

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON WEDNESDAY 11th JUNE 2014
AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6:30 pm.**

PRESENT: Cllr Mark Skudder Chairman
Cllr John Lambourne Vice-Chairman
Cllr Mrs Yvonne Forrest
Cllr John Luck
Cllr Mrs Wendy Myers

Mrs Margot Sturt Parish Clerk

In attendance 5 members of the public

1 ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE

645 Cllr Mark Skudder was nominated for Chairman by Cllr John Luck and seconded by Cllr Mrs Wendy Myers, this was agreed unanimously. The Chairman's Declaration of Acceptance of Office was signed on the prescribed form.

2 ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE

646 Cllr John Lambourne was nominated for Vice-Chairman by Cllr Mark Skudder and seconded by Cllr Mrs Wendy Myers, this was agreed unanimously. The Vice-Chairman's Declaration of Acceptance of Office was signed on the prescribed form.

3 APOLOGIES FOR ABSENCE

647 Apologies were received from:
Cllr Mrs Noleen Skudder: Unable to attend due to work commitments
Cllr Alan Marsh: Unable to attend
Cllr Mrs Sue Hill: Unable to attend due to other commitments
It was proposed by Cllr Mrs Wendy Myers and seconded by Cllr John Lambourne that the received apologies be accepted. This was agreed unanimously.

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

648 Cllr John Lambourne declared an Other Significant Interest for item 15(f) – Church yard grass cutting. Cllr Mark Skudder declared an Other Significant Interest for item 15(f) – Church yard grass cutting.

5 DISPENSATION REQUESTS

649 None

6 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING ON 11TH APRIL AND THE EXTRAORDINARY MEETING HELD ON 30TH APRIL 2014

650 The minutes of the 9th April 2014 meeting were approved, subject to the following changes:
Heading on page 95, Those present to include Cllr Mrs Sue Hill. Agenda Item 4, to change the heading to "... HELD ON 12th FEBRUARY 2014..."
Proposed by Cllr Mrs Yvonne Forrest, seconded by Cllr John Lambourne and agreed

unanimously.

651 The minutes of the Extraordinary meeting on 30th April 2014 were approved, subject to the following changes:

Page 101, "In attendance". There were no members of the public present. "Apologies for absence", as Cllr Alan Marsh was present to delete the entry in Paragraph 635, "Cllr Alan Marsh: Unable to attend"

Proposed by Cllr Mrs Wendy Myers, seconded by Cllr Mrs Yvonne Forest and agreed unanimously.

7 MATTERS ARISING

652 Page 97, Paragraph 621(a), C/8/2014, the play equipment was not reused and the contractors took it away for disposal as scrap.

653 Page 98, Para 629(d), Cllr Mrs Noleen Skudder will make arrangements for the Annual Parish Assembly catering.

8 ACTION POINT UPDATES

654 The action point updates were noted.

9 GIFTS AND HOSPITALITY DECLARATIONS

655 There were no declarations.

10 REVIEW OF COMMITTEE STRUCTURES AND APPOINTMENT OF MEMBERS

656 Cllr John Luck proposed that there should be no committees or sub-committees for all Finance, Personnel and Planning related matters. Cllr Yvonne Forrest seconded the proposal. Cllr Mrs Wendy Myers abstained; Cllr John Lambourne and Cllr Mark Skudder were against. As there was an equality of votes, the Chairman used his casting vote and the proposal was not agreed. (LGA 72 Sch 12, Para 39)

657 (a) Planning Committee: the following members were appointed:

Cllr Mrs Yvonne Forrest
Cllr Mrs Wendy Myers
Cllr John Luck
Cllr Mark Skudder (ex-officio)
Cllr John Lambourne (ex-officio)

658 b) Finance Committee : the following members were appointed:

Cllr John Luck
Cllr Alan Marsh
Cllr Noleen Skudder
Cllr Mark Skudder (ex-officio)
Cllr John Lambourne (ex-officio)

659 c) Personnel Committee: the following members were appointed

Cllr Mark Skudder (ex-officio)
Cllr Alan Marsh
Cllr Mrs Wendy Myers
Cllr Mrs Yvonne Forrest
Cllr John Lambourne (ex-officio)

