

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE MEETING HELD ON MONDAY 13 JUNE 2011 AT ALLHALLOWS PRIMARY SCHOOL, AVERY WAY, ALLHALLOWS AT 7.15 pm****PRESENT:** Cllr Mark Skudder Chairman

Cllr Mrs Yvonne Forrest

Cllr John Luck

Cllr Alan Marsh

Cllr Mrs Wendy Myers

Cllr Mrs Noleen Skudder

Mrs Roxana Brammer Acting Clerk

In attendance Cllr Chris Irvine Medway Council

10 members of the public

Item no*Action point*

Minute no 2011/12/

1 APOLOGIES

176 Apologies for absence were received from

Cllr John Lambourne On holiday

Cllr Pauline Martin Delayed at work

It was proposed by Cllr Mrs Skudder, seconded by Cllr Marsh and carried unanimously that these apologies be accepted by the Council. Apologies for absence were also received from Cllrs Phil Filmer and Tony Watson, Medway Council

2 CODE OF CONDUCT**177 a Declarations of Interest and Alterations to the Register**

Cllr Mrs Forrest declared a personal interest in item 13b, Allhallows Little Explorers, as the Council's nominee. Cllrs Skudder, Mrs Skudder and Mrs Martin declared personal interests into item 19a, Allhallows Life magazine, as they were acquainted with a member of the printing company's staff. Cllr Luck declared a personal interest in item 14f Cross Park as he cut the grass and a prejudicial interest should the grass cutting be discussed. Cllrs Skudder, Mrs Skudder and Lambourne declared personal interests, as members of the management committee. and Cllr Mrs Myers declared a personal interest as a helper, should the matter of the Youth Club arise. Cllr Skudder declared a personal interest as a member of the Parochial Church Council, should the matter of the church arise.

178 b Councillors' Induction and Training

Thursday 14 July had been suggested to the Monitoring Officer and confirmation was awaited from her.

3 MINUTES OF THE MEETING HELD ON 13 APRIL 2011

179 The minutes of the meeting held on 13 April 2011 had been agreed with amendments, at

the meeting held on 18 May. Due to the nature of the amendments they had had to be re-typed. Cllr Mrs Forrest requested they be re-circulated before signature and it was agreed to defer signing the minutes until the next meeting.

4 MINUTES OF THE MEETING HELD ON 18 MAY 2011

180 The minutes of the meeting held on 18 May had been re-circulated with the agreed amendments. The Chairman played the section of the audio tape of the meeting relating to minute 124/11. Cllr Mrs Skudder proposed the minute was accurate. This was seconded by Cllr Mrs Myers and agreed by 5 votes for and 1 against. Cllr Mrs Forrest asked for names to be recorded:

Votes for:

Cllr Luck

Cllr Marsh

Cllr Mrs Myers

Cllr Skudder

Cllr Mrs Skudder

Vote against:

Cllr Mrs Forrest.

The Chairman then signed the minutes as a true record.

5 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25 MAY 2011

181 It was proposed by Cllr Luck, seconded by Cllr Mrs Myers and agreed by 5 votes for, 0 against and 1 abstention that the minutes be signed as a true record with the following amendments:

Item 2, minute 2011/12/144: substitute “An” for “And”.

Item 3b, minute 2011/12/146: Final sentence to read “Cllrs Skudder and Mrs Skudder declared personal interests as members of the Committee and Cllr Mrs Myers a personal interest as a helper, should the matter of the Youth Club arise.”

Item 17b, minute 2011/12/167: substitute “Lock” for “Look”.

6 MATTERS ARISING

182 No matters were raised.

7 AUDIO RECORDINGS OF MEETINGS

183 a Written Permission

The Chairman proposed that written permission be given through the minutes of the meeting for audio recordings to be made of meetings until the Council decides otherwise [Standing Order 1 (m)]. This was seconded by Cllr Mrs Skudder and agreed unanimously.

