

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 11<sup>th</sup> DECEMBER 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 Sue Hill  
Cllr Mrs Wendy Myers  
Mrs Margot Sturt Parish Clerk

In attendance 3 members of the public

**1 APOLOGIES FOR ABSENCE**

525 Apologies were received from:  
Cllr Mrs Noleen Skudder: Unable to attend due to work commitments  
It was proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers that the received apology be accepted. This was agreed unanimously.

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

526 Cllr Mark Skudder, Chairman, declared a pecuniary interest (DPI) in agenda item 8 (i).  
Cllr John Lambourne, Cllr Mark Skudder, Chairman declared a significant interest (OSI) in agenda item 10(c)  
Cllr Mark Skudder, Chairman, Cllr John Lambourne declared a significant interest (OSI) in agenda item 11(c) and 15(iii)  
Cllr Alan Marsh, Cllr John Lambourne declared a significant interest (OSI) in agenda item 15 (iii)

**3 DISPENSATION REQUESTS**

527 None

**4 MINUTES OF THE MEETING HELD ON 14<sup>th</sup> AUGUST 2013**

528 It was proposed by Cllr Alan Marsh, seconded by Cllr Mrs Sue Hill and agreed unanimously that the minutes of the meeting held on 9<sup>th</sup> October 2013 be agreed and signed as a true record of proceedings.

**5 MATTERS ARISING**

529 Page 80, Para 521.  
Cllr Alan Marsh gave a Broadband update, the Allhallows area is planned for Phase 6 of the BT rollout and work should start between April 2015 and September 2015.

**6 UPDATES ON ACTION POINTS OUTSTANDING FROM PREVIOUS MEETINGS**

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

**7 PLANNING**

- 531 a) There were no comments on application MC/13/2887. Proposed by Cllr Mrs. Yvonne Forrest, seconded by Cllr Mark Skudder and agreed unanimously.
- b) There were no decisions
- c) There were no appeals.

## 8 FINANCE

- 532 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 Mrs. Wendy Myers, seconded by Cllr Mrs. Yvonne Forrest, and agreed unanimously.
- 533 b) Cheques raised and standing orders paid since last meeting listed on Appendix A were noted and ratified. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.
- 534 c) Accounts for payment were noted and agreed. Proposed By Cllr Alan Marsh seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.
- 535 d) The budget monitoring sheet, current financial position and expenditure to date was noted.
- 536 e) The income report for the last three months was noted.
- 537 f) The monthly bank reconciliation check was carried out and Cllr Mark Skudder signed the bank statement and source documents as evidence that the check had been carried out.
- 538 g) i) The Parish Council Financial Risk Assessment and Annual Review document was agreed by members and signed by Cllr Mark Skudder. Proposed by Cllr Alan Marsh, seconded by Cllr Yvonne Forrest and agreed unanimously.
- 539 ii) The Rogers, Stevens & Chance Chartered Surveyor, insurance and valuation estimate was considered best value for money and approved. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.
- 540 iii) The 2014/15 Parish Council Budget and Precept proposals were agreed. It was resolved to set the 2014/15 budget at £ 78,088. **£ 39,800 is to be funded by Precept and £15,043 from Parish Council reserves.**  
Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.
- 541 iv) It was resolved to appoint the same Internal Auditor for the 2013/14 Internal Audit as last year with estimated costs of £70.00. Proposed by Alan Marsh, seconded by John Lambourne and agreed unanimously.  
**Action Point: C/13/6/1: Parish Clerk to notify the internal auditor of requirements.**
- 542 h) It was resolved to purchase a new padlock and seven keys for the Cross Park access gate up to the value of £120. Proposed by John Lambourne, seconded by Alan Marsh and agreed unanimously.  
**Action Point: C/13/6/2: Parish Clerk to arrange for purchase of padlock and keys.**
- 543 i) Cllr Mark Skudder, Chairman left the room due to his declaration of interest (OSI).  
Cllr John Lambourne took over as Chairman for the agenda item. It was resolved to purchase an artificial Christmas tree and decorations for the Friends of All Saints Church (FOASC) Christmas Tree festival, up to the value of £100 (to include £5.00) entry fee.  
Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Sue Hill and agreed unanimously.

Cllr Mark Skudder then returned and resumed his role as Chairman.

- 544 j) It was resolved to renew the annual membership of Kent Wildlife Trust which would cost £46.00 for 2013/14.

Proposed by Cllr Mark Skudder, seconded by Cllr Mrs. Sue Hill and agreed unanimously.

