

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 13th AUGUST 2014
AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6:30 pm.**

PRESENT: Cllr Mark Skudder Chairman
Cllr John Lambourne Vice-Chairman
Cllr Mrs Yvonne Forrest
Cllr John Luck
Cllr Mrs Sue Hill
Cllr Alan Marsh
Cllr Mrs Wendy Myers

Mrs Margot Sturt Parish Clerk

In attendance 8 members of the public

1 APOLOGIES FOR ABSENCE

690 Apologies were received from:
Cllr Mrs Noleen Skudder: Unable to attend due to illness
It was proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers that the received apologies be accepted. This was agreed unanimously.

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

691 Cllr Alan Marsh declared an Other Significant Interest (OSI) for agenda item 14(a).

692 Cllr Mark Skudder and Cllr John Lambourne declared OSIs for agenda items 17(a) and 17(b).

3 DISPENSATION REQUESTS

693 No requests were received.

4 MINUTES OF PARISH COUNCIL MEETING HELD ON 11th JUNE 2014

694 The minutes of the meeting held on 11th June 2014 were agreed subject to the following changes.

Page 103, those present, change to read "... Cllr **John** Luck..."

Page 106, Para 671, last sentence, change to read "...Cllr **John** Lambourne"

Page 106, Para 676, first sentence, change to read "... St.David's **Road**..."

Page 106, Para 678, heading, change to read "...St. David's **Road**..."

Page 107, Para 681, change to read "... St.David's **Road**..."

Page 107, Para 683, Public session, to change three references from "...St.David's **Way** to St.David's **Road**..."

Page 109, Action point C/10/2014/5, to change to "...St. David's **Road**..."

Proposed by Cllr Mrs Wendy Myers, seconded by Cllr John Luck and agreed unanimously.

5 MATTERS ARISING

695 There were no matters arising

6 ACTION POINTS

696 The action point update was noted.

7 PARISH COUNCIL APPOINTMENT OF REPRESENTATIVES

697 Cllr Alan Marsh agreed to his appointment as Parish Council representative to the Friends of All Saints Church group.

8 PLANNING

698 The Malmaynes Farm Solar Panel application was noted.

9 FINANCE

- 699 a) The end of month bank balance and the June and July bank reconciliation forms were agreed. Proposed by Cllr Mrs Yvonne Forrest, seconded by Cllr Alan Marsh and agreed unanimously.
- 700 b) The cheques signed since the last meeting and the standing orders paid were approved. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs Sue Hill and agreed unanimously.
- 701 c) The accounts for payment were noted and approved. Proposed by Cllr Mrs Wendy Myers, seconded by Cllr John Lambourne and agreed unanimously.
- 702 d) The July 2014 budget monitoring update and income and expenditure reports were noted.
- 703 e) The monthly bank reconciliation forms were checked and signed by Cllr Mark Skudder.
- 704 f) The estimated cost for advertising the Parish Clerk vacancy in the KM group newspapers was agreed as 40 words costing £138 plus VAT. Proposed by Cllr Mark Skudder, seconded by Cllr Mrs Sue Hill and agreed unanimously.
- 705 g) Cllr John Luck carried out the quarterly Finance checks on book keeping records and receipts and payments.

10 COMPLIANCE

- 706 a) The Parish Council Risk Schedule was reviewed by members and signed by the Parish Council Chairman, Cllr Mark Skudder. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs Wendy Myers and agreed unanimously.
- 707 b) The Parish Council Risk Assessment was reviewed by members and signed by the Parish Council Chairman Cllr Mark Skudder. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.
- 708 c) The Parish Council Complaints Procedure was reviewed, updated and adopted to reflect the changes needed arising from the Localism Act 2011 and the Medway Council Code of Conduct. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Sue Hill and agreed unanimously.

11 HIGHWAYS AND TRANSPORT

709 The Footpath Officer's report was noted.

12 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- 710 a) Following the tree inspection findings it was agreed to obtain a quotation for the works that needed carrying out in the next 12 months. The single tree at the Brimp Site would have the ivy chopped at ground level by Youth Club volunteers.

Action point: C/11/2014/1: Parish Clerk to obtain quotation and suggested work schedule and report back at the next Parish Council meeting.

- 711 b) Following an approach to the Village Hall Committee, it was confirmed that none of the honorary members were currently in a position to pursue an application for charity status in respect of the Cross Park Pavilion.

13 CORRESPONDENCE

712 Correspondence received was noted

14 GRANT APPLICATIONS

- 713 a) Cllr Mark Skudder having declared an OSI left the room at 19:10pm.
Cllr John Lambourne took over as Chairman. Following discussion it was resolved to refuse the grant application. Although in favour of a village fete more generally, the majority of the Parish Council felt that a village fete should be organised by a Fete Committee with any profit made being carried over to the next year's event.
The Parish Council asked the Parish Clerk to write to the Friends of All Saint's Church explaining the decision.

Proposed by Cllr Mrs. Yvonne Forrest, seconded by Cllr Mrs. Wendy Myers. Cllr Sue Hill, Cllr John Lambourne and Cllr John Luck agreed to refuse the application. Cllr Alan Marsh abstained.

Cllr Mark Skudder re-joined the meeting at 19:18 pm and resumed as Chairman.

Action Point C/11/2014/2: Parish Clerk to write to Friend's of All Saints Church regarding the grant refusal.

- 714 b) Due to the grant application from the allotment society being incomplete the Parish Council was unable to make a decision. The Parish Clerk was asked to write to the Allhallows Allotment Society in order to obtain the missing information.