184 b Amendment of Standing Order 9(c)

Cllr Skudder proposed that Standing Order 9(c) be amended to read as follows: “Upon a resolution which confirms the accuracy of the minutes, any previous draft minutes shall be destroyed. Recordings of the meeting may be kept for up to 2 years, after which they shall be destroyed.” The motion was seconded by Cllr Marsh and carried unanimously.

PUBLIC SESSION

The Chairman suspended the meeting for the public session.

Matters raised were:

Availability of the accounts for the year to 31 March 2011. The Chairman responded that this was because the Clerk was off sick. The Clerk’s husband said that she was not sick, but suspended. Mrs Bennett asked if the accounts were with the auditor. The Acting Clerk explained about internal audits, which were an audit of the correct procedures and governance of a council, including financial matters and the external audit. In this Council’s case the external auditor was the Audit Commission. The Chairman said the accounts had been collected from the internal auditor by the Clerk while off sick, before the internal audit had been carried out. This was challenged by Mr Draper and the Chairman replied that the internal auditor had told him this.

Speed of traffic in Binney Road.

St Andrew’s Walk – a complaint was made about balls on the green and it was stated that a “no ball games” sign was required.

Playpark – a request was made for play equipment for toddlers.

Mr Draper reminded the Chairman that he was expecting a written reply to his question about confidential items. He also stated that members knew about the change of Chairman of the Cross Park Association. The Chairman responded that two councillors had not known.

Spraying of brown tail moths in Cross Park. It was stated that residents of Avery Way should have been informed.

8 CHAIRMAN’S REPORT

185 The Chairman had attended at the Farmers’ Market and had received feedback. He had begun to bring together his report for the Annual Parish Meeting. The new play equipment was popular but litter had increased.

9 PLANNING

186 **a Applications**

None.

187 **b Decisions**

None notified.

188 **c Appeals and Other Matters**

None.

189 **d Licensing Applications**

None.

10 FINANCE**190 a Bank Balances**

The bank balances at 31 May were as follows:

Barclays Community account £6,176.29
 Barclays Business Saver account £626.74
 Barclays Business Base Rate Tracker account £60,837.47

191 b Cheques signed since Last Meeting

None.

192 c Accounts for Payment

It was proposed by Cllr Mrs Skudder, seconded by Cllr Marsh and carried unanimously that the accounts for payment as listed on Appendix A be approved (cheques 102974 – 102976) together with £95, L & M Services (cheque 102977).

193 d Delegation to Finance Committee

It was proposed by Cllr Mrs Skudder, seconded by Cllr Marsh and agreed unanimously that the Finance Committee be delegated to authorise salary and HMRC payments between meetings.

194 e End of Year Accounts 2010/11

As already stated during the public session, these were not available.

195 f Internal Audit 2010/11

The Acting Clerk reported she had spoken to the internal auditor, who had said she was no longer prepared to undertake the role. Further to a question from the Chairman, the Acting Clerk said that the internal auditor did not have to be an accountant. As stated during the public session, the internal audit was not of the books, as generally understood by the term “audit”. It was rather a governance issue and was undertaken by a “competent person”. This was often a clerk to another parish council. She herself was the internal auditor for Cliffe and Cliffe Woods Parish Council and the internal auditor for High Halstow Parish Council was the Clerk to Ash-cum-Ridley Parish Council. After discussion the Acting Clerk was asked to ask round other clerks to see if any of them was prepared to act as internal auditor.

196 g Audit Commission Annual Return 2010/11

This could not be completed in the absence of the accounts and internal audit. An extension had been granted by the Audit Commission and they would be kept informed.

197 h KALC Councillors’ Conference

Cllr Luck said he would not be able to attend as he would be working. Cllr Skudder said he felt it important that all councillors attended if they could. He proposed that the cost for 7 councillors of £60 each be approved. This was seconded by Cllr Mrs Myers and agreed.

198 **i Finance Committee**

The next meeting of the Finance Committee would be held on Monday 25 June at the Brimp at 8 pm.

