

**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 8<sup>th</sup> July 2015  
AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6:30 pm.**

**PRESENT:** Cllr Alan Marsh Chairman  
Cllr Mrs P Huntley-Chipper Vice-Chairman  
Cllr Mrs Sandra Bennett  
Cllr Mrs Yvonne Forrest  
Cllr John Luck  
Cllr David Bennett  
Mrs Lynn Davis Parish Clerk

In attendance 6 members of the public  
2 PCSOs

**1 APOLOGIES FOR ABSENCE**

**899** Apologies were received from Cllr Chris Draper and Cllr Mrs Karen Draper who were on holiday. Apologies were accepted, proposed by Cllr Alan Marsh seconded by Cllr Mrs Pat Huntley-Chipper and agreed unanimously.

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

**900** There were no Declarations of Pecuniary Interest nor Other Significant Interests

**3 TO RECEIVE AND CONSIDER ANY DISPENSATION REQUESTS FROM MEMBERS WITH DPI'S IN RELATION TO THE AGENDA**

**901** There were no Dispensation Requests from members.

**4 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING OF 10<sup>th</sup> JUNE 2015**

**902** Corrections were made as follows: addition of Cllr David Bennett to attendees; to minute no 881 first paragraph to read "Cllr Alan Marsh confirmed that Cllr Mrs Pat Huntley-Chipper would not be able to stand as the Parish Council's representative to the Cross Park Association as there would be a conflict of interest"; in minute no 885 action point privately "owned" to be inserted. Proposed by Cllr Mrs Pat Huntley-Chipper, seconded by Cllr John Luck and agreed unanimously

**5 MATTERS ARISING FROM THE ABOVE MINUTES NOT OTHERWISE ON THE AGENDA**

**903** Cllr Mrs Yvonne Forrest referred to minute no 892 asking the Parish Clerk if she had contacted Medway Council re the broken flower beds in St David's Way. The Parish Clerk replied that she was having trouble finding the relevant person to contact as the previous contact was no longer at Medway Council.  
Cllr Mrs Yvonne Forrest referred to minute 894 and asked the Parish Clerk if the dimension of the portacabin had been received. The Parish Clerk confirmed that they had been received and that Dave Harris at Medway Council stated that Medway Council would be sympathetic to any planning request that promoted community and leisure uses in the parishes.

## 6 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

- 904 The updates were noted and the Parish Clerk updated further on **action point C/19/2015/3** stating that Simon Swift had responded and the request would be dealt with by the end of July 2015.

### SUSPENSION OF MEETING FOR PUBLIC SESSION

- 905 The meeting was suspended at 18:48 for the public session.  
A member of the public mentioned that there seemed to be rats at the back of the shops in St David's Way as refuse sacks were being ripped. He also mentioned that there are still a lot of nitrous oxide canisters in that area too.  
The same member of the public also mentioned that speeding regularly occurs in Avery Way. One of the PCSO's present responded that there would be a speed check day organised in the near future.  
The same member of the public mentioned that Cross Park Football Club used the football pitch every Sunday, even though it is now outside the football season and this prevented members of the public enjoying the open space at Cross Park from around 11am until 4pm. He also complained about the language being used by spectators who congregate near the boundary with Avery Way gardens.

The public session was closed at 19:05.

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

- 906 (This item moved forward at the request of the attending PCSOs)  
The Brimp  
The PCSOs stated that they were working with the Youth Club to identify who is attacking the horses at the stables. It does not occur when the Youth Club is officially open. It was hoped that the Youth Club CCTV would reveal who is responsible. It was thought that there would be no point in closing the Brimp Arena to the public as this is not the only access route to the stables and additionally a presence in the area would restrict the opportunity for the unacceptable behaviour.  
It was also mentioned that occasionally balls from the Arena would be kicked outside the area frightening the horses and it was suggested that netting could be installed to remedy this.  
**Action Point: C/21/2015/1 Parish Clerk to contact Youth Club leader to comment on the installation of netting over Brimp Arena.**

## 7 PLANNING

- 907 There were no objections to application no MC/15/2257 at 32 Shelduck Close, proposed by Cllr Alan Marsh, seconded by Cllr Mrs Sandra Bennett and agreed unanimously.  
There were no objections to application no MC/15/2035 at the Isle of Grain, proposed by Cllr John Luck, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously.

