

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE MEETING HELD ON MONDAY 12 SEPTEMBER 2011 AT THE BRIMP,
AVERY WAY, ALLHALLOWS AT 7.15 pm**

PRESENT:	Cllr Mark Skudder	Chairman	Except items 13g(ii), (iv)
	Cllr John Lambourne	Vice-chairman	In the chair items 13g(ii), (iv)
	Cllr Mrs Yvonne Forrest		
	Cllr John Luck		
	Cllr Alan Marsh		
	Cllr Mrs Wendy Myers		
	Cllr Mrs Noleen Skudder		Except items 13g(ii), (iv)
	Mrs Roxana Brammer	Acting Clerk	

In attendance 14 members of the public

Item no *Action point*

Minute no 2011/12/

1 APOLOGIES

337 An apology for absence was received from
Cllr Pauline Martin Indisposed
It was proposed by Cllr Mrs Skudder, seconded by Cllr Skudder and carried unanimously that this apology be accepted by the Council. Apologies for absence were also received from Cllrs Phil Filmer, Chris Irvine and Tony Watson, Medway Council

2 CODE OF CONDUCT

338 a Declarations of Interest and Alterations to the Register

Cllr Mrs Forrest declared a personal interest in item 12b, Allhallows Little Explorers, as the Council's nominee. Cllrs Skudder and Mrs Skudder declared personal interests, as members of the management committee and Cllrs Mrs Myers and Lambourne declared personal interests as helpers, in item 12c, Youth Club. Cllrs Skudder and Mrs Skudder declared personal and prejudicial interests in items 13g(ii), (iv), renewal of licence to Youth Club, as members of the Youth Club management committee. Cllr Luck declared a personal interest in item 13f Cross Park as he cut the grass and a prejudicial interest should the grass cutting be discussed. Cllr Skudder declared a personal interest as a member of the Parochial Church Council, should the matter of the church arise.

339 b Standards Committee

Cllr Marsh had nothing to report.

3 MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2011

340 It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the minutes of the meeting held on 12 September 2011 be signed as a true record, with the following amendments:

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Public Session, 3rd paragraph: substitute "lady" for "child".

Item 11c, minute 2011/12/276: Delete sentence commencing "The only member..."

Item 14b, minute 2011/12/288: Insert "The Council instructed Mrs Ells to purchase the equipment and they would reimburse her".

5 MATTERS ARISING

341 No matters were raised.

6 MINUTES OF THE MEETING HELD ON 3 AUGUST 2011

342 It was proposed by Cllr Marsh, seconded by Cllr Mrs Myers and agreed that the minutes of the meeting held on 3 August 2011 be signed as a true record, subject to the alteration of the venue to Allhallows village Hall.

7 MATTERS ARISING

343 No matters were raised.

PUBLIC SESSION

The Chairman suspended the meeting for the public session.

Matters raised were:

Motor bikes racing in Avery Way.

The loss of the key to the noticeboard by the shop that was held by the shopkeeper.

Mr Dady said he had not received a reply from Medway Council about the trees.

It was reported that the cutting of the brambles in Cross Park had exposed rubbish.

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

10 PLANNING**344 a Applications**

None.

345 b Decisions

None notified.

c Appeals and Other Matters**346 i Illuminated Sign**

347 **ii Medway LDF: Publication Core Draft Strategy and updated Statement of Community Involvement**

Received.

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348 iii Lodge Hill Development Brief

Received.

349 iv Planning Training

350 **d Licensing Applications**

Cllr Mrs Skudder referred to the offer to facilitate planning training made by the Monitoring Officer at the recent training session. The Acting Clerk to pursue this. *RB*

None.

9 FINANCE**351 a Bank Balances**

352 **b Cheques signed since Last Meeting**

The bank balances as listed on Appendix B were noted.

Cllr Mrs Forrest raised the matter of the cheques approved by the Finance Committee at their meeting held on 31 August and listed in the minutes of that meeting. She said the Finance Committee should not approve cheques and they should have waited until the next meeting of the Council. The Chairman said that some of the invoices were of fairly long standing and it had been expedient to deal with them at that meeting. They had been correctly authorised and signed by two councillors. Cllr Mrs Skudder proposed that although approved by councillors and authorised, the cheques be ratified. This was seconded by Cllr Mrs Myers and carried by 6 votes for and 1 against.

