

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON WEDNESDAY 9th OCTOBER 2013
AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6:30 pm.**

PRESENT: Cllr Mark Skudder Chairman
Cllr John Luck
Cllr Mrs Yvonne Forrest
Cllr Alan Marsh
Cllr Mrs Noleen Skudder
Cllr Mrs Sue Hill
Cllr Mrs Wendy Myers
Mrs Margot Sturt Parish Clerk

In attendance Mr Mick Smith
10 members of the public

1 APOLOGIES FOR ABSENCE

488 Apologies were received from:
Cllr John Lambourne, Vice Chairman: Unable to attend due to other commitments
It was proposed by Cllr Alan Marsh and seconded by Cllr Mark Skudder that the received apology be accepted. This was agreed unanimously.

Cllr Mark Skudder welcomed Cllr Mrs Sue Hill to the Council following her recent appointment.

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

489 No Declarations of Pecuniary Interest or Other Significant Interests declared.

3 DISPENSATION REQUESTS

490 None

4 MINUTES OF THE MEETING HELD ON 14th AUGUST 2013

491 It was proposed by Cllr Alan Marsh, seconded by Cllr Mrs Noleen Skudder and agreed unanimously that the minutes of the meeting held on 14th August 2013 be agreed and signed as a true record, with the following amendments:

Page 71, Para 464 (g)

Amended to read "... seconded by Cllr John Lambourne..."

Page 72, Para 468 (a)

Amended to include " ... **Action Point C/4/2013/14 : 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 ...**"

Page 74, Para 479

Amended to read "... St.George's Walk..."

Page 75, Para 486

Amended to read ..." Cllr John Lambourne, Cllr John Luck, and Cllr Mark Skudder

agreed and Cllr Mrs Yvonne Forrest abstained. ...”

5 **MATTERS ARISING**

492 There were no matters arising.

6 **UPDATES ON ACTION POINTS OUTSTANDING FROM PREVIOUS MEETINGS**

493 Updates on the outstanding action points from previous meetings were noted. Cllr Mark Skudder advised that as the Rifle Range did not go ahead at the Church Fun Day, there was no requirement to notify the Insurance company and the Action Point C/4/2013/2 was cleared.

7 **GIFTS OR HOSPITALITY FOR INCLUSION IN THE REGISTER**

494 Members present confirmed that no gifts or hospitality for inclusion in the register had been received.

8 **PLANNING**

495 a) There were no applications, decisions or appeals.

to
c)
d)

The Planning Committee Terms of Reference were agreed. Proposed by Cllr Alan Marsh, seconded by Cllr Yvonne Forrest and agreed unanimously.

9 **FINANCE**

496 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.

497 b) Cheques raised and standing orders paid since last meeting listed on Appendix A were noted and ratified.

498 c) Accounts for payment were noted agreed. Proposed By Cllr Alan Marsh seconded by Cllr Mrs. Noleen Skudder and agreed unanimously.

499 d) The budget monitoring sheet and current financial position and expenditure to date was noted.

500 e) The income report was noted.

501 f) The monthly bank reconciliation check was carried out and Cllr Mark Skudder signed the bank statement and source documents as evidence that the check had been carried out.

502 g) The purchase of an additional set of keys for the Parish notice boards was agreed up to a cost of £30.00. Proposed by Cllr Mark Skudder, seconded by Cllr John Luck and agreed unanimously.

503 h) i) The APC Financial Risk Assessment for 2013/14 was approved. Proposed by Cllr Mark Skudder, seconded by Cllr Mrs. Wendy Myers and agreed unanimously.

ii) The APC Investment Strategy for 2013/14 was approved. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.

iii) The revised Financial Regulations were agreed and adopted. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Noleen Skudder and agreed unanimously.

504 i) The 2012/13 External auditor certificate and opinion were noted. Actions to address

the deficiencies identified in the internal audit report have now been completed.

10

HIGHWAYS AND TRANSPORT

505 a)

The Chairman, Cllr Mark Skudder, read out a written report he had received from Mr. Mick Smith. Due to ongoing health issues, Mr. Smith had unfortunately not been able to walk the footpaths to the same extent as previously. Overall the footpaths were generally in good condition but brambles were a continuing problem and this had been reported to Adam Taylor, the Public Rights of Way officer at Medway Council for help in clearing them.

Mr. Smith reported that there was a lot of food related litter and other items were present in many of the ditches that appeared to have been thrown from passing cars. While inspecting, he had also been aware of the prevalence of cars driving too fast along the narrow roads in the village.

In the report, Mr. Smith announced his intention to stand down as the Parish Footpaths Officer. A vote of thanks for his significant contribution to the village was given and the Parish Council members signed a thank you card for Mr. Smith. The vote of thanks was proposed by Cllr Mark Skudder and seconded by Cllr Alan Marsh and agreed unanimously.

11

MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

506 a)

Street gutters:

An update on the work by the Caretakers to remove the weeds in the street gutters was given. Following an Action Point from the September Finance Committee meeting, the Parish Clerk has written to contractors for chemical weed spraying estimates.

507 b)

Playpark:

The £132.66 estimate for repair works to the damaged multi-play equipment was approved. Proposed by Cllr Mark Skudder, seconded by Cllr Mrs. Wendy Myers

Action Point C/5/2013/1: Parish Clerk to issue Works Order to Colyn Property Services for repairs to damaged multi-play equipment.