## 9 HIGHWAYS AND TRANSPORT

- 545 It was resolved to appoint Mr. Colin Davis as Footpaths Officer. Proposed by Cllr Alan Marsh, seconded by Cllr Alan Lambourne and agreed unanimously

**Action Point: C/13/6/3: Parish Clerk to write to Mr. Davis and obtain local footpath maps.**

## 10 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- 546 a) Street cleaning

i) The chemical weed spraying estimates were considered. It was resolved not to proceed with the weed killing option. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and agreed unanimously.

ii) The Society of Local Council Clerks (SLCC) legal advice note and the estimates for "push along" gritting machines were considered. It was resolved not to proceed with the option. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs Sue Hill and agreed unanimously.

iii) Arrangements for the cleaning and weeding of Homewards Road by the Caretakers were agreed at four hours a month. It was resolved that a Relief Caretaker should be recruited to provide holiday and contingency cover, subject to budget constraints. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and agreed unanimously.

**Action Point: C/13/6/4: Parish Clerk to prepare job advert and recruitment documents for approval.**

- 547 b) Playpark:

Cllr Mrs. Wendy Myers will submit proposals for consideration at the next Parish Council meeting.

**Action Point C/6/2013/5: Cllr Mrs. Wendy Myers to submit proposals for the Under 8's Playpark at the next Parish Council meeting.**

- 548 c) The Brimp Youth Club:

Cllr Mark Skudder, Chairman left the room before the renewal of the Youth club Licence was discussed. Cllr John Lambourne, Vice-Chairman, took over as Chairman.

It was resolved to renew the Licence to Occupy the Brimp on the same terms and conditions as in previous years.

Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.

**Action Point C/6/2013/6: Parish Clerk to prepare documents for signing.**

- 549 d) The Recreation Ground

Friends of All Saints Church (FOASC), sub-committee submitted a request for permission to use the Recreation Ground on 28<sup>th</sup> June 2014 for a village fete. It was resolved to permit this. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Mark Skudder. Cllr John Luck and Cllr Mrs. Sue Hill abstained. Cllr John Lambourne agreed. Cllr Alan Marsh was against and Cllr Mrs. Yvonne Forrest abstained.

- 550 e) Cross Park electricity

Cllr Mark Skudder reported that no further progress had been made on this matter.

**11 STREET FURNITURE AND SIGNS**

551 a) Cllr Mark Skudder reported that he had not yet contacted Medway Council regarding the options for improving safety for the exits from Rosehip Drive and the Village Hall.  
 &  
 b) **Action point C/6/2013/7: Cllr Mark Skudder to contact Medway Council regarding potential safety improvements for exits from Rosehip Drive and Village Hall.**

552 c) It was resolved to proceed with the sign for the “All Saints Historic Church” on the basis of the £125.00 estimate. Proposed by Cllr Alan Marsh, Seconded by Cllr Yvonne Forrest and agreed unanimously.

553 d) It was resolved to proceed with the sign for the “Kingsmead Park” on the basis of the £125.00 estimate. Proposed by Cllr Mrs. Sue Hill, Seconded by Cllr Yvonne Forrest and agreed unanimously.

**12 DOG FOULING IN BINNEY ROAD TRACK**

554 It was agreed that the Caretaker would remove the accumulated dog fouling and monitor the condition of the track leading from Binney Road to the fishing lake.

**13 SOUTHEND AIRPORT AIRSPACE CONSULTATION**

555 It was agreed that the proposals in the document could not be supported and a response would be sent objecting to the suggestions. Proposed Cllr Mrs. Sue Hill seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.

**Action Point C/6/2013/8: Parish Clerk to draft a response to the consultation document.**

**14 FLOWER BEDS OUTSIDE SHOPS**

556 Cllr Mark Skudder agreed to start a dialogue with the owners with a view to removing the deteriorating flower beds.

**15 GRANT APPLICATIONS**

557 i) Allhallows Village Hall  
 The Parish Council resolved that in pursuance of the powers conferred by s.137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of that section, approved the award of £500 to Allhallows Village Hall. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and unanimously agreed.

**Action Point C/6/2013/9: Parish Clerk to issue award letter to Allhallows Village Hall and make arrangements for the cheque payment.**

558 Allhallows Short Mat Bowls Club

The Parish Council resolved that any decision should be deferred until February 2014 as an award had already been made during the current financial year.

The Parish Council recommended that a letter for inclusion in the village magazine be requested from the club outlining how the previous award has helped them. Additionally, due to the low number of current members, the Parish Council would like the club, in the interim, to take steps to encourage new members, such as magazine articles and taster open evenings.

Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Sue Hill and agreed unanimously.

