

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 21 MAY 2012 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 7.15 pm**

PRESENT:	Cllr Mark Skudder	Chairman	Except item
	Cllr John Lambourne	Vice-chairman	In the chair item
	Cllr Mrs Yvonne Forrest		From item 14
	Cllr John Luck		
	Cllr Mrs Wendy Myers		
	Cllr Mrs Noleen Skudder		
	Mrs Roxana Brammer	Acting Clerk	

In attendance 3 members of the public

Item no *Action point*
Minute no 2012/12/

1 ELECTION OF CHAIRMAN

1 It was proposed by Cllr Lambourne and seconded by Cllr Mrs Myers that Cllr Skudder be elected Chairman for the forthcoming year. There being no other nominations, Cllr Skudder was duly elected.

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

2 Cllr Skudder signed his declaration of acceptance of office before the Acting Proper Officer of the Council.

3 ELECTION OF VICE-CHAIRMAN

3 It was proposed by Cllr Mrs Skudder and seconded by Cllr Mrs Myers that Cllr Lambourne be Vice-chairman for the coming year. There being no other nominations, Cllr Lambourne was duly elected

4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

4 Cllr Lambourne signed his declaration of acceptance of office before the Acting Proper Officer of the Council

5 APOLOGIES

5 An apology for absence was received from.

Cllr Alan Marsh

At a meeting of Medway Council

It was proposed by Cllr Lambourne, seconded by Cllr Skudder and agreed this apology be accepted. An apology was received from Cllr Mrs Forrest for late arrival. Apologies for absence were also received from Cllrs Phil Filmer, Chris Irvine and Tony Watson, Medway Council.

6 CODE OF CONDUCT

6 a Declarations of Interest and Alterations to the Register

Cllr Mrs Forrest declared a personal interest in item 17a, Allhallows Little Explorers, as the Council's nominee. Cllrs Skudder and Mrs Skudder declared a personal interest as members of the management committee and Cllrs Lambourne and Mrs Myers declared personal interests as helpers, in item 17b, Youth Club. Cllrs Skudder and Mrs Skudder declared personal and prejudicial interests in item 19f(iv), renewal of licence to Youth Club, as members of the management committee. Cllr Luck declared a personal interest in item 19e Cross Park as he cut the grass and a prejudicial interest should the grass cutting be discussed.

7 b Standards Committee

The Acting Clerk reported on a meeting with parish council clerks held by the Monitoring Officer. Medway Council would not be able to adopt a new code of conduct until the end of July. The Monitoring Officer was aware this did not meet the deadline of 1st July. It had been suggested that if Medway Council's draft new code could be circulated in time for the June meetings of the parish councils, consideration could be given to adoption subject to subsequent adoption by Medway Council.

7 APPOINTMENT OF COMMITTEES

8 a Planning Committee

Chairman) *ex*
 Vice-chairman) *officio*
 Cllrs Luck and Mrs Myers; one vacancy

9 b Finance Committee

Chairman) *ex*
 Vice-chairman) *officio*
 Cllrs Marsh, Mrs Myers and Mrs Skudder

10 c Personnel Committee

Chairman) *ex*
 Vice-chairman) *officio*
 Cllrs Marsh and Mrs Myers. It was not known whether Cllr Mrs Martin wished to remain on the Committee.

11 d Complaints Panel

Deferred to next meeting.

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

12 a Rural Liaison Committee

Cllr Marsh.

13 **b KALC Medway Area Committee**

Cllrs Skudder and Mrs Skudder.

14 **c Police Liaison Committee**

Cllr Luck.

15 **d Village Hall Management Committee**

Cllr Skudder.

16 **e Cross Park Association**

Cllr Skudder.

17 **f Allhallows Little Explorers**

Deferred until Cllr Mrs Forrest was present.

9 APPOINTMENT TO OTHER POSTS

18 **a Footpaths Officer**

Mr Michael Smith.

19 **b Editor, Allhallows' Life**

Cllr Mrs Noleen Skudder.

10 ASSIGNMENT OF OTHER RESPONSIBILITIES

20 **a Recreation Ground**

Cllr Mrs Myers.

21 **b Allotments**

Cllr Marsh.

22 **c Bourne Leisure Liaison**

Cllrs Marsh and Skudder.

23 **d Allhallows Primary School**

Cllr Marsh and the Acting Clerk

11 MINUTES OF THE MEETING HELD ON 21 MARCH 2011

24 It was proposed by Cllr Luck, seconded by Cllr Lambourne and agreed unanimously that the minutes of the meeting held on 21 March 2012 be signed as a true record, with the following amendments:

2011/12/658: add: "The Clerk to check there is an objection that the beach is not the property of Bourne Leisure and place an objection if necessary."

