

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 12th APRIL 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 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 3 members of the public

1 APOLOGIES FOR ABSENCE

1106 Cllr Alan Marsh – unwell. Accepted.

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

1107 None

3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETINGS 8 MARCH 2016

1108 With minor amendments Proposed Cllr. K Draper, Seconded Cllr. S Bennett – 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)

1109 None

5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1110 See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mrs Kath Cooper reported on Allhallows Village Hall issues. The damaged Parish Council Noticeboard was still on the ground in their car park. The Chair would arrange collection and disposal.

Mr C Stanley (Web Master) supplied a report on future web site changes and suggested three options – New Hugo Fox site, Updated KCC site (current site), or new bespoke site. He recommended the Hugo Fox site although the parish would need to purchase a new web site address (www.allhallows-pc.gov.uk suggested by the clerk). The report was on the agenda, item 6.

6 CLERK'S REPORT

1111 Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Logo for Parish Council – The clerk suggested a local competition to design a logo for the parish council which could be used for letterheads, web site and payslips. Agreed to contact the school and advertise in the May Village Voices.

b) Annual Parish Meeting – arrangement in hand. Cllr. K Draper would be arranging refreshments on behalf of the Chair.

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. A recommendation will be made to the May meeting.
- d) Stoke Parish Council had given one month notice of termination of the arrangement for our caretaker to clean their car park. Agreed final day of 30th April 2016.
 - e) Correspondence List circulated
 - f) Resident's concerns –
 - a. Rubbish at front of Avery Court (also rear on inspection), reported to Medway Council Environment Department who have power to enforce removal.
 - b. State of Avery Way road surface and detritus in the gutter/kerb line. Reported to Medway Council Highway's Department. They suggested some sealing of cracks in the road and that the drain gullies were cleaned once a year. They passed the responsibility for clearing the waste to the parish. The Caretaker has been asked to prioritise this – however the issue is that rain does not wash this away and dirt/grit is left in the gutter. There is no rubbish other than this.
 - g) Site check carried out on Cross Park, Recreation Ground and Cemetery. There was some waste and dead vegetation that should be cleared. There had been an approach from Julie Laker - SSE (Grain Power Station) about the possibility of volunteers to help with and the clerk is arranging a meeting with her. Skips and wood chipper may be required. This work should be given priority with summer approaching. ALL TO HELP IDENTIFY VOLUNTEERS/ORGANISE WORK TEAMS.

7 GRANT REQUESTS

- 1112 a) Allhallows Village Hall - £1,000 sought towards £1,800 cost of re-treating main hall floor. – AGREED TO ASK FOR FURTHER QUOTES AND RECONSIDER AT MAY MEETING
- b) Allhallows Guides/Brownies/Rainbows – Retrospective application for cost of Village Hall hire January to End March 2016 - £237.50 proposed Cllr Y Forrest/Seconded Cllr S Bennett – AGREED (To be paid to Allhallows Village Hall)
- c) Allhallows Guides/Brownies/Rainbows – application for cost of Village Hall hire April 2016 – March 2017 (current financial year). Amount agreed but the payments to be released to the Village Hall on a quarterly basis, proposed Cllr K Draper, seconded Cllr S Bennett. AGREED.

8 PLANNING

- 1113 MC/16/1398 Change of use of land for the siting of three additional residential park home caravans. KINGSMEAD PARK ALLHALLOWS, ME3 9TD
- It was noted that a restriction on the number of properties was placed on the site initially, although this application would be considered by Medway Council Planning on its merits. Proposed Cllr K Draper, Seconded Cllr D Bennett that we raise no objection.

9 HIGHWAYS AND FOOTPATHS

- 1114 a) Footpath Officers Report – Colin Davis had produced a report which was circulated. Conditions had been improving and crops beginning to grow around RS 7. RS8 reported missing marker posts, Medway Council Footpaths sent out a team of volunteers to replace them. RS9 Gate to the Pilot march was overgrown. This has now been cutback.
- b) Cllr Y Forrest reported concerns from Kingsmead Park regarding the bus shelter and there had been a request for an improved shelter with seating. The clerk to follow up with Medway Cllr Filmer.

10 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- 1115 a) KALC (Medway)
Meeting next week.
- b) Medway Council Rural Liaison – There had been a meeting on March 15 followed by an open meeting for all parish councillors. It was reported to be a useful meeting, with presentations from CPRE, Medway Council Local Plan. Presentations from the open meeting will be circulated by the clerk.

- c) Police Liaison
Cllr J Luck reported on the previous meeting – car parking issues are becoming a growing issue. There was mention of car racing on the A228 and parking on the roundabout at Fenn Corner.
There was also mention of the demolition at the power stations.
There was also reports of cannabis smoking in the Recreation Ground/Play Area.
The next meeting is 17/5/2016.
- d) Village Hall
The Clerk and Chair had met with the village hall committee to discuss the parish council's willingness to work with them, but also to discuss the cleaner arrangements.
- e) Cross Park Association
Cllr J Luck was unable to attend their committee meeting.
- f) Friends of All Saint's Church
They may be looking for grant support from the parish council – a form has been supplied to Mr Mark Skudder.

