

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON TUESDAY 8<sup>th</sup> MARCH 2016  
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30 pm.**

**PRESENT:** Cllr Chris Draper Chairman  
Cllr Mrs P Huntley-Chipper Vice-Chairman  
Cllr Alan Marsh  
Cllr Mrs Sandra Bennett  
Cllr Mr David Bennett  
Cllr Mrs Yvonne Forrest  
Cllr Mrs Karen Draper  
Cllr John Luck  
Mr Chris Fribbins Parish Clerk  
In attendance 2 members of the public

**1 APOLOGIES FOR ABSENCE**

1087 None

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

1088 None

**3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETINGS 9 FEBRUARY 2016**

1089 Correction of date to receive and sign previous minutes. With amendments Proposed Cllr. A Marsh, Seconded Cllr. J Luck – AGREED. Councillors reminded to forward suggested corrections as soon as possible.

**4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

1090 Cllr Forrest raised the issue of publicity in the Doctor's Surgery and Village Voices for the Defibrillator located in the security lodge at the entrance to the Bourne Leisure site. This had been discussed – and needs to be followed up. Clerk to arrange communication with the Doctor's Surgery and the April edition of Village Voices.

**5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

1091

**SUSPENSION OF MEETING FOR PUBLIC SESSION**

Mr M Smith reported on problems with car parking in the village and especially on corners. Homeward Road is starting to see fly-tipping again (reported to Medway Council and cleared by them).

Mr C Stanley (Web Master) reminded the parish that event details should be forwarded to him for the parish web site. Slough Fort information was out of date and they had requested approval to get it updated – approved by Clerk.

Kent County Council will be changing the format of the web site in the coming months and he will be attending a free seminar to look at these changes. He would be invoicing the parish council for a contribution towards costs (shared with other parish councils he manages).

**6 CLERK'S REPORT**

1092 Update on issues and actions since the previous council meeting (not covered on Agenda)

a) A tree had fallen in the cemetery. A quote had been received from TJF Property Management to cut up and clear from site (£165). As this was urgent, Proposed Cllr Mrs Draper, Seconded Cllr Marsh that the quote be accepted – AGREED.

- b) Workplan – The Clerk produced a list of work that needs to be completed, some legal requirements and others identified by the parish council. This needs to be monitored and prioritised. Financial regulations will need to be amended and can also consider the introduction of online payments with related financial controls. Policies need to be reviewed and updated.
- c) Annual Parish Meeting – Date agreed 26<sup>th</sup> April 7pm at Cross Park Pavilion. Suggested that we invite the MP, Local Medway Councillors and Craig Austin from Bourne Leisure as the key note speakers. Arrangements for refreshments would be done by the Chair.

## 7 1093 **STOKE CAR PARK – ARRANGEMENTS FOR ALLHALLOWS CLEANER**

There was a discussion regarding the formal arrangements for one of the Allhallows Street Cleaner/Caretaker to carry out a litter pick of the Stoke Car Park on behalf of Stoke Parish Council. This was charged at 13 hours per quarter @ £8.835 per hour (in excess of caretakers hourly rate). It was proposed by Cllr. Mrs Draper and Seconded by Cllr. Mr Bennett that we contact Stoke Parish Council about the continuance of these arrangements and an increase to £13 per hour to cover costs of caretaker, payroll, management and need to offer a pension from August – AGREED.

## 8 **GRANT REQUESTS**

1094 None submitted

## 9 **ESTABLISHMENT OF WORKING PARTIES and/or COMMITTEES**

1095 The Clerk raised concerns about the business that had to be discussed at full parish council meetings and the impact on the length of the meeting and ability to resolve detailed issues. It was open to the council to reintroduce committees (with terms of reference and, possibly delegated powers) and/or working parties (advisory committees) – with terms of reference. The high profile areas have been finance and personnel and these are the most urgent as we approach the financial year end and pay rises and performance issues need to be discussed. Proposed Cllr Mrs Draper, Seconded Cllr Marsh that the council establish working parties (advisory committee) for Finance & General Purposes and Personnel (membership of these committees to be all of the councillors, at least initially) – AGREED. The clerk will draw up a draft terms of reference for an initial meeting and arrange a meeting of personnel in the first instance as recommendations are required for the April meeting.

