



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 10th JANUARY 2018 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm

PRESENT: Cllr Chris Draper Chairman
Cllr Pat Huntley-Chipper Vice-Chair
Cllr Karen Draper
Cllr Yvonne Forrest
Cllr Trevor Bowley

In attendance Mr Chris Fribbins Parish Clerk
12 members of the public

1 1576 APOLOGIES FOR ABSENCE

Cllrs Carol and Jonathon Cook – Unwell (Accepted)

2 1577 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

The Vice Chair Cllr Huntley-Chipper is the parish council's representative on the Cross Park Association so can speak and vote on Cross Park Issues.

The Chair (Cllr C Draper), Cllr K Draper and Cllr Bowley have applied for dispensation to speak and vote regarding Cross Park projects as their properties border the park. This has been granted by the Clerk for one year as four councillors are affected by this out of seven.

Audio Recording

A local resident and Cllr K Draper reported that they were making audio recordings of the meeting for their personal use.

3 1578 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12th DECEMBER 2017

Proposed as a true record by Cllr K Draper, Seconded Cllr Forrest. **ALL AGREED**

4 1579 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1580 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

Marian Cauldwell and Pat Merritt asked about progress with the Allotments path. – reported at item 17. Steve Proud (FoAS) reported the removal of trees in the Church Yard.

Leah Gamble asked about the CCTV request from PACT. This has yet to be considered as costs and benefits had not been identified.

A resident asked about the football arena – the structure had been repaired but there is a lighting fault to fix – it is open to the Youth Club, but it is still locked, and unsupervised public use not allowed. He had also identified that the Agenda for this meeting did not appear to have been loaded on the web site – the Clerk reported that it had been loaded and this was a surprise – there were further changes required at the change of year.

Ian Sears (Medway Council – Community Officer) introduced himself and outlined his role and the areas he could help with in the parish.

6 1581 COUNCILLOR VACANCY

The vacancy following the exclusion of a councillor had been advertised and there had not been a call for an election, so the council can progress to co-option.

- 7 **1582 CLERK'S REPORT**
 Update on issues and actions since the previous council meeting (not covered on Agenda)
 a) Tree Inspections –Cllr Bowley has been carrying out some of the remedial work on a voluntary basis. He has produced the first of regular updates on work carried out.
 b) Kent Community Awards Scheme 2018 – a reminder that nominations are required by 26th January 2018. Proposed Cllr Forrest and seconded Cllr K Draper that the nomination be delegated to the Clerk (in consultation with the Chair and Vice-Chair) to submit a nomination **AGREED**
- 8 **1583 BUDGET AND PRECEPT 2018/2019**
a) To agree the Budget for 2018/2019
 A draft was circulated in November 2017 and discussed at the December parish council meeting. The Clerk made changes after those meetings and the latest draft is circulated for approval or amendment).
 Assumptions are made about the Rural Liaison Grant and Council Tax Reduction Scheme as this is not agreed by Medway Council until late January (same amounts as 2017/2018)
 A budget increase of 4% has been suggested (and assumed in the budget papers). Proposed Cllr K. Draper, Seconded Vice Chair that the budget as circulated be approved – **ALL AGREED**
b) To agree the Precept for 2018/2019
 This is collected by Medway Council with the council tax bills and the total precept is paid to parish councils in April 2018. The amount charged to individual properties is related to the band of the property (A to H) which is related to the precept divided by a notional Band D calculated by Medway Council (how much is collected by £1) – this is not confirmed until late January, so the impact of the parish council precept is assumed at 2017/2018 levels.
 Proposed Cllr K Draper, Seconded Cllr Bowley that the precept be set at £49,920 a 4% increase to cover proposed budget expenditure **ALL AGREED**
- 9 **1584 GRANT REQUESTS**
 A query has been raised about a grant made to the Guides/Brownies/Rainbows for mobile storage – which has not been purchased. Clerk to follow-up with Cheryl
- 10 **1585 PLANNING**
 a) **Medway Local Plan (2012 – 2035)** – Continuing to monitor. I
 b) **Allhallows Plans for Comment** – None
- 11 **1586 HIGHWAYS AND FOOTPATHS**
 a) There were still problems with getting Medway Council to take up the local parking issues and there had been no further update. The Chair continues to liaise with the cabinet member responsible for this area – Cllr Filmer.
 b) Footpath Officers Report – No report this month, verbally reported no issues. The Clerk is continuing to follow up issues on the footpath at the bottom of Avery Way and the sea wall with Adam Taylor (Medway Council Footpaths Officer).
 c) The contract for countryside management (green spaces, recreation ground and hedgerow maintenance will expire at the end of March. Cllr Forrest proposed, and Cllr K Draper seconded that the council ask for tender submissions on the basis for the green areas and flailing separately from Turfsoil and one other. **ALL AGREED**
- 12 **1587 PARTNERS AND COMMUNITY TOGETHER (PACT)**
 A further meeting is scheduled for Wednesday 17th January 2018. Information regarding Rural Policing Volunteers has been forwarded to them.
- 13 **1588 CROSS PARK ISSUES**
 Proposed Vice Chair, Seconded Cllr Bowley – **ALL AGREED**
 a) **Governance** – Awaiting final approval from the Charity Commission for the new Cross Park Association (CIO Charity).
 b) **Building/Land Issues**