2011/12/668: change date to 16th May.

2011/12/677: insert "had" between "he" and "not".

2011/12/689: Alter date to Saturday 3rd June, delete times and insert "from 2pm".

2011/12/692: Deleted "exported" and insert "reported". Add after last sentence "The concept was agreed".

12 MATTERS ARISING

25 a Item 4a, Minute 2011/12/654: UK Power Networks

The Acting Clerk reported that she had not had an update and would ask for one. The item would be placed on the agenda for the next meeting.

13 PLANNING

26 a Applications

None.

27 b Decisions

None notified.

28 c Appeals and Other Matters

None

29 d Licensing Applications

None.

14 FINANCE

30 a Bank Balances

The bank balances as listed on Appendix B were noted.

31 b Cheques signed since Last Meeting

The cheques signed since the last meeting as listed on Appendix B were ratified.

32 c Insurance Review

Zurich Insurance had provided figures for 1 year, 3 years or 5 years. After discussion it was proposed by Cllr Mrs Myers, seconded by Cllr Lambourne and agreed to take up the 5 year long term agreement.

33 d Accounts for Payment

It was proposed by Cllr Mrs Myers, seconded by Cllr Luck and agreed that the accounts for payment as listed on Appendix B be approved (cheques 103127-103141), with the

addition of £480, Audit Commission (cheque 103142) and £11.96, John Price (103143).

34 e **External Auditor's Report and Completion of Audit for the Year 2010/11**

The external auditor's report was noted

35 f **Adoption of Accounts 2011/12**

It was proposed by Cllr Mrs Myers, seconded by Cllr Luck and agreed unanimously the accounts for the year to 31 March 2012 be approved.

36 g **Internal Audit 2011/12**

The Acting Clerk reported she had approached Pauline Bowdery, Clerk to Boxley Parish Council, about continuing to act as internal auditor. Mrs Bowdery had agreed to this but had said that this time she would charge. Her fee was likely to be in the range of £40 to £60. This was agreed.

37 h **Audit Annual Return Statement of Accounts 2011/12**

It was proposed by Cllr Mrs Myers, seconded by Cllr Lambourne and agreed the Audit Statement of Accounts for the year to 31 March 2012 be approved and signed by the Chairman and Acting Responsible Financial Officer.

38 i **Audit Annual Return Governance Statement**

It was proposed by Cllr Mrs Skudder, seconded by Cllr Mrs Myers and agreed the Audit Governance Statement for the year to 31 March 2012 be approved and signed by the Chairman and Acting Clerk.

39 j **Chairman's Allowance**

It was proposed by Cllr Luck, seconded by Cllr Myers and agreed the Chairman's allowance be £400 for the year.

PUBLIC SESSION

The Chairman suspended the meeting for the public session.

The matter of speeding at the entrance to the Holiday Park was raised. Cllr Mrs Skudder said that if the school made a request, a project was available whereby children could speak to offenders. This had to be done through the police and the school would have to write.

There was a complaint about parking on the bend by the shops and a discussion followed about creating a lay-by and moving the bus stop.

It was reported that shoplifting was being done by young people. Cllrs Skudder and Lambourne offered to speak again to the shopkeepers.

It was reported that AFC01 light was out.

There was discussion about replacing one of the bins at the front of the shops with a bigger bin and re-installing the litter bin that had been at the back of the shops in its former position.

The Chairman thanked the members of the public and re-convened the meeting.

As Cllr Mrs Forrest had arrived, he reverted to items 7a and 8f

7 APPOINTMENT OF COMMITTEES

40 a Planning Committee

Cllr Mrs Forrest agreed to sit on the Planning Committee

8 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

41 f Allhallows Little Explorers

Cllr Mrs Forrest agreed to continue as the representative.

15 GRANT APPLICATIONS

42 None.

16 STREET CLEANING

43 a General Matters

It was reported that Mrs Colyer was back at work and had been off for a shorter time than expected.

44 b Storage Facility at Village Hall

Cllr Skudder said the shed was now installed and thanked Kieran Bussey for his help.

17 YOUTH

45 a Allhallows Little Explorers

Cllr Mrs Forrest said numbers had improved.

46 b Youth Club

Cllr Mrs Skudder reported that a local qualified teacher had offered to provide enrichment classes, free of charge. Icon Theatre wished to run a 6 day workshop with about 15-20 young people of 12-19 years during the summer holidays.

