

ALLHALLOWS PARISH COUNCIL
MINUTES OF THE MEETING HELD ON
Wednesday 18th May 2011 at Allhallows Village Hall, Stoke Road

PRESENT:

Cllr Yvonne Forrest
Cllr John Lambourne
Cllr John Luck
Cllr Alan Marsh
Cllr Pauline Martin
Cllr Wendy Myers
Cllr Mark Skudder
Cllr Noleen Skudder

26 Members of the Public

The meeting opened at 6.55pm. The outgoing Chair, Cllr Forrest advised the Council that the Clerk, Karen Draper would not be attending the meeting as she is signed off sick. Cllr N Skudder agreed to take minutes of the meeting.

1. CONFIRMATION THAT DECLARATIONS OF ACCEPTANCE OF OFFICE HAVE BEEN SIGNED BEFORE THE MEETING

69/11 Cllr Forrest confirmed that all declarations had been signed including the Clerk's. Copies were distributed to individual Cllrs.

2. ELECTION OF CHAIRMAN

70/11 Cllr M Skudder was proposed by Cllr J Lambourne and seconded by Cllr Myers. Agreed. **Cllr Mark Skudder was duly elected Chair.**

3. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

71/11 Cllr Skudder signed the Declaration of Acceptance of Office in the absence of the Clerk.

4. APOLOGIES FOR ABSENCE

72/11 Clerk's apologies were given by Cllr Forrest.

5. ELECTION OF VICE CHAIR

73/11 Cllr Lambourne was proposed by Cllr N Skudder and seconded by Cllr Martin. Agreed. **Cllr John Lambourne was duly elected Vice-Chair.**

6. TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

74/11 Cllr Lambourne signed the Declaration of Acceptance of Office in the absence of the Clerk.

7. CODE OF CONDUCT

New Councillor's had not been provided with copies of the Code of Conduct. Cllr Marsh advised that he might be able to provide a couple of copies.

In the absence of the Clerk, Register of Interest forms were not signed.

Declarations of Interest:

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- 75/11 Cllr Yvonne Forrest – Allhallows Life (Personal)
- 76/11 Cllr John Lambourne – Youth Club (Personal)
- 77/11 Cllr John Luck – Cross Park (Prejudicial)
- 78/11 Cllr Alan Marsh – Village Caretaker (Personal)
- 79/11 Cllr Alan Marsh – Village Hall (Prejudicial)
- 80/11 Cllr Pauline Martin – none
- 81/11 Cllr Wendy Myers – Youth Club (Personal)
- 82/11 Cllr Mark Skudder – Church PCC (Personal)
- 83/11 Cllr Mark Skudder – Youth Club (Personal)
- 84/11 Cllr Mark Skudder – Printer of Allhallows Life (Personal)
- 85/11 Cllr Noleen Skudder – Youth Club (Personal)

Declarations of gifts and/or hospitality:

None received.

8. TO APPOINT COMMITTEES

Cllr N Skudder asked if there were Terms of Reference available for the committees and in the absence of the Clerk, Cllr Forrest confirmed there should be.

A. PLANNING

86/11 Cllr M Skudder, Cllr Lambourne, Cllr Luck and Cllr Myers.

B. FINANCE

87/11 Cllr M Skudder, Cllr Lambourne, Cllr Marsh and Cllr N Skudder.

C. YOUTH

88/11 Cllr M Skudder, Cllr Lambourne, Cllr Martin and Cllr N Skudder.

D. EMPLOYMENT

89/11 Cllr M Skudder, Cllr Lambourne, Cllr Marsh and Cllr Martin.

Note: This is a new committee and there are no Terms of Reference.

9. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

A. RURAL LIAISON

90/11 Cllr Marsh

B. KALC

91/11 Cllr M Skudder and Cllr N Skudder

C. POLICE

92/11 Cllr Luck

D. EON COMMITTEE

93/11 Cllr N Skudder (Cllr Forrest advised that it is usually the Chair that attends this meeting. In the absence of the Clerk, Cllr N Skudder to check with the panel regarding attendance).

