

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 14th JUNE 2016
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT: Cllr Chris Draper Chairman
Cllr Mrs P Huntley-Chipper Vice-Chairman

Cllr Mrs Sandra Bennett
Cllr Mr David Bennett
Cllr Mrs Yvonne Forrest
Cllr Mrs Karen Draper
Cllr John Luck

In attendance Mr Chris Fribbins Parish Clerk
5 members of the public

1 APOLOGIES FOR ABSENCE

1160 Cllr Alan Marsh (unwell)- ACCEPTED

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

1161 Cllrs Pat Huntley-Chipper and Cllr S Bennet declared interests in items regarding Cross Park and did not take part in discussions or votes thereon. Cllr Luck as the council's representative on the Cross Park committee is entitled to take part in discussions and votes.

3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10th MAY 2016

1162 A minor alteration had been made to the copy for signing, deletion of 'following the Annual Meeting in details for the next meeting Proposed Cllr. S Bennett, Seconded Cllr. D Bennett – AGREED. Councillors reminded to forward suggested corrections **as soon as possible** so they can be incorporated in final version for signing.

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

1163 None

5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1164 See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Lorraine Nicholl – updated the parish council on problems that were occurring on the Bourne Leisure site. The Chair had a site meeting with her after the previous parish council meeting. The Chair reported on management changes on the site and that the new manager had just started.

Mr Huntley-Chipper reported that there had been an approach to carry out a moth survey at Cross Park by Mr Trevor Bowling. It is understood that he also carries out some low level planting on the site, sometimes on the paths (details of this individual to be passed to the clerk so that he can be advised that he needs to ask permission of the parish council for these activities).

Mr Smith reported concern about speeding vehicles in the village and parking on corners.

6 CLERK'S REPORT

1165 Update on issues and actions since the previous council meeting (not covered on Agenda)

- a) Legal – Nothing had been heard from the Medway Monitoring Officer, although he had reported on some minor issues with some DPI forms that he had come across in an ad-hoc review. The clerk had reported that a refresh of forms was already underway (all have now been received, except for the Vic Chair). Despite a request for “evidence” not being shared a paper copy had been delivered to Cllr Luck, the source of this has not been determined.
- b) Legal Advice from NALC – this had not been as helpful as expected and they had advised formal legal advice on some points. There were however a number of principles established in their responses and further contact with the Youth Club. A signed copy of the license has been received. As an unincorporated body, the ultimate responsibility for the licensee obligations rested with Mr Skudder and Mrs Myer. The advice indicated that the council had powers to employ somebody for their own statutory duties, although this was clearly on behalf of somebody else. Section 137 powers could be used, although there is no direct expenditure involved. Despite a condition of the license and their payment to the parish council for the services of the cleaner, they still maintain it is the parish council’s responsibilities and that they will close if the cleaner’s redundancy is implemented (not yet enacted until some continuity of the youth club can be in place). They had refused the offer of a free cleaner from Bourne Leisure. It was agreed that the clerk should involve Young Kent and/or Medway Youth as necessary to broker further discussions with the youth club.
- c) Correspondence list distributed.
- d) Playing Field Gate – the lock had gone missing. The clerk will obtain a suitable PAZ replacement so that grass cutters etc. could continue to access as required. There was a report of cars congregating at the gate – to be reported to the PCSO.
- e) Vandalism at the Brimp – there had been damage to two picnic benches supplied by the youth club (and they had suggested the parish council replace them). The floodlighting had also been vandalised and there was CCTV coverage of young children attempting this (passed to PCSO and PC to investigate). A quote to replace the floodlights (and wiring) had been received from Felcy Ltd and passed to the insurance company who had indicated they would accept the claim in relation to replacement costs only and an excess of £250. A new quote had been received and passed to the insurer, awaiting a further response from them before work proceeds.
- f) Review of Policies – a further policy for Child and Vulnerable Adult was proposed. This covers issues when councillors or staff came into contact with these groups and what to do if issues did occur. It would also require them to have up to date DBS checks (< 3 years). Proposed Chair, Seconded Cllr Luck AGREED
- g) Web Site Upgrade Following the decision in May to switch the parish council web site to Hugo Fox, the clerk and Mr Stanley had been in touch with Hugo Fox and they had reported a problem with use of .gov.uk addresses (following the meeting they had researched further and will now support it). There had also been an email from KCC regarding the current site and that they would introduce charges for all councils from October 2016 (£25 per month £300 per year). There had been concern from many other parish councils that this charge had been introduced after they had set their budget and precept for the year (following the meeting the charge has been withdrawn for the time being). The clerk and Mr Stanley will continue to plan a move to Hugo Fox.
- h) Agreement of Terms of Reference for the Finance and General Purposes Advisory Committee had been circulated before the meeting as requested at the Annual Meeting. Proposed Cllr K Draper, Seconded Vice Chair AGREED. A meeting would be arranged before the July parish council meeting by the clerk in discussion with councillors.

7 2015/2016 ANNUAL RETURN

1166 Agreement sought for Section 1 and Section 2 of Annual Report

- a) Exercise of Public Right to Examine – notices had been put on the web site (along with the return and on the notice boards, along with relevant pages. The period, set by the RFO (clerk) is 6th June to 10th July (by appointment).

