

**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 12<sup>th</sup> August 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 Chris Draper  
Cllr Mrs Karen Draper  
Mrs Lynn Davis Parish Clerk

In attendance 4 members of the public

**1 APOLOGIES FOR ABSENCE**

**933** Apologies were received from Cllr David Bennett due to work commitments. Proposed by Cllr Mrs Pat Huntley-Chipper seconded by Cllr Mrs Karen Draper and agreed unanimously.

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

**934** Cllr Alan Marsh declared a Declaration of Pecuniary Interest for agenda item 19. There were no Declarations of Other Significant Interests.

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

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

**4 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING OF 8<sup>th</sup> JULY 2015**

**936** There was one correction to the date of meeting. The minutes were approved; proposed by Cllr Mrs Sandra Bennett, seconded by Cllr Chris Draper and agreed unanimously.

**5 TO APPROVE THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING OF 30<sup>th</sup> JUNE 2015**

**937** A correction to include Cllr David Bennett as present was made. The minutes were agreed; proposed by Cllr Chris Draper, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously.

**TO APPROVE THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING OF 29<sup>th</sup> JULY 2015**

**6 938** The minutes were approved; proposed by Cllr Chris Draper, seconded by Cllr Mrs Pat Huntley-Chipper and agreed unanimously.

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

939 None

**8 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

940 Noted

**SUSPENSION OF MEETING FOR PUBLIC SESSION**

The meeting was suspended at 18:48 for the Public Session.

The manager of Cross Park Football Club, Jason Turner updated the Parish Council on the siting of the portacabin to be used for changing facilities. The portacabin has been put in place and the grass cut around it. It will be painted in royal blue to match the team's colours and a decking will be installed at the front. The interior would be refurbished to comply with football league requirements and connected to services at a later date. Cllr Chris Draper expressed a personal view that royal blue might be a little too bright a colour, Jason did not think so but said the football club could put some planting in front of the portacabin to act as screening. Cllr John Luck commented on disturbance to kerbstones in Cross Park car park made by the crane, Jason said that any damage would be rectified.

Jason Turner added that the Football Club Mascot would be at the Cross Park Fun Day on 15<sup>th</sup> August and there would be a "beat the goalie" attraction.

A member of the public commented on the overgrown hedges and overhanging trees on the drive up to the Village Hall. Cllr Yvonne Forrest said that the drive is privately owned by 6 houses in Stoke Rd to give them access to their garages but it would be worth the Parish Council writing to the householder concerned to ask for the trees and hedges to be cut back.

***Action Point C/23/2015 1 Parish Clerk to write to householder in Stoke Rd to request that the overhanging tree and hedges be trimmed.***

Cllr Mrs Karen Draper stated that the Manager of Bourne Leisure had intended to be at the meeting to bring up the fact that the buses were not frequent enough to allow employees to arrive at work on time.

**9 PLANNING**

941 There were no objections to application no MC/15/2671  
ROSEBANKS, 49 BINNEY ROAD, ALLHALLOWS, ROCHESTER, ME3 9PL

**10 HIGHWAYS AND TRANSPORT**

- 942
- a) The Footpaths Officer's report was noted.
  - b) Cllr Chris Draper commented on the overhanging hedges and trees in Stoke Rd, stating that although these have been cut at a low level, they still overhung higher up causing scratching to vehicles.  
Cllr Alan Marsh updated the Parish Council on his efforts to have more buses service Allhallows; he has spoken to Ward Councillors and the local MP to help him impress upon Medway Council the need for more buses.  
Cllr Mrs Yvonne Forrest commented on the state of the road next to 65 St David's Rd behind the shops on Avery Way.  
***Action Point C/23/2015 2 Parish Clerk to contact Medway Council to find out if this road is privately owned.***
  - c) Correspondence noted
  - d) Cllr Alan Marsh stated that it may be possible for Bourne Leisure to put up a speed limit sign at the exit from the Holiday Park.
  - e) Councillors expressed concern over the parking on Stoke Rd at its junction with Ratcliffe Highway. The resident's parked cars cause a hazard. There was also concern over parking in Avery Way up to the Holiday Park. It was thought that

the introduction of yellow lines would solve the problem. Cllr John Luck would bring this up at the next Police Liaison Committee.