11 REPRESENTATIVES

660 a) Medway Council Rural Liaison Sub-Committee : Cllr Alan Marsh

b) KAPC Medway area: No one

- c) Police Liaison committee: Cllr John Luck
- d) Village Hall Management Committee : Cllr Mark Skudder
- e) Cross Park Association: Cllr Mark Skudder
- f) Allhallows Little Explorers: Cllr Mrs Yvonne Forrest
- g) Friends of All Saints Church: Cllr John Lambourne, Cllr Alan Marsh (subject to agreement as he was not present)

12 MEMBER RESPONSIBILITIES

- 661 a) Allotments: Cllr Alan Marsh
- b) Recreation Ground and Playpark: Cllr Mrs Wendy Myers
- c) Bourne Leisure: Cllr Mark Skudder
- d) Allhallows Primary School: Cllr John Lambourne and Cllr Alan Marsh
- e) Allhallows Youth club: Cllr Mark Skudder

13 OTHER POSTS

- 662 a) Footpaths Officer: Colin Davis
- b) Allhallows Life Editor: Cllr Mark Skudder

14 PLANNING

- 663 MC/14/0075. Following notification that an appeal had been lodged, the Clerk would write to Medway Council reiterating the points that the Parish Council had previously made in relation to the planning application.

Action Point: C/10/2014/1: Parish Clerk to write to Medway Council reiterating the points that the Parish Council had previously made in relation to the planning application.

- 664 The Parish Clerk was asked to write to Medway Council regarding the smell coming from the ditch in Stoke Road next to the Allhallows Place Touring Park

Action Point: C/10/2014/2: Parish Clerk to write to Medway Council regarding the smell coming from the ditch in Stoke Road in the general area next to the Allhallows Place Touring Park

15 FINANCE

- 665 a) The bank account balances and end of month bank reconciliation on the financial statement were noted. Proposed by Cllr Mrs Wendy Myers, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously.
- 6665 b) The cheques signed and standing orders paid since the last meeting were noted and agreed. Proposed by Cllr Mrs Yvonne Forrest, seconded by Cllr Mrs Wendy Myers and agreed unanimously.
- 667 c) The accounts for payment were noted and approved. Proposed by Cllr John Luck, seconded by Cllr Mrs Wendy Myers and agreed unanimously.
- 668 d) The budget monitoring documents, the income and expenditure reports and forecast outturn were noted.
- 669 e) The end of month bank reconciliation documents were checked and signed by Cllr Mark Skudder.
- 670 f) Cllr Mark Skudder stepped down as Chairman and proposed that Cllr Mrs Yvonne Forrest should chair the meeting for this item. This was seconded by Cllr John Luck and

agreed unanimously. Cllr Mark Skudder and Cllr John Lambourne left the room at 7:05 pm due to their Other Significant Interests (OSIs) previously declared under agenda item 4.

- 671 Cllr Mrs Yvonne Forrest proposed that the Parish Council include the church yard (cemetery) in the open spaces (grass cutting) contract when it is awarded. Seconded by Cllr John Luck and agreed unanimously.
Cllr Mark Skudder and Cllr John Lambourne returned to the room and Cllr Mark Skudder resumed the meeting as Chairman at 7:15pm.

- 672 g) The outstanding action point, **C/4/13/14** to install a spur switch on the electrical supply to the gas boiler at Cross Park Pavilion, following the gas safety check in 2013 (which had been deferred to June 2014) was approved. The Parish Clerk to arrange for this to be fitted. Proposed by Cllr Yvonne Forrest, seconded by Cllr Wendy Myers and agreed unanimously

Action Point C/4/13/14: Parish Clerk to arrange for spur switch to be fitted.

- 673 h) A budget of up to £150 was approved for the repairs to the plasterboard boxing for the repaired pipe work in the main hall of the Cross Park Pavilion. Proposed by Cllr Mark Skudder, seconded by Cllr John Luck and agreed unanimously.

Action Point C/10/2014/3: Parish Clerk to arrange for repair to plasterboard boxing for pipe work at Cross Park Pavilion to be carried out.