11 **GRANT APPLICATIONS**

199 None.

12 **PERSONNEL COMMITTEE**200 **a Committee Meeting**

The next meeting of the Personnel Committee would be held on Monday 25 June at the Brimp at 7 pm.

201 **b Grievance, Disciplinary and Complaints Policies and Procedures**

The NALC model grievance, disciplinary and complaints policies and procedures had been circulated prior to the meeting. It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed unanimously these be adopted without amendment.

13 **YOUTH COMMITTEE**202 **a Chairman's Report**

Cllr Skudder said the Committee had not met for over a year. He suggested a meeting be arranged after the Finance and Personnel Committees had met.

b Allhallows Little Explorers

203 i. Confirmation of Representative. Cllr Mrs Forrest said she would not be on the committee but agreed to act as liaison and feed back.

204 ii. Representative's Report. Cllr Mrs Forrest said the committee was drafting a constitution. Their website was up and running. They were proposing to arrange birthday parties during sessions.

205 iii. Return of Funds. During the time as the Council's Mothers and Toddlers activity, the group had raised £400. It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed unanimously these funds be made over to Allhallows Little Explorers as soon as their bank account was open.

206 iv. Request for Permission to site Storage Shed by Village Hall. It was proposed by Cllr Skudder, seconded by Cllr Mrs Forrest and agreed permission would be given, with the proviso that the actual siting was decided in conjunction with the Village Hall Committee.

207 **c Youth Club**

.Cllr Mrs Skudder said that the licence covered what the Youth Club currently did. They would like permission in principle to run for 2 days a week for 2 weeks during the summer holidays. Full details were not yet available. It was proposed by Cllr Luck, seconded by Cllr Marsh and agreed unanimously permission in principle be given.

14 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**a Caretaking**

208 i. General Matters. It was reported that Mrs Colyer was on holiday and that the relief caretaker was filling in.

209 ii. Street Cleaning. Cllr Mrs Skudder said that High Halstow Parish Council undertook the street cleaning in their parish and asked the Acting Clerk to explain. Mrs Brammer explained this was a devolved function of Medway Council. The parish council had had to tender for their parish in the same way as waste management companies. They had been awarded the contract for 7 years and received an annual payment from Medway Council. They employed 2 part time street cleaners who did the built up areas of the parish and volunteers did the other roads as part of "Project 90" when they could use cars and cones to protect the volunteers. She recollected that some years previously, when Clerk to Allhallows Parish Council, she had approached Medway Council about the Parish Council's taking over the street cleaning but had been told this would not be possible during the term of that contract. There were now different staff at Medway Council and it was a different contract and she could ask again about the possibility if the Council would like her to. This was agreed. *RB*

201 b Village Hall

Cllr Skudder said the next meeting was on 15 June.

c Recreation Ground and Playpark

202 i. General Matters. There was an issue with the gate to the small playpark. Colyn Property Services would be asked to repair. The fault to one of the new items of equipment had been dealt with under warranty.

203 ii. Litter bin. Cllr Mrs Skudder reported on various litter bins. She had sourced one that had a provision to display posters which she felt was a good idea. It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed that quotes be obtained, including from Colyn Property Services and that the decision be delegated to the Finance Committee. Cllr Luck proposed that 2 be purchased, one for the playpark and the other by the kick wall. This was seconded by Cllr Marsh and agreed.

204 iii. Visual Inspection Training. The date for the training would be arranged outside the meeting.

205 iv. Signage. Cllr Mrs Skudder said that Maria Cook could arrange for the correct signage for £246 and she proposed this was accepted. This was seconded by Cllr Marsh and agreed. The subject of dog fouling was raised. Cllr Irvine indicated he wished to speak and the Chairman suspended to meeting to allow him to do so. Cllr Irvine said he would look into the matter. The Chairman thanked him and reconvened the meeting.

206 d All Saints Allotments

Nothing to report.