18 HIGHWAYS & TRANSPORT

47 a Footpath Officer's Report

The Chairman suspended the meeting to allow Mr Smith to give his report.

Mr Smith said there were more paths than he had realised. He had walked most of them but still had to go over to Yantlet creek. Most were in good order. He had not been able to get in touch with the Public Right of Way Officer. Cllr Mrs Myers reported fly-tipping on Homewards Road. Mr Smith said that he had seen evidence of quad bikes or 4 wheel drive vehicles on land between the track to slough Fort and Homewards Road.

Cllr Mrs Myers wondered if the farmer had been crop spraying.

The Chairman thanked Mr Smith and reconvened the meeting.

48 **b Rosehip Drive**

The Acting Clerk was trying to establish who the developer was.

49 **c Verge Cutting**

Cutting of the verges was raised. It was queried why farm roads had been done but not the main road. It was also noted that the road markings were fading out.

12 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a Recreation Ground and Playpark

50 i. General Matters. Medway Council had written that under the terms of the lease, they should not have been cutting the ground and that the Parish Council would have to make alternative arrangements from 11th June. The Acting Clerk had explained about parish precepts and the budgeting process and had copied in the Medway councillors. Cllr Irvine had negotiated that Medway Council would continue for this year but that the Parish Council would have the responsibility from April 2013. The Acting Clerk was asked to obtain a copy of the lease.

51 ii. Play park repairs. Cllr Mrs Skudder referred to the safety report and recent vandalism on the slide. The Acting Clerk was asked to contact Colyn Property Services to repair the urgent items as a matter of Health & Safety. With regard to the Proludic equipment, Maria Cook had said she would contact Heather Marsh of Medway Council about this as when the inspection was done, it was still under warranty. The Acting Clerk was asked to find out what was happening.

52 iii. Trees. The Acting Clerk reported Laverock Tree Care had carried out the work agreed. She had then received a telephone call from the resident of Shelduck Close, who had thanked the Council but said her ground floor rooms were still dark and asked that the remaining hawthorn trees be removed also. Laverock Tree Care had quoted a further £200 to do this work, clearing the small trees and rest of the undergrowth. It was proposed by Cllr Skudder, seconded by Cllr Mrs Myers and agreed this be done.

53 iv. Fence, St David's Road access. The Acting Clerk said that Dowle Fencing had not contacted her to arrange a site visit. She asked if the work should wait until the play equipment repairs had been done, but was informed that the contractors would have to use the access gate at the other end of the ground and the fence should be put up as soon as possible. She would approach other people for quotations.

54 **b Village Hall**

Cllr Skudder reported that fund raising events were being planned and the AGM was held on 25th April. The Committee remained the same. A dangerous tree in the car park had had to be felled as a matter of urgency.

55 **c All Saints Allotments**

In Cllr Marsh's absence, there was no report.

56 **d Woodland, Avery Way**

It was reported that the path through the woodland needed strimming.

e Cross Park

- 57 i. General matters. Cllr Skudder said he had obtained a quotation from Medway Council of £184.27 to put up a direction sign in Avery Way. He would obtain other quotations and bring them to the next meeting. MS
- 58 ii. Representative's report. Cllr Skudder reported on the last meeting. The outstanding issues had been discussed. He proposed a vote of thanks to Mr and Mrs Huntley-Chipper for all the work they had put in on the project.
- 59 iii. Acting Clerk's meeting with Association members. The Acting Clerk's report had been circulated prior to the meeting. The Acting Clerk said she had been invited to look round the building and had said she would help with preparing a business plan; however on arrival other members of the Association's committee were present. As her report stated, they had changed their minds and no longer wished to pursue running the building and had said that it was for the Parish Council to do so. They wished to remain a fund raising body. It was made clear to them that any of their ideas would have to be agreed by the Parish Council before they could start fundraising and that should the Parish Council want them to apply for grants for projects, they would do so.
- 60 iv. Premises Licence. The Acting Clerk reported that she had the form to complete. However the fee related to the rateable value and she would have to contact the valuation office first. Cllr Mrs Skudder said she believed no fee would be payable for a community building, but the form did not state this and in any case business rates would apply. The Association had not yet provided any paperwork.

f The Brimp

- 61 i. General Matters. Cllr Skudder reported that the gate had been broken and emergency repairs had been carried out.
- 62 ii. Social Club. Cllr Mrs Skudder reported that the insurance expired on 5th June and would not be renewed.
- 63 iii. Football arena. A vote of thanks was proposed to Mr Apostel for managing the project.
- 64 iv. Renewal of licence to the Youth Club. Having declared personal and prejudicial interests, Cllrs Skudder and Mrs Skudder left the room. Cllr Lambourne took the chair.