- b) Report of Internal Auditor – circulated and published on the web site and notice boards. It had acknowledged the problems caused by three parish clerks during the year, but found no financial issues. There was suggestions the receipts need to be tightened up (underway) and that a Risk Assessment needs to be carried out (and minuted) on an annual basis – to be passed to F&GP for consideration of recommendations as required by the council. The report was accepted by the council – Proposed Cllr D Bennett, Seconded Cllr Y Forrest AGREED.

- c) Submission to External Auditor – this can now be done by the clerk.

8 GRANT REQUESTS

- 1167 a) Allhallows Allotment Society - £1,500 sought towards £2,500 cost of a path in the allotments. Previous grants of £1,000 had been made but the company that had agreed to do the work had not carried it out (the £1,000 remains in the allotment account). Further quotes had been sought and replies awaited. Cllr Y Forrest to report back that further quotes required.
- b) re-treating main hall floor. – the work had been complete, with positive feedback from the hall and users (the grant of £1,000 is included in the payments).

9 PLANNING

- 1168 No Planning Applications.

10 HIGHWAYS AND FOOTPATHS

- 1169 a) Footpath Officers Report – Colin Davis had produced an interim report and there had been issues with the path through the woodland in Avery Way, and a response from Adam Taylor (Medway Footpaths Officer) is awaited.
- b) A replacement road sign for Allsaints Road (at corner of Binney Road) has been ordered.

11 1170 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway)
Meeting soon.
- b) Medway Council Rural Liaison – Short meeting attended by Cllr K Draper. (future meetings September, December and March – (with open meeting for all parish councillors)
- c) Police Liaison – Cllr Luck had reported on discussions at the previous liaison meeting. There had been racing on the main roads and the police off-road bikes had been operating in the area. One car had been seized, along with illegal off-road bikes.
- d) Village Hall- Improved flooring completed.
- e) Cross Park Association - Meeting coming up. The clerk to attend to discuss governance.
- f) Friends of All Saint's Church
They may be looking for grant support from the parish council for lighting improvements– no request received to date.

12 1171 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – covered in grant application.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) nothing to report.
- c) Bourne Leisure Liaison (Chair) - change of management.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – nothing to report
- e) Allhallows Youth Club (Cllr D Bennett) – nothing to report

13 1172 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

Meetings to be arranged

- a) Cross Park Pavilion.
There had been vandalism to the proposed changing rooms (a break-in and internal damage). The potential football club are aware and will repair as necessary. The building is secure. Police informed. Proposed date/time of damaged is being identified to see if there is any CCTV coverage.
- b) The Brimp – contact made with arena supplier – a replacement pole has been ordered and they will visit to see what maintenance is required.
- c) Village Hall – nothing further.
- d) Notice Boards – outstanding.

14

FINANCIAL

- 1173 a) Bank Reconciliation April and Budget Monitoring
Reconciliation statement for May circulated (signed by the Chair) and selection of budget monitoring reports. During the change to in-house payroll one standing order had not been cancelled, but this a been re-paid, Online payments were processed for the first time in May (thanks to Vice Chair for persistence in the approval/release process).
- 1174 b) Receipts
- | | |
|---|---------|
| May (reconciled) | |
| K Colyer (paid in error May) | £601.70 |
| Cross Park Hire | £110.00 |
|
 | |
| Due in June | |
| Village Hall Cleaner Recharge (Final) | £405.50 |
| Stoke Car Park Cleaner Recharge (Final) | £143.50 |
| Brimp Cleaner RECHARGE | £72.26 |
| Cross Park Hire | various |
- 1175 c) To make payments as listed Proposed – Cllr D Bennett, Seconded – Cllr Vice Chair that the payments as listed be paid was Agreed (the payments list was signed by two councillors)

C Fribbins Clerk Salary/Home Allowance/Expenses

	Total	ONLINE	
<u>Caretakers/Street Cleaning</u>			
K Colyer		ONLINE	
J Price		ONLINE	
F Tomlin (The Brimp)		ONLINE	
D Claughton (CP/Village Hall Including Redundancy in lieu)		ONLINE	
M Smith (Relief Caretaker, 7 Hours)		ONLINE	
HMRC	PAYE	ONLINE	£267.71
<u>Invoices</u>			
Pauline Bowdery (Internal Audit)		ONLINE	£70.00
C&CW Parish (Printing)		ONLINE	£38.40
TJF Prop Maint (Cemetery C17)		ONLINE	£105.00
TJF Prop Maint (Cemetery C18)		ONLINE	£105.00
Turfsoil (48639) Cross Park		ONLINE	£576.00 VAT £96.00
Turfsoil (Allhallows VH)		ONLINE	£168.00 VAT £28.00
Allhallows Village Hall (Grant/RLG)		ONLINE	£1000.00
Clive Stanley (Website)		ONLINE	£247.00
Soccertackle.com (Brimp pole)		ONLINE	£25.98 VAT £4.33
Data Protection Registration ico.org		ONLINE	£35.00
British Gas (Cross Park Heating System)		ONLINE	£434.69 VAT £72.45

EDF Energy (Brimp Energy Costs) D/D £42.00 VAT £2.00

15 1176 STAFFING ISSUES

The payroll has now been taken back in-house and used for April and May pay.

