

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 14th
AUGUST 2013 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 Noleen Skudder
 Mrs Margot Sturt Parish Clerk

In attendance Mr Mick Smith Footpaths Officer
 5 members of the public

Item no

Minute no 4/2013/

1 APOLOGIES FOR ABSENCE

450 Apologies were received from:
 Cllr Mrs Wendy Myers On Holiday
 It was proposed by Cllr Alan Marsh and seconded by Cllr Mrs Noleen Skudder that the received apology be accepted. This was unanimously agreed.

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

451 Cllr Mark Skudder declared an Other Significant Interest (OSI) in relation to agenda items 11(b) (i) and (ii) regarding the use of the Brimp for the Church Fun Day and the firing of CO2 rifles.
 Cllr Mrs. Noleen Skudder also declared an OSI as the spouse of Cllr Mark Skudder.
 Neither took part in any discussion of the agenda items listed above.

3 DISPENSATION REQUESTS

452 None

4 MINUTES OF THE MEETING HELD ON 12th JUNE 2013

453 It was proposed by Cllr Alan Marsh, seconded by Cllr John Lambourne and unanimously agreed that the minutes of the meeting held on 12th June 2013 be agreed and signed as a true record, with the following amendments:

Page 60, those PRESENT

Amended to exclude "...Cllr Mrs Yvonne Forrest..."

5 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 31st JULY 2013

454 It was proposed by Cllr Mrs Noleen Skudder, seconded by Cllr John Luck and unanimously agreed that the minutes of the meeting held on 12th June 2013 be agreed and signed as a true record.

6 MATTERS ARISING

455 C/4/2013 page 65.

Cllr Alan Marsh had not yet contacted the Allhallows Primary School as the new Headmistress was due to take up post at the start of the new school year.

C/4/2013 page 67.

The notice regarding noise had been put up at the Cross Park Pavilion.

7 UPDATES ON ACTION POINTS OUTSTANDING FROM PREVIOUS MEETINGS

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

8 PLANNING

457 a) There were no applications, decisions or appeals.
to
c)

9 FINANCE

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

459 b) Cheques raised and standing orders paid since last meeting listed on Appendix A were noted and ratified.

460 c) There were no accounts for payment at the meeting. Payments made since the last meeting were noted and ratified.

461 d) The budget monitoring sheet and current financial position was noted. It was also noted that the Clerk was waiting on Medway Council to forward the remittance for the Parish street cleaning. Following assurances from Medway Council this was expected to be received in the next week.

462 e) The income report was noted.

463 f) The monthly bank reconciliation check was carried out and Cllr Mark Skudder signed the bank statement and source document as evidence that the check had been carried out.

464 g) The Annual Review of Internal Controls draft document was discussed and agreed. Proposed by Cllr Alan Marsh and seconded by Cllr Alan Lambourne and agreed unanimously.

465 Cllr John Luck, Cllr Mrs. Yvonne Forrest and Cllr Alan Marsh agreed to form a working party to draw up terms of reference (TOR) for the Planning Committee. The Parish Clerk to circulate a first draft to the working party.

Action Point C/4/2013/1: The Parish Clerk to circulate a first draft of the Planning Committee Terms of Reference (TOR) to the working party.

10 HIGHWAYS AND TRANSPORT

466 a) The Chairman, Cllr Mark Skudder, suspended the meeting at 6:50pm to allow Mr. Smith to give his report.

Overall the footpaths were generally in good condition. The footpath opposite

Shelduck Close had been reported and had now been cleared. Fly tipping in Homewards Road had been reported. It was noted that some rubbish sacks and recycling bins were being put out too early on a Thursday evening and there were instances where animals had torn the sacks open.

The Chairman thanked Mr. Smith for his continuing efforts and reconvened the meeting

11

MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

467

It was proposed by Cllr Mark Skudder and agreed unanimously to move the agenda item 11(a) (i) to the confidential section due to the commercial nature of the quotations received for the road surface repairs.

468 a)

Cross Park:

ii) It was agreed that the new spur switch for the boiler should be carried out when the next electrical safety check is done (June 2014) in order to reduce costs. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and agreed unanimously.

Action Point: parish Clerk to make arrangements for work to be carried out in June 2014.

