

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 10th MAY 2016****AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT (Following on from the Annual meeting).****PRESENT:** Cllr Chris Draper Chairman
Cllr Mrs P Huntley-Chipper Vice-Chairman

Cllr Mrs Sandra Bennett

Cllr Mr David Bennett

Cllr Mrs Yvonne Forrest

Cllr Mrs Karen Draper

Cllr John Luck

Cllr Alan Marsh

Mr Chris Fribbins Parish Clerk

In attendance 11 members of the public

1 APOLOGIES FOR ABSENCE

1143 n/a

2 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

1144 Cllrs Pat Huntley-Chipper and Cllr S Bennet declared interests in items regarding Cross Park and did not take part in discussions or votes thereon. Cllr Luck as the council's representative on the Cross Park committee is entitled to take part in discussions and votes.

3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12th APRIL 20161145 Proposed Cllr. J Luck, Seconded Cllr. Y Forrest – AGREED. Councillors reminded to forward suggested corrections **as soon as possible** so they can be incorporated in final version for signing.**4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

1146 None

5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1147 See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Lorraine Nicholl – reported problems that were occurring on the Bourne Leisure site. The Chair agreed to have a site meeting on Friday.

Louisa Harris reported on problems with flower beds at the shops.

Problems reported with dogs being allowed onto Cross Park and leaving faeces. Also rubbish on boundary. There was also reports on bonfires being lit.

6 CLERK'S REPORT

1148 Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Legal – Complaints of bias reported by Mrs N Skudder. She was unwilling for evidence to be shared, so it has not been. Responded that the Clerk has no power to resolve this and any complaint against a councillor has to be taken up with the Monitoring Officer of Medway Council (response supported by KALC adviser) and confirmed in the council's adopted Complaints Policy.

b) Review of Policies – several policies updated and adopted at Annual Meeting.

- c) Clive Stanley (Web master) had circulated a report regarding changes to the Allhallows web site. Recommending staying with KCC (being upgraded, and free), moving to a new facility provided by Hugo Fox (free web site, but domain name required) or move to our own facility (all costs to be met). For simplicity either KCC or Hugo Fox would be the easier to maintain. It was recommended that the council adopt the Hugo Fox solution (from KALC) and purchase the allhallows-pc.gov.uk domain name (approx.. £60 per annum). Proposed Cllr K Draper, Seconded Cllr Y Forrest AGREED
- d) Correspondence List not available this month. Consultation on Southend (London) Airport – departures reported (discussed under Planning)

7 **2015/2016 ANNUAL RETURN**

Agreement sought for Section 1 and Section 2 of Annual Report

- a) Section 1 – Annual Governance Statement Statements 2015/16 Acceptance, Proposed Cllr Y Forrest, Seconded Cllr A Marsh – AGREED
- b) Section 2 – Accounting Statements 2015/16 Acceptance Proposed Cllr Y Forrest, Seconded Cllr P Huntley-Chipper – AGREED

Financial accounts, policies and minutes for the year will be submitted to Mrs Pauline Bowdery for internal audit and when returned will be made available for public inspection (for 30 days at dates to be determined by the Clerk, and submitted to PFK Littlejohn, external auditors.

8 **GRANT REQUESTS**

- 1149 a) Allhallows Village Hall - £1,000 sought towards £1,800 cost of re-treating main hall floor. – Further quote received and two other companies failed to quote. Agreed to grant £1,000 towards the original quote of £1,800. To be funded £500 from Rural Liaison Grant (earmarked) and General Grant funding – Proposed Cllr K Draper, Seconded Cllr P Huntley-Chipper -- AGREED

9 **PLANNING**

- 1150 No Planning Applications.
Southend (London) Airport. Agreed that the clerk would review and submit a response on behalf of the parish. Southerly departures do pass over the parish and are limited to 3,000 feet to separate movements to London City Airport.

10 **HIGHWAYS AND FOOTPATHS**

- 1151 a) Footpath Officers Report – Colin Davis had produced an interim report and highlighted problems with the gate to the RS9 (by Kingsmead Park). If required, the parish do have a kissing gate – currently stored by Cllr J Luck.
- b) Road sign for Allsaints Road (at corner of Binney Road) reported as damaged and will be reported by the Clerk to Medway Highways.

11 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- 1152 a) KALC (Medway)
Meeting soon.
- b) Medway Council Rural Liaison – No further meeting since March.
- c) Police Liaison
Meeting next Tuesday 17/5/2016.
- d) Village Hall
No further meeting since last report.
- e) Cross Park Association
Meeting coming up.
- f) Friends of All Saint's Church
They may be looking for grant support from the parish council for lighting improvements– a form has been supplied to Mr Mark Skudder.