## 10 **PLANNING**

- 1096 a) Medway Local Plan  
The Medway Local Plan (Issues and Options) consultation had now closed and the clerk had submitted a response following input from councillors. The next stage will be for Medway Council to analyse and respond to the responses they have received from the community and then use that as input to the production of the Local Plan. The next consultation is planned to include an assessment of land proposed for development (including housing) and then to publish the preferred sites and those discounted.
- b) There were no planning applications in the parish.

## 11 **HIGHWAYS AND FOOTPATHS**

- 1097 a) Footpath Officers Report – report due in April.
- b) Cllr. Marsh highlighted issues regarding late night parking of a Hamburger Stall at the British Pilot. This is an issue for Medway Environmental Health department.
- c) Cllr Luck raised issues about a consultation by Medway Council on suggested improvements to the roundabouts at the bottom of 4 Elms Hill, The Sans Pareill and St Antony's Way (Medway Tunnel/Medway City Estate). The clerk reported that he had attended and the aim of these is to improve capacity and improve the operation of through traffic – to the benefit of areas on the peninsula. Construction may be problem and the proposals do little for communities that have to access these junctions by Wainscott Road and Hoo Road where there are already

problems getting onto these roundabouts, especially at peak times. The clerk is expecting to receive details of the proposal and will circulate when received.

A planning application will be submitted in April where the parish can make representations and building would not start until Autumn 2017.

**12 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- 1098**
- a) KALC (Medway)  
Met in February but Cllr Forrest and the Vice Chair were unable to attend. The Clerk had heard that there was a discussion about the Medway Local Plan and the Chair of Hoo Parish Council had tabled a response.
  - b) Medway Council Rural Liaison – next meeting March 15 Gun Wharf, Dock Road and will be followed by an open meeting for all parish councillors – All councillors should have received an invite. Response to the invite can be via email to [democratic.services@medway.gov.uk](mailto:democratic.services@medway.gov.uk) Cllr Marsh indicated that he may have problems attending the meeting due to transport difficulties – arrangements to be made by Cllr Mr Bennett to take him in and the Clerk to bring him back.
  - c) Police Liaison  
Next meeting will be in April.
  - d) Village Hall  
Nothing to report.
  - e) Cross Park Association  
An agreement, in principle, had been received that they have been awarded funds from an S106 Planning Obligation to connect the Portacabin to services and install showers etc;. – this is waiting formal approval from Medway Council. £1,500 had been received from Medway Cllr Filmer towards the changing rooms and it was suggested that steps could be provided by the parish council on the slope from the Cross Park building to the pitch. There will be a boot fair on March 19<sup>th</sup>, the AGM will be April 5<sup>th</sup> and a Summer Fair/Fun Day on September 3<sup>rd</sup>.
  - f) Friends of All Saint’s Church  
‘Audience with Henry 8<sup>th</sup>’ event took place on 20<sup>th</sup> February (91 attended, although it looked like it would have been a poor attendance up to the day. There is the possibility of a grant towards sewer connection improvements for the new toilets.

**13 MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY**

- 1099**
- a) Cross Park Pavilion  
The repair of outside lights is now complete. Design and estimates for steps to the pitch to be obtained – Clerk/Chair.
  - b) The Brimp  
Suggested that a meeting be arranged with the Youth Club about the site and future work to improve facilities. The Youth Club to be invited to attend the next meeting to sign the license agreed in January.
  - c) Village Hall – there was concern about the state of the external woodwork on the village hall and we would like to discuss future plans for maintenance and improvements.
  - d) Notice Boards – Options from around £180 to £800 had been identified. Clerk to propose options.