353 **c Accounts for Payment**

It was proposed by Cllr Mrs Skudder, seconded by Cllr Marsh and carried unanimously that the accounts for payment as listed on Appendix B be approved (cheques 103021 – 103029) together with £154, Clive Stanley (cheque 103030), £71.91, John Price (103031) and £95, L & M Services (103032).

354 **d Accounts for the Year to 31 March 2011**

The Chairman suspended the meeting to allow Mr Harwood to speak. He asked if there was anything untoward about the accounts. The Acting Clerk assured him that there was not and that this had been confirmed by the internal auditor. The Chairman reconvened the meeting.

Cllr Mrs Skudder referred to the second asbestos report and said this had been an unnecessary expense. She asked Cllr Mrs Forrest to explain this. Cllr Mrs Forrest replied that the insurers had not accepted the report commissioned by the Youth Club. It was then proposed by Cllr Mrs Myers, seconded by Cllr Marsh and agreed the accounts for the year to 31 March 2011 be approved and signed by the Chairman and Acting Responsible Financial Officer.

355 **e Internal Audit 2010/11**

The Internal Audit Report had been circulated to all members prior to the meeting. The Finance Committee would discuss it in detail at their next meeting. Cllr Mrs Skudder

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suggested publishing the statement on Freedom of Information requests in Allhallows' Life.

356 **f Audit Commission Annual Return 2010/11**

i. Statement of Accounts. It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the statement of accounts be signed by the Chairman and Acting Responsible Financial Officer.

357 ii. Governance Statement. The Chairman read the governance statement and responses to each item were agreed. It was proposed by Cllr Mrs Skudder and seconded by Cllr Mrs Myers that the governance statement be signed by the Chairman and Acting Clerk. The motion was carried by 5 votes for and 2 against.

358 **g Bank Mandate**

The Chairman explained the difficulties being experienced by the two signatories and the Acting Clerk in managing the account. Cllr Marsh proposed that the Acting Clerk be added to the mandate. This was seconded by Cllr Mrs Skudder and agreed.

359 **h Village Hall Insurance**

The situation whereby the Hall Management Committee had taken out their own insurance for the current year was explained. Cllr Skudder said that for next year the Council should revert to its previous practice of including the hall within its own policy but of recharging those parts of the premium that were particular to the running of the hall and the responsibility of the Committee. He then proposed that the Council contribute £500 towards the premium paid by the Committee. This was seconded by

- 360 i **KALC Finance Training**

KALC was holding a finance training day on 7 October. The Council had 3 places on KALC training already paid for. Cllrs Mrs Skudder and Marsh would attend. The Acting Clerk gave them booking forms and asked them to complete and return to KALC.

- 361 j **Finance Committee Meeting Minutes**

The draft minutes of the meeting of the Finance Committee held on 31 August were received.

- 362 k **Next Meeting**

The next meeting of the Finance Committee would be held on Monday 17 October.

10 GRANT APPLICATIONS

- 363 a **Brownies**

It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the cost of the hire of the village hall by the Brownies be paid by the Council as a grant under S 19 of the Miscellaneous Provisions Act 1976.

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- 364 b **Rainbows**

It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the cost of the hire of the village hall by the Rainbows be paid by the Council as a grant under S 19 of the Miscellaneous Provisions Act 1976.

- 365 c **Local History Group**

Cllr Mrs Skudder said that some parishioners wished to form a local history group and had asked if the Council could meet the cost of the hire of the Village Hall. It was proposed by Cllr Marsh, seconded by Cllr Mrs Myers and agreed the cost of the hire of the hall be paid as a grant under S 145 of the LGA 1972.

11 PERSONNEL COMMITTEE

- 366 a **Personnel Committee Minutes of the Meeting held on 19 August 2011**

The draft minutes of the meeting of the Personnel Committee held on 19 August 2011 were received. The Committee Chairman said that they had been agreed and signed at the meeting held on 9 September. He referred to the item on a revised timetable for Mrs Colyer and extra cover by Mr Price during school holidays, which had been agreed in principle by the Finance Committee. He proposed that this be put into effect from 1 October and that Mrs Colyer be paid by monthly standing order, also from October. This was seconded by Cllr Skudder and agreed. The Chairman of the Village Hall Committee would be asked if Mrs Cloughton would also like to be paid by monthly standing order.

- 367 b **Personnel Committee Minutes of the Meeting held on 9 September 2011**

The draft minutes of the meeting of the Personnel Committee held on 9 September 2011 were received.