Action Point C/11/2014/3: Parish Clerk to write to Allhallows Allotment Society for missing grant application information.

- 715 c) The £500 grant application for the setting up of a new Girl Guide group in Allhallows was approved. Proposed by Cllr Alan Marsh, seconded by Cllr Yvonne Forrest and agreed unanimously.

15 DATE AND TIME OF NEXT MEETING

716 The date of the next meeting was agreed as Wednesday 8th October 2014 at 6:30pm

PUBLIC SESSION

- 717 The meeting was suspended at 7:22 pm for the Public Session
Concerns were raised about hirers at Cross Park Pavilion; this included leaving lights on, damage to work surfaces and children's nappies being left in the vicinity.
Complaints were received about the general standard of cleaning in the building.
Concerns were raised about the number of black sacks being left by the shops which may be commercial waste.
Overhanging branches in Avery Way and Stoke Road had been cleared quickly following a resident's complaint to Medway Council.
Residents queried ownership of the "scrubland" at the front of Shelduck Close and

were advised that as far as the Parish Council, was aware it belonged to Medway Council but was still the responsibility of Matthew Homes.

The public session was closed at 19:35pm

718

CONFIDENTIAL SECTION

It was resolved in accordance with section 1(2) of the Public bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the commercially sensitive nature of the business about to be transacted it was advisable in the public interest that the Public and Press be temporarily excluded from the meeting.

Proposed by Cllr Mark Skudder and seconded by Cllr Alan Marsh and agreed unanimously.

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BRIMP

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- a) The proposal for the CCTV, additional fencing and signage for the football arena was agreed.

Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr John Luck and agreed unanimously

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- b) The estimate for the electrical timer switch was agreed.

Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr John Lambourne and agreed unanimously.

The Parish Clerk was asked to raise the relevant work orders, arrange installation access with one of the Caretakers, check with the Insurance Company and obtain signage quotes.

Action Point: C/11/2014/4: The Parish Clerk to raise the relevant work orders, arrange installation access with one of the Caretakers, check with the Insurance Company and obtain signage quotes.

17

ALL SAINTS CHURCH

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- a) Due to declared OSIs, Cllr Mark Skudder and Cllr John Lambourne left the room at 19:55pm. Cllr Mrs. Yvonne Forrest took over as Chairman.

It was agreed to award a twelve month contract for grass cutting at All Saints Church active cemetery, to Colyn Property Services. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously. It was agreed to award a twelve month contract for the cemetery hedge cutting to Turfsoil Ltd. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Sue Hill and agreed unanimously.

Cllr Mark Skudder and Cllr John Lambourne re-joined the meeting at 20:05pm and Cllr Mark Skudder resumed as Chairman.

722

- b) It was agreed to use Laverock Tree Care for a visual tree assessment of all trees located on the All Saints Church site and active cemetery. Cllr Mark Skudder agreed to advise Church representatives of the decision and try to seek a volunteer to be present on behalf of the church with the Parish Clerk when the inspection takes place.

Action Point C/11/2014/5: Cllr Mark Skudder to advise Church representatives of the tree survey decision and try to seek a volunteer from the Church to be present with the Parish Clerk when the inspection takes place.

18

WEED SPRAYING

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It was agreed to award Turfsoil Ltd a twelve month weed spraying contract for the pavements and gutters. Proposed by Cllr Mark Skudder, seconded by Cllr Mrs. Sue Hill and agreed unanimously

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VILLAGE HALL

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- a) It was agreed to award a twelve month contract to Turfsoil Ltd for the grounds maintenance of the Allhallows Village Hall. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.

The meeting closed at 8:15pm

Signed as a correct record of the proceedings

Cllr Mark Skudder, Chairman

Date:

Action Point	Details	Review	Cleared
Action Point C/10/2014/5	Cllr Mark Skudder to contact Mr. Mike Pinchen, Medway Council to progress the matter of the flower beds and wall in St.David's Road. Cllr Mark Skudder to request a meeting between Medway Council and Cllr John Luck.	e-mail sent 28/8/14. Danielle Matthews is now responsible. Matter ongoing. Trade waste from shops in blacks sacks reported to Medway Council 29 th September 2014. Referred to Medway "Fly-Tipping" team.	
Action Point C/11/2014/1	Parish Clerk to obtain quotation for work on trees and suggested work schedule and report back at the next Parish Council meeting.	e-mail sent 19/8/14 and estimates for work included in 8 th October agenda	29/9/14
Action Point C/11/2014/2	Parish Clerk to write to Friend's of All Saints Church regarding the decision not to award a grant.	Letter and e-mail sent 15/8/14	15/8/14
Action Point C/11/2014/3	Parish Clerk to write to Allhallows Allotment Society for missing grant application information	Letter and form returned 22/8/14. Full application now received and included in 8 th October 2014 agenda	29/9/14
Action Point C/11/2014/4	The Parish Clerk to raise the relevant work orders, arrange installation access with one of the Caretakers, check with the Insurance Company and obtain signage quotes for the Brimp Soccer arena.	Work orders raised 2/9/14. Awaiting confirmation of start dates. No additional signage required for insurance purposes.	2/9/14
Action Point	Cllr Mark Skudder to advise Church	Work order sent on	

C/11/2014/5	representatives of the tree survey decision and try to seek a volunteer from the Church to be present with the Parish Clerk when the inspection takes place.	19/8/14 – need to follow up . 29/9/14	
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