11 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- 1116 a) Cross Park Pavilion
A quote had been received for steps up to the football pitch the day of the meeting. Agreed that the clerk should obtain further quotes.
S106 money still needs to be formally agreed by Medway Council, but this is not felt to be a problem.
- b) The Brimp
A cross pole on the football arena had been broken. There was CCTV evidence that this was vandalism and it was reported to the police with video evidence. Mr M Skudder is arranging a replacement part. The only cost to the parish would be postage (£9.99).
Two copies of the license have been signed by the Chair and delivered for signing by the Allhallows Youth Club (being delivered by the Chair).
- c) Village Hall – discussed previously.
- d) Notice Boards – Options from around £180 to £800 had been identified. Still outstanding.

12 FINANCIAL

- 1117 a) Bank Reconciliation March
Reconciliation statement for March circulated. The issue with the February reconciliation (clearance of cheque 103740 to HMRC for £197.42 this had been cleared as £197.62) resolved. – Barclays refunded 20p.
- b) Budget Monitoring
Updated budget monitoring report had been produced. Draft year end reports and annual report circulated. The ALPHA accounts package had been updated and reconciled against the bank statements and used to produce a VAT claim for 2015/16 which has been sent. A comparison with the forecast used for the budget in January with actual year end figure was also produced – in total there was an underspend of c. £4,000 which goes into general reserves. A transfer of £10,000 from the Base Rate Tracker Account to the Current Account had been actioned to cover payments raised at this meeting, although the annual precept, CTRS and Rural Liaison Grant is expected in the account during the month.

c) Financial Regulations

The clerk suggested changes to the current Financial Regulations to allow online payments and improved formal monitoring of the budget. There was an option to change the bank mandate to allow just one signature (but two signatures would still be required 'internally' to approve payments or a 'complex' online authorisation (two to authorise).

It was agreed that the payments list would have two signature boxes against each item and online payments can only be made where this had been completed (subject to emergency payments covered in the regulations). The payments would be raised by the clerk but then authorised/released by an authorised bank signatory with online banking capability (currently the Vice Chair or Cllr A Marsh) – the complex, two to sign, arrangement. The cashbook and bank reconciliation would need to be checked, at least, on a quarterly basis - agreed that Cllr Y Forrest would do this. The May meeting payments would be prepared on this basis and an updated Financial Regulations circulated for approval. Proposed Cllr S Bennett, seconded Cllr K Draper – Agreed.

1118 d) Receipts**March (reconciled)**

Village Hall (Cleaner Recharge)	£405.50
The Brimp (Cleaner Recharge)	£247.44
Allotment Income (rents)	£182.50
Stoke PC (Stoke Car Park recharge)	£323.11

1119 e) To make payments Proposed – Cllr Mrs Bennett, Seconded – Cllr Mrs Draper that the payments as listed be paid was Agreed.

C Fribbins	Clerk Salary/Expenses		
	Total	103760	
	Software Purchases	103761	£92.19 VAT £16.20 (RLG £67.20-VAT)
<u>Caretakers/Street Cleaning</u>			
K Colyer	Standing Order		
Salary reconciliation		103762	
J Price	Standing Order		
Brimp Cleaner			
F Tomlin	Standing Order		
Salary reconciliation		103764	
Cross Park/Village Hall Cleaner			
D Claughton	Standing Order		
Salary reconciliation		103765	
M Smith (Relief Caretaker, 3 Hours)		103763	
HMRC	PAYE	103766	£185.92
<u>Invoices</u>			
KALC (Annual Subscription)		103677	£478.56 VAT £79.76
Accounting Workshop (March Payroll)		103768	£39.60 VAT £6.60
Accounting Workshop (eoy P60s)		103769	£39.60 VAT £6.60
C&CW PC (Printing)		103770	£24.00
TJF Property Mainy (Cemetery Tree)		103771	£165.00
TJF Property Maint (Cemetery)		103772	£105.00
Turfsoil (Cross Park)		103773	£222.00 VAT £37.00

RBS rialtus (accounts s/w) (RLG-VAT)	103774	£487.20	VAT £81.20
TJF Property Maint (Cemetery)	103775	£105.00	
Turfsoil (Cross Park)	103776	£624.00	VAT £104.00
Turfsoil (Village Hall)	103777	£226.80	VAT £37.80
Soccertackle.com (Brimp Arena pole)	103778	£9.99	
Turfsoil (Village Hall)	103779	£84.00	VAT £14.00
EDF Energy (Brimp Energy Costs)	D/D	£42.00	VAT £2.00

13 1120 PERSONNEL ISSUES (Confidential)

Exclusion of Press and Public (for the purpose of discussing personal/personnel issues) Proposed Cllr K Draper, Seconded Cllr D Bennett – Agreed

A confidential report had been circulated before the meeting to all councillors regarding employment issues within the parish council and financial implications as appropriate. Concern had been expressed in regards to reporting lines and lack of accountability to the council, as employers, for some of these roles – and ongoing employer responsibilities, including the offering of pensions in November 2016.

