

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th JUNE 2013 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6:30 pm.**

PRESENT:	Cllr Mark Skudder	Chairman
	Cllr John Lambourne	Vice Chairman
	Cllr John Luck	
	Cllr Mrs Wendy Myers	
	Cllr Alan Marsh	
	Mrs Margot Sturt	Parish Clerk
In attendance	Mr Mick Smith	Footpaths Officer
	3 members of the public	

Item no

Minute no 2/2013/

1 ELECTION OF CHAIRMAN

388 It was proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers that Cllr Mark Skudder be elected Chairman for the forthcoming year. There being no other nominations, Cllr Mark Skudder was duly elected.

1.1 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

389 Cllr Mark Skudder signed his declaration of acceptance of office before the Proper Officer of the Council.

2 ELECTION OF VICE-CHAIRMAN

390 It was proposed by Cllr Mark Skudder and seconded by Cllr Alan Marsh that Cllr John Lambourne be Vice-Chairman for the coming year. There being no other nominations, Cllr John Lambourne was duly elected.

2.1 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

391 Cllr John Lambourne signed his declaration of acceptance of office before the Proper Officer of the Council.

3 APOLOGIES

392 Apologies were received from:
 Cllr Mrs Yvonne Forrest unforeseen family circumstances
 Cllr Mrs Noleen Skudder illness

It was proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers that the received apologies be accepted. This was agreed unanimously.

No apology had been received from Cllr Mrs Pauline Martin.

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

393 None

5 DISPENSATION REQUESTS

394

None

6 MINUTES OF THE MEETING HELD ON 10th April 2013

- 395 i) It was proposed by Cllr Alan Marsh, seconded by Cllr John Luck and agreed unanimously that the minutes of the meeting held on 10th April 2013 be agreed and signed as a true record, with the following amendments:

Page 51, those PRESENT
Amended to include "...Cllr Alan Marsh..."

7 MATTERS ARISING

- 396 i) Page 52, Para 332 (ii), Elderly Shopping Transport
Cllr Mrs. Yvonne Forrest had not yet placed an article in the Allhallows Life magazine to gauge interest from residents.
- 397 ii) Page 56, Para 367, Friends of All Saints Church
No comments or observations had been passed to Cllr Mark Skudder.
- 398 iii) Page 57, Para 375, Public Session
Cllr Mark Skudder had notified Medway Council and the drain grills were now clear of asphalt.

8 UPDATES ON ACTION POINTS OUTSTANDING FROM PREVIOUS MEETINGS

399 Updates on outstanding action points from previous meetings were noted.

400 The following action points are now cleared:

C/12/13 11.1 – budget monitoring and income sheet

C/1/13 8.2 Allotment representative

C/1/13 10.1 Revised hiring agreement for Cross Park pavilion.

C/1/13 10.3 Electrical testing at Cross Park pavilion

C/1/13 10.4 Playpark repairs following H&S checks

C/1/13 14.1 Rural liaison Committee meeting arrangements

9 TO CONSIDER COUNCILLOR DISQUALIFICATION

401 As Cllr Mrs. Pauline Martin had failed to attend the minimum number of meetings during the last six months and had not provided the Parish Clerk or others with any reasons for her absence, the Parish Council decided to disqualify her.

The Parish Clerk would write to Cllr Mrs. Pauline Martin advising her of the decision and take the necessary action to notify Medway Council of the casual vacancy that arose as a result.

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

10 REVIEW OF COMMITTEE STRUCTURES AND APPOINTMENT OF COMMITTEE MEMBERS

402 Cllr John Luck proposed that all members should be appointed to all

committees. There was no other support for this proposal.