**Action Point C/6/2013/10: Parish Clerk to write to Allhallows Short Mat Bowls Club detailing the decision and suggested actions.**

559

Friends Of All Saints Church

The Parish Council resolved that in pursuance of the powers conferred by s.137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of that section, approved the award of £800 to the Friends of All Saints Church.

Proposed by Cllr Mark Skudder, seconded by Cllr John Lambourne. Cllr Mrs. Wendy Myers, agreed. Cllr John Luck, Cllr Alan Marsh, Cllr Mrs. Sue Hill abstained and Cllr Yvonne Forrest was against.

***Action Point C/6/2013/11: Parish Clerk to issue award letter to Friends of All Saints Church and make arrangements for the cheque payment.***

16

**CORRESPONDENCE**

560

The Parish Council had been informed that demolition and maintenance works at the Bourne Leisure chalet site would be carried out over the closed season.

Medway Council had notified the decision to withdraw its development plans for the Lodge Hill site.

Three volunteers had come forward for the Kingsmead Park magazine deliveries

A thank you letter had been received from the Hoo Peninsula Community First Responders

Dangerous parking near the shops had been reported to Medway Council

The Emergency Services Control Centre at Coxheath had confirmed that they would be investigating the reported problems regarding emergency vehicles locating Kingsmead Park.

The lack of food waste caddies at Kingsmead Park had been reported to Medway Council.

17

**DATE OF NEXT MEETING**

561

The next meeting would be held on 12<sup>th</sup> February 2014 at 6:30 pm.

**PUBLIC SESSION**

562

The Chairman suspended the meeting at 9:00pm for the public session.

Concerns about child safety and ongoing parking issues at the village school were raised.

The meeting was resumed at 9:10pm and immediately closed by the Chairman for the Confidential section.

18

**CONFIDENTIAL SECTION**

563

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

564

It was resolved to proceed with the actions set out in the recent legal advice.

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

***The Chairman closed the meeting at 21:30pm***

**Signed as a correct record of the proceedings**

Cllr Mark Skudder, Chairman

*Date: 12<sup>th</sup> February 2014*

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>Cleared</b>
<b>C/4/13/14</b>	Parish Clerk arrange for installation of new spur switch for the gas boiler at Cross Park when the electrical safety checks are carried out in June 2014	B/F until June 2014	
<b>Action Point: C/6/13/1</b>	Parish Clerk to notify the internal auditor and confirm audit requirements for the end of year.	Internal auditor contacted and arrangements agreed	18 <sup>th</sup> December 2013
<b>Action Point: C/6/13/2</b>	Parish Clerk to arrange for purchase of padlock and keys.	Padlock and keys purchased	5 <sup>th</sup> February 2014
<b>Action Point: C/6/13/3</b>	Parish Clerk to write to Mr. Davis and try to obtain local footpath maps.	All action completed	20 <sup>th</sup> December 2013
<b>Action Point: C/6/13/4</b>	Parish Clerk to prepare job advert and recruitment documents for approval.	For discussion at 12 <sup>th</sup> February meeting	12 <sup>th</sup> February 2014
<b>Action Point: C/6/13/5</b>	Cllr Mrs. Wendy Myers to submit proposals for the Under 8's Playpark at the next Parish Council meeting.	For discussion at 12 <sup>th</sup> February meeting	12 <sup>th</sup> February 2014
<b>Action Point: C/6/13/6</b>	Parish Clerk to prepare License to occupy lease documents for signing.	Documents sent 18 <sup>th</sup> December 2013	12 <sup>th</sup> February 2014
<b>Action Point: C/6/13/7</b>	Cllr Mark Skudder to contact Medway Council regarding potential safety improvements for exits from Rosehip Drive and Village Hall.	E-mail sent to Medway Council for advice 10 <sup>th</sup> February	
<b>Action Point: C/6/13/8</b>	Parish Clerk to draft a response to the consultation document.	Response drafted and sent 16 <sup>th</sup> December 2013	16 <sup>th</sup> December 2013
<b>Action Point: C/6/13/9</b>	Parish Clerk to issue award letter to Allhallows Village Hall and make arrangements for the cheque payment.	Letter sent 18 <sup>th</sup> December 2013	20 <sup>th</sup> January 2014
<b>Action Point: C/6/13/10</b>	Parish Clerk to write to Allhallows Short Mat Bowls Club detailing the decision and suggested actions.	Letter sent 18 <sup>th</sup> December 2013	20 <sup>th</sup> January 2014
<b>Action Point: C/13/6/11</b>	Parish Clerk to issue award letter to Friends of All Saints Church and make arrangements for the cheque payment.	Letter sent 18 <sup>th</sup> December 2013	20 <sup>th</sup> January 2014