

**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON TUESDAY 12<sup>th</sup> JANUARY 2016  
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30 pm.**

**PRESENT:** Cllr Chris Draper Chairman  
Cllr Mrs P Huntley-Chipper Vice-Chairman  
Cllr Alan Marsh  
Cllr Mrs Sandra Bennett  
Cllr Mr David Bennett  
Cllr Mrs Yvonne Forrest  
Cllr Mrs Karen Draper  
Cllr John Luck  
Mr Chris Fribbins Parish Clerk

In attendance 4 members of the public  
Medway Cllr. Filmer

**1 APOLOGIES FOR ABSENCE**

**1046** None

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

**1047** None

**3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETINGS 9 DECEMBER 2015**

**1048** Corrections made to residents name Action Point C/2015/992 and minute 1027/B deleted "thee"

**4 MATTERS ARISING FROM THE ABOVE MINUTES NOT OTHERWISE ON THE AGENDA**

**1049** None

**5 1050** Cllr. Filmer updated the parish on issues with the local Arriva bus service and changes proposed to address this later this month (a copy of a new timetable from 20<sup>th</sup> Jan was provided). He mentioned the budget pressures facing Medway Council and issues around highways. He agreed to follow-up issues the council was having with responsibilities for grass verge maintenance and initiating a parking restrictions review. He also agreed to discuss potential local projects that could be aided by a contribution from his Member's Ward Fund. Cllr. Filmer was thanked for his attendance.

**6 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

**1051** C/21/2015/3, C/2015/1027c, C/2015/1030c, C/2015/1036d ongoing, all others closed.

**SUSPENSION OF MEETING FOR PUBLIC SESSION**

Mr, Morrad commented on local rumours that the parish was short of funds and may have to raise the precept significantly. He also questioned the need to support multiple buildings (Allhallows Village Hall, The Brimp and the Cross Park Pavilion) and understood that there was an offer to purchase The Brimp and relocate to Cross Park. – Issues of the budget would be agreed later on the Agenda and there was no offer of land purchase to consider at this time. He also raised issues with Local Plan proposals in Stoke – the Clerk would update him (and Cllr Forrest) on the current proposals and status.

**7 CLERK'S REPORT**

**1052** The Clerk provided a report on the main issues dealt with since appointment - Noted

- 1053** a) Advertising for Clerk's position (expiry 31/1). The advert had been placed on the KALC website, the parish web site and Village Voices (Peninsula and Strood Rural Editions (January). Proposal to rescind minute 1024 (December) in relation to advertising the clerk vacancy in Medway Messenger due to cost. Moved Chair, Seconded Vice Chair, on putting to the meeting was agreed with one against. A previous applicant had asked to be considered if the role came up again – clerk to contact her.
- b) The meeting agreed that Clerk applications will be submitted to the Chair and Vice-Chair on the closing date and they would suggest the next actions. A special meeting would be arranged, if necessary, before an appointment was made.

**8 GRANT REQUESTS**

**1054** Allhallows Guides/Brownies/Rainbows – Had been reminded that retrospective grants are not usually allowed and that they should prepare any grants for 2015/2016 (Jan-March 2016) early and then consider annual applications in line with the council year (April-March). No application had been received to date.

**9 SITE CLEARANCE (top of Avery Way)**

**1055** Mr. Baker had indicated a willingness to clear the site and the Chairman had approached Medway Clearance (MC), Mr Baker and helpers from Bourne Leisure joined Cllrs Luck, Draper and the Chair to do the work. The Vice Chair contact Village Voices to arrange a suitable date for the works and publicity (photos and article) and they will be published in the January edition.

**10 PLANNING**

- 1056** a) Medway Local Development Framework  
There is a meeting on Saturday 16<sup>th</sup> January for parish councils, environmental and amenity groups regarding Medway's Local Plan. The clerk would be attending; Cllr Forrest was also likely to attend.
- b) The Local Plan has published an Issues and Options document for public consultation in January/February. Agreed that the Clerk would produce a draft response before the next council meeting, for comment and then agreement at the February meeting.
- c) The letter from Medway Cllrs Freshwater and Pendergast had been circulated by email before the meeting – noted.

**11 HIGHWAYS AND FOOTPATHS**

- 1057** a) Footpath Officers Report – next report due for December/January a brief update did not raise any issues and he had noticed a lack of fly tipping.
- b) Cllr Luck reported on a problem in Binney Road alongside the church and cemetery – the verge was collapsing into the ditch – Medway Council to be notified. In the interim it was suggested that church visitors on Sunday could use the village hall car park if their committee agreed and made the arrangements to unlock.
- c) Cllr Mr Bennett suggested a mini-roundabout was required at the junction with Stoke Road. It appears this has been suggested before and rejected. Clerk to raise with Medway Council.

