

## **Allhallows Parish Council**

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### **TO ALL MEMBERS OF THE COUNCIL**

**You are hereby summoned to attend a MEETING OF ALLHALLOWS PARISH COUNCIL at the Cross Park Pavilion, Avery Way, Allhallows, on Tuesday 8th March 2016 at 6.30pm**

### **AGENDA**

1. **To note apologies for absence.**
2. **Declarations of Interest of any item on the agenda**
3. **To receive and sign the minutes of the Parish council meeting  
9<sup>th</sup> February 2016**
4. **Matters arising from minutes**
5. **To note the updates on the action points from previous meetings**  
***SUSPENSION OF MEETING FOR PUBLIC SESSION***  
***15 minute session: To receive questions and comments from the public.***  
***Matters raised may be placed on the agenda for the next or subsequent meeting(s).***
6. **Clerk's Report**
  - Update on issues and actions since Council meeting 9<sup>th</sup> February 2016.
  - Workplan (List and Priorities)
  - 23/2 Environmental Priorities for the Thames Gateway (Thames Estuary Partnership Conference)
  - Correspondence
  - Annual Parish Meeting 7pm, 26<sup>th</sup> April 2016 (Invitations, presentations, parish report)
7. **Stoke Car Park** – Total cost of provision and re-charge to Stoke Parish Council (£36 per month)
8. **Grant Requests** – None Currently
9. **Establishment of Working Parties and/or Committees**

Working parties have no delegated powers and discuss items before moving a recommendation at a Committee (with delegated powers) or to the Council. Committees MAY have delegated powers (defined in terms of reference) but otherwise move a recommendation at the Council. Agendas and minutes of committee should be published. (Three clear days notice would be required for a committee and notice would be good practice for a working party). Investigation can then be taken in advance of the council meeting and not at the council meeting.  
*Suggest that working parties are established in the first instance:*

**Finance and General Purposes** – monitor finances, prepare budget and recommend to Council  
**Personnel** – there are issues of staff support and performance. Pay rises are due in April and one staff member is being paid below minimum wage (since October 2015), and would be entitled to a further increase (along with one other) due to the new National Living Wage in April. Pensions must be offered in August 2016.  
**Others** (Highways verge maintenance delegation, property maintenance, improvement and liaison with the Brimp, Cross Park and Village Hall committees – above and beyond regular liaison.
10. **Planning**

Medway Local Plan 2012-2035 (Issues and Options consultation January/February (response sent)  
No Planning applications received
11. **Highways and Footpaths**
  - Footpath Officers Report – next report April
  - Verbal contributions from Councillors
12. **Contributions from Representatives on external bodies**
  - KALC Medway Area (Cllrs Forrest and Huntley-Chipper)
  - Rural Liaison (Cllr. Marsh)
  - Police Liaison (Cllr. Luck, Substitute Cllr. Bennett)
  - Village Hall (Cllr. Marsh)
  - Cross Park Association (Cllr. Luck)
  - Friends of All Saints Church (Cllr. Marsh)
13. **Management of Council's Land and Property**

Meetings with relevant committees to be arranged

  - Cross Park – Changing Rooms, Further Developments

- The Brimp – Maintenance and future use of the site
  - Village Hall - Maintenance and Future use
14. **Financial**
- Finance Monitoring Report (including Bank reconciliation February 2016)
  - To make payments – cheque list attached for councillors (final version at meeting)
  - ALPHA Accounting Package (Initial cost £420 + £113 then £113 Annual)
  - 12PAY Payroll software (Initial cost £66 then £76 Annual (£10 reduction in year 1))
    - Both to be funded from Rural Liaison Grant in year 1.
15. **Date of next meeting – Tuesday 12<sup>h</sup> April 2016 (2<sup>nd</sup> Tuesday) @ Cross Park Pavilion, 6:30pm**
16. **Future agenda items**

*Chris Fribbins*, Clerk to the Council  
2nd March 2016