A draft licence that had been circulated prior to the meeting was discussed. The Youth Club was asking for use for 5 days a week and the Clerk would be informed which days would be used. The intention was to provide more flexibility than under the current arrangement. It was proposed by Cllr Lambourne, seconded by Cllr Mrs Myers and agreed the draft licence be accepted. Cllr Mrs Forrest suggested that consideration be given to a full lease when the licence was next due for renewal.

20 RURAL LIAISON COMMITTEE**65 a Representative's Report**

In Cllr Marsh's absence, there was no report.

66 b Meeting hosted by Allhallows

Members were reminded of the meeting to be held on Tuesday 19th June at 6pm in the school. All councillors were invited to attend. The Chairman said he would not be able to attend and the Vice-chairman agreed to deputise for him.

21 KALC MEDWAY AREA COMMITTEE

67 a Representative's Report

No meeting.

22 POLICE LIAISON & NEIGHBOURHOOD WATCH

68 a Representative's Report

Cllr Luck said the next meeting was the following week.

69 b Neighbourhood Watch

Cllr Luck said that John Haddaway, who co-ordinated Neighbourhood Watch now had a much bigger area.

23 COMMUNITY ACTIVITIES

70 a Project Morning

It was reported 9 volunteers had attended the last morning. Johnny Robinson from Medway Council had also helped. All the volunteers had commented on how much cleaner the village was.

71 b Councillors' Surgery

The next surgery would be held the following Saturday.

c History Club

72 i. Jubilee exhibition. Cllr Mrs Skudder gave details of the exhibition to be held in the church over the Jubilee weekend

73 ii. Local history book. Cllr Mrs Skudder reported that Keith Gulvin had written a book about Allhallows. Printing costs were from £394 to £766, depending on quantity. She proposed that the Parish Council pay £394 for the printing. This was seconded by Cllr Skudder and agreed.

d Queen's Diamond Jubilee

74 i. Big Picnic event. This would be held on the Recreation Ground on Sunday 3rd June from 2 pm.

75 ii. Garden Competition. It was reported there were 6 entries so far.

24 BOURNE LEISURE

76 a Representatives' Report

Cllr Skudder had met the Manager about the Coastal Community Fund application.

77 b Coastal Community Fund

Cllr Skudder reported that he had discussed the application with the Manager. An application for £750,000 had been submitted for Slough Fort.

25 SHELDUCK CLOSE BUFFER ZONE

78 Cllr Skudder had no update to give.

26 SCHOOL LIAISON

79 In Cllr Marsh's absence, the Acting Clerk reported that the school was looking for the map of the parish, owned by the Parish Council, that had hung in the school hall. The school was holding a 40th anniversary celebration.

27 ESTUARY AIRPORT

80 The expected consultation document had not yet been issued by the Government.

28 COMMUNICATIONS

a Allhallows Life

81 i. Editor's Report. Cllr Mrs Skudder said she had had enough material for a 16 page issue. She proposed that there should not be more than 3 pages of advertisements. The printer had been asked for the cost of a 16 page issue.

82 ii. Delivery. Cllr Skudder asked for agreement that delivery volunteers be sought. This was agreed and a request would be placed in the next issue.

83 b Website

Nothing to report.

84 c Noticeboards

Cllr Skudder said that the boards became overcrowded and that in future only a notice of the meeting would be put up. The agenda was available on the website.

29 WORK PROGRAMME

85 Cllr Skudder had not updated the work programme.

30 CONSULTATION

86 No documents received.

31 CORRESPONDENCE

87 a Young People

A complaint had been made about young people outside the shops. During the previous month Cllr Mrs Skudder had entered into email correspondence with Cllr Irvine about a community gardener improving the raised beds near the shops.

32 REPORTS AND CIRCULARS

88 None received.

33 ANY OTHER BUSINESS

89 No matters were raised.

CONFIDENTIAL SECTION

34 EXCLUSION OF PRESS AND PUBLIC

90 It was proposed by Cllr Skudder, seconded by Cllr Lambourne and agreed the press and public be excluded from the next item on the grounds it was a legal matter.

35 LETTER FROM ASVSH LAW

91 A letter had been received from ASVSH Law, which was read out. After discussion it was proposed by Cllr Skudder and seconded by Cllr Mrs Myers that a reply be sent refuting all allegations contained therein and that the Parish Council was not responsible for actions of members of the general public. On a vote being taken, the motion was carried by 4 votes in favour and 2 abstentions.

The Chairman closed the meeting at 10.20 pm.

SignedChairman

On theday of2012