## 8 HIGHWAYS AND TRANSPORT

- 908
- a) There was no footpaths officer's report
  - b) It was mentioned that parking is still a problem at school times. Also it was mentioned that the 30mph sign opposite the school is completely obscured by trees.  
**Action Point: C/21/2015/2 Parish Clerk to contact Medway Council Highways to ask for the trees to be cut back to allow the 30mph sign to be visible.**
  - c) The Parish Clerk updated Councillors on taking responsibility for the Village's hedges and verges. Cllr Mrs Yvonne Forrest asked the Parish Clerk to find out what is involved and what Allhallows Parish Council would be responsible for if this responsibility was taken on.  
**Action Point: 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.**

- d) Cllr Alan Marsh proposed that he and other volunteers carry out a traffic monitoring survey on Avery Way to establish the type and number of vehicles using the road. Cllr Marsh said that this would take place on a Sunday in peak season from 10am until 4pm, with possibly a further 2hrs morning session between 06:00-0800 between Mon-Fri. Probably done once. This would show that with the status of Avery Way, which is currently classed as a minor road, should be upgraded. By upgrading the status of the road Cllr Marsh hoped that Medway Council would make better repairs to the carriageway. It was also suggested that the survey could take place on a Friday afternoon and close to the junction with Stoke Rd to count the greatest number of road users. Cllr John Luck suggested that Medway Council could be asked to install strips in the road which would count the volume of traffic coming into the Village.  
**Action Point: C/21/2015/4 Parish Clerk to contact Medway Council Highways to ask if a strip can be installed on Avery Way.**
- Cllr David Bennett commented on the lack of road markings on Ratcliffe Highway from the boundary of the Village; the 40mph painted signs on the carriageway do not seem to continue into the Village and some central markings are becoming feint.  
**Action Point: C/21/2015/5 Parish Clerk to contact Medway Council Highways to enquire if road markings can be refreshed and 40pmh signs can be painted on the carriageway.**
- e) The response from Integrated Transport at Medway Council was discussed. Cllr Alan Marsh stated that he was not happy with the response that Medway Council could not subsidise any further bus services and would contact Allhallows' 3 ward Councillors and Member of Parliament.

f)

## 9 FINANCE

It was proposed by Cllr Mrs. Yvonne Forrest that this item be moved to confidential, seconded by Cllr Marsh and agreed unanimously.

## 10 TO REVIEW ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES.

909 The Parish Clerk reported that the devolved funding for Street Cleaning would soon be received from Medway Council .

## 11 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- 910
- a) Rural Liaison - Cllr David Bennett attended and reported that the venue for the meeting, a farm in Halling, made a very interesting venue and there were many representatives from other Kent Parishes
  - b) KALC –Medway Area – no meeting
  - c) Police Liaison – no meeting, the next meeting will be on 21/7/15. Cllr John Luck stated that the meetings are not open to the wider public but any members of neighbourhood watch schemes are allowed to attend.
  - d) Village Hall Committee – no meeting
  - e) Cross Park Association – the meeting was postponed
  - f) Allhallows Little Explorers – this group has now closed
  - g) Friends of All Saints Church – no meeting

## 12 TO REVIEW THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT. TO REVIEW THE DATA PROTECTION ACT

911 The Parish Clerk confirmed that she has voluntarily registered with Information Commissioners Office.

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### **TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

912 The Press/Media policy was adopted, proposed by Cllr Alan Marsh, seconded by Cllr David Bennett and agreed unanimously.

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

913

Cross Park

- a) Cllr Yvonne Forrest asked when the boiler had last been serviced, the Parish Clerk thought it was Summer 2014. Cllr Yvonne Forrest asked to look at the boiler service contract, she wanted to check it to see if the contract was too expensive and a more cost effective contract could be arranged.
- b) The Parish Clerk was asked to contact the Football Club manager, Jason Turner to ask if he had been able to source a white lining machine. **Action Point C/21/2015/6 Parish Clerk to contact Jason Turner re white lining machine.**
- c) The Parish Clerk was asked to contact the Football Club manager, Jason Turner to ask him to meet with Councillors to attend a site meeting at Cross Park to establish exactly where the changing facilities should be sited. **Action Point C/21/2015/7 Parish Clerk to contact Jason Turner re a site meeting with Councillors.**
- d) The surface around the gate area is very uneven, making disabled access difficult. The Parish Council has a duty to provide disabled access to Cross Park. There is added difficulty with the access road due to potholes. The Parish Clerk stated that 2 of the previous contractors who quoted for repairing the gate area were prepared to re-quote but Councillors would need to confirm the exact area for repair in order to obtain like for like quotes.  
Cllr John Luck informed Councillors that one further quote for cutting back the brambles around the perimeter of Cross Park was on the way.

