

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE MEETING HELD ON MONDAY 18 JULY 2011 AT THE BRIMP, AVERY WAY, ALLHALLOWS AT 7.15 pm**

PRESENT: Cllr Mark Skudder Chairman
 Cllr John Lambourne Vice-chairman
 Cllr Mrs Yvonne Forrest
 Cllr John Luck
 Cllr Alan Marsh
 Cllr Mrs Pauline Martin
 Cllr Mrs Wendy Myers
 Cllr Mrs Noleen Skudder

Mrs Roxana Brammer Acting Clerk

In attendance 11 members of the public

Item no *Action point*
 Minute no 2011/12/

1 APOLOGIES

251 All parish councillors present. Apologies for absence were received from Cllr Chris Irvine and Tony Watson, Medway Council.

2 CODE OF CONDUCT**252 a Declarations of Interest and Alterations to the Register**

Cllr Mrs Forrest declared a personal interest in item 14b, Allhallows Little Explorers, as the Council's nominee. Cllr Luck declared a personal interest in item 15f Cross Park as he cut the grass and a prejudicial interest should the grass cutting be discussed. Cllrs Skudder and Mrs Skudder declared personal interests, as members of the management committee and Cllrs Mrs Myers and Lambourne declared personal interests as helpers, in item 14c, Youth Club. Cllr Skudder declared a personal interest as a member of the Parochial Church Council, should the matter of the church arise.

253 b Councillors' Induction and Training

Training with the Monitoring Officer and Acting Clerk had now been arranged for Monday 15 August at Gun Wharf at 7 pm. The Parish Council had only been allowed 4 places on the KALC councillors' course and as Cllr Lambourne was now unable to attend, his place would be taken by Cllr Skudder.

3 MINUTES OF THE MEETING HELD ON 13 APRIL 2011

254 The re-typed minutes of the meeting held on 13 April 2011 had been circulated. With the addition of a cross reference on the confidential section, it was proposed by Cllr Mrs Skudder, seconded by Cllr Mrs Martin and agreed the minutes now be signed, with 5 votes for, 1 against and 1 abstention.

4 MINUTES OF THE MEETING HELD ON 13 JUNE 2011

255 It was proposed by Cllr Mrs Myers, seconded by Cllr Mrs Skudder and agreed that the minutes of the meeting held on 13 June 2011 be signed as a true record, subject to the following amendments:

Item 2a, minute 2011/12/177: Cllr Lambourne declared a personal interest in the Youth Club as a helper, not a member of the management committee.

Item 14g(i), minute 2011/12/210: delete "palisade" and insert "anti-climb security"

Item 18a, minute 2011/12/230: delete "Cross Park" and insert "Recreation Ground"

5 MATTERS ARISING

255 a **C/6/2011/12/211: Cost of Football Arena Surface**

Cllr Luck asked how much more expensive the surface had been than forecast. Cllr *MS* Skudder said he could provide him with the figures.

6 MINUTES OF THE MEETING HELD ON 5 JULY 2011

256 It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the minutes of the meeting held on 5 July 2011 be signed as a true record.

7 MATTERS ARISING

257 Cllr Mrs Forrest challenged the decision to instruct *dgb* Solicitors. She was reminded that the firm were the Parish Council's solicitors and it had not been necessary to appoint them.

8 CHAIRMAN'S REPORT

258 a **Report on Activities**

These were all included in other items on the agenda.

259 b **Work Programme**

The Chairman read out a list of aims that he wished to see accomplished. These were not in any priority. From talking to residents, he knew that the cleanliness of the village was important.

PUBLIC SESSION

The Chairman suspended the meeting for the public session.

Matters raised were:

A rumour that Cross Park was for sale for development. The Chairman replied that he had not heard that rumour and that it was untrue.

Parking on the pavement in Avery Way in the section from the entrance to the holiday park to the British Pilot on that side of the road. Cllr Luck volunteered to raise the matter at the next Police Liaison meeting.