469 b)

Brimp:

Cllr Mark Skudder and Cllr Mrs. Noleen Skudder left the meeting at 7:00pm due to their OSIs noted at Para 451 above. Cllr John Lambourne continued the meeting as Chairman.

i) It was agreed that the Church could use the Brimp for the Fun Day on the condition that the Church insurance company was aware that the event would not be held on church property. Proposed by Cllr John Luck, seconded by Cllr Alan Marsh and agreed unanimously.

ii) Subject to all relevant safety measures being in place, approval for the firing of CO2 pistols or rifles was agreed. To ensure that the Parish Council had no safety liability, the Parish Council Insurance company was to be contacted.

Proposed by Cllr Alan Marsh, seconded by Cllr Yvonne Forrest and agreed unanimously.

Action Point C/4/2013/2: Cllr Mark Skudder would notify the Insurance company.

470

Cllr Mark Skudder and Cllr Mrs. Noleen Skudder returned to the meeting at 7:10pm. Cllr Mark Skudder immediately resumed the meeting as Chairman.

471 c)

Playpark:

i) The works following the safety inspection were noted. Putting plastic ties on the bar of the round swing had deterred any further bird fouling on the equipment.

ii) The Clerk advised members of the weekly safety checklists being completed by the caretakers.

iii) It was agreed that the Council would proceed with the purchase and fitting of a safety barrier near the gated entrance to the swings but the Clerk would be asked to apply for a Rural Liaison Grant to cover the estimated costs of £500. Proposed by Cllr John Lambourne, seconded by Cllr Mrs. Noleen Skudder and unanimously agreed.

Cllr Mrs. Yvonne Forrest had noticed dog fouling in the Playpark area and asked for the caretakers to use the paddock cleaner in the area.

Action Point C/4/2013/3: Parish Clerk to proceed with agreed works and prepare and submit the relevant paperwork following installation to support a Rural Liaison Grant application.

Action Point C/4/2013/4: Parish Clerk to ask caretakers to remove the dog fouling in the Playpark.

472 d)

Playing field:

i) It was agreed that a second goal would be installed in the playing field area. It was recognized that due to space limitations this would provide a fairly small pitch, suitable for an informal “kickabout” game, rather than a “proper” game of football. Advice had indicated that installing a new goal 40 yds or so from the play area at the end of the field would present an acceptable risk to both user groups and the Parish Council.

It was agreed that a funding application to the Kent FA and Sport Aid would be made from the Parish Council by the Youth Club representatives.

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

12

GRANT APPLICATIONS

473 i)

Allhallows Allotment Society

It was agreed to award the Allotment Society £500 for the path they requested on the condition that paving slabs are used. The Parish Council expressed their opinion that a concrete path should not be installed. Should the overall cost be greater than the grant amount, the Society was asked to consider making an application for an Awards for All grant.

Action Point C/4/2013/5: Parish Clerk to offer advice with any Awards for All application by the Allotments Society should it be required.

474 ii)

Cross Park Bingo

It was agreed that an electronic Bingo Machine be purchased by the Parish Council for the use of the Bingo Club at Cross Park and any village organisation wishing to use it for fundraising purposes. The estimated cost of £120 was agreed. A notice to this effect would be placed in the next edition of the Allhallows Life magazine.

Proposed by Cllr Alan Marsh, seconded by Cllr Yvonne Forrest and unanimously agreed.

Action Point C/4/2013/6: Parish Clerk to arrange for purchase of electronic bingo machine.

475 iii)

Rainbows and Brownies

It was agreed to award a grant of £520.00 to the Rainbows and Brownies to cover the cost of their hall hire for 12 months. As no financial statement was received with the application the Parish Clerk was asked to follow this up and confirm if the grant was to be paid directly to the Village Hall.

Proposed by Cllr Noleen Skudder, seconded by Cllr Mark Skudder and agreed unanimously.

Action Point C/4/2013/7: Parish Clerk to follow up on financial statement and obtain confirmation of grant payment details prior to payment.

476 iv)

Little Gems Youth Group

It was agreed to award a grant of £100.00 to the group for new games and play equipment.

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

Action Point C/4/2013/8: Parish Clerk to arrange for grant payment.

477 v)

Little Explorers Group

The application form had been received after the agenda pack had been issued to members, however, members agreed that the application would be considered.

It was agreed that a grant of £400.00 be awarded to cover the annual cost of hall hire for the group.

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

Action Point C/4/2013/9: Parish Clerk to arrange for grant payment.

13

CORRESPONDENCE

478

Some Chalet residents had complained about site related issues. Cllr Alan Marsh and Cllr Mark Skudder recently met with the new General Manager of the Bourne Leisure site. Cllr Mark Skudder gave a verbal summary of the meeting and confirmed that Bourne Leisure had agreed to cease demolitions until later in the year, at least until October. A report back on the meeting will be put in the agenda pack for the next Parish Council meeting.