The Brimp Cleaner

The council declared the position of Cleaner at the Brimp redundant and gave the Allhallows Youth Club notice of this change. No final date has been agreed until issues raised by the youth club are addressed (awaiting legal information from NALC regarding legal status of the youth club and the power of the parish council to employ staff on behalf of other organisations). There was discussion about setting a final date for the cleaner, but there was agreement that further discussions with the youth club, via a third party, should be carried out first. Proposed Cllr S Bennett, Seconded Cllr K Draper (5 in favour, two against).

Allhallows Village Hall Cleaner

The cleaner has now been transferred back to the village hall. A payment in lieu of redundancy for this work was authorised with the payments.

Cross Park

Staff changes are deferred until the governance issues have been addressed. The cleaner remains on the current terms and conditions for the time being.

16 1177 ALLOTMENTS (requested by Cllr Forrest) – covered elsewhere.

17 1178 STREET CLEANING (requested by Cllr Forrest)

Concern had been expressed by councillors and residents about the amount of dirt and weeds in the channel (kerbside). An inspection of drains in Avery Way had been carried out by Medway Council, who found some blocked gullies (now cleaned). They had also expressed concern.

It was clear that the drains were not working correctly and that this contributed to water pooling, drying and leaving dirt.

A report from NORSE had been circulated that indicated problems keeping the verges cut due to the combination of a mild winter, wet and warm spring/summer leading to rapid growth.

The parish council did have a contract in place with TURFSOIL for a weed-killing spray on four occasions (10 named streets). The second spray was carried out 13th June and there was evidence of die-back.

The importance of keeping the channel clean and removal of weeds was stressed by councillors. The clerk would pass on these concerns to the street cleaners.

18 1179 SPEEDING VEHICLES IN VILLAGE (requested by Vice Chair, on behalf of resident)

There was continues concern about the speed of vehicles in the village. A zebra crossing in Avery Way was suggested (Cllr Forrest to contact Medway Cllr Filmer)

19 1180 DATE AND TIME OF NEXT MEETING

The next meeting will be on Tuesday July 12th 2016 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

20 FUTURE AGENDA ITEMS

1181 Cross Park – Litter, fires and encroachment (Chair), Local Plan (Cllr Luck), Play Park Inspection and Training - to include Mr Davis (Cllr Forrest).

At 09:55pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	Cleared
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 outstanding	
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/2015/1057b	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 as necessary.	
C/2015/1080e	Clerk to propose a schedule for discussion of The Brimp, Cross Park, Village Hall with their relevant committees	Priority given to Brimp, although meeting held with Village Hall Committee	
C/2015/1092b	Clerk (Parish) Workplan to be monitored and prioritised - ALL	ongoing	
C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school. Clerk to initiate	Village Voices article written (DONE), School to be contacted.	Clerk SB/DB
C/2015/1111b	Clerk to include a recommendation for future web site provision to the May meeting	Item agreed. Hugo Fox solution and allhallowspc.gov.uk Clerk to liaise with Clive Stanley (C/2016/1148/C)	Clerk/C Stanley
C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work	Outstanding	ALL
C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or other councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett). Cleaners outstanding – awaiting resolution of issues	Clerk
C/2016/1151/C	Report damaged road name Allsaints Road, corner of Binney Road	Replacement ordered by Medway – backing also in poor condition	Clerk
C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit being arranged	Clerk
C/2016/1153/B	Youth Club to be chased for signed occupational license.	Received	Clerk

C/2016/1157	Awaiting advice from NALC re. staffing and license issues	Response received and discussed	KALC/Clerk
C/2016/1157	Discuss governance issues with Cross Park Pavilion Management Committee	tba	Clerk
C/2016/1164	Mr Bowling Cross Park Issues	Contact details to be forwarded to clerk Clerk to write about 'planting' and moth survey	Vice Chair Clerk
C/2016/1164	Allhallows Bourne Leisure concerns	Chair to follow-up	Chair
C/2016/1165/b	Involve Young Kent/Medway Youth as appropriate in youth club issues		Clerk
C/2016/1165/d	Playing Field Gate	PAZ lock to be obtained	Clerk
C/2016/1165/e	Vandalism at the Brimp	Electrician quotes and Insurance claim processing	Clerk
C/2016/1165/h	Meeting of Finance and General Purposes Advisory Committee to be arranged		Clerk
C/2016/1166	Annual Return 2015/2016	Internal Audit COMPLETE Notice of Public Rights DONE Submit to External Auditor	
C/2016/1167	Allotments Society – Grant for Path	Further quotes to be sought	YF
C/2016/1169	Footpath issues at Avery Way Woods	Awaiting response from Adam Taylor (Medway Footpaths Officer)	Clerk/Colin Davis
C/2016/1178	Street Cleaning Issues	Clerk to write to street cleaners about channels/weeds	Clerk
C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted	YF