- 368 c **Confirmation of Delegated Powers to Recruit Staff**

It was proposed by Cllr Skudder and seconded by Cllr Marsh that the delegated powers of the Personnel Committee contained within their terms of reference to recruit staff be confirmed. This was carried by 6 votes for and 1 against.

12 YOUTH COMMITTEE

369 **a Chairman's Report**

No meeting had been held. It was reported that the Rainbows were starting up again.

370 **b Allhallows Little Explorers**

i. Storage shed. The Committee wished to proceed with a shed and base from Argos. They were instructed to proceed and to submit the invoice for reimbursement. They now had a bank account and the £400 owed to them was paid (cheque 103033) as previously agreed (minute 2011/12/205).

371 **c Youth Club**

Cllr Mrs Skudder reported the summer camp had gone well. They were planning a

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Hallowe'en sleepover. She reported that there had been a break-in on 24 August and that there had been forced entry to the filing cabinet. This had been reported to the police.

372 **d Date of Next Meeting**

Deferred.

13 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**a Caretaking**

373 i. General Matters. It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed that John Price be asked to cover public holidays.

374 ii. Street Cleaning. The Acting Clerk reported that Sarah Dagwell was waiting for a contact at Veolia to contact her when the contact had returned from holiday.

375 iii. Litter Bin. The Acting Clerk had spoken to Amy Mason of Medway Council. A large bin would be provided to replace the small bin and it would be resited to a position between the two takeaway outlets. The bin in St David's Road would be moved to near the entrance to the Premier Mart.

376 **b Village Hall**

Cllr Skudder reported that the Committee would be holding a Prom Night and a summer fête and were planning a programme of events.

c Recreation Ground and Playpark

377 i. General Matters. The replacement swing seat would be £52.75 without installation. It was proposed by Cllr Marsh, seconded by Cllr Skudder and agreed Colyn Property Services be asked to install the seat up to a cost of £100.

378 ii. Litter bins. The litter bins had been delivered and were awaiting installation.

379 iii. Goal Posts. Colyn Property Services had inspected the goal posts. Their condition was such that it would be impossible to move them. The cost of dismantling would be £84. It was proposed by Cllr Skudder, seconded by Cllr Mrs Myers and agreed that one be dismantled and removed and the other be left in situ.

380 iv. Climbing plant up tree. It was agreed to defer this to a future meeting.

381 **d All Saints Allotments**

Nothing to report.

382 **e Woodland, Avery Way**

The Acting Clerk reported there had been no response from the PROW officer.

f Cross Park

383 i. Boot Fair. The Scouts had asked permission to hold a boot fair on 24

September. Cllr Skudder proposed that this be approved, subject to the District Commissioner. This was seconded by Cllr Mrs Skudder and agreed. Cllr Mrs Skudder volunteered to inform the Council's insurers. It was understood that the Scout Leader was in ill-health and it was possible the boot fair would not in fact be held.

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g The Brimp

384 i. General Matters. There had been a few minor general maintenance issues which the Youth Club would sort out at their expense.

385 ii. Licence. Having declared personal and prejudicial interests, Cllrs Skudder and Mrs Skudder left the room. Cllr Lambourne took the chair. It was proposed by Cllr Marsh, seconded by Cllr Mrs Myers and agreed unanimously the Youth Club licence be renewed for a further 6 months. Cllrs Skudder and Mrs Skudder returned to the meeting and Cllr Skudder resumed the chair.

386 iii. Over 50s Club. Cllr Mrs Skudder reported she would be promoting this in the next issue of Allhallows' Life and would be putting a notice at the end of the road.

387 iv. Football arena. Everything was finished but there were ongoing problems with the tile surface and it was stalemate with the supplier/installer. Further advice was being sought.

388 **h Noticeboards**

Cllr Skudder had fixed acrylic sheet on the inside of one notice board and that had been effective so far. He would do the same to the others in due course.

14 COMMUNITY ACTIVITIES

389 **a Project Morning**

Cllr Mrs Skudder reported on a letter from Medway Council, following a complaint made to them about a group of residents undertaking voluntary litter picking. She had followed this letter up and Medway Council had offered initial help. She had spoken to the Council's insurers and Bourne Leisure had offered to donate equipment for 20 volunteers. She volunteered to organise the first project morning. Cllr Skudder proposed a sum of up to £400 be made available to cover any shortfall in set-up costs. This was seconded by Cllr Marsh and agreed unanimously. It was agreed project morning would take place on the second Saturday of the month, meeting at the Village Hall, beginning on 8 October.