207 e Woodland, Avery Way

Nothing to report.

f Cross Park

208 i. General Matters. Cllr Skudder reported that the next meeting of the Cross Park Association was on 16 June at 5pm. Members of the Cross Park Association indicated

they wished to speak and the Chairman suspended the meeting to enable them to do so. Mrs Huntley-Chipper said she would ask the builder to put in writing that he had carried out the works according to the Health & Safety rules on asbestos handling, as no survey had been carried out prior to commencement of works. Mr Huntley-Chipper said the flooring had been laid. The kitchen units were on order. They were investigating grants for shutters. The Chairman thanked them and reconvened the meeting. He said he understood from the Acting Clerk that some years previously a fund raising event had raised £70 and a metal detection group had donated £55 for using the field and that these funds remained in the Parish Council's account, as at the time there had been no means of paying in to the Cross Park Association account. He proposed these monies be passed over. This was seconded by Cllr Marsh and agreed (cheque 102978).

- 209 ii. Brown Tail Moth Caterpillars. The quotation from Medway Council had been circulated. This had been agreed as a matter of emergency for Health & Safety reasons and also due to the life cycle of the insects. The spraying would take place when the weather conditions were suitable. The vegetation would subsequently be burnt on site. It was understood a new football team would be starting in September and the pitch must be avoided when undertaking the burning, which should also be done well away from the Avery Way properties. Cllr Mrs Forrest was of the opinion that letters be sent to the residents of 180-230e Avery Way to warn them. Mr and Mrs Huntley Chipper indicated they would put up notices. It was proposed by Cllr Marsh, seconded by Cllr Mrs Myers and agreed the acceptance of the quotation for burning and spraying be ratified

g The Brimp

- 210 i. Fencing. Cllr Mrs Skudder wished to thank Mr Apostel for obtaining the quotations. These were for palisade fencing to replace the wooden fence and a pedestrian gate. After discussion it was proposed by Cllr Marsh, seconded by Cllr Mrs Myers and agreed to accept the quotation of £3,774.75 for the fencing and £550 for the gate from M Dowle Fencing Services Ltd. £3,200 had already been received from the Rural Liaison grant for this project and the Youth Club would pay the balance.
- 211 ii. Football arena. The cost of the surface was more expensive than had been forecast. As it was a permanent fixture, it would be the property of the Parish Council, although funded by the Youth Club. It was proposed by Cllr Mrs Myers, seconded by Cllr Luck and agreed the Council take ownership of the project and place the necessary orders. Mr Apostel was thanked for volunteering to act as Project Manager for both the football arena and fencing, as co-ordination on site would be needed.
- 212 iii. Door. Cllr Mrs Skudder said that part of a door was rotten and asked permission to replace it, at no cost to the Parish Council. Agreement for this was proposed by Cllr Mrs Myers, seconded by Cllr Marsh and carried unanimously.
- 213 iv. Scouts. A date was set for Tony Soper to meet the Chairman at the Brimp to sign various documents before the use of the building by the Scouts on Wednesday evenings.

15 HIGHWAYS AND TRANSPORT

214 a Public Rights of Way

Cllr Marsh said he used to be the Council's Footpaths officer. Cllr Mrs Forrest said she had been liaising with one of Medway Council's PROW officers. Cllr Luck referred to a footpath between Allhallows and Stoke and said that the Clerk to Stoke Parish Council had the information and that Medway Council was investigating again. Medway Council wanted to know how many people actually walked it. Cllr Skudder said he would contact the Clerk to Stoke.

MS

215 **b Tree Warden**

Cllr Marsh said the village no longer had a tree warden.

216 **c Buses**

Cllr Skudder said there was an issue with sometimes there were no buses on Sundays and Bank Holidays. Buses from Hoo turned round before reaching the village and it was time to raise the issue again. Cllr Marsh said he would ask for the matter to be raised at Rural Liaison. Some 18 months previously officers had been instructed to investigate but no report had been received. Cllr Skudder suggested a link to the timetable be put on the website. Cllr Irvine indicated he wished to speak and the Chairman suspended the meeting. Cllr Irvine requested that the situation was monitored and that information was passed on to him. The Chairman thanked Cllr Irvine and reconvened the meeting.

