asked Cllr L. Atkinson to extend an invitation to the Clerk.

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Cllr M. Stone spoke to commend Cllr L. Atkinson on her idea and to ask for assistance in setting up a similar group solely for the Road Reps.

Cllr G. Crozer spoke to ask if the Road Reps could also consider helping with dropping in any repeat prescriptions in addition to collecting them from the Pharmacy. Cllr M. Stone agreed that this was a good idea and that she would promote this new initiative to aid the community.

6. Working with Jill Norton (consent, ID and address information x 12 emails)

HHPC467:10.04.20 Cllr T. Munday spoke to confirm that to date he had only received three of the volunteer's completed consent forms.

He spoke of permitting Ms J. Norton restricted access to the Parish Council's electronic filing system, to enable Ms J Norton to check which volunteers had returned their forms and to allow her chase for the outstanding correspondence.

Cllr G. Crozer, spoke to express his thanks to Ms J. Norton for offering her expertise.

Cllr M. Stone verified that 12 of the Road Reps still needed to return their address verification too.

7. Formal Agreement given for purchase of masks and gloves

HHPC468:10.04.20 Cllr M. Stone spoke to ask the members for their consent to purchase 200 latex gloves and 2 boxes of masks, equating to approximately £45.00 (inclusive of VAT).

Cllr G. Crozer spoke to advise that PPE equipment was an essential item and that consent by email had already been formally passed by the Parish Council.

Cllr M. Stone spoke to confirm that she understood Dr G. McKeever had already placed an order for gloves and face masks however she had raised concerns that she not been able to purchase any hand sanitiser.

The Clerk, Mrs J Allen, spoke to offer her assistance to the members in obtaining individual bottles of hand sanitiser, where she also asked if the volunteers were going to be supplied with hi-vis jackets.

A discussion between the members ensued where it was agreed that the Chairman, Cllr G. Crozer, would order 20 jackets in an assortment of larger sizes in the colour of luminous blue, to enable the volunteers to stand out from standard contractors.

8. Finance

HHPC469:10.04.20 The Chairman, Cllr G. Crozer, spoke to remind the Clerk to keep a note of all the committee's expenses. Cllr T. Munday also reminded the Clerk that she was able to email the finance inbox on the Parish Council's electronic filing system.

9. AOB

HHPC470:10.04.20 Cllr M. Stone spoke to ask if the members had made a decision in regards to the total number of the High Halstow Times being printed for the May 2020 edition.

A discussion ensued where it was unanimously agreed to ask the whole Parish Council for a decision, at the next meeting, scheduled to take place on Wednesday 15th April.

The committee also discussed the delivery of the tabloid, where Cllr M. Stone advised she would be happy to organise its distribution, but that she sadly could not aid with its delivery.

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The Chairman, Cllr G. Crozer also spoke to remind the Clerk, Mrs J. Allen to produce a slim-lined agenda for the next Parish Council meeting, where the members were only going to receive reports and no votes would be taken.

10. Next meeting date

HHPC471:10.04.20 Cllr G. Crozer, spoke to confirm the date for next virtual meeting of the Road Reps Committee, would be held on Friday 17th April at 4.00pm

11. Close of meeting

HHPC472:10.04.20 Cllr G. Crozer thanked the members for attending and closed the meeting at 5.05 pm.

The next Road Reps Committee meeting will be held on:

Friday 17th April 2020	4.00pm	(Virtual Meeting)
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