403 The following appointments were agreed.

Planning Committee

Chairman and Vice-Chairman ex officio

Cllr Mark Skudder and Cllr John Lambourne

Cllr John Luck, Cllr Mrs. Wendy Myers, Cllr Mrs. Yvonne Forrest

404 Personnel Committee

Chairman and Vice-Chairman ex officio

Cllr Mark Skudder and Cllr John Lambourne

Cllr John Luck, Cllr Alan Marsh, Cllr Mrs. Wendy Myers

405 Finance Committee

Chairman and Vice-Chairman ex officio

Cllr Mark Skudder and Cllr John Lambourne

Cllr John Luck, Cllr Alan Marsh and Cllr Mrs. Wendy Myers

11 REVIEW OF COMMITTEE TERMS OF REFERENCE (TOR)

406 As there were no existing terms of reference (TOR) for the Planning Committee, it was agreed that a TOR document would be drawn up by members. It was agreed that the TORs for the Finance and Personnel Committees were still relevant and no changes were necessary.

Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and unanimously agreed.

Action Point 2/2013/1: Terms of Reference document to be drawn up and agreed by the Parish Council.

12 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

- 407 a) Rural Liaison Sub-Committee
Cllr Alan Marsh
- b) KAPC Medway Area Committee
No nomination
- 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
No nomination
- g) Friends of All Saints Church
Cllr John Lambourne and Cllr Alan Marsh

13 OTHER MEMBER RESPONSIBILITIES

- 408 a) Allotments
Cllr Alan Marsh
- 409 b) Recreation Ground and Playpark
Cllr Mrs. Wendy Myers
- 410 c) Bourne Leisure liaison
Cllr Alan Marsh and Cllr Mark Skudder
- 411 d) Allhallows Primary School
Cllr Alan Marsh and Cllr John Lambourne
- 412 e) Youth Club
Cllr Mark Skudder

14 APPOINTMENT TO OTHER POSTS

- 413 a) Footpaths Officer
Mr. Mick Smith
- 414 b) Editor Allhallows Life magazine
Mr. Mark Skudder

15 PLANNING

- 415 a) There were no applications, decisions or appeals.
to
d)

16 FINANCE

- 416 a) Bank account balances listed on appendix A and the end of month bank reconciliation were noted, agreed and signed by Cllr Mark Skudder (Chair). Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and unanimously agreed.
- 417 b) Cheques raised and standing orders paid since last meeting listed on Appendix A were noted and ratified.
- 418 c) The latest budget monitoring position was noted.
- 419 d) The Council's insurance policy for 2013/14 was reviewed and agreed that no changes were needed this year. Proposed by Cllr Wendy Myers, seconded by Cllr Alan Marsh and unanimously agreed.
- 420 e) It was proposed by Cllr Mrs. Wendy Myers, seconded by Cllr John Lambourne and unanimously agreed that the accounts for payment listed on Appendix A be approved. (Cheques 103347 to 103350)
- 421 f) The internal auditors report was noted and it was agreed that the Parish Clerk would raise an action plan to address the points raised. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.
- 422 g) The accounts for 2012/13 financial year were agreed and adopted. Cllr Mark Skudder signed the accounts. Proposed by Cllr Alan Marsh, seconded by Cllr Wendy Myers and unanimously agreed.

- 423 h) The audit Annual Statement of Accounts for 2012/13 was agreed and signed by the Chairman. Proposed by Cllr Mark Skudder, seconded by Cllr Wendy Myers and unanimously agreed.
- 424 i) The Annual Return Governance Statement of Accounts for 2012/13 was completed and signed by Cllr Mark Skudder. Agreement was reached on the wording of statements to accompany the Annual return.
Proposed by Cllr Alan Marsh, seconded by Cllr Wendy Myers and unanimously agreed.
- 425 j) The addendum to the Financial Regulations was agreed and would be incorporated into the main regulation document.
Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.
- 426 k) The Internal Control Policy Document was approved and adopted.
It was agreed that the Personnel Committee would review the Parish Clerk's job description before March 2014 and the Finance Committee would take action to review Financial Risks before December 2013.
Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.
- Action Point C/2/2013/2:** The Personnel Committee would review the Parish Clerk's job description before March 2014
- Action Point C/2/2013/3:** The Finance Committee would take action to review Financial Risks before December 2013.