Action Point C/4/2013/10: Parish Clerk to include meeting report in the next meeting agenda pack.

479

A complaint had been received about bramble bushes in St.George's Walk.

480

There was concern about vehicles accessing Cross Park without permission and the need to change the number code on the gate padlock. Cllr Mark Skudder agreed to raise the issue in an article in the next Allhallows Life magazine.

481

A complaint about the state of the brick surround flower beds outside the local shops had been received. Members concluded that this needed to be raised by more local people as an issue and then it could be included on a future agenda for discussion by the Parish Council.

482

Complaints had been received about weeds growing in the gutters in a number of streets. This would be put on the agenda for the next Parish Council meeting along with arrangements for the street cleaning of Rosehip Drive.

Action Point C/4/2013/11: Parish Clerk to include in the next meeting agenda and to check previous minutes for frequency of previous weed clearing activity.

14

DATES AND TIMES OF NEXT MEETINGS

483

As previously agreed the next meetings are:

- Personnel Committee meeting 18th September 2013
- Finance Committee meeting 18th September 2013
- Parish Council meeting 9th October 2013

PUBLIC SESSION

The Chairman suspended the meeting at 8:10 pm for the public session

484 A resident thanked the Parish Council for their recent meeting with representatives from Bourne Leisure and their ongoing efforts to resolve issues raised.

The Chairman reconvened the meeting at 8:15pm

15 **CONFIDENTIAL SECTION**

485 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 Mrs. Noleen Skudder, seconded by Cllr Alan Marsh and agreed unanimously.

486 Cross Park:

Due to overall costs for Cross Park, including the outstanding electricity costs for the Pavilion and the grass cutting contact, it was agreed on the grounds of financial stewardship, to defer for the present, any decision about the road repairs.

Proposed by Cllr Alan Marsh, seconded by Cllr Noleen Skudder. Cllr Mark Skudder, Cllr John Lambourne and Cllr John Luck agreed and Cllr Mrs. Yvonne Forrest abstained.

Action Point C/4/2013/12: Cllr Mark Skudder to contact Kingsmead Park/Golf Course regarding the electricity suppliers and meter number for the Cross Park pavilion.

487 Grass cutting contract for Cross Park:

The contact for the grass cutting at Cross Park was awarded to Turfsoil Ltd. on the basis of a 12 month contract with a three month probationary period. Cllr Mark Skudder would notify Turfsoil Ltd by e-mail so that the works could start with the Parish Clerk raising a Work Order confirming the agreed contract details on her return from holiday.

Action Point C/4/2013/13: Cllr Mark Skudder to contact Turfsoil Ltd and the Parish Clerk to raise a Work Order for the contract.

The Chairman closed the meeting at 20:41pm

Signed as a correct record of the proceedings

Cllr Mark Skudder, Chairman

Date: 9th October 2013

Action Point	Details	Review	Cleared
C/4/2013/1	The Parish Clerk to circulate a first draft of the Planning Committee Terms of Reference (TOR) to the working party.		
C/4/2013/2	Cllr Mark Skudder would notify the Insurance company.		
C/4/2013/3	Parish Clerk to proceed with agreed works and prepare and submit the relevant paperwork following installation to support a Rural Liaison Grant application.		
C/4/2013/4	Action Point C/4/2013/4: Parish Clerk to ask caretakers to remove the dog fouling in the Playpark.		
C/4/2013/5	Parish Clerk to offer advice with any Awards for All application by the Allotments Society should it be required		
C/4/2013/6	Parish Clerk to arrange for purchase of electronic bingo machine.		
C/4/2013/7	Parish Clerk to follow up on financial statement and obtain confirmation of grant payment details prior to payment for the Rainbows and Brownies.		
C/4/2013/8	Parish Clerk to arrange grant payment for the Little Gems Youth group		
C/4/2013/9	Parish Clerk to arrange grant payment for the Little Explorers Group.		
C/4/2013/10	Parish Clerk to include Bourne Leisure and Parish council meeting report in the next PC meeting agenda pack.		
C/4/2013/11	Parish Clerk to add agenda item for Rosehip Drive street cleaning and weed clearing from street gutters at next PC meeting		
C/4/2013/12	Cllr Mark Skudder to contact Kingsmead park/Golf course regarding electricity supplier and meter number for the Cross Park pavilion.		
C/4/2013/13	Cllr Mark Skudder to contact Turfsoil Ltd and the Parish clerk to raise a Work order regarding the contact award for grass cutting at Cross Park		