

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 9th APRIL 2014
AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6:30 pm.**

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

In attendance 10 members of the public

1 APOLOGIES FOR ABSENCE

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

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

597 None

3 DISPENSATION REQUESTS

598 None

4 MINUTES OF THE MEETING HELD ON 12th FEBRUARY 2014

599 It was proposed by Cllr John Luck, seconded by Cllr Mrs Wendy Myers and agreed unanimously that the minutes of the meeting held on 12th February 2014 be agreed and signed as a true record of proceedings, subject to the following changes:

Page 90, Para 571 (a) second line of first sentence to be changed to "...Allhallows Place Touring Park" ...

5 MATTERS ARISING

600 None

6 UPDATES ON ACTION POINTS OUTSTANDING FROM PREVIOUS MEETINGS

601 Updates on the outstanding action points from previous meetings were noted.

7 CODE OF CONDUCT: GIFTS AND HOSPITALITY

602 Cllr Mark Skudder declared hospitality for Pride in Medway Awards for himself and Cllr Mrs. Noleen Skudder. As these were less than £100, they have been noted but not notified to the Monitoring officer at Medway Council.

8

PLANNING

- 603 a) Application MC/11/2516 - Noted
Application MC/14/0567 - Noted
- b) The decision on MC/14/0075 was noted
- c) There were no appeals.

9

FINANCE

- 604 a) Bank account balances listed on appendix A and the end of month bank reconciliation were noted, agreed and signed by Cllr Mark Skudder (Chair). Proposed by Cllr Mrs. Sue Hill, seconded by Cllr Alan Marsh and agreed unanimously.
- 605 b) Cheques raised and standing orders paid since last meeting listed on Appendix A were noted and ratified. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.
- 606 c) Accounts for payment were noted and agreed. Proposed by Cllr Alan Marsh, seconded by Cllr John Luck and agreed unanimously.
- 607 d) The budget monitoring sheet, current financial position, expenditure to date was noted.
- 608 e) The monthly bank reconciliation check was carried out and Cllr Mark Skudder signed the bank statement and source documents as evidence that the check had been done.
- 609 f) It was agreed that HMRC PAYE could be paid by electronic transfer each month, subject to authority for payment still being signed by two Councillors. Proposed by Cllr Mrs. Sue Hill, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.
- 610 g) It was agreed that Utility bills could be paid by electronic transfer each month, subject to authority for payment still being signed by two Councillors. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.
- 611 h) i) The outsourced payroll increase of 50p per pay slip from April 2014 was agreed. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and agreed unanimously
- 612 ii) It was agreed that Cllr Mrs. Wendy Myers would become the additional signatory for the bank accounts and that arrangements would be for any two signatories. Proposed by Cllr John Lambourne, seconded by Cllr Alan Marsh and agreed unanimously.
- 613 iii) The budget accounting arrangements and virement from reserves for the relief caretaker was agreed. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and agreed unanimously
- 614 i) i) Renewal of the 2014/15 SLCC annual membership of £ 116.00 was agreed. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously
- 615 ii) Renewal of the 2014/15 KALC annual membership of £401.92 was agreed. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.
- 616 iii) Renewal of the 2014/15 Action with Communities in Rural Kent annual membership of £35.00 was agreed. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.
- 617 j) It was agreed that repairs to the Caretaker Shed in the Village Hall car park should be carried out on both doors – (1) to repair the damage and (2), to reinforce the other door as a preventative and strengthening measure. The estimated cost of £200.00 for the repairs was agreed. Proposed by Cllr John Luck, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.

10 HIGHWAYS AND TRANSPORT

- 618 a) The Footpath Officers' report was noted. It was agreed that adhesive letters and numbers for the footpaths RS signage could be purchased up to the cost of £60.00. Proposed Cllr Mark Skudder seconded Cllr Mrs. Wendy Myers and agreed unanimously.

The Footpath Officer is planning a "walk and talk" at Allhallows on Saturday 17th May 2004. This will include laminated information sheets for points of interest along the route. An article would be placed in the Allhallows Life magazine to encourage participation.