**14 FINANCIAL**

**1100** a) Bank Reconciliation February

Reconciliation statement for February circulated. There was an issue with the clearance of cheque 103740 to HMRC for £197.42 this had been cleared as £197.62 – Clerk is following up with the bank.

b) Budget Monitoring

Updated budget monitoring report had been produced with forecast receipts and payments for March (financial year end).

**1101** c) Receipts**February (reconciled)**

Medway Council - (Member's Fund)	£1,500.00
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**March**

Village Hall (Cleaner Recharge)	£405.50
The Brimp (Cleaner Recharge)	£247.44
Allotment Income (rents)	£182.50
Stoke PC (Stoke Car Park recharge)	£323.11

**1102**d) To make payments Proposed – Cllr Mrs Bennett, Seconded – Cllr Mrs Draper that the payments as listed be paid was Agreed.

C Fribbins	Clerk Salary		
	Mileage	£8.10	
	Total		103749
	Postage Stamps	£12.60	103750

Caretakers/Street Cleaning

K Colyer	Standing Order		
J Price	Standing Order		
Brimp Cleaner			
F Tomlin	Standing Order		
Cross Park/Village Hall Cleaner			
D Claughton	Standing Order		
M Smith (Relief Caretaker, 34 Hours)		103751	
HMRC	PAYE	103752	£258.90

Invoices

Felcy Ltd. (Cross Park Maintenance)**	103753	£108.00	
Accounting Workshop (Payroll)	103754	£39.60	VAT £6.60
C&CW Parish (printing Feb)	103755	£24.00	
Clive Stanley Associates (Web)	103756	£78.00	
TJF Cemetery Maintenance for Feb	103757	£105.00	
Turfsoil (Cross Park)	103758	£222.00	VAT£37.00
Turfsoil (Village Hall)	103759	£84.00	VAT£14.00
British Gas (Cross Park Energy)	D/D	£128.60	VAT £6.12
EDF Energy (Brimp Energy Costs)	D/D	£42.00	VAT £6.21

**1103**e) Computer Software

The clerk had proposed the acquisition of an accounts and a payroll package to aid the parish council and reduce costs. In addition there was a special 50% discount available at the moment to upgrade Microsoft Office from 2007 to 2016 (Office/360)

ii) Alpha Financial Suite (RBS Software). This has been used by many parish councils for many years and the clerk had introduced this at Cliffe and Cliffe Woods. A limited license had been obtained and the Allhallows records entered so that it could be demonstrated at the February Finance Workshop.

Initial costs include set-up and training (and had been reduced due to the previous experience of the package) £420 and annual costs of £113 (+ VAT). Initial annual cost to be charged to Rural Liaison Grant.

After discussion Proposed Cllr Mrs Draper, Seconded Cllr Mr Bennet that we acquire ALPHA – AGREED

ii) 12PAY. This has been installed at Cliffe and Cliffe Woods for over 5 years and carries out the payroll function and submission of returns to HMRC. The initial cost is £66, the £76 per annum. This would reduce the cost of payroll processing via a third party (£33 per month) and can be introduced from the 1<sup>st</sup> April for the new financial year (after year end returns from the 3<sup>rd</sup> party). Initial annual cost to be charged to Rural Liaison Grant. Proposed Cllr Forrestt, Seconded Cllr Mr Bennett that the council acquire 12PAY – AGREED.

iii) A special upgrade price for the Microsoft Office Package had been identified (£24.99 rather than £59.99). The current version is 2007 (Microsoft support ended in 2012). The package is now subject to an annual license fee (£59.99) and as new versions will be issued in future, upgrades are included). Proposed Cllr Mr Bennett, Seconded Cllr Marsh that the upgrade is purchased – as this is ongoing maintenance this be funded from within the budget – AGREED.