A suggestion was made that a climbing rose be planted up the tree in the Recreation Ground where a child had died, as a memorial.

The Chairman thanked members of the public and re-convened the meeting.

9 COMPLAINTS & APPEALS COMMITTEE

260 Following the adoption of a complaints procedure for complaints against the Council as a corporate body (administration and procedures) it was necessary to appoint members to a committee. This would consist of the Chairman and Vice-chairman *ex officio* and Cllrs Marsh, Mrs Martin and Mrs Skudder.

10 PLANNING

270 a Applications

None.

271 b Decisions

The decision as listed on Appendix A was noted.

c Appeals and Other Matters

272 i MC/09/1860: Cross Park Pavilion

The internal arrangement appeared to differ from that given planning consent. It was understood from the Cross Park Association that the architect and the Chairman of the Association at the time had discussed this with the planners.

273 d Licensing Applications

None.

11 FINANCE

274 a Bank Balances

The bank balances as listed on Appendix B were noted.

275 b Cheques signed since Last Meeting

Cllr Mrs Skudder asked for an explanation of cheque 102984. Cllr Mrs Forrest explained that this went back to the beginning of the year, when she had been advised by Medway Council that a structural engineer's report on the Brimp was needed. The structural engineer had wanted sight of the building inspector's report and in asking for this, the building inspector had said that a structural engineer's report was not needed after all. The invoice was for the structural engineer's preliminary visit. Cllr Mrs Skudder asked which parish councillors had authorised the report. Cllr Mrs Forrest replied it had been Medway Council. Cllr Mrs Skudder was of the opinion that the money had been spent unwisely. The cheques signed since the last meeting were then ratified

276 c Accounts for Payment

It was proposed by Cllr Mrs Skudder, seconded by Cllr Marsh and carried unanimously that the accounts for payment as listed on Appendix B be approved (cheques 102986 – 102994) together with £3.50, edf (cheque 102995) and £445, Cousins Print & Design

(102996). The Clerk had passed on a telephone bill, which the Acting Clerk queried as she had been told that the Clerk was charging for calls made from her home line. Several members said that this was also their understanding. The Acting Clerk had looked in the telephone directory and there was no listing for Allhallows Parish Council. The only member who appeared to know about the telephone line was Cllr Mrs Forrest. A discussion ensued over the desirability of maintaining a telephone line that was unlisted and of which nearly all councillors were unaware. Cllr Mrs Martin proposed that the line be disconnected. This was seconded by Cllr Skudder and agreed unanimously. It was agreed to pay the invoice for £73.24 (cheque 102997).

277 **d Revised Budget**

It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed by 7 votes for and 1 abstention that the revised budget be adopted.

278 **e Appointment of Internal Auditor**

The Acting Clerk reported that Pauline Bowdery, Clerk to Boxley Parish Council had offered to do the internal audit free of charge. Mrs Bowdery was a qualified clerk and Boxley was a Quality Parish Council. It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed Mrs Bowdery be appointed Internal Auditor.

279 **f End of Year Accounts 2010/11**

The preparation of the accounts for the previous financial year was ongoing.

280 **g Internal Audit 2010/11**

This was dependent on completion of the accounts.

281 **h Audit Commission Annual Return 2010/11**

This was dependent on the completion of the accounts and the internal audit. The Audit Commission were being kept informed.

282 **i Letter from RFO to Audit Commission**

The letter from the Clerk in her position as Responsible Financial Officer to the Audit Commission had been reported at the meeting held on 5 July. Nothing had been heard from the Commission in connection with this.

283 **j Finance Committee Meeting Minutes**

The draft minutes of the meeting of the Finance Committee held on 27 June were received.

284 **k Next Meeting**

The next meeting of the Finance Committee would be held on Wednesday 31 August.

12 GRANT APPLICATIONS

285 None.

13 PERSONNEL COMMITTEE**286 a Personnel Committee Meeting Minutes**

The draft minutes of the meeting of the Personnel Committee held on 27 June were received.