Trevor Bowley (TB) has produced his monthly report of work carried out and continues to do some work in the recreation ground as well – report distributed. The street cleaners have reported issues with the arisings from this work being put in the waste paper bins. Trevor has also been working at the Village Hall in response to the Tree Inspection Report – he had also cleared some drains of accumulated material.

c) **Cross Park Woodland Proposal (Land Logical)**

LL have agreed to organise a public exhibition in late January/Early February (*now confirmed as 8th February at Cross Park*)

d) **Permissive Path/Sport/Community Facilities**

A further meeting had been held with Turners Group (4/1/18) about their planning application and proposed s106 with the parish council.

The Road was identified as in the ownership of the parish council, but Turners Group have access 'for any purpose'. They are proposing to widen and resurface at their cost.

Rural Kent had been approached regarding the design and running cost issues – and are preparing a quote for advice.

A member of the public asked for a stage to be considered. There was also a suggestion that the roof could be higher to allow Badminton.

An update report on the Woodland Proposal and Community Facility issues has been circulated (with copies for the public). Proposals:

The parish council agreed to:

- Commit to continued investigation into both external proposals
- Confirm the parish council decision to consult with residents of the parish to seek their views before any commitment to either proposal.
- Approve a budget of £200 for the consultation exercise, to cover a leaflet/online questionnaire and delivery.
- Authorise further discussions with Rural Kent (any proposal to be submitted to the parish council for approval).

Proposed Vice Chair, Seconded Cllr Bowley **ALL AGREED**

- e) **Country Park** – Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report - circulated.
- f) **Temporary Changing Rooms** – NO UPDATE Connection to water and electricity - still to be done. Residents have raised concerns about football and teams changing and parking their cars against their boundary wall/fences – Vice Chair (on behalf of CPA) to follow-up with Cross Park FC.
- g) **Pavilion** – Electrical issues still awaiting the electrician.

14 1589 **YOUTH CLUB/BRIMP REPORT**

More adult help has helped, but more is required to extend the facilities and sessions that could be provided.

- a) **Football Arena** – the arena remains locked out of use until all repairs complete. The electrician is still planning to visit soon to replace a light and rewire another that was damaged during the end of June vandalism. The result of the insurance claim is still awaited.
- b) **Road Lighting on the Brimp** – two lights are not functioning and two have broken glass (one still working) – electrician still to fix along with repairs to the lighting on the football area (although he attended during the repairs, it was too cold and wet for his work. The Clerk has purchased two lights for the repair and the third light

may just need a cover swap if possible.

The Chair will investigate the possibility of Type 1 aggregate infill of the Brimp Road potholes **and arrange a date.**

c) Heating/Air Conditioning

Installation scheduled for 13th January (*NOW COMPLETE*)

d) Hot Water

One heater identified (free of charge) estimates for installation are being sought (Chair). The Chair and Cllr Forrest agreed to look at costs for water heaters in the Boy's Toilet and Girl's Toilet.

e) A meeting of the Youth Committee has been arranged for Tuesday 16th January at 5pm at The Brimp (before the Tuesday Youth Club). A Medway Youth Worker and volunteers are planning to be present to advise/support.

f) The Chair has supplied the Youth Club with Punch Bags and Gloves

g) The Chair had identified somebody who could remove the Sycamore tree at the Brimp (identified as a medium to long term target for removal. The Chair had received a quote from Boxer Tree Surgery for £125 to remove the tree (as value for money) – Proposed Vice Chair, Seconded Cllr K Draper **ALL AGREED**

15 1590 RECREATION GROUND

No update - One concrete base of the zip wire had started to lift under stress and needs to be monitored. Colyn Property Services had checked this, but suggested the supplier be contacted – the Clerk will follow-up with Produlic.

A rocker in the toddler's area is missing plastic stops – not a H&S issue but the Chair still to see if he can find a suitable stopper – Still to action.

