

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 10<sup>TH</sup> JUNE 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  
Cllr David Bennett  
Mrs Lynn Davis Parish Clerk  
In attendance 8 members of the public

**1 APOLOGIES FOR ABSENCE**

**876** There were no apologies for absence

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

**877** There were no Declarations of Pecuniary Interest nor Other Significant Interests

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

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

**4 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF 6<sup>th</sup> MAY 2015**

**879** There was a correction to minute nos 845 and 846; "accurate" to be replaced by the word "received". Proposed by Cllr Mrs Yvonne Forrest, seconded by Cllr Alan Marsh and agreed unanimously

**5 TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 20<sup>TH</sup> MAY 2015**

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

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

**881** Cllr Alan Marsh confirmed that Cllr Mrs Pat Huntley-Chipper would not be able to stand as the Parish Council's representative to the Cross Park Association as there would be a conflict of interest. Cllr John Luck agreed to replace Cllr Mrs Pat Huntley-Chipper. This was received unanimously.

Cllr John Luck reported that he had attended the Police Liaison Committee. This committee is currently targeting speeding and dangerous parking around school entrances.

Cllr Mrs Yvonne Forrest reported that she, along with Cllr Mrs Pat Huntley-Chipper, had attended the local KALC meeting. She reported that there is to be a meeting with councils regarding operation STACK, KALC is to launch an award scheme later in the year, KALC has purchased some defibrillators that they will sell to parish councils for £1,000, and a talk was given on Rochester trying to become a parish in its own right.

- 7 **TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**  
882 The updates were noted
- 8 **TO REVIEW COMMITTEE STRUCTURES**  
883 Cllr Mrs Yvonne Forrest proposed that there be no separate committees for Finance, Planning or Personnel, seconded by Cllr Chris Draper and agreed unanimously.
- 9 **PLANNING**  
884 The Parish Clerk informed the Councillors that planning permission with conditions had been granted for the application at 186 Avery Way.
- 10 **HIGHWAYS AND TRANSPORT**  
885 a) Councillor Chris Draper stated that Queensway is privately owned by residents as confirmed by Medway Council.  
**Action point C/19/2015/1 Parish Clerk to write to all residents in Queensway to inform them that as the road is privately owned they are jointly responsible for its repair**  
b) The Footpaths Officer's report was noted  
c) Cllr Chris Draper stated that there may be a reduced bus service to Allhallows. Cllr Alan Marsh said that he would speak to Medway Council regarding this.  
**Action point C/19/2015/2 Parish Clerk to write to Medway Council to request more frequent and additional buses to and from Allhallows**  
Cllr John Luck commented on the condition of the verges along the roads, where, in places, vegetation obscures the view of road signs. Cllr Chris Draper had spoken to the parish clerk of a neighbouring Parish who had suggested Allhallows Parish Council contact Simon Swift of Greenspace for advice.  
**Action point C/19/2015/3 Parish Clerk to contact Simon Swift for advice on devolved functions for verges in the Parish.**
- 11 **FINANCE**  
886 a) The cheques signed and standing orders since the last meeting were approved; proposed by Cllr Mrs. Karen Draper, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.  
b) The accounts were approved for payment; proposed by Cllr Mrs. Karen Draper, seconded by Cllr Mrs. Yvonne Forrest and agreed unanimously.  
c) The April 2015 budget monitoring update and income and expenditure reports were noted.  
d) The bank account balances and end of month reconciliation were approved; proposed by Cllr David Bennett, seconded by Cllr Mrs. Yvonne Forrest  
e) The Parish Clerk explained the amendment to the Hall hiring as per the suggestion of the Internal Auditor and advised that she was chasing payment of the Bingo Club's overdue invoices.  
f) The Councillors confirmed that they were happy with the level of financial information provided by the Parish Clerk for monthly meetings.  
g) Councillor Mrs. Yvonne Forrest proposed that cheques should be authorised and signed at the monthly council meetings. This would allow all Councillors to be involved in approving expenditure; seconded by Cllr Chris Draper and agreed unanimous.
- 12 **TO REVIEW ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES.**  
887 The Parish Clerk is awaiting the Street Cleaning contract from Medway Council

13 **REVIEW OF INVENTORY OF ASSETS**

Cllr Mrs. Yvonne Forrest questioned whether every item owned by the Parish Council should be listed.

*Action Point C/2015/4 Parish Clerk to create inventories of all assets owned by the Parish Council*

14 **TO REVIEW THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT. TO REVIEW THE DATA PROTECTION ACT**

- 888 a) The procedures under the Freedom of Information Act was reviewed and accepted by Councillors  
b) Data Protection would be reviewed at the next meeting.

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15 **TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

889 To be reviewed at the next meeting

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

890 Cross Park: Following the request from the Cross Park football club's manager at the previous meeting regarding the brambles being too near to the football pitch, Councillors would check the situation and report to the next Parish Council meeting. Councillors would also discuss at the next meeting whether the grass cutting contract at Cross Park needed reviewing.

17 **CORRESPONDENCE**

891 The correspondence was noted- Cllr Chris Draper provided the Parish Council with details of ownership of the road and parcels of land leading to the Brimp.

Cllr Alan Marsh read out a letter from the Allotment Society thanking the Parish Council for the grant of £500 towards laying a new path in the allotments.

Cllr Alan Marsh stated that he could not attend the next Rural Liaison meeting and asked for a volunteer to attend in his place, Cllr David Bennett kindly volunteered to do this.

892 **SUSPENSION OF MEETING FOR PUBLIC SESSION – 1**

The meeting was suspended at 8:05pm for the first public session.