- 619 b) Cllr John Luck reported that the Public Rights of Way Officer had advised that due to the kissing gate being made of metal it would need to be erected by Medway Council rather than by the team working for the PROW officer. Cllr John Luck agreed to contact the PROW officer again to confirm the "kissing gate's" location. i.e. On the marsh (near to the British Pilot) and it is the furthest gate towards the sea.

Action Point: C/8/2014/1: Cllr John Luck to contact Medway Council PRWO to confirm location for the Kissing Gate relocation.

- 620 c) Correspondence from Medway Council regarding the exits to Stoke Road from the village hall and Rosehip Drive were noted. Now waiting on further information from Medway Council following the Parish Council's subsequent e-mail response.

11 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- 621 a) Playground
No date had yet been received for the removal and installation of new equipment. A request had been received from a local business to reuse the scrapped play equipment. It was agreed that subject to conditions, including no PC liability for the condition or safety of the equipment and no additional cost, this could be permitted. Proposed by Cllr Mark Skudder, seconded by Cllr John Lambourne and agreed unanimously.

- 622 b) Recreation Ground
It was agreed that a second goal post should be purchased for the recreation ground. The cost (including fixing), of up to £1200.00 was agreed. Proposed by Cllr Mark Skudder, seconded by Cllr Mrs Wendy Myers and agreed unanimously.

Action Point: C/8/2014/2: Cllr Mark Skudder to advise Parish Clerk regarding purchase arrangements

- 623 c) The Brimp
Cllr Mark Skudder reported back on the one fencing estimate received to date. In addition estimates for CCTV at the Brimp and local shops were still to be received.

12 FLOWER BEDS AND WALLS BY SHOPS

- 624 Cllr Mark Skudder provided a verbal update on the current situation. The land owner had been contacted about the state of the wall and flower beds and asked what his intentions are. To inform future discussions, Cllr John Luck had obtained an estimate for the removal and making good of the flower bed areas. Cllr Mark Skudder was still waiting on estimates regarding the potential for CCTV in the area.

- 625 The Chairman suspended the meeting at 7:15pm to enable residents to express their views about the flower beds and wall near the shops. It was agreed that the wall next to the electricity sub-station was an ongoing concern as it was diminishing in size on a daily basis due to vandalism. It was agreed that if the wall owner had not responded to the Parish Council Chairman's correspondence by the June 2014 meeting, the matter

would be escalated to Medway Council in order to try and resolve matters. This to be added to the June 2014 meeting agenda.

Complaints were also made about vehicles mounting the pavement outside the shop in Avery Way, which included delivery vehicles for the shops. A near miss with a pedestrian was mentioned. Cllr Mark Skudder agreed to escalate village concerns with Medway Council to see what solutions may be available for this ongoing problem.

The meeting was resumed at 7:30pm

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CORRESPONDENCE

626

Allhallows Brownies - The Brownie pack was thriving and plans are in hand to open a new Girl Guide Unit for children in the village and surrounding area. The Brownie/Guide leader is anticipating making some grant applications from Allhallows and other local parish councils to help with the set up costs.

Following a request, Cllr Yvonne Forrest would arrange for a set of keys for the small shed to be made available to the Brownie/Guide leader.

A fallen tree had been reported near the Bourne Leisure complex which had been shredded onto the field.

14

BOURNE LEISURE UPDATE

627

Following an earlier site meeting to discuss lighting and road repairs, the apparent lack of progress had been followed up. Roads have been repaired and lighting issues are expected to be resolved following reports that lights have been subsequently been found broken. Bourne Leisure have asked that if any chalet owners on the site have concerns or issues, they should raise them directly with Bourne Leisure in the first instance.

15

EXTRAORDINARY PARISH COUNCIL MEETING

628

It was proposed to schedule an Extraordinary Parish Council meeting on Wednesday 30th April 2014 at 6:30pm in order to sign off and agree the end of year accounts in preparation for the audit process. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.