**Action Point C/23/2015 3 Parish Clerk to contact Medway Council regarding the installation of yellow lines.**

11

## **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

943

- a) Rural Liaison – The next meeting is for early September. Cllr Alan Marsh stated that Allhallows PC would not be able to host it as proposed.
- b) KALC ,Medway Area – Cllrs Mrs. Yvonne Forrest and Mrs. Pat Huntley-Chipper attended. The vice chair position has yet to be filled.
- c) Police Liaison – The next meeting is early September. Cllr Mrs. Yvonne Forrest asked that the problem with nitrous oxide be raised.
- d) Village Hall Committee – The next meeting is in September. It had been noted that the village hall floor was badly scratched. Cllr Alan Marsh said he would bring this to the attention of the Village Hall Committee chair.
- e) Cross Park Association – Cllr Mrs. Pat Huntley-Chipper reminded everyone about the Fun Day being held on 15<sup>th</sup> August.
- f) Allhallows Little Explorers – moved to confidential
- g) Friends of All Saints Church – The next meeting is in September

12

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

944

### **Cross Park**

After discussion it was decided that it was not worth purchasing a vacuum cleaner for the small area of carpet at Cross Park, proposed by Cllr Chris Draper, seconded by Cllr Mrs Pat Huntley-Chipper and agreed unanimously.

Other items moved to confidential

### **The Brimp**

The Parish Council asked the Parish Clerk to obtain the name of the Arena manufacturer and to make enquiries regarding netting to cover the area

### **Village Hall**

Cllr Alan Marsh would mention the scratched hall floor to the Village Hall Committee chair.

13

## **THE PURCHASE OF A POPPY WREATH FOR REMEMBRANCE SUNDAY**

945

It was proposed by Cllr Alan Marsh to purchase a poppy wreath up to the value of £100 for Remembrance Sunday, seconded by Cllr Mrs Karen Draper and agreed unanimously. Cllr John Luck would arrange the purchase of the poppy wreath.

14

## **HEDGES & HEDGEROWS**

946

The hedges at the top of Avery Way will be cut by the farmer.

Other discussion moved to confidential.

15

## **VILLAGE FETE 2016/OUTDOOR CINEMA**

947

Update noted

16

## **CORRESPONDENCE**

948

Correspondence noted

17

## **DATE AND TIME OF NEXT MEETING**

949

Moved to confidential

## **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.

Cllr Alan Marsh proposed to attend to the impromptu confidential items before resuming the agenda order, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously.

- 11     **950**           f) Allhallows Little Explorers – Cllr Mrs Yvonne Forrest stated that the village hall keys had not yet been returned now that the Mother and Toddler group was no longer running. Cllr Alan Marsh asked the Parish Clerk to write to the Village Hall Committee to ask them to retrieve the keys.

**Action Point C/23/2015 4 Parish Clerk to write to Village Hall Committee**

- 12     **951**           The Parish Councillors expressed concern over the cleaning in Cross Park. The Parish Clerk was asked to write to the Village Hall Committee to request the cleaner's employment contract with regard to Cross Park.

**Action Point C/23/2015 5 Parish Clerk to write to Village Hall Committee**

- 14     **952**           The correspondence from a resident regarding weeds in St David's Rd was noted and the Parish Clerk was asked to respond to the resident.

**Action Point C/23/2015 6 Parish Clerk to write to St David's Rd resident**

- 953**           Correspondence from a resident of Shelduck Close was noted and the Parish Clerk was asked to respond to the resident. Cllr John Luck would also bring this up at the next Police Liaison meeting.

**Action Point C/23/2015 7 Parish Clerk to write to Shelduck Close resident**

- 17     **954**           As the new Parish Clerk was due to start on 2<sup>nd</sup> September, it was thought that before postponing the next meeting the appointee clerk should be asked if she would be able to prepare for it.