A member of the public expressed concern over the untidy verges around the village. This was a repeat of the comments made in paragraph 885 and the Parish Council stated that it would look into this. Also the broken flower beds at the back of the shops in St David's Rd along with the bad state of the access road; it was asked that the Parish Council contact Medway Council to see if anything can be done to remedy these problems.

The first public session was closed at 8:15pm

18 **DATE AND TIME OF NEXT MEETING**

893 This was confirmed as Wednesday 8<sup>th</sup> July 2015 at 6:30 at Allhallows Village Hall

**SUSPENSION OF MEETING FOR PUBLIC SESSION - 2**

894 The meeting was suspended at 8:22pm for the second public session.

The resident of Queensway thanked Cllr Chris Draper for the information regarding the status of the road. Cllr Chris Draper confirmed that the white lining was about to be re-marked at the junction.

A member of the public also commented on the speeding sign near 162/164 Avery way was obscured by trees. The Parish Council stated that this should be rectified once the overgrown vegetation problem was tackled. The same member of the public commented on the dangerous parking outside the school and the speeding near the school. The same member of the public also asked if the CCTV cameras on Homewards Rd were working and if it was possible to see who had dumped oil drums there, it was confirmed by the Parish Council that the cameras were working and the fly-tipping had been reported to Medway Council.

A member of the public who lives in Avery Way reported bags of garden waste dumped between Cross Park and Avery Way, and amounts of litter after Cross Park Football Club had played there. The Cross Park football club manager was at the meeting and assured the Parish Council and residents of Avery Way that he would ensure that litter was picked up on match days.

The Cross Park football club manager, Jason Turner, reported that the charity game held on 30/5/15 raised just under £3,000 for Great Ormond Street Hospital. He also suggested that, to save costs, he could white-line the pitch himself if the Parish Council was able to purchase a machine. It was proposed by Cllr Mrs Pat Huntley-Chipper and seconded by Cllr Chris Draper to add this to the agenda for the next meeting. Jason Turner is also prepared to cut back the brambles near the pitch but with a view to leaving sufficient area for wildlife and protection of residents' fences in Avery way. He also stated that he was close to obtaining a portacabin, Cllr Mrs Yvonne Forrest reiterated that he needs to provide the dimensions of the portacabin before permission can be sought from Medway Council to site it at Cross Park.

**Action Point C/2015/19/5 Parish Clerk to enquire with Medway Council regarding planning permission for the portacabin at Cross Park.**

The second public session closed at 8:50pm

#### **CONFIDENTIAL SECTION**

895 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.

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#### **ESTIMATE FOR GRASS CUTTING AT THE ACTIVE CEMETERY**

896 The estimates were considered. It was decided that they could be more competitive therefore Cllr David Bennett would contact the contractors for more competitive quotes.

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#### **TOURING PARK**

897 Councillors considered the aerial photographs taken to show the number of caravans at the site. More photographs with dates could be taken in the future and this would track the dates the caravans were exceeding the permitted numbers. The Parish Clerk confirmed that a request has been made of Medway Council to carry out a spot check but at that point no response had been received from Medway Council Cllr Alan Marsh closed the meeting at 9.10pm.

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#### **CROSS PARK GATE AREA**

898 The estimates were considered but as they were out of date there should be new

estimates obtained; proposed by Cllr Mrs Sandra Bennett, seconded by Cllr David Bennett.

**Action Point C/2015/19/6 Parish Clerk to contact previous contractors to obtain new estimates**

At 21:45 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>
<i>C/18/2015/2</i>	<i>Parish Clerk to look into what is involved to become a Council eligible to exercise the General Power of Competence</i>	Currently not eligible, see agenda pack for 8/7/2015	1/7/2015
<i>C/18/2015/3</i>	<i>The Clerk to check over old invoices to check that all assets are listed.</i>		
<i>C/18/2015/5</i>	<i>Parish Clerk to check that all new assets are included in the insurance cover.</i>		
<i>C/18/2015/7</i>	<i>Parish Clerk to email Medway Council planning department to request a spot check at the touring park.</i>	Email sent 2/6/2015 and acknowledgement received 3/6	
<i>C/18/2015/8</i>	<i>Parish Clerk to contact Medway Council's Environmental Health department</i>	Email sent 3/6. Passed to Cllr John Luck to speak to Louise Le Core	16/6/2015
<i>C/18/2015/9</i>	<i>Parish Clerk to obtain 2 more estimates for grass cutting at the active cemetery.</i>	1 estimate received and 1 estimate requested 2/6/2015	10/6/2015
<i>C/19/2015/1</i>	<i>Parish Clerk to write to all residents in Queensway to inform them that as the road is privately they are jointly responsible for its repair</i>	Letter written to 28 residences of Queensway and no 7 Avery Way	15/06/2015
<i>C/19/2015/2</i>	<i>Parish Clerk to write to Medway Council to request more frequent and additional buses to and from Allhallows</i>	Letter sent 17/6/15. Reply received from Rob Carmen	1/7/15
<i>C/19/2015/3</i>	<i>Parish Clerk to contact Simon Swift for advice on devolved functions for verges in the Parish.</i>	Simon Swift contacted 16/6. Reply received, waiting for update	
<i>C/19/2015/4</i>	<i>Parish Clerk to create inventories of all assets owned by the Parish Council</i>		
<i>C/19/2015/5</i>	<i>Parish Clerk to enquire with Medway Council regarding planning permission for the portacabin at Cross Park.</i>	Dave Harris emailed 23/6/15, chased 30/5 & 1/7	
<i>C/19/2015/6</i>	<i>Parish Clerk to contact previous contractors to obtain new estimates</i>	Colyn Property Services and Paul Marshall emailed 23/6/15. Paul Marshall happy to requote	

