

**ALLHALLOWS PARISH COUNCIL****MINUTES OF THE MEETING HELD ON WEDNESDAY 25 MAY 2011 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 6.45 pm**

**PRESENT:** Cllr Mark Skudder Chairman  
 Cllr John Lambourne Vice-Chairman  
 Cllr Mrs Yvonne Forrest  
 Cllr John Luck  
 Cllr Mrs Pauline Martin  
 Cllr Mrs Wendy Myers  
 Cllr Mrs Noleen Skudder

Mrs Roxana Brammer Acting Clerk Except item 23a

In attendance 12 members of the public

**Item no** *Action point*  
 Minute no 2011/12/

**1 CLERKING THE MEETING**

143 The Chairman explained that due to the long-term illness of the Clerk he had asked Roxana Brammer who was clerk to other Medway parishes to take the meeting. Cllr Mrs Forrest challenged this as it had not been agreed in advance by the Parish Council and expenditure was involved. Mrs Brammer offered to take the meeting free of charge to help resolve the situation. It was proposed by Cllr Skudder and seconded by Cllr Mrs Martin that this be accepted. The motion was carried 6 votes for and 1 against.

**2 APOLOGIES**

144 And apology for absence was received from

Cllr Alan Marsh At a meeting of Medway Council

It was proposed by Cllr Mrs Skudder, seconded by Cllr Mrs Forrest and carried unanimously that this apology be accepted by the Council. An apology for absence due to illness was received from the Clerk, Mrs Karen Draper.

**3 CODE OF CONDUCT****145 a Members' Register of Interests**

Councillors were reminded that they had 28 days to complete their Register of Interests forms. Cllr Mrs Forrest said that she had completed hers and had given it to the Clerk.

**146 b Declarations of Interest**

Cllr Mrs Forrest declared a personal interest in item 11, Allhallows Life magazine as her daughter was the editor. Cllrs Skudder, Mrs Skudder and Mrs Martin declared personal interests into item 11, Allhallows Life magazine as they were acquainted with a member of the printing company's staff. Cllr Luck declared a personal interest in item 10 Cross Park as he cut the grass and a prejudicial interest should the grass cutting be discussed. Cllrs Skudder, Mrs Skudder, Lambourne and Mrs Myers declared personal

interests should the matter of the youth club arise, as members of the management committee.

#### **4 RECORDING OF MEETINGS**

147 The Chairman stated that Standing Order 1(m) provided for consent for everyone present at a meeting to record, broadcast and transmit the proceedings if they so wished. He quoted the Secretary of State for Communities and Local Government as indicating that parish councils should allow anyone to record. Cllr Mrs Forrest asked about video recording and the possibility of video content being uploaded to YouTube and other sites. She was worried about the control the Parish Council would have. The Chairman said there would be no control but that this was the advice of the Secretary of State. He was prepared to amend his proposal so that it was clear it was audio recordings only but they were already allowing this. Cllr Luck asked what other parish councils were doing and said he would prefer information on these points before taking any decision. Cllr Mrs Skudder suggested the item be deferred to the next meeting for further information and this was agreed.

#### **PUBLIC SESSION**

The Chairman then suspended the meeting for the public session. Items discussed were:

Recording of meetings. Concern was expressed about privacy on permission should video recordings take place which included members of the public. It was stated that district councils were already making video recordings of meetings and putting them on their websites.

Vote of thanks. Mrs. Huntley-Chipper proposed a vote of thanks to Cllr Mrs Forrest for everything she had done on behalf of the community during her term of office as chairman.

Mothers and Toddlers. A representative of the Mothers and Toddlers said that they would still like Cllr Mrs Forrest's involvement. Cllr Mrs Forrest said she had felt insulted by someone who was now a parish councillor and was waiting for an apology but thanked them and said she would like to continue helping them. Cllr Mrs Skudder said she had had contact with the Sure Start Centre in Grain and had some information to pass to them that she hoped would be of use.

The Chairman thanked the members of the public and reconvened the meeting.

#### **5 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 18 MAY 2011**

148 Amendments were proposed to the minutes as follows:

Item 16, minute 120/11: delete final sentence.

Item 17d, minute 124/11: The accuracy of the minute was challenged by Cllr Mrs Forrest and it was agreed to listen to the audio tape of the meeting before finalising the minutes.

Item 21, minute 132/11: add "if it was possible".

Item 21, minute 133/11; Insert "The Parish Council had previously agreed not to upload due to cost." between second and third paragraphs.

Due to the necessity to listen to the audio tape to agree minute 124/11, the minutes would not be agreed and signed until the next meeting.

**6 MATTERS ARISING****149 a Item 19b, Rural Liaison Committee**

In Cllr Marsh's absence, Cllr Mrs Skudder reported that the Rural Liaison open meeting would take place at 7 pm at Gun Wharf and that all Medway parish councillors and clerks were invited to attend.