10. TO ASSIGN REPRESENTATIVES

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A. CROSS PARK

94/11 Cllr M Skudder

B. SCHOOL GOVERNORS

None

C. MOTHERS AND TODDLERS

Cllr Forrest advised that the group meets every Tuesday throughout the year from 1 to 3pm at the Village Hall. Cllr Marsh asked whether the volunteer would need to have a CRB and Cllr Forrest advised that they didn't require a CRB.

95/11

Cllr M Skudder requested that Cllr Forrest provide contact details for the members in order to see if one of them would be willing to take over the running of the group. Cllr Forrest said she would speak to one of the mums and pass on contact details.

D. YOUTH

96/11 Cllr Martin

E. VILLAGE HALL

97/11 Cllr M Skudder

11. PUBLIC SESSION

The meeting was opened to the public at 7.15pm.

98/11 The Chair welcomed members of the public and advised that the meeting was being recorded and asked for questions from the floor.

- A request was made that letters be sent to residents whose gardens back onto St David's Road area regarding upkeep of alleyways. It was suggested that residents had a responsibility as part of their property deeds. The Chair advised that the Council would look into the matter.
- A question was asked about the Annual Parish Meeting. Cllr M Skudder apologized for the fact that the meeting had not already taken place and suggested a date of 22nd June 2011 to give voluntary groups time to prepare reports etc. The Chair invited all members of the public to attend the meeting.
- A member of the public said they had heard rumours regarding money going missing from the Parish Council. The Chair asked the resident to supply written evidence so that the Parish Council could investigate the matter.
- Cllr Forrest commented about rumours and the Chair advised that the new Council wanted to move forward. However, if any member of the public had evidence to substantiate any of the rumours they should provide evidence to the Chair and the Council would investigate.
- A member of the public asked how the new Parish Council intended to make the village safer and the Chair advised that this was already underway with the Youth Club opening additional evenings (the Police have advised that reported incidents reduce on Youth Club nights).
- The Parish Council were asked how they are intending to work with Cross Park and the Chair advised that he is the liaison and would work to support the volunteers.
- A member of the public talked about allegations made about a prospective candidate in the run up to the Parish Council elections and advised that he would speak to the Chair confidentially.

The public session closed at 7.20pm.

NO AGENDA NUMBER – Minutes of the Meeting held on 13th April 2011:

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- 99/11 The minutes will be retyped before being published to the website. The minutes are to be accepted with the following amendments:
- 100/11 Minute number 35/11 to be moved to the confidential section as it was never discussed in public and breaches Standing Order 31d if published in the public section. Proposed by Cllr M Skudder, seconded by Cllr Lambourne. Agreed – motion carried.
- 111/11 Minute number 49/11, should read, "A letter from Cllr S Bennett was read out". The full contents of the letter should not appear in the minutes, because it contains unsubstantiated allegations. This action breaches Standing Orders and could bring the council into disrepute. Proposed by Cllr M Skudder, seconded by Cllr N Skudder. Agreed – motion carried.
- 112/11 Minute number 50/11, should read, "A letter from Scout Leader Tony Soper was read out". The full contents of the letter should not appear in the minutes, because it contains unsubstantiated allegations. This action breaches Standing Orders and could bring the council into disrepute. Proposed by Cllr M Skudder, seconded by Cllr N Skudder. Agreed – motion carried.
- 113/11 Minute number 47/11, should read, "A letter from Allhallows Youth Club was read out". The remainder of the minute should be removed. Proposed Cllr N Skudder, seconded Cllr Martin. Agreed – motion carried.
- 114/11 13th April 2011 meeting minutes to be amended and signed at the next Council meeting.

NO AGENDA NUMBER – Minutes of the Meeting held on 4th May 2011:

- 115/11 Add a minute to record that a cheque for the sum of £3 had been received from Allhallows Youth Club in respect of rent for the Brimp. The minutes were agreed and signed with that amendment

NO AGENDA NUMBER – Planning:
None received.