**12 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- 1058** a) KALC (Medway)  
No meeting, next one in February 2016.
- b) Medway Council Rural Liaison
- c) Police Liaison  
Cllr Bennett attended last meeting. Next one conflicts with this parish council meeting. Cllr Luck to follow up with their committee to try and move future dates.

- d) Village Hall  
Meeting due to be held later. Cllr Marsh to raise the issue of parking for the church on Sundays.
- e) Cross Park Association  
Due to meet soon.
- f) Friends of All Saint's Church  
Due to meet soon.

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

1059

- a) Cross Park Pavilion  
One outside light faulty and another needs to be adjusted to a better angle. There were also a faulty light in the hall. The clerk would identify a local electrician, get a quote and get the work done.
- b) The Brimp  
Electrical problem reported in Clerk's report. Proper fix still required (and may have been more cost effective if carried out at the time). Cllr Luck suggested further investigation into existing wiring and potential problem checked. Clerk to arrange. There had been damage to the roof of a Brimp building, expected to be due to severe weather. A project team was put together and the roof repaired 9/1. Licence Renewal – The Youth Club had asked for an annual renewal of their occupational license. It was recommended that this be extended to two years and that we notify them that longer renewals could be considered if required to support grant applications to improve the site. Proposed Vice Chair, Seconded Cllr. Mrs Draper AGREED.
- c) Village Hall  
Notice Boards – The notice board at the Village Hall had fallen off and has been removed. Initial investigation carried out on options for replacement of the Village Hall and Kingsmead Park signs, to be followed up. Re-use of a previous site at the shopping parade would also be investigated.

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**CORRESPONDENCE (list of emails received circulated)**

1060

The Clerk distributed a list of correspondence. Further filtering would be done next month.

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**FINANCIAL**

1061

Bank Reconciliation August/September/October/November/December

The Clerk had received access to the bank accounts in late December along with missing bank statements for August, September and November. Payments and Receipts have been reconciled to the bank statements (individual monthly reconciliation statements for missing months have been passed to the Chair).

Issues identified :-

Paying in book – 4/8/15 cheque payment £50 from Cllr Huntley-Chipper re. Cross Park Hire has not appeared on the bank statement and not cleared on her account.

Cheques – the reported overpayments in August had been repaid as reported previously. Two cheques had been returned and are filed with the chequebook. Other cheques have been not been returned and were reported as destroyed and have not been presented (Cllr. D Bennett and F Tomlin). Proposed Cllr. Mrs Draper, Seconded Vice Chair that these cheques are removed from pending expenditure – Agreed.

**1062 Receipts**

Village Hall - Cleaner Recharge £405.00

To make payments Proposed – Cllr Mrs Draper, Seconded – Cllr Marsh that the payments as listed be paid was Agreed.

British Legion Poppy Appeal (Wreath) Section 137	cheque	103727	£100.00
C Fribbins Clerk Salary	cheque	103728	
M Smith Salary Reconciliation Payment	cheque	103729	
Colyn Property Services Playground Repair	cheque	103730	£120.10
Smart Payroll (Sep/Oct/Nov/Dec)	cheque	103731	£132.00
TJF Property Maintenance Active Cemetery (Oct 21	cheque	103732	£105.00
TJF Property Maintenance Active Cemetery (Nov 3)	cheque	103733	£105.00
TJF Property Maintenance Active Cemetery (Nov 20)	cheque	103734	£105.00
C Stanley (Web Site)	cheque	103735	£138.00
Turfsoil (Village Hall)	cheque	103736	£126.00
Turfsoil (Cross Park Line Marking-now cancelled)	cheque	103737	£36.00
HMRC (PAYE reconciliation)	cheque	103738	£351.15
Salaries by Standing Order			
K Colyer			
J Price			
F Tomlin			
D Claughton			
EDF Energy (Brimp Electricity Direct Debit)			£42.00

The Clerk completed a transfer of £10,000 from the Business Tracker Account to the Community Account (Current a/c) for forecast expenditure- Barclay's Bank had not actioned the request delivered to the branch and the current account balance was < £700.

**1063 2016/2017 Budget (including Precept)**

After discussion of the budget proposal an error was detected with VAT Payments in 2016/2017. The clerk agreed to investigate and report after the meeting, this would result in the use of reserves to keep the precept to the 2015/2016 level.

Proposed Chair, Seconded Cllr Bennett that reserve be earmarked for:-

Rural Liaison Grant (£2,880) (funded from RLG income from Medway Council

Election Expenses (£4,000) (funded from General Reserve)

Cross Park Projects (to be reported) (funded from remainder of General Reserve after contingency and allocation to 2017/2018 precept)

The precept for 2016/2017 £36,300 - AGREED.