16

ANNUAL PARISH ASSEMBLY

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- a) It was proposed to schedule the Annual Parish Assembly for Wednesday 18th June 2014. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.
- b) Invitations would be sent to local groups, Bourne Leisure, Medway Council, Kent Police and Ward Councillors.
- c) Invitations for potential speakers would include Mark Reckless MP, the Rev Stephen Gwilt and a Bourne Leisure representative.
- d) The cost for catering was agreed as up to £150.00. Arrangements for catering are to be confirmed. Proposed by Cllr Alan Marsh, seconded by Cllr Wendy Myers and agreed unanimously.

17

DATE OF NEXT MEETING

630

The next meeting would be held on 11th June 2014 at 6:30 pm in the Village Hall.

PUBLIC SESSION

631

The Chairman suspended the meeting at 7:50pm for the public session.

Concern was raised that following the recent introduction of the 40 and 30 mph speed limits in the area, some drivers were not observing the limits.

Comments were made about how nice Avery Way was looking following the recent

grass cutting.

Fly-tipping at the junction of Hoppers Farm Road and Homewards Road had been reported to Medway Council on at least two occasions but it had not been collected yet. It was agreed that this would be followed up.

The meeting was resumed at 8:05pm and immediately closed by the Chairman for the Confidential section.

CONFIDENTIAL SECTION

632

A motion was made under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by Cllr Mark Skudder, seconded by Cllr Wendy Myers and agreed unanimously.

18

PERSONNEL

633

The salary increase recommendations for the Caretakers and Parish Clerk from the last Personnel and Finance Committee meetings were approved. The Caretakers would progress to SCP levels 10 and 13 respectively. The Parish Clerk would progress to LC2/33.

Proposed by Cllr Alan Marsh, seconded by Cllr John Lambourne and agreed unanimously.

19

OPEN SPACES

634

The existing grass cutting contract is due to expire at the end of July 2014. It was proposed that the existing contractor is asked to cut the verge leading to Cross Park as a variation of the existing contract. The exact date for this to be negotiated with the existing contractor. The Parish Clerk to write to both existing contractors when dates are finalised.

Proposed by Cllr Mark Skudder, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.

The Chairman closed the meeting at 8:30pm

Signed as a correct record of the proceedings

Cllr Mark Skudder, Chairman

Date: 11th June 2014

Action Point	Details	Review	Cleared
C/4/13/14	Parish Clerk arrange for installation of new spur switch for the gas boiler at Cross Park when the electrical safety checks are carried out in June 2014	B/F until June 2014	
Action Point: C/6/13/7	Cllr Mark Skudder to contact Medway Council regarding potential safety improvements for exits from Rosehip Drive	E-mail sent to Medway Council for advice 10 th February.	2/4/14

	and Village Hall.	Correspondence update included in pack 9 th April. Ongoing.	
Action Point: C/7/2014/2	Cllr John Luck to contact Medway Council PRWO to make arrangements for the Kissing Gate relocation.	Update 9/4/14	
Action Point: C/8/2014/1	Cllr John Luck to contact Medway Council PRWO to confirm location for the Kissing Gate relocation.		
Action Point: C/7/2014/3	Parish Clerk to remove kissing gate item from the asset Register when the installation arrangements are complete.		
Action Point: C/7/2014/7	Parish Clerk to confirm with Medway Council about arrangements for inspection of trees on land owned by Medway Council.	Letter sent to Medway Council, 18/2/14. Reminder sent 25/3/14. No reply to date. 2/4/14 Duplicate request sent via Medway Council website. 2/5/14 No reply to date 2/6/14 APC tree inspection carried out 30/5/14.	
Action Point: C/7/2014/10	Cllr Mark Skudder to discuss issues with the police and investigate the potential for CCTV in St.David's Road.	Awaiting estimates 9/4/14	
Action Point: C/7/2014/14	Cllr Mark Skudder to write to Village Hall Committee regarding Cross Park cleaning schedule.		
Action Point: C/8/2014/2	Cllr Mark Skudder to advise Parish Clerk regarding purchase arrangements for second goal in recreation ground.	Estimates being obtained and costs agreed. 2/6/14	