508 c)

Tenancy Terms: Allotments:

The draft tenancy terms were approved and would be passed to the Allotment Society for their use. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Noleen Skudder and agreed unanimously.

12

GRANT APPLICATIONS

509 i)

Hoo Peninsula Community First Responders

The Council resolved that in pursuance of the powers conferred by s.137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of that section, approved the award of £500 to Hoo Peninsula Community First Responders towards the cost of new volunteer responder kits and clothing. Proposed by Cllr Mrs. Noleen Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

Action Point C/5/2013/2: Parish Clerk to issue award letter to Hoo Peninsula Community First Responders and make arrangements for the cheque payment.

13

ALLHALLOWS PRIMARY SCHOOL

510

Cllr Mark Skudder provided a verbal update on the recent parking issues at the school. This was an ongoing issue and it was recognised that there were many views about parking at the school. The Chairman stressed that the issue of allowing parking or not

within the school grounds was not within the Parish Council powers.

Cllr Alan Marsh advised that he and Cllr John Lambourne have a scheduled liaison meeting with the new headmistress on 10th October 2013.

14 CORRESPONDENCE

511 A thank you card had been received from the Cross Park Prize Bingo Club following their successful grant award. This was noted.

512 There would be a Halloween sleep over at the Youth Centre from 8:30pm on Tuesday 29th October to 8:30 am on Wednesday 30th October 2013.

513 The Allhallows Pre-School have raised concerns about falling numbers but unfortunately as the business is a private enterprise, the Parish Council is unable to offer financial support.

514 Complaints have been received about vehicles crossing over Cross Park land without authorisation and on occasions the gate has been left unlocked.

To be included on the next Parish Council agenda

515 Complaints had been received about the brick flower beds outside the shops that had fallen into a bad state of disrepair. Options may include contacting the shops to see what can be done about it.

To be included on the next Parish Council agenda

516 There had been more reported instances of fly tipping in Homewards Road

517 A litter bin had been reported as being moved from its location near Kingsmead Park to the bus stop in Avery Way.

15 DATES AND TIMES OF NEXT MEETINGS

518 As previously agreed the next meetings are:

- Personnel Committee meeting 13th November 2013
- Finance Committee meeting 13th November 2013
- Parish Council meeting 11th December 2013

PUBLIC SESSION

The Chairman suspended the meeting at 7:20 pm for the public session

519 Residents from Kingsmead Park raised concerns about the lack of signage in the village for the site and the impact this has been having for ambulances and other emergency vehicles. A sign was requested to avoid emergency vehicles being unnecessarily delayed as Satellite-Navigation (sat-nav) systems frequently misdirect drivers.

It was agreed to include this on the next Parish Council agenda and in advance of the meeting the Parish Clerk would make some preliminary enquiries as to estimated costs. The Parish Clerk would also raise the matter with Medway Council regarding a sign in order to clarify responsibilities.

520 A request for a "push-along" gritting machine was made. It was agreed to include this on the next Parish Council meeting agenda.

521 A complaint about BT and service levels and superfast broadband works in the area was raised. It was agreed to raise this issue at the next Medway Council Rural Liaison

Committee meeting.

522

A request for street mirrors for vehicles exiting the Village Hall car park access road and Rosehip drive were requested. It was agreed to include this on the next Parish Council agenda.

The Chairman reconvened the meeting at 7:40pm

CONFIDENTIAL SECTION

A motion was made under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by Cllr Mrs. Noleen Skudder, seconded by Cllr John Luck and agreed unanimously.

16

FINANCE COMMITTEE: PARISH CLERK NATIONAL PAY AWARD

523

The National Pay Award was approved following the Finance Committee recommendations. Proposed by Cllr Mrs. Noleen Skudder, seconded by Cllr Mrs. Sue Hill and agreed unanimously.

17

FINANCE COMMITTEE: NATIONAL MINIMUM WAGE CROSS PARK CLEANER

524

Following the Finance Committee recommendations the National Minimum Wage increased was approved. Proposed by Cllr Mrs. Wendy Myers, seconded by Cllr John Luck and agreed unanimously

The Chairman closed the meeting at 19:55pm

Signed as a correct record of the proceedings

Cllr Mark Skudder, Chairman

Date: 13th December 2013

Action Point	Details	Review	Cleared
C/4/2013/14	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	
C/5/2013/1	Parish Clerk to issue Works Order to Colyn Property Services for repairs to damaged multi-play equipment.	Work ordered issued and works completed	26/10/13
C/5/2013/2:	Parish Clerk to issue award letter to Hoo Peninsula Community First Responders and arrange for cheque payment.	Cheque issued	26/10/13

Items for inclusion in next Parish Council agenda

- Unauthorised vehicles in Cross Park land and consideration of new padlock arrangements
- Brick flower beds outside shops and options for improvement to current state of disrepair
- Signage for Kingsmead Park site to assist emergency vehicles
- Push-along gritting machine
- Street mirrors for safer exit and egress from Village Hall exit road and Rosehip Drive.
- Dog fouling in Binney Road – requested by Cllr Mrs Yvonne Forrest