**7 RETRIEVAL OF DOCUMENTS**

150 The Chairman stated he had asked the Clerk to hand over certain documents to enable the Council to conduct its business in her absence. Cllr Mrs Forrest passed over a folder with some but not all documents that had been requested. The Chairman said that the most important documents that had not been provided were everything relating to PAYE so that staff could continue to be paid and all documents relating to the preparation of the end of year accounts, internal audit and submission of the annual return to the Audit Commission.

**8 FINANCE****151 a Bank Mandate**

The Chairman had contacted the bank who would accept cheques without the Clerk's signature as long as both mandated councillors signed.

**152 b Internal and External Audits**

The situation with the end of your accounts and internal audit had been discussed. The Chairman had contacted the Audit Commission and explained the situation to them and they had granted an extension for submission of the annual return.

**153 c Accounts for Payment**

No accounts for payments had been available at the beginning of the meeting. Invoices found in the folder provided by the Clerk would be dealt with at the next meeting.

**9 INSURANCE REVIEW**

154 Cllr Mrs Skudder reported on her investigations with the cover provided by Aon and Zurich. The type of cover was similar and both were appropriate for parish councils. However the Zurich public liability was double that of Aon and the premium was lower and she proposed the Zurich quote be accepted. The matter was urgent because the Council's insurance cover ran out on 31<sup>st</sup> May. This was seconded by Cllr Mrs Martin and agreed. Cllr Mrs. Skudder said the question of the valuation of the Brimp had to be answered and there was apparently no contents insurance for Cross Park pavilion. She would also ascertain whether contents cover was needed for a metal container. It was agreed the Finance Committee continue finalising details of the policy.

**10 CROSS PARK****155 a Representative's Report**

Cllr Skudder said he had requested information from the Cross Park Association and was waiting for their reply.

Mr Huntley-Chipper and Mrs Bennett indicated they wished to speak on this item and the Chairman suspended the meeting to enable them to do so.

Mr Huntley-Chipper reported the floor would be laid on 1<sup>st</sup> June and he invited everyone to come to see the refurbished pavilion on Saturday 4<sup>th</sup> June at 2 pm. The builder's invoice would be sent to Biffa to release the money for the grant. He would like to thank those who had watered the trees. Cllr Lambourne asked how much had Cross Park cost and the reply was £70,000. Mrs Bennett said that her computer had crashed and the minutes would be unavailable unless they could be recovered.

The Chairman thanked Mr Huntley-Chipper, Mrs Bennett and other members of the Cross Park Association and re-convened the meeting.

156 **b Brown Tail Moth Caterpillars**

Cllr Mrs Forrest said she was waiting for a quotation to deal with the infestation of brown tail moth caterpillars on brambles at Cross Park.

11 **ALLHALLOWS LIFE MAGAZINE**

157 **a Interval of Publication**

It was proposed by Cllr Skudder that the magazine be published monthly instead of bi-monthly in future. After discussion, during which Councillor Mrs Forrest suggested obtaining alternative printing quotes, the proposal was seconded by Cllr Mrs Myers and agreed unanimously. The Chairman said he had received a letter from St Mary Hoo Parish Council, asking if Allhallows Parish Council would allow them to have some space in the magazine. They would pay for the percentage cost of an extra 100 copies, less the percentage of the income from advertisements, which had been the arrangement some years previously. It was agreed to place this letter on the agenda for the next meeting.

158 **b Editor**

The Chairman said he understood that Jackie Forrest no longer wished to edit the magazine. Cllr Mrs Forrest said she did not think this to be entirely true. It was agreed that the Chairman contact the Editor to see if she was prepared to continue with a monthly magazine. *MS*

159 **c Upload to Website**

The Chairman had spoken to the Webmaster. The cost was in removing the advertisements before uploading to the website. It took about fifteen minutes to upload the entire magazine which was £5.50. He proposed the complete magazine be uploaded. This was seconded by Cllr Mrs Skudder and agreed.

12 **COUNCILLORS' INDUCTION AND TRAINING**

160 The Chairman asked Mrs Brammer to explain. She explained she had been asked to contact Deborah Upton the Monitoring Officer, who had informed her of the Clerk's absence through sickness, that the meeting needed clerking by someone experienced and that she would be happy for Mrs Brammer to do it. During the conversation Mrs Brammer had said that in her role as clerk to other parishes, she usually gave new councillors an induction. Ms Upton had said that as there were so many new councillors for Allhallows she would be grateful if Mrs. Brammer could do an induction and

training for all councillors and that she would like to be part of the session and to provide the training on the code of conduct. The Chairman said he appreciated this offer which he felt to be beneficial to everybody and asked councillors to bring diaries with them to the next meeting.

ALL

The Chairman said that KALC was holding a Councillors' Conference on 23<sup>rd</sup> July which he recommended all councillors attended if possible.

### 13 ANNUAL PARISH MEETING

161 The Annual Parish Meeting had not yet been held. It was recognized that it would now have to be held after the timeframe. The Chairman had booked the village hall for Wednesday 22 June. The meeting would start at 7.30 pm. Invitations to local groups were confirmed. It was proposed by Cllr Luck, seconded by Cllr Lambourne and agreed a buffet provided at a cost of up to £150. Cllr Mrs. Skudder volunteered to organise it. She said that Carl Adams of Action with Communities in Rural Kent was available to give a talk at the meeting. It was agreed to accept this offer and Cllr Mrs Skudder would liaise with Mr Adams.