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### **TO CONSIDER ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE**

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It was noted that the Council does not yet meet all the conditions to be able to exercise the General Power of Competence.

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### **VILLAGE FETE**

915

Cllr Alan Marsh began by thanking the Village Fete Committee for organising a successful and well attended fete. The problem of parking was brought up as Councillors had seen and experienced the inconsiderate parking of some fete attendees and there had been one official complaint from a resident of Avery Way. Colin Davis of the Village Fete Committee asked the Parish Council for permission to stage a fete again in 2016 on the recreation. There was a discussion over alleviating the parking problem so as not to inconvenience residents. It was thought that additional car parking could be offered on the upper field in Cross Park if the ground was not wet. Cllr Alan Marsh proposed that permission be granted on the condition that the Village Fete Committee looks at alleviating the parking issues, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously.

Regarding the staging of other events throughout the year to contribute to funding of the Village Fete Cllr Mrs Yvonne Forrest proposed that it be agreed in principle that other events can be held beginning with an outdoor cinema event, seconded by Cllr

Mrs Sandra Bennett and agreed unanimously. Colin Davis was advised to write separately to the Cross Park Association to request use of the field for the outdoor cinema event.

**17 CORRESPONDENCE**

**916** There was no correspondence

**18 DATE AND TIME OF NEXT MEETING**

This was confirmed as Wednesday 12<sup>th</sup> August 2015 at 6:30 at Allhallows Village Hall

**CONFIDENTIAL SECTION**

A proposal was made by Cllr Alan Marsh under section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public and representatives of the press and broadcast media during the discussion due to the confidential and sensitive nature of the business to be transacted. Seconded by Cllr Yvonne Forrest and carried unanimously.

**9 FINANCE**

- 918**
- a) Cllr Mrs. Yvonne Forrest queried the fact that there seemed to be cheque numbers unaccounted for since the previous meeting and had no recollection of seeing a payments list for them. She proposed that the accounts for payment not be approved until the Parish Clerk could prove that the missing cheques had been signed off at the previous meeting. The Parish Clerk said she would send Councillors a copy of the payments list after the meeting.
  - b) Cllr Mrs. Yvonne Forrest queried the fact that although there was a heading for Rural Liaison in the income section of the budget monitoring spreadsheet, there was no corresponding heading in the expenditure side. The Parish Clerk said that it had been decided at the Finance Committee meeting in February 2015 that any amounts spent on Rural Liaison issues would be recorded under relevant headings and not under a blanket Rural Liaison heading. Cllr Mrs. Yvonne Forrest asked for closer attention to the allocating of expenditure under the correct headings.
  - c) Cllr Mrs. Yvonne Forrest did not feel the Council should approve the bank account balances and month end reconciliation until item 918 (a) had been addressed however Cllr Mrs. Sandra Bennett proposed that they be approved, seconded by Cllr David Bennett and agreed by 4 Councillors for and 2 Councillors against.

**ESTIMATE FOR GRASS CUTTING AT THE ACTIVE CEMETERY**

**19 919** At 21:20 Cllr Alan Marsh (The Chairman) declared an OSI and left the room. The chair was taken by Cllr Mrs Pat Huntley-Chipper. Councillor David Bennett stated that he was waiting for one more quote and that all three estimates could be considered at the next meeting. Cllr Alan Marsh resumed the Chair at 21:25

**20 TOURING PARK**

**920** Councillors agreed that this item had been covered at the meeting on 30<sup>th</sup> June 2015. Cllr John Luck wished to add that it would be prudent to wait a few weeks before asking the Environmental Health Officer to meet on site as the area in question is a corn field and it would be difficult to meet on site until the corn is cut.

**21 MOTHERS AND TODDLERS**

- 921** It was proposed by Cllr Mrs Yvonne Forrest that the outstanding invoice for hall hire by the Mothers and Toddlers group be paid by the Parish Council, seconded by Cllr Mrs Sandra Bennett and agreed unanimously.