**Action Point C/23/2015 8 Parish Clerk to contact appointee Parish Clerk**

18     **CROSS PARK**

- 955**           a) It was thought that it would be easier to monitor use of Cross Park Pavilion and its security if the bookings were to be taken by a member of the Cross Park Association. This subject to be put on the agenda for the next meeting.
- b) Cross Park entrance – Cllr Mrs. Pat Huntley-Chipper, on behalf of Cross Park Association, told the Parish Council that she had had a productive meeting with a representative of the National Grid who run community projects. They have agreed to take on a programme of redecoration and repair in the Pavilion and the grounds; one item being to repair the entrance with roadstone. This will provide a temporary repair until the Parish Council can raise funds to carry out a permanent repair. Cllr Alan Marsh proposed that the Parish Council agree to the National Grid carrying out this project, seconded by Cllr Mrs. Sandra Bennett and agreed unanimously.

**GRASS CUTTING, HEDGES & VERGES**

- 19     **956**           Cllr Alan Marsh declared a DPI for this item and left the room at 21:26. Cllr Mrs Pat Huntley-Chipper took the chair. The estimates for grass cutting at the active cemetery were considered and it was decided that the estimate supplied by TJF Property Maintenance provided the best value for money: proposed by Cllr Chris Draper, seconded by Cllr John Luck and agreed unanimously.
- At 21:35 Cllr Alan Marsh resumed the chair.

The estimate for scrub clearance was considered; there were no other quotations due to the need for specialist machinery to carry out the work. It was proposed by Cllr Chris Draper that the estimate be accepted, seconded by Cllr Alan Marsh and agreed unanimously.

**20 PLAYPARK**

**957** The estimate for training on the Playpark equipment was considered and it was proposed by Cllr Alan Marsh to take it up, seconded by Cllr Mrs Sandra Bennett and agreed unanimously.

**21 ALLHALLOWS PLACE**

**958** It was reported that the Touring Park is not currently breaching any conditions but this will continue to be monitored.

**22 STAFF MATTERS**

**959** The contract and salary were finalised for the appointee Parish Clerk who will take up office on 2<sup>nd</sup> September 2015. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously.

**23 FINANCE**

- 960**
- a) The bank account balances and end of month reconciliations were approved, proposed by Cllr Chris Draper, seconded by Cllr Mrs Karen Draper and agreed unanimously.
  - b) The budget monitoring updates were noted
  - c) The accounts for payment were approved, proposed by Cllr Chris Draper, seconded by Cllr Mrs Sandra Bennett and agreed unanimously
  - d)

**24 961** At 22:33 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/19/2015/4</b>	<b><i>Parish Clerk to create inventories of all assets owned by the Parish Council</i></b>	ongoing	
<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/23/2015/1</b>	<b><i>Parish Clerk to write to householder in Stoke Rd to request that the overhanging</i></b>		

	<b><i>tree and hedges be trimmed.</i></b>		
<b><i>C/23/2015 /2</i></b>	<b><i>Parish Clerk to contact Medway Council to find out if this road is privately owned.</i></b>	Email to Jane Ovenell 17/8	
<b><i>C/23/2015/3</i></b>	<b><i>Parish Clerk to contact Medway Council regarding the installation of yellow lines in Avery Way.</i></b>	Email to David Warner 17/8	
<b><i>C/23/2015/4</i></b>	<b><i>Parish Clerk to write to Village Hall Committee to ask them to retrieve the keys from Mothers and Toddlers</i></b>	Letter to Lola Soremekun 18/8/2015	
<b><i>C/23/2015/5</i></b>	<b><i>Parish Clerk to write to Village Hall Committee to request the cleaner's employment contract with regard to Cross Park.</i></b>	Letter to Lola Soremekun 18/8/2015	
<b><i>C/23/2015/6</i></b>	<b><i>Parish Clerk to write to St David's Rd resident regarding the weeds in St David's Rd</i></b>	Emailed St David's Rd resident 17/8	
<b><i>C/23/2015/7</i></b>	<b><i>Parish Clerk to write to Shelduck Close resident</i></b>	Emailed Shelduck Close resident 17/8	
<b><i>C/23/2015/8</i></b>	<b><i>Parish Clerk to contact appointee Parish Clerk regarding the date of next meeting</i></b>	Emailed appointee Parish Clerk 13/7 and 14/7	