Proposed to equalise the pay of all Caretaker/Cleaners at SCP 14 (pro-rata based on hours contracted or allocated) – Proposed Cllr D Bennett, Seconded Cllr Y Forrest – Agreed

To note that all employees must be paid at least the National Minimum Wage (from 1/10/2015 and National Living Wage (from 1/4/2016). Back-pay for two staff included in payments (above) and authorised on that basis.

The council payroll has been taken back in-house following the completion of the March payroll and year end P60s by Accounting Workshop. It is proposed to return to monthly timesheets and pay for actual hours worked each month rather than fixed monthly standing orders and annual (or more frequent) reconciliations.

The Brimp Cleaner

Proposed that the council declare the positions of Cleaner at the Brimp redundant and give the Allhallows Youth Club notice of this change. (the concerns of the AYC were noted in the report, they felt they would not be able to employ a cleaner themselves. It was noted that they do reimburse the direct costs of the employment).

Allhallows Village Hall Cleaner

Proposed that the council withdraw from this work. The employee involved remains within the council on reduced duties and there will need to be further discussions. (The Clerk and Chair had met with the village hall committee and discussed this possibility, they had expressed some concern regarding the extra work and responsibility this would put on them. They do reimburse £200 per month and ½ the cost of the payroll processing charge (£2.75) per month).

Cross Park

Proposed a position of Caretaker/Cleaner/Bookings Clerk for Cross Park be established – 5 hours per week on SCP 7/8. The clerk to draw up a contract and job description for this and to advertise locally.

The clerk to notify the Allhallows Village Hall and the Allhallows Youth Club of these decisions and consult with the staff involved, by letter– appraisals are due in the coming month.

Proposed Cllr K Draper, Seconded Cllr. Luck – Agreed

There is also a reduction in the hours of one caretaker following the removal of the Stoke Car Park work and the implications of this need to be discussed at an appraisal.

- 14 1121 DATE AND TIME OF NEXT MEETING**
The next meeting will be on Tuesday 10 May 2016 at the Cross Park Pavilion, Avery Way, Allhallows, following the Annual Meeting at 6:30pm.

16 1122 FUTURE AGENDA ITEMS

At 09:25pm 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/2015/1027c	The Clerk to review options for consideration to contain footballs at the Brimp Ball Court.	Ongoing. Allhallows Youth Club indicate that this is not a priority issue. No further action DONE	
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/2015/1056a	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.	Draft comments compiled. Agreed comments to Clerk/Chair before end of February – and then submit. Comments sent - DONE	
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/2015/1071	Contract of employment to be drawn up by Chair/Vice Chair and circulated for information/comments.	Handed to clerk at meeting (Chair/Vice Chair) DONE	
C/2015/1072b	Clerk to contact local organisations for attendance/reporting at the Annual Parish Meeting 26/4	Initial contacts made, item in March Village Voices, followed up in April edition. Also on Facebook. DONE	
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 prepared. Vice Chair will organise the Doctor's Surgery	
C/2015/1092a	Clerk to proceed with TJF quote for clearance of fallen tree in cemetery.	Work authorised and completed. DONE	

C/2015/1092b	Clerk (Parish) Workplan to be monitored and prioritised - ALL	ongoing	
C/2015/1092c	Annual Parish Meeting invitations and arrangements – Clerk/Chair	In hand	
C/2015/1093	Clerk to discuss Stoke Car Park arrangements with Stoke Parish Council	Stoke Parish Council have moved work in-house and no longer need our caretaker w.e.f. 1/5/2016 DONE	
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 to be produced.	
C/2015/1097c	Clerk to circulate details of Bypass improvement works	Passed to Councillors - DONE	
C/2015/1100a	Clerk to follow up bank reconciliation issue with Barclays Bank	Bank cleared 20p in excess of cheque to HMRC, refunded – reconciliation cleared. CLOSED	
C/2015/1103	Clerk to arrange software installs	12PAY, ALPHA Accounts, MS Office Upgrade installed and configured - DONE	
C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school. Clerk to initiate		
C/2015/1111b	Clerk to include a recommendation for future web site provision to the May meeting		
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		
C/2015/1112	Clerk to ask Allhallows for further quotes for floor refurbishment.		
C/2015/1114b	Clerk to make contact with Medway/Arriva re. bus shelter at Kingsmead Park		
C/2015/1115b	Clerk to circulate presentations from Open Rural Liaison Committee		
C/2015/1117c	Clerk to circulate new Financial Regulations for approval at the May meeting		
C2015/1120(1)	Clerk to notify Allhallows Village Hall and Youth Club regarding personnel decisions		
C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or other councillor		