An email has been received from Medway Council about the lease of the Recreation Ground which expires in 2018. They offer a five-year extension on the existing terms and conditions. Proposed Cllr Forrest, Seconded Cllr K Draper that the offer of an extension be approved **ALL AGREED**

16 1591 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

a) KALC (Medway) – next meeting expected in February 2018.

b) Medway Council Rural Liaison – Next meeting January 2018. *The March meeting will be open to all Parish Councillors in Medway.*

c) Police Liaison – Cllr Bowley agreed to take up the position of police liaison although the actual committee had not met for some time due to lack of support from the police. He had attended the Police Liaison on the 9th January and reported on similar anti-social behaviour elsewhere on the peninsula. A new PCSO has been appointed on the peninsula. Police Surgeries are being arranged on the peninsula for residents to drop-in.

d) Village Hall – no further meeting. The Village Fete will not take place in 2018 due to lack of volunteers. The fete committee had asked for access to the Brimp Caretakers store to retrieve some of their equipment stored there – January 27th – no issues raised.

e) Cross Park Association – There had been extra parties booked over Christmas. There had been an issue with broken glass by the goal posts and residents are still allowing their dogs to foul (and not pick it up). The community warden (Ian Sears) has suggested he could visit the site and advise the dog owners.

f) Friends of All Saint's Church – Cllr C Cook will take on this role, Cllr Forrest will also attend the next meeting to discuss possible arrangements for the end of World War One commemorations in November.

17 1592 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

a) Allotments (Cllr Forrest) – (this is an allotments project, financially supported by

the parish council). The parish council had made two grants for this work, but this was the allotments responsibility – Cllr Forrest was assisting and had agreed with Colin Davis to do the work; however, he could not remove the excess soil from the site and a skip firm had been identified, but at extra cost to the tender from Colyn Property Services. *(Since the meeting, a cheaper alternative had been identified and the allotments society were going to ask the parish council to do the work so that the VAT could be reclaimed, they would also return the funds previously granted)*. The Chair still to approach Mr P Johnson to see if some of his land that appears redundant could be used as allotments.

- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) ongoing.
- c) **Bourne Leisure Liaison** (Chair) –the Chair is seeking financial support for a punch bag/boxing equipment for the youth club – COMPLETE. Meeting to be arranged.
- d) **Allhallows Primary School Liaison** –The Chair and Cllr C Cook met the Head pm 17/11 and established contact. The Head has agreed to circulate a leaflet about the Youth Club to the children to take home to their parents (Cllr C Cook is putting this together). No update.

18 1593 FINANCIAL

- a) Monitoring reports produced on expenditure to date/Bank Reconciliation etc. noted
- b) Receipts December
Youth Club Subs/Tuck £87,38
Cross Park Hire £170.00
- c) To make payments Proposed – Cllr Forrest, seconded – Cllr K Draper that the payments as listed be paid. – ALL AGREED (the payments list was signed by the proposer and seconder)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution

Salary	Total		VAT
180101			
Laptop Battery	180101b	19.47	
Kathy Colyer Salary/less PAYE and pension	180102		
John Price Salary/less PAYE	180103		
Mick Smith 12 hours	180104		
Denise Claughton CP Cleaning	180105		
Zoe McCall Youth Club 13 Hours	180106		
HMRC PAYE	180107	212.39	
NEST Employee/Employer Pension	180108	25.85	
C&CWPC Paper Costs	180109	2.50	
Turfsoil Countryside Management	180110	1,902.54	317.09
EDF Energy Brimp Electricity	DD 180111	1.00	0.05
K Draper Youth Club Tuck	180112	16.52	2.75
Medway Youth Trust - YC Affiliation	180113	99.00	

19 1594 STAFFING ISSUES

The meetings with the street cleaners was arranged for Tuesday 16th January from 9:30 at the Cross Park Pavilion to discuss performance and possible job contract changes.

20 1595 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Wednesday 14th February 2018 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 1596 FUTURE AGENDA ITEMS

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At 8:55 pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	ACTION
MAY 16 C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit carried out and flooring/goal end nets replaced. A further quote and visit is now awaited to fix wear and tear to other panels and to fit a new 'door'. A lighting fault with all four floodlights. Inspected and lights to be purchased and then electrician will install free of charge. Quote re. Football arena to be followed up and alternatives sought. Colyn Property Services have quoted for the labour – accepted. Parts to be ordered from Itsagoal for install. Spec of steel parts to be sought to see if they can be supplied locally. Parts supplied, but incorrect. Spec of steel parts now understood. Supplier collected parts and arrange replacement. Since this there has been significant vandalism and more parts will be required – Police informed, there are CCTV pictures and offenders interviewed – details now with Youth Offending Team. ITSAGOAL have visited and a quote for repairs is awaited. The correct Panel has now been delivered. Insurance approval received 25/10, planning attendance of ITSAGOAL (Completed, 2 days of repairs) and BTD Electrical to carry out repairs to lighting.	Clerk
JUNE 16 C/2016/1167	Allotments Society – Grant for Path. Request to also consider water supply extension.	Further quotes to be sought – waiting for response. YF Liaising. Still waiting for further quotes. Jason Turner has suggested free install if materials purchased (offer is still open) To be followed up by the allotments society who have previous grant funding that would cover materials. Jason had not followed up yet. Agreed to go with Colyn Property Services Quote. Cllr Forrest helping with the work arranged a skip.	YF
JULY 16 C/2016/1193d	Establishment of path between Cross Park/Recreation Ground	Clerk has followed-up with Medway Council. Land owner of golf club needs to be contacted to seek agreement for permissive path. Being followed up with Turner Park Group – being followed up with Medway Council Footpath Officer/Turners Group. Further	Chair