17 HIGHWAYS AND TRANSPORT

- 427 a) The Chairman, Cllr Mark Skudder, suspended the meeting to allow Mr. Smith to give his report.
The footpaths were generally in good condition. It was reported that bagged dog waste was not always being put in the dog waste bins. Instances of bagged waste being put in trees and bushes were also reported. Cllr Mark Skudder, Chair, agreed to put a note in the Allhallows Life magazine.
Fly tipping had been reported and Mr. Smith had made contact with the Footpaths Officer at St.Mary's Hoo.
Action Point C/2/2013/4: The Chairman, Cllr Mark Skudder would include a notice about dog waste and the use of bins in the next edition of the Allhallows Life magazine.
The Chairman thanked Mr. Smith and reconvened the meeting
- 428 b) Cllr John Luck raised the issue of recent road closures. It was felt that more notice should have been given and there was a lack of local consultation. This was to be raised with Medway Council as the recent closure significantly affected local residents and there was an instance where emergency services were delayed due to the closure.
- 429 c) It was reported that water overflowing from the ditches at Allhallows Place seemed to be getting worse.

18 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- 430 a) Cross Park:
i) Further quotations were needed for the concrete based repairs to the entrance of Cross Park. The Clerk to arrange.

ii) The hiring agreement and conditions of hire documents for Cross Park were agreed. Proposed by Cllr Mark Skudder, Chair, seconded by Cllr Alan Marsh and unanimously agreed.

iii) The purchase of notices for Cross Park Pavilion to support the conditions of the Premise License and H&S regarding the shutters were approved. The Clerk to arrange up to a cost of £100. Proposed by Cllr John Lambourne, seconded by Cllr Mark Skudder, Chair and unanimously agreed.

iv) It was agreed to purchase cleaning equipment and materials up to a budget of £200 for the financial year for the cleaning of Cross Park. The Clerk to arrange. Proposed by Cllr Mark Skudder, Chair, seconded by Cllr Alan Marsh and unanimously agreed.

v) Grass cutting arrangements at Cross Park have been less frequent than required due to delays in responding from a local contractor. Cllr Mark Skudder will arrange for an interim cut and obtain tenders for a regular cutting schedule.

Action Point C/2/2013/4: Parish Clerk to obtain additional quotes for repairs to the entrance of Cross Park.

Action Point C/2/2013/5: Parish Clerk to order the necessary notices for Cross Park pavilion.

Action Point C/2/2013/6: Parish Clerk to purchase cleaning equipment and materials for Cross Park pavilion.

Action Point C/2/2013/7: Cllr Mark Skudder, Chair, to organise tendering exercise for grass cutting contract at Cross Park .

431 b) Playpark:

i) It was agreed to proceed with estimated repair costs (estimate: 742/13 for £210.33) following the annual inspection. Proposed by Cllr Mark Skudder, Chair, seconded by Cllr Alan Marsh and unanimously agreed.

ii) It was suggested that an additional quote should be obtained for the erection of metal swing barriers. Once received consideration might be given as to whether this might be funded by use of the Rural Liaison Grant.

Action Point C/2/2013/8: Parish Clerk to obtain additional quotation for metal barriers.

432 c) Recreation Ground:

i) It was agreed the lease agreement with Medway council for the Recreation ground should be signed. The new lease had been reduced to a “peppercorn” rent and the cost and responsibility for grass cutting would be with Medway Council. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and unanimously agreed.

19 **CARETAKERS**

433 a) The purchase of summer protective clothing to the value of £150.00 was authorised. Proposed by Cllr Mark Skudder, Chair, seconded by Cllr Alan Marsh and unanimously agreed.

434 b) A training budget of £100 for First Aid was approved. Proposed by Cllr John Luck, seconded by Cllr Alan marsh and unanimously agreed.

20 **WEBMASTER SERVICES**

435 The price increase to £24.00 an hour was agreed. Proposed by Cllr Mark Skudder, Chair, seconded by Cllr Alan Marsh and unanimously agreed.