NS

### 14 MONTHLY SURGERY

162 Cllr Skudder said the farmer's market was on the following Saturday and they were planning to hold this once a month. He suggested it was an ideal opportunity to hold a surgery and one councillor could attend each time to meet the public on an informal basis. He said he would attend on the coming Saturday as a pilot. Cllr Luck said he would be unable to volunteer due to work commitments on Saturday mornings. Cllr Mrs Forrest also declined to volunteer.

### 15 WEBSITE

163 The Chairman referred to the freedom of information scheme on the web site. He felt this needed reviewing and said it should be taken off until a review had been carried out and confirmed. Cllr Mrs Forrest said the alterations were only changes of clerk and address and that as chairman at the time she had given permission.

### 16 MOTHERS & TODDLERS

164 Cllr Mrs Forrest's agreement to continue being the Parish Council's support to Mothers and Toddlers, expressed during the public session, would be put on the agenda for the next meeting for confirmation.

### 17 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

#### 165 a Village Hall

It was understood from Mrs Davis that she was intending to hold a committee meeting shortly and would advise the chairman of the date.

#### b Recreation Ground

166 i. Quad Bike Barrier. The options were a fence or bollards to stop quad bikes getting through and it was recognised there was a need to consult residents.

167 ii. Look and key to field gate. Cllr Mrs Myers confirmed she had the lock and key and that the barrier was currently locked. She would obtain more keys.

WM

168 **c The Brimp**

The fence was in a state of disrepair. Mr Apostel indicated he had a point of information on this matter and the Chairman suspended the meeting to allow him to speak.

Mr. Apostel said he was in the process of obtaining quotes for a metal fence. The youth club would be able to contribute some money towards the costs.

The Chairman thanked Mr Apostel and reconvened the meeting.

169 **d Playpark**

Cllr Mrs Skudder reported that Maria Cook of Medway Council had recommended signs at the playpark indicating that the equipment was for the over eights only and that one person at a time should use each item of equipment. There had been a request for a litter bin. The zip slide needed tightening and Maria Cook was arranging for this to be done under warranty. Cllr Mrs Forrest said that the swing had been repaired free of charge by Colin Davies.

**18 CHAIRMAN'S ANNOUNCEMENTS**

169 The Chairman said that at the Annual Parish Meeting he was going to ask for ideas for projects and asked that all councillors give thought to the matter and let him have their ideas to add to the list.

**CONFIDENTIAL SECTION****19 RESOLUTION TO EXCLUDE PRESS AND PUBLIC**

170 It was proposed by Cllr Mrs Skudder, seconded by Cllr Mrs Martin and agreed the press and public be excluded from the following items on the grounds that they referred to named members of staff

**20 MINUTES OF THE CONFIDENTIAL SECTION OF THE MEETING HELD ON 18 MAY 2011**

171 It was proposed by Cllr Mrs Myers, seconded by Cllr Luck and agreed the minutes of the confidential section of the meeting held on 18<sup>th</sup> May 2011 be signed as a true record.

**21 TRAINING FOR VISUAL INSPECTION OF PLAY EQUIPMENT**

172 Cllr Mrs. Skudder reported that Maria Cook could provide training for five people for £195. Ms Cook would be able to conduct the training in the early evening to accommodate those at work. After discussion it was proposed by Cllr Skudder, seconded by Cllr Mrs Skudder and agreed to arrange training for the caretaker, relief caretaker and Cllrs Mrs. Myers, Lambourne and Mrs. Skudder.

**22 CARETAKING**

173 Mrs Brammer asked if she could raise a point of governance and explained that parish councils did not have the power to undertake street cleaning- this could only be done as a devolved function from the highway authority, in this case Medway Council. The caretaker could not be asked to clean the roads. In response to a question from Cllr Lambourne, Mrs Brammer said that the caretaker could litter pick private alleyways if

there was no objection from the owners. Mrs Brammer added that she was Clerk- to High Halstow Parish Council, who had a contract with Medway Council to do the street cleaning. There had been a tender process which the Parish Council had had to go through, together with waste service companies such as Veolia.

**23 PERSONNEL REVIEW**

**a Appointment of Acting Clerk**

Mrs Brammer was asked to leave the room for this item.

It was proposed by Cllr Mrs. Skudder, seconded by Cllr Lambourne and agreed unanimously that Mrs Brammer be appointed Acting Clerk during the Clerk's absence on a temporary contract using the NALC model contract.

**b Clerk**

The current situation regarding the Clerk was discussed and a course of action proposed by Cllr Skudder and seconded by Cllr Mrs Martin. This was carried by 5 votes for, 1 against and 1 abstention.

The Chairman closed the meeting at 9.50 pm.

Signed .....Chairman

On the .....day of .....2011