14 YOUTH COMMITTEE**287 a Chairman's Report**

No meeting had been held.

b Allhallows Little Explorers

288 i. Storage shed. The Committee had obtained 3 quotations.

289 c Youth Club

Cllr Skudder reported the construction of the football arena should soon be finished. A new door had been fitted. The Club wished to run a summer scheme on 18, 19, 25 and 26 August, between 10 am - 1 pm for the 8s – 11s and from 2 -5 pm for the older group. Medway Youth Services would provide workers. This was agreed.

290 d Date of Next Meeting

It was agreed to defer a meeting until the current finance and personnel issues had been dealt with.

15 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**a Caretaking**

291 i. General Matters. Cllr Skudder said he would be reviewing the rota and would discuss with the Personnel Committee. He suggested that both the hot food shops be approached about the management of the litter generated and it was agreed he and Cllr Lambourne would speak to them.

292 ii. Street Cleaning. The Acting Clerk had spoken to Sarah Dagwell at Medway Council. Ms Dagwell would have to have discussions with Veolia.

293 b Village Hall

Cllr Skudder confirmed he was the Parish Council's nominee and that Cllr Mrs Forrest had stepped in to help out as Secretary.

c Recreation Ground and Playpark

294 i. General Matters. Cllr Mrs Skudder had received suggested wording for signs for the play equipment. It was agreed similar signs be put by the playpark for younger children and quotations would be sought. *NS*

295 ii. Litter bins. Ongoing.

296 iii. Visual Inspection Training. This would take place on 25 July.

297 iv. Goal Posts. Cllr Mrs Skudder said that Maria Cook had recommended these be moved as they were now too close to the new play equipment. After discussion, Cllr Skudder suggested they be moved to Cross Park. Cllr Mrs Skudder volunteered to speak *NS*

to Colyn Property Services about the possibility and cost. It was proposed by Cllr Marsh, seconded by Cllr Mrs Myers and agreed the goal posts be moved at a cost of up to £900.

298 **d All Saints Allotments**

Nothing to report.

299 **e Woodland, Avery Way**

Cllr Marsh reported that the section by the surgery was now overgrown and the Acting Clerk was asked to contact the PROW officer.

RB

f Cross Park

300 i. General Matters. It was understood the building was close to completion. Cllr Skudder said he had asked the Cross Park Association about various issues, including the asbestos survey carried out by the builder prior to starting work, planning issues and the car park. The next meeting of the Association's committee was on 20 July. Members of the Association indicated they wished to speak and the Chairman suspended the meeting to enable them to do so. Mrs Huntley-Chipper said the Association would check whether the planning authority would allow use of the building before the car park was laid. The Chairman thanked Mrs Huntley-Chipper and reconvened the meeting. Cllr Mrs Skudder referred to the asbestos survey and said that if nothing was obtained in writing, the Parish Council would not be covered and would have no option but to close down the building.

301 ii. Brown Tail Moth Caterpillars. It was understood from Mrs Huntley-Chipper that she had left a message and would contact Medway Council again the following morning.

g The Brimp

302 i. General Matters. An email had been received from Tony Soper. Cllr Mrs Skudder said that in her capacity as a member of the Youth Club Committee, all scouts were welcome at the Club.

303 ii. Fencing. A vote of thanks was proposed to Peter Apostel for managing this project and the following project.

304 iii. Football arena. As already reported, this was nearly finished.

305 iv. Over 50s Club. Cllr Mrs Skudder reported that this had now run for two weeks, with an attendance of 5 the first week and 3 the second.

306 **h Noticeboards**

Cllr Skudder said the noticeboard by Kingsmead Park was suffering, as it was considerably affected by wind. It was agreed to research the cost of replacing this noticeboard and of glazing the doors of the other 2 noticeboards with Perspex. The noticeboard at the Village Hall should be turned round and sited so it could be read when the car park was locked.

MS

16 HIGHWAYS AND TRANSPORT

307 **a Bus Services**

It was reported that Cllr Irvine had confirmed he would take complaints about bus

services. Cllr Marsh said he had asked for the subject to be an agenda item for the next Rural Liaison meeting.