21 **CORRESPONDENCE**

- 436 a) Cllr Mark Skudder had written to the Brownies and Rainbows to advise them of the new procedure for the award of Parish Council grants. Cllr Forrest was asked to contact the Parent and Toddler group.
- 437 b) Medway Council had been notified about problems with rubbish and parking in St.Luke's Way
- 438 c) The next meeting of the Friends of All Saints Church is on 17th June 2013
- 439 d) A resident had written to complain about the lack of grass cutting at Cross Park
- 440 e) A resident had written about the lack of a street sign for Rosehip Drive
- 441 f) Zehra Mustafa, Community Officer, would attend the next Parish Council meeting.
- 442 g) Cllr Mrs. Yvonne Forrest's note about suggested bus services for the elderly was discussed. Cllr Mark Skudder, Chair agreed to write to Cllr Mrs. Yvonne Forrest regarding the proposals. Members agreed that there was a need to explore the free service provided by the Medway Mobility Service in order to fully assess Cllr Mrs. Yvonne Forrest's proposal.
- Action Point C/2/2013/9:** Cllr Mark Skudder to write to Cllr Mrs. Yvonne Forrest about the proposals for elderly transport.
- 644 h) Slough Fort information boards should be in place during July 2013
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- 444 i) A group of young people have approached Cllr Mark Skudder to request a second goal in the Playing Field.

22 DATES AND TIMES OF NEXT MEETINGS

445 It was proposed that:

- Ordinary meetings would be held on the second Wednesday of the month during August 2013, October 2013, December 2013, February 2014 and April 2014.
- Personnel Committee meetings would be held on 18th September 2013 and during March 2014.
- Finance Committee meetings would be held on 18th September 2013, 13th November 2013 and during March 2014.

Proposed by Cllr Mark Skudder, Chair, seconded by Cllr John Lambourne and agreed by Cllr Alan Marsh and Cllr Mrs. Wendy Myers. Cllr John Luck was against the proposal as he wanted to have Ordinary meetings each month.

PUBLIC SESSION

The Chairman suspended the meeting at 9:15 pm for the public session

Concerns were raised about the length of the grass at Cross Park. It was reported that some holiday residents are thought to be parking inconsiderately in the village. The next Neighbourhood Watch meeting was reported as being on the 18th June 2013.

The Chairman re-convened the meeting at 9:20pm

The Chairman immediately closed the meeting at 9:20pm

Signed as a correct record of the proceedings

Cllr Mark Skudder, Chairman

Date: 15th August 2013

Action Point	Details	Review	Cleared
c/2/2013/1	Terms of Reference document for the Planning Committee to be drawn up and agreed by the Parish Council Planning committee members.		
C/2/2013/2	The Personnel Committee would review the Parish Clerk's job description before March 2014	To be placed on the 18 th September 2013 Personnel committee agenda	
C/2/2013/3	The Finance Committee would take action to review Financial Risks before December 2013.	To carry out a Financial Risk Assessment at the 18 th September 2013 Finance Committee meeting	
C/2/2013/4	Parish Clerk to obtain additional quotes for repairs to the entrance of Cross Park.	Additional quotes obtained and put on 14 th August Ordinary PC meeting agenda	7 th August 2013
C/2/2013/5	Parish Clerk to order the necessary notices for Cross Park pavilion.	Notice order and arrangements in place for fixing	7 th August 2013
C/2/2013/6	Parish Clerk to purchase cleaning equipment and materials for Cross Park pavilion.	Cleaning materials purchased and in place	7 th August 2013
C/2/2013/7	Cllr Mark Skudder, Chair, to organise tendering exercise for grass cutting contract at Cross Park.	Tendering exercise carried out and quotations on agenda for discussion at 14 th August Ordinary PC meeting	7 th August 2013
C/2/2013/8	Parish Clerk to obtain additional quotation for metal barriers in Playpark.	Additional quotation obtained and on agenda for discussion at 14 th August Ordinary PC meeting	7 th August 2013
C/2/2013/9	Cllr Mark Skudder to write to Cllr Mrs. Yvonne Forrest about the proposals for elderly transport.	Cllr Mark Skudder(chair) wrote to Cllr Mrs Yvonne Forrest on 29 th July 2013	7 th August 2013