16 HIGHWAYS & TRANSPORT

- 674 a) The Footpath Officers report was noted and the Chairman commented on the hard work that Colin Davis had put into his new role.

- 675 b) Following up on **Action Point C/6/13/7**, Cllr John Luck reported that Adam Taylor at Medway Council had not responded to his telephone message regarding the "Kissing Gate". As Cllr John Luck does not use e-mail, the Parish Clerk was asked to follow up on the action point by sending an e-mail to progress the matter.

Action Point C/10/2014/4: Parish Clerk to send an e-mail to Adam Taylor at Medway Council regarding the Kissing Gates.

- 676 c) Cllr Mark Skudder gave an update on the e-mail exchanges between Cllr Phil Filmer, the assistant Director of Frontline Services, Medway Council and the Parish Council regarding the parking issues outside of the shops in St.David's Road. The Parish Council has been advised by Cllr Phil Filmer, that in addition to more parking enforcement activity, and a review of the existing yellow lines, it has been indicated that plans for railings to be installed at the front of the shop to improve general safety are being drawn up. The Parish Council expects to be consulted on what is proposed.

17 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- 677 a) Playpark: Annual Safety Inspection
It was proposed by Cllr Mark Skudder that the ROSPA approved inspector, Mrs Maria Cook be asked to carry out the inspection, if at all possible at a time when Cllr Mrs Wendy Myers can be present. The Parish Clerk to contact Mrs Cook and agree arrangements. Seconded by Cllr Mrs Wendy Myers and agreed unanimously.

18 FLOWER BEDS AND WALLS AT THE SHOPS IN ST.DAVID'S ROAD

- 678 Cllr Mark Skudder gave an update on the various exchanges and e-mails that had been received. Cllr Mark Skudder agreed to contact Mr Mike Pinchen, Environment Enforcement at Medway Council, again in order to try and progress the matter as some time had now elapsed. It was agreed that a meeting between Mr Mike Pinchen and Cllr John Luck would be requested.

Action Point C/10/2014/5: Cllr Mark Skudder to contact Mr Mike Pinchen, Medway Council to progress the matter of the flower beds and wall in St.David's Road. Cllr Mark Skudder would request a meeting between Medway Council and Cllr John Luck.

19 ALLHALLOWS LIFE MAGAZINE

679 It was proposed by Cllr Mark Skudder that the Parish Council discontinue with producing the Allhallows Life Magazine. In future a report would be produced by the Parish Council Chairman to the Village Voices magazine editor and information regarding local clubs and events included for the copy. The proposal was seconded by Cllr John Luck, Cllr Mrs Wendy Myers and Cllr Mrs Yvonne Forrest agreed. Cllr John Lambourne was against the proposal. It was resolved to discontinue the Allhallows Life magazine from a date to be advised by Cllr Mark Skudder. Following which, the Parish Clerk will need to advise the current advertisers of the change.

20 CORRESPONDENCE

680 Stoke Parish Council advised that they were looking into the problem of increased litter in the area of Stoke Car park and in the vicinity of the bus stops. Subject to their deliberations, this could affect current arrangements with the Parish Council for the cleaning of the Car Park area.

681 Complaints had been received regarding the weeds in St.David's Road and the village in general.

682 A letter regarding the discontinuance of the Police Contact point in Allhallows had been received.

21 NEXT MEETING

683 The next Parish Council meeting is scheduled for Wednesday 13th August 2014 at 6:30pm

PUBLIC SESSION

The meeting was suspended at 19:50pm for the public session

Concerns were raised about the level of weeds in St. David's Road and in the village more generally.

Residents continue to be unhappy about the disrepair of the flower beds and the walls near the shops in St.David's Way.

Complaints were also received about the surface of the private access road behind the shops which some residents use to access their garages.

Residents also raised the issue of the poor road surfacing in the "D" shaped parking area in St.David's Road, which is the responsibility of Medway Council.

The Chairman closed the public session and resumed the meeting at 20:10pm

CONFIDENTIAL SECTION

Cllr Mark Skudder proposed that a motion be made under the Public bodies (Admission to Meetings) Act 1960, to exclude the public and representatives of the press and broadcast media from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the

commercially sensitive nature of the business to be transacted. Seconded by Cllr Mrs. Wendy Myers and agreed unanimously.