12 **MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**

- 1153 a) Cross Park Pavilion
Steps at Cross Park. A further quote had been received by email on the evening of

the meeting in the range of £1,800 to £2,200. Another five companies failed to quote. The original quote from Top 2 Bottom Ltd for £1,980 (+VAT) was recommended Proposed Cllr K Draper, Seconded Cllr J Luck AGREED – to be funded from Medway Cllr Filmer's grant (£1,500) and from Cross Park Projects earmarked reserve.

b) The Brimp

A cross pole on the football arena had been broken and was replaced by the Clerk and John Price. Further repairs were carried out by John Price. There are some missing flooring pieces but not felt to be a trip hazard at present. The Clerk will check to see if general maintenance is required from the installers (since the meeting a further pole has been broken, above the other goal).

Two copies of the license have been signed by the Chair and delivered for signing by the Allhallows Youth Club (were delivered by the Chair in April, but had not been returned). Because of this delay it was proposed to note the extension of the 2015/2016 license for a further six weeks (to June 21st) to avoid any problems this may cause. Proposed Cllr C Draper, Seconded Cllr Y Forrest - AGREED

c) Village Hall – nothing further.

d) Notice Boards – Options from around £180 to £800 had been identified. Still outstanding.

13

FINANCIAL

1154

a) Bank Reconciliation April and Budget Monitoring

Reconciliation statement for April circulated and selection of budget monitoring reports. A cheque has been delivered to the Brimp Cleaner, but her address change had not been recorded by the previous clerk. There was an attempt to collect the cheque, without success. A stop was issued on the previous cheque and a replacement issued (cost of stopping £12.50)

1155

b) Receipts

April (reconciled)

Cross Park Hire	£190.00
Cross Park Hire	£25.00
Cross Park Hire	£80.00
Allotment Income (rents)	£25.00
Allhallows Village Hall (Cleaner Recharge)	£405.50
The Brimp (Cleaner Recharge)	£61.86
Medway Council (Precept)	£32,105.00
Medway Council (CTRS)	£4,115.00
Medway Council (RLG)	£2,880.00

Bank Transfer April Base Rate Tracker to Current Account £10,000

Bank Transfer May Current Account to Base Rate Tracker £20,000

following receipt of precept from Medway Council.

Due in May

Cross Park Hire	£50.00
Cross Park Hire	£22.50
(Cross Park Hire)	£37.50)

1156

c) To make payments as listed Proposed – Cllr A Marsh, Seconded – Cllr S Bennett that the payments as listed be paid was Agreed.

C Fribbins

Clerk Salary/Expenses

Total

ONLINE

Caretakers/Street Cleaning

K Colyer	ONLINE	
J Price	ONLINE	
F Tomlin (The Brimp)	ONLINE	
D Claughton (CP/Village Hall)	ONLINE	
M Smith (Relief Caretaker, 15 Hours)	ONLINE	
HMRC	PAYE	ONLINE £204.95

Invoices

Zurich (Insurance)	ONLINE	£2,860.65	
Kent County Supplies (Black Bags)	ONLINE	£22.68	VAT £3.78
Kent County Supplies (Black Bags)	ONLINE	£51.80	VAT £8.64
C&CW Parish (Printing)	ONLINE	£38.40	
Direct Fire (CP Fire Extinguishers)	ONLINE	£109.24	VAT £18.20
TJF Prop Maint (Cemetery C15)	ONLINE	£105.00	
TJF Prop Maint (Cemetery C16)	ONLINE	£105.00	
Allhallows VH (Guide Rent Grant 2015/16)	Cheque	£237.50	103841
Allhallows VH (Guide Rent Grant 2016/17 Q1)	Cheque	£175.00	103842
Turfsoil (48639) Cross Park	ONLINE	£510.00	VAT £85.00
Turfsoil (Allhallows VH)	ONLINE	£168.00	VAT £28.00
C Draper (Chairs Allowance)	ONLINE	£109.45	VAT £11.89
Medway Council (Business Rates Brimp)	ONLINE	£406.56	
Medway Council (Business Rates CP)	ONLINE	£1,742.40	
British Gas (Cross Park Gas)	D/D	£392.24	VAT £18.67
EDF Energy (Brimp Energy Costs)	D/D	£42.00	VAT £2.00

14 1157 STAFFING ISSUES

The payroll has now been taken back in-house and used for April pay.

The Brimp Cleaner

The council declared the position of Cleaner at the Brimp redundant and gave the Allhallows Youth Club notice of this change. No final date has been agreed until issues raised by the youth club are addressed (awaiting legal information from NALC regarding legal status of the youth club and the power of the parish council to employ staff on behalf of other organisations).

