

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 12<sup>th</sup> FEBRUARY 2014  
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 Wendy Myers  
Mrs Margot Sturt Parish Clerk

In attendance 4 members of the public

**1 APOLOGIES FOR ABSENCE**

565 Apologies were received from:  
Cllr Mrs Noleen Skudder: Unable to attend due to hospital appointment  
Cllr Mrs Sue Hill: Unable to attend due to illness  
It was proposed by Cllr Mrs Wendy Myers and seconded by Cllr Mrs John Luck that the received apologies be accepted. This was agreed unanimously.  
Cllr Alan Marsh arrived and joined the meeting at 6:45pm.

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

566 Cllr Mark Skudder, Chairman and Cllr John Lambourne declared a potential significant interest (OSI) for agenda item 10 (c).

**3 DISPENSATION REQUESTS**

567 Cllr Mark Skudder declared a possible OSI for item 10 (c)

**4 MINUTES OF THE MEETING HELD ON 11<sup>th</sup> DECEMBER 2013**

568 It was proposed by Cllr Mrs Yvonne Forrest, seconded by Cllr John Luck and agreed unanimously that the minutes of the meeting held on 11<sup>th</sup> December 2013 be agreed and signed as a true record of proceedings, subject to the following changes:

Page 85, Para 549 (d) last sentence to be changed to "...Cllr Alan Marsh was against and Cllr Mrs Yvonne Forrest abstained..."

Page 87, Para 559, last sentence to be changed to "...Cllr John Luck, Cllr Alan Marsh, Cllr Mrs Sue Hill abstained and Cllr Mrs Yvonne Forrest was against..."

**5 MATTERS ARISING**

569 None

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

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

**7 PLANNING**

- 571 a) Application MC/14/0075.

Cllr John Luck commented that the location was incorrectly titled as the name should be "Allhallows Place Touring Park". Cllr Mrs. Yvonne Forrest commented on the historic ditch drainage issues and the prevalent smells, particularly during the summer months. Cllr John Luck also commented on the number and selection of residents contacted for consultation. Contact had been made with Mark Pullin from Medway Council by telephone on 5<sup>th</sup> February 2014 regarding initial concerns regarding the application.

The Parish Clerk was asked to follow up with a letter outlining the Parish Council concerns and making reference to the earlier contact by Cllr John Luck

**Action Point: C/7/2014/1: Parish Clerk to write to Medway Council outlining concerns regarding planning application MC/14/0075.**

- b) Proposed by Cllr John Luck, seconded by Cllr Mark Skudder and agreed unanimously.  
 c) There were no decisions  
 There were no appeals.

## 8 FINANCE

- 572 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 Mrs. Wendy Myers, and agreed unanimously.
- 573 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.
- 574 c) Accounts for payment were noted and agreed. Proposed by Cllr Mrs. Yvonne Forrest, seconded by Cllr John Luck and agreed unanimously.
- 575 d) The budget monitoring sheet, current financial position, expenditure to date was noted.
- 576 e) The income report for the last two months was noted.
- 577 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 done. It was proposed to accept the bank balances following the reconciliation as correct by Cllr Alan Marsh, seconded by Cllr John Luck and agreed unanimously
- 578 g) It was proposed that a budget of £110 be agreed for the provision of protective clothing and equipment for the caretakers. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.
- 579 h) The Precept demand document for £ 39,800 (2014/15) for Medway Council was signed and witnessed.

## 9 HIGHWAYS AND TRANSPORT

- 580 a) The Footpath Officers' report was noted
- 581 b) It was resolved that the surplus "Kissing Gate" in storage be released for the Public Rights of Way Officer to install it as a replacement for the style at the end of the marsh near the beach. Cllr John Luck agreed to make contact with the PRWO and arrange. The Parish Clerk would arrange for the item to be removed from the Parish Council asset register.

Proposed by Cllr Mark Skudder, seconded by Cllr John Luck and agreed unanimously.