16 RURAL LIAISON COMMITTEE217 **a Representative's Report**

Cllr Marsh said the next meeting was on 21 June. This was the open meeting (normally held in March) and all councillors and clerks were invited to attend at 7 pm.

218 **b Rural Liaison Grant Projects**

It was noted the Parish Council's allocation for 2011/12 was £2,980. A further amount was available that had to be bid for by all Medway parishes.

17 KALC MEDWAY AREA COMMITTEE219 **a Representative's Report**

The next meeting was on 17 June.

18 POLICE LIAISON230 **a Representative's Report**

Cllr Luck said that the police would know by October what the final cuts would be. The next meeting was on 19 July and Cllr Luck asked to be informed about matters people would like raised. Cllr Mrs Forrest said she believed there was underage drinking in Cross Park. Cllr Luck said he would also raise the matter of speeding in Binney Road.

19 COMMUNICATIONS**a Allhallows Life**

231 i. Cllr Skudder said Jackie Forrest had written to say that she would not be able to continue as Editor with a monthly publication. He had thanked her and proposed putting an article in the magazine. He proposed a vote of thanks to her for her time and efforts during her tenure as Editor. Cllr Mrs Skudder and he would carry on until they could hand over to someone else.

232 ii. St Mary Hoo Parish Council. St Mary Hoo Parish Council had asked if they could join in with Allhallows Life, on the previous basis, which had been on paying a percentage of the costs, less the same percentage of the advertising income. It was anticipated very little editorial space would be required and certainly some months there

would be none at all. They would need 100 copies. It was proposed by Cllr Marsh, *YF* seconded by Cllr Luck and agreed there was no objection in principle. Cllr Mrs Forrest thought it was an ideal opportunity to seek comparative quotes and offered to do this.

233 **b Website**

Cllr Mrs Skudder reported the magazine was now on the website, which was up to date.

20 **CONSULTATION**

234 No documents received.

21 **CORRESPONDENCE**

235 None.

22 **ANNUAL PARISH MEETING**

236 The Chairman said the invitations to local groups would be going out in the next couple of days. Carl Adams of Action with Communities in Rural Kent had agreed to be the speaker.

23 **DATE AND VENUE OF NEXT MEETING**

237 Monday 18 July at the school, or if the school was not available, at the Brimp, at 7.15 pm.

24 **REPORTS AND CIRCULARS**

238 None received.

25 **ANY OTHER BUSINESS**

239 **a Bourne Leisure**

Cllr Marsh reported there was a new manager at the holiday park. He understood he was thinking of issuing passes to residents.

CONFIDENTIAL SECTION

26 **RESOLUTION TO EXCLUDE PRESS AND PUBLIC**

240 It was proposed by Cllr Mrs Skudder, seconded by Cllr Marsh and agreed the press and public be excluded from the following items on the grounds that the first referred to a letter of grievance and the second referred to a named member of staff

27 **LETTER OF GRIEVANCE**

241 Cllr Mrs Forrest tabled a letter of grievance from the employment adviser of an employee. This was dated 23 May and had been sent by e-mail to Cllr Mrs Forrest, as the employee in question had not wanted it sent to the Chairman, who was the line manager. Cllr Mrs Forrest did not look at her e-mails every day and it had been some days before she had seen it. She did not think it appropriate for this Council to deal with

it and suggested it was dealt with by someone outside. The Chairman said that the Acting Clerk liaised with the Council's solicitor, who could decide what was appropriate.

28 PERSONNEL ISSUES

242 It was proposed by Cllr Mrs Myers, seconded by Cllr Marsh and agreed the Acting Clerk be delegated to work with the Council's solicitor to progress matters concerning the Clerk.. It was proposed by Cllr Mrs Myers, seconded by Cllr Marsh and agreed unanimously that a financial offer of settlement be made to the Clerk, as suggested by the Council's solicitor.

The Chairman closed the meeting at 10.30 pm.

SignedChairman

On theday of2011