308 **b Speeding in Binney Road**

It was considered this remained a problem.

17 RURAL LIAISON COMMITTEE

309 **a Representative's Report**

Cllr Marsh reported on the meeting held on 21 June. There were some poor areas for broadband reception and this would be investigated by Catherine Smith. The meeting had been attended by the new police inspector. The number of officers would be reduced. Speakers at the Open Meeting had been Land Securities on the Lodge Hill development, the Kent Wildlife Trust and RSPB.

310 **b Rural Liaison Grant Projects**

Cllr Mrs Forrest said that the Village Hall floor needed attention and the Hall Committee was waiting for quotations.

18 KALC MEDWAY AREA COMMITTEE

311 **a Representative's Report**

Cllr Mrs Skudder reported that the speaker had given a talk on his personal experiences of Rochester during World War II.

19 POLICE LIAISON

312 **a Representative's Report**

Cllr Luck the next meeting was on 19 July.

20 COMMUNICATIONS

a Allhallows Life

313 i. Cllr Skudder reported that the cost of the extra copies for St Mary Hoo would be £42. Cllr Mrs Forrest said she was still investigating alternative quotations.

314 ii. Editor. It was agreed to defer this for the time being.

315 iii. Delivery. Cllr Skudder reported that Ann Parker had offered to deliver the magazine for £12 an issue. As this had not yet been agreed, he had personally paid this for the recent issue. It was agreed by consensus that Mrs Parker be asked to deliver to the village, with the exception of the holiday park, on this basis. The Caretaker would be asked to continue delivering to the chalets.

316 **b Website**

Nothing to report.

21 CONSULTATION

317 No documents received.

22 CORRESPONDENCE

318 None.

23 ANNUAL PARISH MEETING

319 Cllr Lambourne said he felt the meeting had gone well and there had been good representation from the village. Cllr Marsh said he had received good feedback.

24 DATE AND VENUE OF NEXT MEETING

320 Monday 12 September at the Brimp at 7.15 pm.

25 REPORTS AND CIRCULARS

321 None received.

26 ANY OTHER BUSINESS

322 **a Security at Isle of Grain**

Cllr Marsh reported there was a pressure group in Isle of Grain, worried about possible terrorism attacks and they were campaigning for a road to be built across the marshes to Allhallows to provide an alternative access route.

CONFIDENTIAL SECTION

27 RESOLUTION TO EXCLUDE PRESS AND PUBLIC

323 It was proposed by Cllr Mrs Skudder, seconded by Cllr Marsh and agreed the press and public be excluded from the following item on the grounds that it referred to a named member of staff.

As the public was leaving, a member of the public spoke to Cllr Mrs Skudder. When the public had left she asked to raise an issue of importance that had just been communicated to her.

The Acting Clerk advised that the item was not on the agenda and should not be discussed.

The Chairman asked the nature of the information and ruled that it was of such significant importance that he would allow it to be raised and that item 15f on the agenda be reverted to.

15 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

324 **f Cross Park**

Cllr Mrs Skudder said she had just been informed that the Cross Park Association had given permission to the Brownies to use the toilets in the pavilion, when they had been using Cross Park for outdoor activities. She emphasised that this was in breach of all legislation, that the building was not insured while being refurbished and that the parish council's public liability had been compromised. A heated discussion followed. It was then proposed by Cllr Mrs Skudder that the Cross Park Association return the keys to the Parish Council. This was seconded by Cllr Mrs Myers. On a vote being taken, the resolution was carried by 4 votes in favour, 2 against and 2 abstentions. The Acting

RB

Clerk was instructed to write to the Chairman of the Association.

28 PERSONNEL ISSUES

325 Cllr Lambourne reported that a disciplinary hearing had been held, but the investigations were not concluded. Cllr Marsh said a date had been set to hear the Clerk's grievances

The Chairman closed the meeting at 11.50 pm.

SignedChairman

On theday of2011