

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON WEDNESDAY 20th May 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 Karen Draper
Cllr Chris Draper
Cllr Mrs Yvonne Forrest
Cllr John Luck

In attendance Mrs Lynn Davis Parish Clerk
8 members of the public

838 All members of the Council duly signed the declaration of acceptance of office.

- 1 TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
839 Cllr Alan Marsh was proposed by Cllr Mrs Yvonne Forrest as Chairman, seconded by Cllr Mrs Pat Huntley-Chipper and agreed unanimously. The Chairman's Declaration of Acceptance of Office was signed.
- 2 TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
840 Cllr Mrs. Pat Huntley-Chipper was proposed by Cllr Mrs. Karen Draper as Vice-Chairman, seconded by Cllr Mrs. Sandra Bennett and agreed unanimously. The Vice-Chairman's Declaration of Acceptance of Office was signed.
- 3 APOLOGIES FOR ABSENCE**
841 Apologies were received from:
Cllr David Bennett due to work commitments.
- 4 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**
842 There were no Declarations of Pecuniary Interest nor Other Significant Interests
- 5 TO RECEIVE AND CONSIDER ANY DISPENSATION REQUESTS FROM MEMBERS WITH DPI'S IN RELATION TO THE AGENDA**
843 There were no Dispensation Requests from members.
- 6 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF 29TH APRIL 2015**
844 There was a correction to minute no 817: the number of homes should read as 4,000. The minutes of the meeting of 29th April 2015 were confirmed as accurate. Proposed by Cllr Mrs Yvonne, seconded by Cllr Mrs Pat Huntley-Chipper and agreed unanimously.
- 7 TO CONFIRM RECEIPT OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 14TH JANUARY 2015**

845 The minutes were confirmed as received. Proposed by Cllr Mrs Karen Draper, seconded by Cllr Mrs Sandra Bennett and agreed unanimously.

8 TO CONFIRM RECEIPT OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 18TH MARCH 2015

846 The minutes were confirmed as received. Proposed by Cllr Mrs Karen Draper, seconded by Cllr John Luck and agreed unanimously.

9 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

847 The action point was noted. The Parish Clerk stated that no reply from the Doctors surgery has been received.

10 TO NOTE GIFTS & HOSPITALITY DECLARATIONS

848 There were no Gifts & Hospitality declarations.

11 TO REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS.

849 The Standing Orders and Financial Regulations were reviewed. Proposed by Cllr John Luck, seconded by Cllr Mrs Karen Draper and agreed unanimously.

12 TO REVIEW DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, STAFF AND LOCAL AUTHORITIES

850 Cllr Yvonne Forrest proposed that there should be no sub-committees and this item be included in the next meeting for discussion.

13 TO REVIEW TERMS OF REFERENCE FOR COMMITTEES

851 To be discussed in the next meeting.

14 TO APPOINT ANY NEW COMMITTEES

852 No committees to be appointed, to be confirmed in the next meeting.

15 TO REVIEW COMMITTEE STRUCTURES AND APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

853 a) Planning:
 b) Finance:
 c) Personnel:
 No committees to be appointed, the above to be confirmed at the next meeting.

16 TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES

854 a) Medway Council Rural Liaison sub-committee
 Cllr Alan Marsh was appointed
 b) KALC Medway area committee
 Cllrs Mrs Yvonne Forrest and Mrs Pat Huntley-Chipper were appointed
 c) Police liaison committee
 Cllr John Luck was appointed
 d) Village Hall management committee
 Cllr Alan Marsh was appointed
 e) Cross Park Association
 Cllr Mrs Pat Huntley Chipper was appointed
 f) Allhallows Little Explorers – Moved to confidential proposed by Cllr Mrs Yvonne Forrest, seconded by Cllr Alan Marsh and carried unanimously

Cllr Mrs Yvonne Forrest was appointed as representative.

- g) Friends of All Saints Church
Cllr Alan Marsh was appointed

17

TO AGREE OTHER MEMBERSHIP RESPONSIBILITIES

855

- a) Allotments
Cllr Alan Marsh was appointed
- b) Recreation Ground and Playpark
Cllrs Mrs. Yvonne Forrest and Mrs. Pat Huntley-Chipper were appointed
- c) Bourne Leisure
It was proposed by Cllr Mrs. Yvonne Forrest and seconded by Cllr Mrs. Sandra Bennett that there should be a full Parish Council meeting before sending a representative to air any views to Bourne Leisure. Agreed by 6 votes and 1 abstention.
- d) Allhallows Primary School
It was agreed that the Parish Council should write to the school
- e) Allhallows Youth Club
It was agreed that a representative was not necessary as the leaders of the Youth Club were aware of the role of the Parish Council and could approach the Parish Council with any grant requests.