**22 HOMEWARDS ROAD**

- 922** Cllr Alan Marsh said that it had been brought to his notice that fly tipping is going on in Homewards Rd. Despite reporting to Medway Council the dumping of tar barrels, they have not yet been removed. Cllr Mrs Pat Huntley-Chipper said she knew of a contact in Medway Council who had always responded quickly to reports of fly tipping, she would give it to Cllr John Luck.

**23 STAFFING MATTERS**

- 923** Following the resignation of Mrs Lynn Davis, Parish Clerk, Cllr Alan Marsh stated that he was making enquiries into finding a temporary clerk to cover the time between Mrs Davis leaving and a new Parish Clerk taking up the post. Mrs Lynn Davis was asked to place an advertisement on the KALC website and the Allhallows Parish Council website. She was also asked to place an advertisement in the local paper (Medway Messenger) which also posts on-line advertisements.

At 21:50 Cllr Alan Marsh immediately closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

..... Date:.....

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>Cleared</b>
<b>C/18/2015/3</b>	<b><i>The Clerk to check over old invoices to check that all assets are listed.</i></b>	ongoing	
<b>C/18/2015/5</b>	<b><i>Parish Clerk to check that all new assets are included in the insurance cover.</i></b>	ongoing	
<b>C/18/2015/7</b>	<b><i>Parish Clerk to email Medway Council planning department to request a spot check at the touring park.</i></b>	Email sent 2/6/2015 and acknowledgement received 3/6	2/7/15
<b>C/19/2015/2</b>	<b><i>Parish Clerk to write to Medway Council to request more frequent and additional buses to and from Allhallows</i></b>	Letter sent 17/6/15. Reply received from Rob Carmen	2/7/15
<b>C/19/2015/3</b>	<b><i>Parish Clerk to contact Simon Swift for advice on devolved functions for verges in the Parish.</i></b>	Simon Swift contacted 16/6. Reply received, waiting for update. Update received 2/7/15	2/7/15
<b>C/19/2015/4</b>	<b><i>Parish Clerk to create inventories of all assets owned by the Parish Council</i></b>	ongoing	
<b>C/19/2015/5</b>	<b><i>Parish Clerk to enquire with Medway Council regarding planning permission for the portacabin at Cross Park.</i></b>	Dave Harris emailed 23/6/15, chased 30/5 & 1/7 – response received 2/7	2/7/15

<b>C/19/2015/6</b>	<b><i>Parish Clerk to contact previous contractors to obtain new estimates</i></b>	Colyn Property Services and Paul Marshall emailed 23/6/15. Both happy to requote 2/7/15	2/7/15
<b>C/21/2015/1</b>	<b><i>Parish Clerk to contact Youth Club leader to comment on the installation of netting over Brimp Arena.</i></b>	Emailed Mark Skudder 14/7/15 response received 17/7	17/7/15
<b>C/21/2015/2</b>	<b><i>Parish Clerk to contact Medway Council Highways to ask for the trees to be cut back to allow the 30mph sign to be visible.</i></b>	Emailed Highways 15/7/15. Jane Ovenell replied 15/7 to say land is owned by Church Commissioners	15/7/15
<b>C/21/2015/3</b>	<b><i>Parish Clerk to contact Simon Swift at Medway Council to obtain more information on the responsibilities of running our own hedges and verges contract.</i></b>	Email sent 14/7/15 Response received 15/7. Awaiting update promised around end of July	
<b>C/21/2015/4</b>	<b><i>Parish Clerk to contact Medway Council Highways to ask if a strip can be installed on Avery Way.</i></b>	Emailed Highways 15/7/15. Jason Molloy responded 15/7	15/7/15
<b>C/21/2015/5</b>	<b><i>Parish Clerk to contact Medway Council Highways to enquire if road markings can be refreshed and 40pmh signs can be painted on the carriageway.</i></b>	Emailed Highways 15/7/15. David Warner, Road Safety to advise 15/7	15/7/15
<b>C/21/2015/6</b>	<b><i>Parish Clerk to contact Jason Turner re white lining machine.</i></b>	Email sent 14/7/15. Jason responded that he is still making enquiries	17/7/15
<b>C/21/2015/7</b>	<b><i>Parish Clerk to contact Jason Turner re a site meeting with Councillors to discuss siting the portacabin for changing facilities.</i></b>	Email sent 14/7/15. Jason responded 15/7. Emailed Cllrs for a mutually convenient date 15/7/15	15/7/15