**Action Point: C/7/2014/2: Cllr John Luck to contact Medway Council PRWO to make arrangements for the Kissing Gate relocation.**

**Action Point: C/7/2014/3: Parish Clerk to remove item from the asset Register when the installation arrangements are complete.**

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**MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**

582 a)

Playground

Following consideration of equipment options, manufacturers and estimated costs, it was agreed to authorise expenditure of up to £5,000 for the playground upgrade. This would fund the removal and disposal of the wooden multiplay unit and installation of a slide for the under 8s in the playground area. Subject to budget, other works would include removing and disposing of the existing swings and having new ones installed outside of the metal fence area. Cllr Mrs Wendy Myers would contact the manufacturers to confirm requirements.

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

**Action Point: C/7/2014/4: Cllr Mrs Wendy Myers would contact the manufacturers to confirm requirements and proceed with work order subject to budget.**

583 b)

The Brimp

It was agreed in principle to allow public access to the football arena. This might involve installing timed floodlights and additional fencing to protect the Brimp building. Additional costs would include insurance and electricity. Cllr Mark Skudder agreed to report back with estimated costs at the next meeting.

**Action Point: C/7/2014/5: Cllr Mark Skudder agreed to report back with estimated costs at the next meeting.**

584 c)

Annual Tree Management

It was resolved to proceed with the annual tree management inspection on the basis of the estimate from the contractor. It was also resolved to include any trees contained within the churchyard as part of the identification and inspection programme.

**Action Point: C/7/2014/6: Parish Clerk to arrange for inspection and identification of trees.**

**Action Point: C/7/2014/7: Parish Clerk to confirm with Medway Council about arrangements for inspection of trees on land owned by Medway council.**

585 d)

Cross Park:

The Parish Council thanked Mr. Payne for applying to the Woodland Trust for over 100 tree saplings. It was proposed to organise a Project day for when the saplings arrived in early March.

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

**Action Point C/7/2014/8: Parish Clerk to write to the Cross Park Association to advise them of the activity.**

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**STANDING ORDERS**

586

It was resolved to accept the draft standing orders subject to ensuring that all gender specific references were made gender neutral.

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

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**FLOWER BEDS AND WALLS BY SHOPS**

587

To inform future discussions, it was agreed that Cllr John Luck would obtain estimates for the removal and making good of the flower bed areas. Cllr Mark Skudder agreed to

speak to the Police regarding the issues in St.David's Road and investigate the potential for CCTV.

**Action Point C/7/2014/9: Cllr John Luck to obtain estimated costs for the removal and making good of the flowerbed areas.**

**Action Point C/7/2014/10: Cllr Mark Skudder to discuss issues with the police and investigate the potential for CCTV in St.David's Road.**

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## GRANT APPLICATIONS

588 a)

### Allhallows Brownies

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 £200 to Allhallows Brownies. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Yvonne Forrest and unanimously agreed.

**Action Point C/7/2014/11: Parish Clerk to issue award letter to Allhallows Village Brownies and make arrangements for the cheque payment.**

589 b)

### Allhallows Short Mat Bowls Club

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 £891 to Allhallows Short Mat Bowls Club on the condition that an advert is placed in the Allhallows Life magazine to encourage new membership. Proposed by Cllr John Luck, seconded by Cllr Alan Marsh and agreed unanimously.

**Action Point C/7/2014/12: Parish Clerk to write to Allhallows Short Mat Bowls Club detailing the decision and condition for award.**

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## CORRESPONDENCE

590

A letter had been received from the Short Mat Bowls Club regarding the deferral of the decision on their Grant Application.

A thank you letter had been received from the Allhallows Allotment Society

A resident had complained about vandalism to their car

A resident complained about the flower beds and wall near shops

A resident complained about young people playing football in St.David's Road

SECAMB – NHS interim response about emergency vehicles Sat Nav

Bourne Leisure Liaison meeting exchanges

Fallen trees in the Conservation area

UK Power network stakeholder engagement

Police Contact point updates

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## DATE OF NEXT MEETING

591

The next meeting would be held on 9<sup>th</sup> April 2014 at 6:30 pm.