18

TO APPOINT TO OTHER POSTS

856

Footpaths Officer

It was suggested that Colin Davis may wish to continue in this role.

Action Point C/18/2015/1 Parish Clerk to contact Colin Davis

19

TO REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES

857

To be included in the next meeting's agenda

20

TO MAKE ARRANGEMENTS WITH A VIEW TO THE COUNCIL BECOMING ELIGIBLE TO EXERCISE THE GENERAL POWER OF COMPETENCE IN FUTURE

858

To be included in the next meeting's agenda

Action Point C/18/2015/2 Parish Clerk to look into what is involved to become a Council eligible to exercise the General Power of Competence

21

REVIEW OF INVENTORY OF ASSETS

859

The Inventory of Assets was reviewed. It was stated by Cllr Mrs Yvonne Forrest that there may be some omissions – namely the Playpark equipment that was installed around 5 years ago.

Action Point c/18/2015/3 The Clerk would check over old invoices to check that all assets are listed.

22

CONFIRMATION OF ARRANGEMENTS OF INSURANCE COVER

860

The insurance renewal was noted. Cllr Mrs Karen Draper asked if the cover was “new for old”, the Clerk would check.

Action Point C/18/2015/4 Parish Clerk to check the level of insurance cover.

Cllr Yvonne Forrest asked that it be checked that all new assets are included in the insurance quotation.

Action Point C/18/2015/5 Parish Clerk to check that all new assets are included in the insurance cover.

- 23 REVIEW OF COUNCIL'S OR STAFF'S SUBSCRIPTIONS TO OTHER BODIES**
- 861 The subscriptions to KALC and SLCC were noted.
- 24 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**
- 862 The Complaints Procedure was reviewed and updated. Proposed by Cllr John Luck seconded by Cllr Mrs Sandra Bennett and agreed unanimously.
- 25 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTION ACT 1988**
- 863 To be included in the next meeting's agenda
- 26 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 864 To be included in the next meeting's agenda
- 27 DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE FULL COUNCIL**
- 865 It was proposed that meetings be the second Wednesday of the month, every month at 6:30 pm to be held at Allhallows Village Hall.
- 28 PLANNING**
- 866 The Parish Council considered Application MC/15/1437 and agreed there were no objections.
- 29 FINANCE**
- 867
- a) Internal Audit report
The Internal Audit report was noted and Cllr Yvonne Forrest asked that the first two "minor issues" be addressed at the next meeting
 - b) Receipts & Payments
The Receipts & Payments document was agreed, proposed by Cllr Chris Draper, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously.
 - c) New bank signing arrangements
Cllrs John Luck and Cllr Mrs Huntley-Chipper agreed to become signatories for the banking. Mandate forms would be handed in at the next meeting as an interim arrangement had been arranged with the bank for a single signatory – Cllr Alan Marsh to be sufficient. It was also proposed by Cllr Yvonne Forrest to review the procedure for authorising payments at the next meeting.
- 30 MANAGEMENT OF COUNCIL'S LAND AND PROPERTY**
- 868 The estimate for grass cutting at the active cemetery at All Saints Church was moved to Confidential
- 31 CORRESPONDENCE**
- 869 The Village Infrastructure audit was completed.
The Parish Clerk updated the Parish Council about a sink hole in the track leading to Slough Fort; Medway Council is aware and barriers have been erected around it.

Investigations are being undertaken to establish the owner of the land as it is not owned by Allhallows Parish Council. Cllr Alan Marsh said he would look into what is happening with a view to the safety of the public.

32 UPDATE ON MUMS AND TODDLERS GRANT APPLICATION

To be moved to Confidential.

33 DATE AND TIME OF NEXT MEETING

870 Wednesday 10th June 2015 at 6:30 at Allhallows Village Hall

SUSPENSION OF MEETING FOR PUBLIC SESSION

871 The meeting was suspended at 8:22pm for the Public Session

A member of the public expressed his thanks to the outgoing Parish Council for the patience, understanding and assistance. He hoped that these qualities would continue for the benefit of the whole of the village.