12. FINANCE

116/11 Cheques to be signed. Proposed by Cllr Luck, seconded by Cllr Myers. Agreed.

Inland Revenue	Income Tax	£36
Clive Stanley	Website	£181.50
Colyn Property Services	Grass Cutting	£67.50
Colyn Property Services	Repairs to snakes and ladders table	£82.75
BT	Clerks office phone	£23.49
L & M Services	Grass cutting	£95
Inland Revenue	D Cloughton Tax	£67.20
K Draper	Home/travel	£52.55
K Colyer	Litter picker/wages	£231
D Cloughton	Village Hall cleaner	£166.40
K Draper	Wages Clerk	£530
Aon Ltd	Insurance added play park	£69.36

- 117/11 Internal Audit – report not available insufficient paperwork was provided for Cllrs. The Chair advised there were problems with the balance sheet. No Receipt/Payments of Accounts have been provided. Cllr Forrest advised that the

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Clerk said paperwork should be returned sometime next week, but no clear date given. The Chair agreed to contact Hilary Adams (Auditor). The Chair proposed calling an Extraordinary Meeting of the Council for 25th May 2011.

13. WEBSITE MANAGEMENT

118/11 The Chair will contact Clive Stanley and advise him not to upload the draft minutes from 13th April 2011 meeting.

14. INSURANCE

119/11 Insurance needs renewing by 1st June 2011. The Chair will check documentation and bring a report before the Extraordinary Meeting on 25th May 2011.

15. STREET LIGHTS

Nothing reported.

16. HIGHWAYS AND TRANSPORT

120/11 Cllr Forrest reported that she had been in contact with Medway Council and they had cut the hedge in Avery Way. Their equipment was inadequate to cut along the top and they will be returning.

17. MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

A. The Village Hall

121/11 The Chair will contact Glenda Davis to ascertain the date of the next Village Hall meeting.

B. Play Park Inspection

122/11 Cllr Forrest advised that the new play park has to be inspected twice a week and the inspector requires formal training. As employee related, this item was moved to confidential.

C. Playbuilder Scheme Update

Play equipment is all installed and being well used.

123/11 Cllr Forrest advised that the zip wire needs tightening. Cllr Forrest has contacted Maria Cook and will continue to liaise on this matter.

D. Cross Park Rural Liaison Grant

124/11 The Chair asked about the structure of the Cross Park Association and it was confirmed that a new chair was elected approximately 9 months ago. The Chair advised that this should have been reported to the Parish Council. The Chair asked that a copy of the budget and spending plans were provided to the Parish Council before any monies could be released. The Chair will meet with representatives from Cross Park in advance of the Extraordinary Meeting on 25th May 2011.

E. Recreation Ground Rural Liaison Grant

125/11 There have been reports of quad bikes around the play equipment. The Clerk has quotes for a new fence. A letter will need to be sent to residents surrounding the proposed site of the fence. Proposed Cllr Marsh, seconded Cllr Myers. Agreed.

F. Brimp – Rural Liaison Grant

126/11 The original quotes were to 'do up' the fence at the Brimp. The Chair suggested that the Youth Club would be able to contribute to the cost of a complete metal replacement fence. Cllr Forrest asked for an additional gate to be installed at the

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opposite end of the current gates to provide an additional escape route. Proposed Cllr Forrest, seconded Cllr Marsh. Agreed.

- G. Lock and key for gate on recreation ground to be collected from Capstone Park
127/11 The key that the Clerk held to the lock has gone missing. Cllr Myers volunteered to collect the new key and spare lock from Capstone Park reception.

18. EMPLOYMENT

- 128/11 These items were moved to confidential in accordance with Schedule 12a of the Local Government Act 1972 as they contain exempt information.