**16 1064 DATE AND TIME OF NEXT MEETING**

**The next meeting will be on Tuesday 9 February 2016 at 6.30pm at the Cross Park Pavilion, Avery Way, Allhallows**

**17 FUTURE AGENDA ITEMS****1065 - Stoke Car Park Recharge**

At 21.00pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>Cleared</b>
<b>C/21/2015/3</b>	<b>Parish Clerk to contact Simon Swift at Medway Council to obtain more information on the responsibilities of running our own hedges and verges contract.</b>	Email sent 14/7/15 Response received 15/7. Chase response	
<b>C/23/2015/5</b>	<b>Parish Clerk to write to Village Hall Committee to request the cleaner's employment contract with regard to Cross Park.</b>	Letter to Lola Soremekun 18/8/2015, Letter again sent 05/10/15. Clerk to follow-up with Lola/Cllr Marsh. A contract does not exist. Clerk will follow this up during staff review	Closed
<b>C/2015/992</b>	<b>A resident had expressed concern about local parking. Clerk to send a letter updating him on council position and actions.</b>	Letter sent	Closed
<b>C/2015/1027b</b>	<b>The Clerk to contact Marilyn Elmes about payment for the Remembrance Day Poppy</b>	No invoice produced for poppy, a donation is made (and a receipt issued)	Closed
<b>C/2015/1027c</b>	<b>The Clerk to review options for consideration to contain footballs at the Brimp Ball Court.</b>	Ongoing	
<b>C/2015/1028</b>	<b>The Vice Chair will contact Village Voices to arrange a suitable date for the works and publicity (photos and article).</b>	Completed. Article to be published in January Peninsula edition.	Closed
<b>C/2015/1028 (ii)</b>	<b>The Clerk to send a letter to residents at 2/4 Avery Way about keeping an eye on fly-tipping.</b>	Letter sent	Closed
<b>C/2015/1029</b>	<b>The Clerk to prepare an article for the next VV on Medway LDF local implications</b>	Completed. Article to be published in January Peninsula edition.	Closed
<b>C/2015/1030c</b>	<b>A site visit to identify possible locations for parking restrictions and attendance at a future parish meeting will be organised by the Clerk.</b>	Clerk chasing with Mark Johnson, Medway Council.	
<b>C/2015/1030e</b>	<b>The Clerk to invite Cllr Phil Filmer (Medway Council local ward councillor and cabinet member responsible for transport to the next meeting to discuss our concerns.</b>	Cllr. Filmer invited and attended January meeting.	Closed
<b>C/2015/1036d</b>	<b>Clerk to investigate replacement notice boards. Re-use of a previous site at the shopping parade would also be investigated.</b>	Initial research complete - ongoing	
<b>C/2015/1040</b>	<b>Clerk to carry out an urgent bank reconciliation to be done for August/September/October/November. Findings to be circulated to Councillors as soon as possible.</b>	Access to bank account completed at the end of December. Audit complete, bank reconciliations up to date at January meeting.	Closed
<b>C/2015/1043</b>	<b>Clerk to prepare budget options for briefing and discussion at meeting Tuesday 5<sup>th</sup> January 2016 6:30pm at Cross Park Pavilion (following the meeting moved to Wednesday 6<sup>th</sup> January)</b>	2015/2016 Budget Monitoring/2016/2017 Budget proposals prepared and discussed at meeting. Tabled at January meeting.	Closed
<b>C/2015/1051</b>	The Clerk would update the concerned		

	resident (and Cllr Forrest) on the current proposals and status for Stoke Parish in Medway's Local Plan.		
<b>C/2015/1053</b>	Clerk Recruitment – a) A previous applicant had asked to be considered if the role came up again – clerk to contact her. b) Chair/Vice Chair to receive job applications and recommend procedure for appointment to a special meeting (to be arranged).		
<b>C/2015/1056a</b>	Medway Local Plan Issues and Options Consultation - The Clerk would produce a draft response before the next council meeting, for comment and then agreement at the February meeting.		
<b>C/2015/1057b</b>	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		
<b>C/2015/1057c</b>	Cllr Mr Bennett suggested a mini-roundabout was required at the junction with Stoke Road. Clerk to raise with Medway Council		
<b>C/2015/1058c</b>	Police Liaison conflicts with parish council meetings Cllr Luck to follow up with their committee to try and move future dates.		
<b>C/2015/1059a</b>	Cross Park internal and external lighting fault - The clerk would identify a local electrician, get a quote and get the work done.		