Allhallows Village Hall Cleaner

The council agreed to withdraw from this work. The Village Hall committee appear to be prepared to take on the cleaner again. Proposed to terminate the employment of a cleaner for the Allhallows Village Hall w.e.f. 1st June (final day 31st May) subject to the approval of the Village Hall Proposed Cllr K Draper, Seconded Cllr D Bennett - AGREED

Cross Park

The last meeting agreed a new position of Caretaker/Cleaner/Bookings Clerk for Cross Park be established – 5 hours per week on SCP 7/8 and the clerk to draw up a contract and job description for this and to advertise locally. (minute 2016 1120). It was proposed that this part of the minute be rescinded (all agreed). It was suggested that governance issues at Cross Park be resolved first, and that they decide (and employ the position if necessary). Proposed Cllr C Draper, Seconded Cllr Y Forrest – AGREED. The clerk will work with the Cross Park Pavilion Management Committee to review governance and propose a solution. The cleaner remains on the current terms and conditions for the time being.

There is also a reduction in the hours of one caretaker following the removal of the Stoke Car Park work. The clerk has allocated an extra hour per week to the caretaker concerned to maintain 16 hours per week.

- 15 1158 DATE AND TIME OF NEXT MEETING**
The next meeting will be on Tuesday 14 June 2016 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

- 16 FUTURE AGENDA ITEMS**
1159 Allotments – Review

At 09:20pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	Cleared
C/21/2015/3	Parish Clerk to contact Simon Swift at Medway Council to obtain more information on the responsibilities of running our own hedges and verges contract.	Email sent 14/7/15 Response received 15/7. Medway Greenspaces being transferred to Norse. To discuss in March outstanding	
C/2015/1030c	A site visit to identify possible locations for parking restrictions and attendance at a future parish meeting will be organised by the Clerk.	Clerk chasing with Mark Johnson, Medway Council. His current workload means this may not be for at least 12 months.	
C/2015/1036d	Clerk to investigate replacement notice boards. Re-use of a previous site at the shopping parade would also be investigated.	Initial research complete – ongoing. Contact Chip shop owner who has agreed in principle to using the blank wall at the shops.	
C/2015/1057b	Clerk to notify Medway Council re. verge collapses in Binney Road and in the interim ask the village hall committee if church visitors on Sunday could use the village hall car park. AM to follow up with Village Hall Committee	Medway Council contacted but do not agree there is an issue currently. To be monitored and followed up as necessary.	
C/2015/1057c	Cllr Mr Bennett suggested a mini-roundabout was required at the junction with Stoke Road. Clerk to raise with Medway Council	Raised with council and Medway Cllr. Filmer (cabinet member responsible) Ongoing	
C/2015/1080e	Clerk to propose a schedule for discussion of The Brimp, Cross Park, Village Hall with their relevant committees	Priority given to Brimp, although meeting held with Village Hall Committee	
C/2015/1090	Clerk to arrange publicity for Defibrillator at Bourne Leisure Entrance at Doctor's Surgery and Village Voices (April Edition)	Article published Vice Chair organised the Doctor's Surgery notice.	
C/2015/1092b	Clerk (Parish) Workplan to be monitored and prioritised - ALL	ongoing	
C/2015/1095	Clerk to prepare initial Terms of Reference and Initial meeting of Personnel Advisory Committee to be arranged.	Initial Meeting held to discuss personnel issues – no decisions. ToR produced and agreed at May Annual Meeting. COMPLETE	
C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school. Clerk to initiate	Village Voices article written (now June), School to be contacted.	Clerk SB/DB
C/2015/1111b	Clerk to include a recommendation for future web site provision to the May meeting	Item agreed. Hugo Fox solution and allhallowspc.gov.uk Clerk to liaise with Clive Stanley (C/2016/1148/C)	Clerk/C Stanley

C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work	Outstanding	ALL
C/2015/1112	Clerk to ask Allhallows for further quotes for floor refurbishment.	Additional quote received. Agreed grant at May meeting.	
C/2015/1114b	Clerk to make contact with Medway/Arriva re. bus shelter at Kingsmead Park	Done (via Medway Cllr Filmer)	
C/2015/1115b	Clerk to circulate presentations from Open Rural Liaison Committee	Done	
C/2015/1117c	Clerk to circulate new Financial Regulations for approval at the May meeting	Circulated and agreed at Annual Meeting COMPLETE	
C2015/1120(1)	Clerk to notify Allhallows Village Hall and Youth Club regarding personnel decisions	Done – Village Hall agreed in principle, Youth Club have issues – awaiting legal advice	Clerk
C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or other councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding – awaiting resolution of issues	Clerk
C/2016/1151/C	Report damaged road name Allsaints Road, corner of Binney Road		Clerk
C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier		Clerk
C/2016/1153/B	Youth Club to be chased for signed occupational license.		Clerk
C/2016/1157	Awaiting advice from NALC re. staffing and license issues		KALC/Clerk
C/2016/1157	Discuss governance issues with Cross Park Pavilion Management Committee		Clerk