22

PLAYPARK

684

It was proposed by Cllr Yvonne Forrest to purchase all of the play equipment contained in the quotation from EJ Services Ltd. The total cost is expected to be £21,499.00. This would be funded through allocated reserves and the Rural Liaison Grant. Seconded by Cllr Mark Skudder and agreed unanimously.

685

Cllr Wendy Myers to discuss proposals with the ROSPA inspector, Mrs. Maria Cook prior to the work order being raised to ensure safety compliance. The Parish Clerk to co-ordinate the contact.

23

OPEN SPACES

686

It was proposed by Cllr Mrs. Wendy Myers to award the Opens Spaces contract to Turfsoil Ltd for a period of twelve months. Seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.

687

Cllr John Luck will oversee the post contract award briefing meeting to clarify the pathways and other contract requirements as set out in the specification. The Parish Clerk to co-ordinate the contact by providing Cllr Luck's telephone details.

688

It was agreed in principle that the Parish Council would contract for grass cutting services for the church and cemetery. It was agreed to obtain estimates and schedule the item for the next Parish Council meeting.

OTHER

689

It was agreed to schedule a Personnel Committee meeting on 16th July 2014 at 6:30pm

The Chairman closed the meeting at 21:00pm

Signed as a correct record of the proceedings

Cllr Mark Skudder, Chairman

Date:

Action Point	Details	Review	Cleared
C/4/13/14	Parish Clerk arrange for installation of new spur switch for the gas boiler at Cross Park when the electrical safety checks are carried out in June 2014.	B/F until June 2014. Clerk to arrange for the switch to be installed. 11/6/14	Switch installed. Cleared 20/7/14
Action Point: C/7/2014/2 Action Point: C/8/2014/1	Cllr John Luck to contact Medway Council PRWO to make arrangements for the Kissing Gate relocation. Cllr John Luck to contact Medway Council PRWO to confirm location for the Kissing Gate relocation.	Update 9/4/14 Following exchanges with Adam Taylor (PRWO) it is confirmed that there is no suitable location for the gates at present. No further	Cleared 20/7/14

Action Point C/10/2014/4	Parish Clerk to send an e-mail to Adam Taylor at Medway Council regarding the kissing gates to progress the matter. 11/6/14.	action is required	
Action Point: C/7/2014/3	Parish Clerk to remove kissing gate item from the asset Register when the installation arrangements are complete.	No action required	Cleared 20/7/14
Action Point: C/7/2014/10	Cllr Mark Skudder to discuss issues with the police and investigate the potential for CCTV in St.David's Road.	Awaiting estimates 9/4/14	
Action Point: C/7/2014/14	Cllr Mark Skudder to write to Village Hall Committee regarding Cross Park cleaning schedule.	Correspondence exchanged and cleaner advised of reduction in hours and cleaning schedule	Cleared 20/7/14
Action Point: C/8/2014/2	Cllr Mark Skudder to advise Parish Clerk regarding purchase arrangements for second goal in recreation ground.	Estimates being obtained and costs agreed. 2/6/14 Work order raised 3/6/14 Goal installed.	11/6/14 Cleared 4/8/14
Action Point C/10/2014/1	Parish Clerk to write to Medway Council reiterating the points made for the original application MC/14/0075	Parish Clerk advised Planning Inspectorate 20/6/14. Application at appeal stage	Cleared 20/6/14
Action Point C/10/2014/2	Parish Clerk to write to Medway Council regarding the smell coming from the ditch in Stoke Road in the general area next to the Allhallows Place Touring Park.	E-mail to Medway Council. Response indicated that the smell was due to foul water only	Cleared 20/6/14
Action Point C/10/2014/3	Parish Clerk to arrange for the repair to the plasterboard boxing for the pipe work in the hall of the Cross Park Pavilion	Repairs carried out	Cleared 20/6/14
Action Point C/10/2014/5	Cllr Mark Skudder to contact Mr. Mike Pinchen, Medway Council to progress the matter of the flower beds and wall in St.David's Road. Cllr Mark Skudder to request a meeting between Medway Council and Cllr John Luck.		