## PUBLIC SESSION

592

The Chairman suspended the meeting at 8:15pm for the public session.

Two residents raised ongoing concerns about lighting and repairs to road surfaces near the chalets. Cllr Mark Skudder and Cllr Alan Marsh agreed to follow this up with a request for a meeting with Bourne Leisure management.

A short update was given on recent findings at Slough Fort following excavation work

by English Heritage

The meeting was resumed at 8:35pm and immediately closed by the Chairman for the Confidential section.

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**CONFIDENTIAL SECTION**

593

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 Mark Skudder, seconded by Cllr John Lambourne and agreed unanimously.

594 a)

It was resolved to proceed with advertising in the Allhallows Life magazine for a relief caretaker

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

**Action Point C/7/2014/13: Parish Clerk to write to Allhallows Life magazine with the job advert and a closing date of 25<sup>th</sup> March 2014**

595 b)

It was agreed that Cllr Mark Skudder would write to the Village Hall Committee regarding the Cross Park Cleaning schedule

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

**Action Point C/7/2014/14: Cllr Mark Skudder to write to Village Hall Committee regarding Cross Park cleaning schedule.**

**The Chairman closed the meeting at 8:50pm**

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

Cllr Mark Skudder, Chairman

Date:

Action Point	Details	Review	Cleared
C/4/13/14	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/6/13/7</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. Correspondence update included in pack	2/4/14
<b>Action Point: C/7/2014/1</b>	Parish Clerk to write to Medway Council outlining concerns regarding planning application MC/14/0075.	Letter sent 13 <sup>th</sup> February. Planning application subsequently refused	2/4/14
<b>Action Point: C/7/2014/2</b>	Cllr John Luck to contact Medway Council PRWO to make arrangements for the		

	Kissing Gate relocation.		
<b>Action Point: C/7/2014/3</b>	Parish Clerk to remove item from the asset Register when the installation arrangements are complete.		
<b>Action Point: C/7/2014/4</b>	Cllr Mrs Wendy Myers would contact the manufacturers to confirm requirements and proceed with work order subject to budget.	Order placed and requirements confirmed	2/4/14
<b>Action Point: C/7/2014/5</b>	Cllr Mark Skudder agreed to report back with estimated costs for the football arena area at the next meeting.	Estimated costs included in pack	2/4/14
<b>Action Point: C/7/2014/6</b>	Parish Clerk to arrange for inspection and identification of trees.	Arranged for end of May 2014. 2/4/14	
<b>Action Point: C/7/2014/7</b>	Parish Clerk to confirm with Medway Council about arrangements for inspection of trees on land owned by Medway council.	Letter sent to Medway Council, 18/2/14. Reminder sent 25/3/14. No reply to date. 2/4/14	
<b>Action Point: C/7/2014/8</b>	Parish Clerk to write to the Cross Park Association to advise them of the tree planting activity.	Letter sent 18/2/14	2/4/14
<b>Action Point: C/7/2014/9</b>	Cllr John Luck to obtain estimated costs for the removal and making good of the flowerbed areas.	Estimate contained in pack	2/4/14
<b>Action Point: C/7/2014/10</b>	Cllr Mark Skudder to discuss issues with the police and investigate the potential for CCTV in St.David's Road.		
<b>Action Point: C/7/2014/11</b>	Parish Clerk to issue award letter to Allhallows Village Brownies and make arrangements for the cheque payment.	Letter issued and cheque sent. 26/3/14	2/4/14
<b>Action Point: C/7/2014/12</b>	Action Point C/7/2014/12: Parish Clerk to write to Allhallows Short Mat Bowls Club detailing the decision and condition for award.	Letter issued. Article placed in magazine and cheque issued 26/3/14	2/4/14
<b>Action Point: C/7/2014/13</b>	Parish Clerk to write to Allhallows Life magazine with the job advert and a closing date of 25 <sup>th</sup> March 2014	Job advert placed in magazine for March edition.	2/4/14
<b>Action Point: C/7/2014/14</b>	Cllr Mark Skudder to write to Village Hall Committee regarding Cross Park cleaning schedule.		