390 **b Councillors' Surgery**

Cllr Skudder reported he had attended the August Farmers Market but it had been very quiet.

15 BOURNE LEISURE

391 **a Appointment of Liaison Representatives**

It was proposed by Cllr Mrs Skudder, seconded by Cllr Mrs Myers and agreed unanimously that Cllrs Skudder and Marsh be appointed liaison representatives. They would arrange a meeting with the Manager of the Holiday Park.

392 **b Chalet Owners Liaison**

The Chairman suspended the meeting to allow Mr Apostel to speak.

Mr Apostel informed the meeting that none of the chalet owners expected the Parish Council to get involved with their leases but desired the same treatment as any other council tax payer.

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The Chairman thanked Mr Apostel for his comments and reconvened the meeting.

393 c **Policy**

A draft policy concerning the Holiday Park had been circulated prior to the meeting. It was proposed by Cllr Skudder, seconded by Cllr Mrs Skudder and agreed unanimously that this policy be adopted by the Council.

16 **HIGHWAYS AND TRANSPORT**394 a **Bus Services**

Cllr Marsh confirmed he had asked for the subject to be an agenda item for the next Rural Liaison meeting. He would supply a copy of the timetable to go in Allhallows' Life. Cllr Mrs Skudder would approach Arriva for permission to print it.

395 b **Parking**

It was understood from Mr Wood that he had complained about residents parking on the footway in the section of Avery Way opposite the supermarket and that it had been clear all the previous week. Cllr Luck referred to cars parked on the bend in Binney Road by the junction with St David's Road. Both Medway Council and the police said it was the responsibility of the other organisation. He had suggested at the Police Liaison meeting that a car be sent down in the evening as parking on a corner was an offence.

17 **RURAL LIAISON COMMITTEE**396 a **Representative's Report**

Cllr Marsh reported the next meeting was on 21 September and would be hosted by St James, Isle of Grain Parish Council.

397 b **Rural Liaison Grant Projects**

Nothing to report.

18 **KALC MEDWAY AREA COMMITTEE**398 a **Representative's Report**

Cllr Skudder reported on the last meeting, when parish representatives had given reports about their areas. There was concern from Cliffe and Cliffe Woods, Hoo St Werburgh, St James Isle of Grain and Halling over the retained fire stations and there had been a meeting in Grain about the LG plant and emergency planning.

19 **POLICE LIAISON**399 a **Representative's Report**

Cllr Luck reported on the last meeting. He had raised the matter of the speed of Clarke's Coaches through the villages. Cllr Marsh said he would ask Cllr Irvine to take this up with the coach company.

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20 **COMMUNICATIONS**400 a **Allhallows Life**

Cllr Mrs Skudder reported that she had received an email from a resident, suggesting a poster competition about litter. She believed that Cllr Mrs Forrest had spoken to the school about a similar idea the previous year but that nothing had come of it. She suggested the Council organise and judge a poster competition and that prizes be sought from businesses. Invoicing for the advertisements was being dealt with and the Finance Committee would discuss rates to come into effect from April 2012. Cllr Mrs Forrest reported that she had obtained prices for printing the magazine, which would be reviewed by the Finance Committee at its next meeting. Cllr Skudder proposed a vote of thanks to the Editor – a lot of work was involved

401 b **Website**

Cllr Skudder said there were limitations to the website due to its template basis and he would speak to the Webmaster.

21 WORK PROGRAMME

402 Cllr Skudder said that he work programme was being updated. He would put it on the website.

22 CONSULTATION

403 No documents received.

23 CORRESPONDENCE

404 None.

24 DATE AND VENUE OF NEXT MEETING

405 Wednesday 19 October at the Village Hall at 7.15 pm. The Acting Clerk reported that she would be able to make the 3rd Wednesday of the month in future, for as long as was needed.

25 REPORTS AND CIRCULARS

406 None received.

26 ANY OTHER BUSINESS

407 a **Kent Village of the Year**

Cllr Mrs Skudder said that she had entered the village into the Village of the Year competition. The results would be announced on 13 October. Cllr Skudder and Mr Apostel would be attending on behalf of the Youth Club.

The Chairman closed the meeting at 10.45 pm.

SignedChairman

On theday of2011