19. REPRESENTATIVE'S REPORTS

- A. Standards Committee
Cllr Marsh explained the remit of the Standards Committee. Nothing to report.
- B. Rural Liaison
Cllr Marsh explained the remit of the Rural Liaison Committee. Next meeting 21st June 2011. Cllr Marsh advised that Allhallows normally host the June meeting.
- C. KALC
Nothing to report.
- D. Police Report
Nothing to report.
- E. Parish Council Youth Committee
No meeting held.

20. CHAIRMAN'S REPORT

- 129/11 The Chair advised the meeting about the need for an Annual Parish Meeting. Date suggested Wednesday 22nd June 2011. All Cllrs to check availability and advise at the Extraordinary Meeting on 25th May 2011.

21. ALLHALLOWS LIFE

- 130/11 Next edition due at the beginning of June. Date of the Annual Parish Meeting to be included.
- 131/11 Cllr Forrest advised that the copy had already been sent to the printer. The Chair will ask the printer not to print until amendments have been made.
- 132/11 Cllr Forrest agreed to send the non PDF document to the Chair, if it was possible.
- 133/11 Cllr N Skudder asked why the magazine was not uploaded to the website. Cllr Forrest advised that it would cost £30 per issue. The Parish Council had previously agreed not to upload due to cost. The Chair will confirm this with Clive Stanley.

22. GRANTS

- None requested.

23. CORRESPONDENCE

- 134/11 In the absence of the Clerk the Chair looked through the correspondence – nothing to note.

The Public Meeting closed at 20.15 Hrs.

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RESOLUTION TO EXCLUDE PRESS AND PUBLIC

In accordance with Schedule 12a of the Local Government Act 1972 members of the press and public are excluded as matters to discuss are of an 'exempt' nature.

Signed:

Chairman

Date:

CONFIDENTIAL

PRESENT:

Cllr Yvonne Forrest
Cllr John Lambourne
Cllr John Luck
Cllr Alan Marsh
Cllr Pauline Martin
Cllr Wendy Myers
Cllr Mark Skudder
Cllr Noleen Skudder

24. EMPLOYMENT

- E. More paperwork is required before any decision can be taken on awarding a pay increase for the Clerk or Street Cleaner.

135/11 Contracts of employment need to be consulted before a decision can be taken.

Cllr Forrest advised that she is unhappy with the work of the Street Cleaner.

- F. An increase of 3 hours per week for the Street Cleaner has been included in the budget. Cllr Forrest proposed that this be given to Mr Price. Cllr Forrest will email the schedule of cleaning to the Chair.

136/11 This item (additional hours) will be put on the agenda for the Extraordinary Meeting on 25th May 2011.

25. PLAY PARK

- E. Training needs to be provided for a play park inspector. Discussions took place around having a rota of councillor's or paying a council employee to carry out the checks. Cllr Forrest advised that Colin Davis had said he is willing to take on the job – the cost is prohibitive.

137/11 Cllr Forrest to provide contact information to the Chair for Maria Cook who provides training in play park inspection.

138/11 Cllr Forrest advised that the swing in the play park is damaged and that she has instructed Colin Davis to carry out emergency repairs.

139/11 A disclaimer needs to go up by the play equipment advising that it is for over 8's only. Also a polite sign is required to go by the zip wire advising that it is for one person at a time. The Chair will contact Maria Cook once the contact details are received from Cllr Forrest.

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- 140/11 The relief cleaner, Mr Price will also cover cleaning at the village hall. The Chair will liaise with the village hall committee on this matter.
- 141/11 A discussion took place regarding the cleaning of Avery Way. The Chair will contact Mr John Price of 214 Avery Way regarding this. Cllr Forrest advised that Mr Price has a contract of employment.
- 142/11 It was noted that the Clerk's sick certificate is for a period of two months from 13th May 2011. Cllr Marsh advised about the possibility of a floating Clerk. The Chair will contact KALC and look into this matter. If a Clerk is available they will be secured on an interim basis. Proposed by Cllr Marsh, seconded by Cllr Martin. Agreed – motion carried.

Confidential section closed at 20.40 hrs.

Signed:

Chairman

Date: