

ALLHALLOWS PARISH COUNCIL**MINUTES OF THE MEETING HELD ON WEDNESDAY APRIL 10th 2013 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6:33 pm.**

PRESENT:	Cllr Mark Skudder	Chairman
	Cllr Mrs Yvonne Forrest	
	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
	Mr John Price (7:20pm)	

Item no

Minute no 2012/13/

1 APOLOGIES

Apologies for absence were received from :

324

Cllr Mrs Noleen Skudder	Illness
Cllr Mrs Pauline Martin	No apologies were received

It was proposed by Cllr Alan Marsh, seconded by Cllr John Luck and unanimously agreed that the apologies received be accepted by the Council.

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

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None

3 DISPENSATION REQUESTS

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None

4 MINUTES OF THE MEETING HELD ON 6th FEBRUARY 2013

327 i) It was proposed by Cllr Mrs Wendy Myers, seconded by Cllr Mrs Yvonne Forrest and agreed unanimously that the minutes of the meeting held on 6th February 2013 be agreed and signed as a true record, with the following amendments:

Page 45, those PRESENT

Amended to include "...Vice-Chairman..." after Cllr John Lambourne's name.

328 ii) Page 50, last paragraph of 321, Date and time of next meeting.
Amended to read "...Cllr Yvonne Forrest and Cllr John Luck disagreed to bi-monthly meetings...."

5 MATTERS ARISING

329 i) Page 47, Para 299, Grant applications
Cllr Mark Skudder (Chair) reported that as All Saints Church PCC had been able to purchase the portable gas heaters and gas bottles at a significant discount, the cost had reduced to £631.91. Although a grant payment of £930

had been originally approved, in agreement with the PCC, the grant was reduced in light of the actual costs.

330 ii) Page 50, Para 322, Public session

Cllr Mark Skudder (Chairman) made a note to put a notice in the Allhallows Life Magazine about considerate parking near the access to the Kingsmead Park site.

Action Point 5.1: Cllr Mark Skudder to include article in Allhallows Life Magazine about parking near the entrance to Kingsmead Park.

6 TO NOTE UPDATES ON ACTION POINTS OUTSTANDING FROM PREVIOUS MEETINGS

331 i) Updates on action points from minutes C/11/12 and C/12/13 were noted.

332 ii) Cllr Mrs. Yvonne Forrest provided an update on the Elderly Shopping Transport (**Action point C/11/12 8.1.**)

The options explored so far included private bus companies, a Medway Council service for those with mobility problems and the Villager Community Transport scheme. Despite sending requests to five bus companies, only three had responded with estimated costs to date. Information and leaflets had been received about the Medway Mobility Dial a Bus Service and the cost of membership and hire for the Villager service had been obtained.

Cllr Mark Skudder (Chair) thanked Cllr Mrs. Yvonne Forrest for her report. It was agreed it would be helpful for Cllr Mrs. Yvonne Forrest to arrange for the Medway Mobility scheme poster and leaflets to be placed in the Post Office

Cllr Mrs. Wendy Myers was asked to contact ASD coaches about the possibility of the service taking residents to Morrison's in Strood. Cllr Mrs. Yvonne Forrest agreed she would produce a paper for discussion (to include the ASD feedback from Cllr Mrs. Wendy Myers) at the next meeting, following some further work. In addition, Cllr Mrs. Yvonne Forrest would arrange for an article or notice to be placed in the Allhallows Life magazine to gauge interest from residents.

333 iii) Cllr Mrs. Yvonne Forrest provided an update on the high water level in the ditches outside Allhallows Place. (**Action Point C/12/13 9.3**) Following correspondence with the Medway Council Enforcement Officer it seems that the ditch is unregistered and not owned by Medway council or the owners of Allhallows Place. The matter has now been referred to the Medway Council Planning Dept for their consideration.

334 iv) Land Registry search costs have been approved so title deed searches will be progressed. (**Action Point C/12/13 11.1**)

335 v) The following action points are now cleared:

C/11/ 8.3 - outsourcing of staff PAYE function

C/11/12 11.1 Premises License application for Cross Park Pavilion

C/11/12 12.1 Cllr Mark Skudder to write to guest speakers and groups for the Annual Parish Assembly meeting on 14th April 2013.

C/12/13 6.2 Review of Financial Regulations

C/12/13 6.3 Outstanding allotment rents

7 PLANNING

336 There were no applications or appeals and Decisions MC/11/2330 and MC/11/23333 were noted.

8 FINANCE

337 a) Bank account balances listed on appendix A were noted, agreed and signed by Cllr Mark Skudder (Chair). Proposed by Cllr Alan Marsh, seconded by Cllr Mrs.

Wendy Myers and unanimously agreed.

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

339 c) 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**.

340 d) The budget monitoring spreadsheet, end of year forecast outturn and narrative report were noted. It was agreed that the budget entry "...Grass cutting in Avery Way..." should be re-titled...Grass cutting in Cross Park access road..."

The budget monitoring information was agreed. Proposed by Cllr Alan Marsh, seconded by Cllr John Lambourne and unanimously agreed.

Action Point 8.1: It was agreed that the Clerk would produce an additional sheet each month, to support the budget monitoring information, showing the amount of income received each month.

341 e) The note explaining the Precept and council tax base rate for 2013/14 calculations was noted.

342 f) It was noted that the monthly bank reconciliation had been carried out. However, as the Clerk had forgotten the end of month bank statements it was not possible to carry out the check.

343 g) The Parish Clerk updated members on progress with the end of year accounts. It was agreed that the previous internal auditor, Mrs. Pauline Bowdery would be asked to carry out the work. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

344 h) A cheque for the outstanding 2012/13 allotment rents had now been received by the Clerk. Cllr Mark Skudder (Chair) expressed thanks on behalf of the Parish Council to Mrs. Maureen Caldwell for her help in collecting the monies from the allotment holders.

Action Point 8.2: The Parish Clerk to write to Mrs. Caldwell to enquire if she might agree to be a village contact for the allotments.

i) **GRANT APPLICATION FORMS AND RULES**

345 The grant application rules were agreed with the following amendments to the draft documents.

Rule 1: To include that grants may exceptionally be considered outside of the quarterly timetable should it be considered necessary or desirable by the Parish Council.

346 Rule 2: To add that organizations or groups must ..."usually..." be based within the boundaries of Allhallows Parish Council.

347 Rule 9: To delete the last bullet point and insert "...Confirm how many are likely to benefit from the grant, how many are in the group or organisation and how many members or beneficiaries are resident in Allhallows..."

348 Rule 10: To be deleted.

It was agreed that the Grant Application form would be amended to reflect these changes.

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

The Grant Allocation notice was to be amended to reflect the changes agreed to Rule 1 (above). The Parish Clerk was to prepare a notice and send it to Cllr Mark Skudder (Chair) for approval and subsequent publishing in the Allhallows Life magazine and on the Parish website. Proposed by Cllr Alan Marsh,

seconded by Cllr Mrs. Yvonne Forrest and unanimously agreed.

Action Point 8.3: Parish Clerk to prepare amended Allocation of Grants notice for approval by Cllr Mark Skudder (Chair) and arrange for website to be updated with details

349 j) It was agreed that the Parish Clerk could purchase a copy of the Local Council Administration reference book through the Society of Local Council Clerks (SLCC). The cost is expected to be approximately £ 65.00. Proposed by Cllr Mark Skudder (Chair), seconded by Cllr Alan Marsh and unanimously agreed.

350 k) It was agreed that the Parish Clerk would suggest some dates and times for Cllr Mrs. Yvonne Forrest, Cllr Mrs. Wendy Myers and Cllr Alan Marsh to form a working party to carry out the Annual Risk assessment.

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

Action Point 8.4: Parish Clerk to suggest dates and times for the working party.

351 l) It was agreed to authorise the cost of three Land Registry on-line searches for title deeds. It was agreed to include the Parish Council land near Shelduck Close in order to determine boundaries. Estimated costs are £25.00. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs. Wendy Myers and unanimously agreed.

Action Point 8.4: Parish Clerk to proceed with Land Registry searches.

352 m) It was agreed to renew the Action with Communities in Rural Kent annual membership at £35.00. Proposed by Cllr Alan Marsh, seconded by Cllr John Luck and unanimously agreed.

353 n) **MATTERS ARISING FROM FINANCE COMMITTEE MEETING ON 3rd APRIL 2013**

354 i) Following review discussions it was agreed to maintain the current charges for advertisements in the Allhallows Life magazine. Charges would be reviewed again next year. Proposed by Cllr Mark Skudder (Chair), seconded by Cllr Alan Marsh and unanimously agreed.

355 ii) It was agreed that the Parish Clerk would help to prepare a list for councilor compliance checks to support effective governance of the Council's finances.

Action Point 8.5: Parish Clerk to help prepare a list for councilor compliance checks

356 iii) It was agreed that the budget monitoring spreadsheet and narrative would be approved at future Parish Council meetings for posting on the website as soon as is practical.

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

357 iv) It was agreed to move the matter arising relating to Grass Cutting at Cross Park to the Confidential section due to the potential commerce in confidence nature of the discussions. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

9 HIGHWAYS & TRANSPORT

Cllr Mark Skudder (Chair) suspended the meeting to enable the Footpaths Officer to give his report.

358 a) Footpaths Officers report: Mr. Mick Smith provided a very helpful update on the

state of the local footpaths and area. Fly tipping in the Homewards area had been reported as well as areas that were just outside of the Parish boundary. There were some dead foxes behind the black tin sheds and litter and human waste had been reported in the road leading to the Brimp. However, in general things were considered to be not too bad.

Cllr Mark Skudder thanked Mr. Smith for the valuable work he continues to carry out.

The Chairman resumed the meeting.

- 359 b) The speed limit proposals for the Ratcliffe Highway were noted.

10 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

a) Cross Park

- 360 i) It was noted that the premises licence for Cross Park Pavilion had been granted by Medway Council. In light of this the Parish Clerk would review the hiring agreement and the hire terms and conditions for consideration at the next Parish Council meeting.

Action Point 10.1: Parish Clerk to produced revised agreement and terms and conditions for the hiring of Cross Park Pavilion.

- 361 ii) The Parish Clerk was asked to contact Colyn Property Services and request another up to date quotation (original 723/13 was now out of date) for the road surface works at the gated entrance to Cross Park and for an additional quotation for digging out and laying metal reinforced concrete.

Action Point 10.2: Parish Clerk to request quotations for consideration at the next Parish Council meeting.

- 362 iii) The repair to the boiler through its warranty agreement was noted and Cllr Mark Skudder thanked Sandy Isles and Nick Thompson for their help when the boiler fault was reported. The low voltage issues at Cross Park would be investigated.

- 363 iv) The annual electrical testing estimate for Cross Park Pavilion from Barnard Electrical for £140 was agreed. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

Action Point 10.3: Parish Clerk to raise work order for annual electrical testing.

b) The Brimp

- 364 The 2013/14 lease renewal documents for the Youth Club at the Brimp site were signed and witnessed. The Clerk is to send one copy to the Youth club for their retention.

c) The Playpark

- 365 The annual inspection had been carried out by Craigdene Ltd. and there were some moderate risks identified. These were mainly to do with resurfacing under swings or equipment. The Parish Clerk was asked to contact Colyn Property Services for a quotation for the items identified in the report.

The Parish Clerk was asked to contact Mrs. Maria Cook from Craigdene Ltd for her opinion on measures to deter bird fouling on the round swing.

Action Point 10.4: Parish Clerk to obtain quotation for remedial works on Playpark following the annual inspection and to obtain some advice from Craigdene Ltd regarding possible measures to deter bird fouling on play equipment.

d) Recreation ground

366 Following discussion the proposed lease agreement with Medway Council was agreed. The arrangement would save the Parish Council £125 per quarter in rental fees and the grass would continue to be cut by Medway council contractors. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

11 **FRIENDS OF ALL SAINTS CHURCH**

367 A copy of the proposed constitution for the Friends of All Saints Church was circulated for information. Any comments or observations were to be passed to Cllr Mark Skudder (Chairman).

Cllr Alan Marsh and Cllr John Lambourne volunteered as Parish Council representatives for the Friends of All Saints Church. Proposed by Cllr Mark Skudder (Chairman), seconded by Cllr Wendy Myers and unanimously agreed.

12 **ANNUAL PARISH ASSEMBLY**

368 Invitations to local groups had been issued for the meeting on 24th April 2013 and it had been confirmed that Mr. Mark Reckless MP for Rochester and Strood, would be the guest speaker. At the time of the meeting responses were outstanding from local Medway Councillors.

13 **CORRESPONDENCE**

369 Councillors were updated on recent e-mail exchanges and letters. These included grass cutting at Cross Park, parking in St.Luke's Way, dangerous parking, rubbish issues at the Holiday Park and ongoing issues with the need for road repairs in Queensway.

There had also been exchanges between Cllr Mark Skudder (Chair) and the Cross Park Association organisers regarding the need for the Parish Council to be notified of planned events due to insurance cover and other local council requirements. The recent boot fair and Easter Fair had necessitated the Parish Council to obtain insurance cover at very short notice.

All correspondence was duly noted.

14 **LIAISON OFFICERS' REPORTS**

370 i) It was agreed to host the 18th June 2013 Rural Liaison Committee meeting at Cross Park Pavilion. Cllr Alan Marsh would check potential numbers against the Pavilion capacity and report back. It was agreed that if the Pavilion was deemed to be too small, Cllr Alan Marsh would contact the local primary school as an alternative venue. Catering costs of up to £150 for the meeting were approved. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

Action Point 14.1: Cllr Alan Marsh to make the necessary arrangements for the Rural Liaison Committee Meeting on 18th June 2013.

371 ii) Cllr Alan Marsh provided an update on the Hoo rural bus service that was funded through Section 106 as a consequence of the housing developments in Bells Lane, Hoo. The provision of the later bus service, (6:35pm from Chatham to Grain) is being reviewed in June when the Section 106 agreement expires. At this stage it is unclear whether the service will continue.

372 iii) Cllr Mark Skudder (Chairman) provided an update on the Village Hall and reported that finances remain healthy due in part to a range of fund raising activities. A new section of wooden flooring had recently been installed in the

hall.

15 RESOLUTION TO RESCIND DECISION

373 A proposal was made to rescind the decision taken on 19th December 2012 to hold future meetings on the first Wednesday of the month. (C/11/12/15 Para 280).

A resolution was made to set aside Standing Order 11. Proposed by Cllr Mark Skudder (Chairman) and seconded By Cllr Mrs. Wendy Myers and unanimously agreed.

It was explained that the decision to hold meetings on the first Wednesday of the month failed to take into account that this would result in Allhallows Parish Council meetings being on the same evening as Stoke Parish Council. As some members were directly and disproportionately affected by the change as they wanted to attend both meetings, it was agreed that in light of the material facts that came to light after the resolution was passed, future meetings would take place on the second Wednesday of the month.

Proposed by Cllr Mark Skudder, seconded by Cllr Mrs. Yvonne Forrest and unanimously agreed that this decision would replace the resolution made at the 19th December 2012 meeting.

16 DATE AND TIME OF NEXT MEETING

374 Following discussions each Councillor expressed their preferences for the frequency of future meetings.

- Cllr John Luck and Cllr Mrs. Yvonne Forrest wanted to hold meetings each month.
- Cllr Alan Marsh expressed no fixed view.
- Cllr John Lambourne wanted bi-monthly meetings
- Cllr Mrs. Wendy Myers was content with bi-monthly meetings with additional meetings being scheduled if required.
- Cllr Mark Skudder wanted bi-monthly meetings.

The Chairman asked that the next meeting agenda include an agenda item for Frequency of Future Meetings.

Cllr Mark Skudder (Chairman) proposed that the next meeting be held on Wednesday 12th June 2013. This was seconded by Cllr John Lambourne. Cllr Mrs. Wendy Myers, Cllr John Lambourne and Cllr Alan Marsh agreed and Cllr Mrs. Yvonne Forrest and Cllr John Luck disagreed. The proposal was carried by a majority vote.

Action Point 16.1: Parish Clerk to include Frequency of Future Meetings to the next agenda.

The Chairman suspended the meeting at 8:50pm for the Public Session.

PUBLIC SESSION

375 John Price was asked to take photographs of the broken pipe work in Stoke Road/Ratcliffe Highway so that it can be reported to Medway Council.

Following recent road works it was reported the drain grills opposite Shelduck Close were full of asphalt. Cllr Mark Skudder agreed to notify Medway Council.

Mick Smith was asked to report the wood dumped in the service road behind the shops to Medway Council.

John Price reported that children had been spotted throwing drink cans into the ditch opposite the shop in Avery Way.

The Chairman thanked the members of the public and re-convened the meeting at 9:00pm

376 It was proposed by Cllr Mark Skudder (Chairman), seconded by Cllr Mrs. Yvonne Forrest and unanimously agreed to exclude the press and public from the next two agenda items on the grounds they related to individual staff members and commercially sensitive discussions regarding Cross Park grass cutting contract options.

17 CONFIDENTIAL SECTION

377 Due to the closure of L&M Services (who provided the grass cutting service at Cross Park) Cllr Mark Skudder (Chairman) confirmed he has asked Colyn Property Services to provide a quote for grass cutting at Cross Park as an interim solution in order to keep the grass at a manageable height.

378 Cllr Mrs. Yvonne Forrest suggested that the Golf Course owners could also be approached for an interim solution quote. It was agreed that quotes should be requested for cutting the grass at least once a month for three months and to include a breakdown of any machinery hire costs.

379 Cllr Mark Skudder (Chairman) proposed that an upper limit of £1,000 be set for the three grass cuts (which were to exclude the "side grass" and an approach would be made to the Golf Club as part of the interim solution options. Seconded by Cllr Alan Marsh and unanimously agreed.

18 MATTERS ARISING FROM 3rd APRIL PERSONNEL COMMITTEE MEETING

380 i) Following successful completion of the probationary period, it was proposed by Cllr Mark Skudder (Chairman) that the Parish Clerk's salary would be increased to the next incremental pay point of £13.66 per hour (£26,276.00 pa pro rata, LC2 Spine point 31)

381 ii) Subject to satisfactory end of year appraisal, it was proposed by Cllr Alan Marsh that the Caretaker A salary would increase to the SCP increment pay point 11, £7.657 per hour (£14,733 per annum pro rata). Seconded by Cllr Mark Skudder (Chairman) and unanimously agreed.

382 iii) Subject to satisfactory end of year appraisal, it was proposed by Cllr Alan Marsh that the Caretaker B salary would increase to the SCP increment pay point 8, £6.85 per hour (£13,189.00 per annum pro rata). Seconded by Cllr Mrs. Wendy Myers and unanimously agreed.

383 iv) It was proposed by Cllr Alan Marsh that the payroll costs for the Village Hall and Brimp cleaners would be recharged following outsourcing of the PAYE function from April 2013. The Village Hall recharge payroll costs would be shared equally with the Parish Council as she also cleaned Cross Park and her salary was totaled on one pay statement. Seconded by Cllr Wendy Myers and unanimously agreed.

384 v) It was proposed by Cllr Mark Skudder (Chair) that as a result of HMRC "real-time" reporting and payroll outsourcing, staff would be paid by the 13th of the month following the month worked. Additional hours payments would normally be paid by cheque by the 13th of the month after the salary payment month in which the additional hours were worked. Seconded by Cllr Mrs. Wendy Myers and unanimously agreed.

385 vi) It was proposed by Cllr Mark Skudder (Chairman), seconded by Cllr Alan Marsh and unanimously agreed that the Parish Clerk would prepare the relevant paperwork to support the changes agreed in Paras 380 to 384 above.

- 386 vii) It was proposed by Cllr Mark Skudder (Chairman), seconded by Cllr Mrs. Wendy Myers and unanimously agreed to pay the Parish Clerk £ 370.72 (gross) for outstanding holiday entitlement for 2012/13.
- 387 viii) It was proposed by Cllr Mark Skudder, seconded by Cllr John Lambourne and unanimously agreed to authorise one additional hour salary for John Price, following his meeting with the PSCO. The Parish Clerk was asked to remind staff of the need to obtain advance authorisation for additional hours worked.

The Chairman re-convened the meeting at 9:27pm

The Chairman immediately closed the meeting at 9:30pm

Signed as a correct record of the proceedings

Cllr Mark Skudder, Chairman

Date: 12 June 2013