**15      1104      DATE AND TIME OF NEXT MEETING**  
**The next meeting will be on Tuesday 12 April 2016 at 6.30pm at the Cross Park Pavilion, Avery Way, Allhallows**

**16                      FUTURE AGENDA ITEMS**  
**1105                  -    Play Area – Risk Monitoring**  
At 09:20pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>Cleared</b>
C/21/2015/3	Parish Clerk to contact Simon Swift at Medway Council to obtain more information on the responsibilities of running our own hedges and verges contract.	Email sent 14/7/15 Response received 15/7. Medway Greenspaces being transferred to Norse. To discuss in March	
C/2015/1027c	The Clerk to review options for consideration to contain footballs at the Brimp Ball Court.	Ongoing	
C/2015/1030c	A site visit to identify possible locations for parking restrictions and attendance at a future parish meeting will be organised by the Clerk.	Clerk chasing with Mark Johnson, Medway Council. His current workload means this may not be for <b>at least 12 months</b> .	
C/2015/1036d	Clerk to investigate replacement notice boards. Re-use of a previous site at the shopping parade would also be investigated.	Initial research complete – ongoing. Contact Chip shop owner who has agreed in principle to using the blank wall at the shops.	
C/2015/1056a	Medway Local Plan Issues and Options Consultation - The Clerk would produce a draft response before the next council meeting, for comment and then agreement at the February meeting.	Draft comments compiled. Agreed comments to Clerk/Chair before end of February – and then submit.	
C/2015/1057b	Clerk to notify Medway Council re. verge collapses in Binney Road and in the interim ask the village hall committee if church visitors on Sunday could use the village hall car park. AM to follow up with Village Hall Committee	Medway Council contacted but do not agree there is an issue currently. To be monitored and followed up	
C/2015/1057c	Cllr Mr Bennett suggested a mini-roundabout was required at the junction with Stoke Road. Clerk to raise with Medway Council	<b>Raised with council and Medway Cllr. Filmer (cabinet member responsible)</b> Ongoing	
C/2015/1059a	Cross Park internal and external lighting fault - The clerk would identify a local electrician, get a quote and get the work done.	Electrician from Grain is carrying out the work. New external light was faulty, to be fixed along with other external light. Internal lights fixed. <b>Work completed 9/2.</b>	<b>Closed</b>
C/2015/1071	Contract of employment to be drawn up by Chair/Vice Chair and circulated for information/comments.	<b>Outstanding (Chair/Vice Chair)</b>	
C/2015/1072b	Clerk to contact local organisations for attendance/reporting at the Annual Parish Meeting 26/4	<b>Initial contacts made, item in March Village Voices</b>	
C/2015/1076	Clerk to report back on Environmental Priorities for the Thames Gateway	<b>Reported back at meeting</b>	<b>Closed</b>

	conference 23/2		
C/2015/1077a	Clerk/Chair to submit response to Medway Local Plan – Issues and Options following comments/observations from councillors.	<b>Response updated with feedback and submitted</b>	<b>Closed</b>
C/2015/1078a	A228 Diversionary routes, Clerk to feedback concerns to Medway Highways	<b>Feedback notified to Medway Council</b>	<b>Closed</b>
C/2015/1080e	Clerk to propose a schedule for discussion of The Brimp, Cross Park, Village Hall with their relevant committees	<b>Priority given to Brimp</b>	
<b>C/2015/1090</b>	Clerk to arrange publicity for Defibrillator at Bourne Leisure Entrance at Doctor's Surgery and Village Voices (April Edition)		
<b>C/2015/1092a</b>	Clerk to proceed with TJF quote for clearance of fallen tree in cemetery.		
<b>C/2015/1092b</b>	Clerk (Parish) Workplan to be monitored and prioritised - ALL		
<b>C/2015/1092c</b>	Annual Parish Meeting invitations and arrangements – Clerk/Chair		
<b>C/2015/1093</b>	Clerk to discuss Stoke Car Park arrangements with Stoke Parish Council		
<b>C/2015/1095</b>	Clerk to prepare initial Terms of Reference and Initial meeting of Personnel Advisory Committee to be arranged.		
<b>C/2015/1097c</b>	Clerk to circulate details of Bypass improvement works		
<b>C/2015/1100a</b>	Clerk to follow up bank reconciliation issue with Barclays Bank		
<b>C/2015/1103</b>	Clerk to arrange software installs		