Jason Turner, the manager of Cross Park Football Club informed the Council that to comply with Football League regulations, the football club must provide changing and shower facilities. He has been approaching local businesses with a view to obtaining a portacabin for this and asked if there could be power and water supplied to any building the football club erects at Cross Park for changing. Cllr Yvonne Forrest said that Mr Turner should advise the Parish Council of the dimensions of the building and state whether it would be temporary or permanent in order for the Parish Council to establish whether planning permission would be required. This item would be discussed at the next Parish Council meeting.

Jason also asked if he could arrange to cut back the brambles near to the football pitch. This item would be discussed at the next meeting.

Jason Turner informed the Parish Council that the football club would be holding an open day on Sunday 31st May. The Parish Clerk asked him to give her some information regarding stalls in order for the Parish Council's insurance company to be informed.

Jason Turner also informed the meeting that the football squad were planning to offer their services in the form of working parties within the village.

A resident of Queensway expressed concern over the state of the road. He asked the Parish Council if it could approach Medway Council to establish which part of Queensway were privately owned and which part was owned by Medway Council. Cllr Chris Draper said he would make enquiries with Medway Council.

Action Point C/18/2015/6 Cllr Chris Draper to speak to Medway Council Highways department regarding ownership of Queensway.

Clive Stanley, who runs the Allhallows Parish Council website asked the members if they were satisfied with the content of the website and happy with the service he provides. Cllr Alan Marsh thanked Clive Stanley for administering the website and confirmed that the members were happy with the service.

The public session closed at 8.45pm

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.

34 872 TOURING PARK AT STOKE ROAD.

The Parish Councillors read the email regarding the conditions for operating a touring park and stated that they believed both conditions were being breached. The Clerk was asked to contact Medway Council’s planning department.

Action Point C/18/2015/7 Parish Clerk to email Medway Council planning department to request a spot check at the touring park.

873 The Parish Councillors were concerned that sewage was being discharged from the Touring Park on to fields via a pipe. They asked the Parish Clerk to contact Medway Council about this.

Action Point C/18/2015/8 Parish Clerk to contact Medway Council’s Environmental Health department to request an impromptu check.

ESTIMATE FOR GRASS CUTTING AT THE ACTIVE CEMETERY

874 As the cost was likely to be in excess of £1,000, Cllr Yvonne Forrest asked the Clerk to obtain 2 more estimates.

Action Point C/18/2015/9 Parish Clerk to obtain 2 more estimates for grass cutting at the active cemetery.

MUMS AND TODDLERS

875 Cllr Mrs Yvonne Forrest reported that the Mother and Toddler group was no longer in operation. The bank account would be closed and any reasonable fees for hall hire would be paid with the remaining funds to be held by the Parish Council. Cllr Mrs Yvonne Forrest hoped that the Mother and Toddler group would start up again on a free basis very soon.

Cllr Alan Marsh closed the meeting at 9.10pm.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

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Date:.....

Action Point	Details	Review	Cleared
C/18/2015/1	Parish Clerk to contact Colin Davis to ask if he would continue in the role of Footpaths Officer	Colin Davis replied that he is happy to continue in the role.	1/6/2015

C/18/2015/2	Parish Clerk to look into what is involved to become a Council eligible to exercise the General Power of Competence		
C/18/2015/3	The Clerk to check over old invoices to check that all assets are listed.		
C/18/2015/4	Parish Clerk to check the level of insurance cover.	Zurich Municipal Insurance confirmed that the cover is on a "new for old" basis	2/6/2015
C/18/2015/5	Parish Clerk to check that all new assets are included in the insurance cover.		
C/18/2015/6	Cllr Chris Draper to speak to Medway Council Highways department regarding ownership of Queensway.	Medway Council have confirmed that Queensway is privately owned and residents are responsible for maintaining the road	1/6/2015
C/18/2015/7	Parish Clerk to email Medway Council planning department to request a spot check at the touring park.	Email sent 2/6/2015	
C/18/2015/8	Parish Clerk to contact Medway Council's Environmental Health department.	Email sent 3/6	
C/18/2015/9	Parish Clerk to obtain 2 more estimates for grass cutting at the active cemetery.	1 estimate received and 1 estimate requested 2/6/2015	