		meeting held to finalise details. To be part of a planning application – Further discussions held, and this is part of many suggestions to be discussed at the November meeting. Now part of Community Facilities discussions – see below.	
JULY 16 C/2016/1194	Cross Park Governance	Clerk has passed on a draft constitution to the committee for their review. To be discussed with CPA – meeting held with CPA with Clerk. Draft charity application now being reviewed – three initial trustees required. Final proposals to be discussed with CPA now agreed in principle and charity application has been sent off.	Clerk/Vice Chair/CPA
SEPTEMBER 16 C/2016/1231 C/2017/1524c	Cross Park Land Management Issues	Clerk to arrange site meeting for councillors/KWT/Medway Greenspace/Mr Bowley. Meeting took place, awaiting feedback from KWT/ Medway Greenspaces on options when time permits. Clerk reminds Martin Hall. Now part of Heritage Lottery Fund Bid. Land Logical also had proposals for the land – meeting arranged. Information/advice/site meeting in Stone has taken place Memorandum of Understanding agreed and feasibility work underway before public consultation. Further info required for residents.	Clerk
SEPTEMBER 16 C/2016/1231	Cross Park Land Rubbish/bonfires/ encroachment.	Issues had been raised with rubbish dumping, clearing vegetation, bonfires at properties on the Cross Park boundary with Avery Way properties. Letters to be considered for specific properties in Avery Way. Legal advice to be sought -possible solicitors (including Medway Council legal), to be recommended by Chair/Cllrs. - Ian Davison (Surrey Hill Solicitors) can advise.	Clerk/Chair/Cllrs
SEPTEMBER 16 C/2016/1234a	Cross Park – Changing Rooms	CPA to issue invoice to access funding from Medway Greenspaces and get utilities connected. Done. Payment chased up by Clerk. Payment made to CPA. No progress on modular building or connection to services – Council have sought removal – meeting of CPA/Football Club/Councillors to be arranged. The football club have	Vice Chair Clerk

		suggested that work would start at the end of their season (April). Work started (July 17). Changing rooms now refurbished and in use – water and electricity to be connected.	
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF/Colyn Property Services/Turfsoil (Turfsoil received) to be asked to quote for work. (area currently locked out of use due to vandalism) Land management has been carried out by volunteers and will continue for the time being.	Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Trevor Bowley submitted, Jonathon and Carol Cook submitted but minor correction required	CC/JC
FEBRUARY 17 C2016/1335	Highways and Footpaths	Issues with parking and on grassed areas and verges were taken up with Medway Council – site meeting being held. Marked up map returned to Mark Johnson (Medway) – awaiting feedback (followed up with Cllr Filmer) Medway Council parking enforcement has been in the village and ticketing vehicles.	Clerk/Chair
MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Rd repairs. Chair to follow-up	Chair/Clerk
JUNE 17 C2017/1435	Brimp Report	The Chair to check with Bourne Leisure about arrangements for twice yearly water inspection and if it can extend to the other sites). (Brimp/Cross Park)	Chair
JUNE 17 C2017/1429a	Anti-Social Behaviour	Letter sent on behalf of Chair to Police/Crime Commissioner/MP/Councillors re problems with lack of support. Responses circulated. PACT issues to be addressed and invite to attend parish council. Two councillor positions offered – initially Cllr Luck. Meetings to be arranged with Police etc. Cllr Forrest and the Clerk attended first meeting 20/9, report back at October meeting. Meeting held 25/10 with Medway Police, Medway Council Community Safety and Cllrs Filmer, Freshwater and Chair/Clerk. PACT 25/11 met.	Chair/Clerk/ All
DECEMBER 17 C2017/1561a	Tree Inspections	Inspection carried out work required being reviewed and carried out by Trevor Bowley where possible. The Brimp tree has been removed (a medium to long term suggestion in the report)	T Bowley

JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	Chair
OCTOBER 17 (discussed at November & December meeting)	Cross Park – Community Facilities	Turners Group proposing permissive path/Bowling Green/Community Centre extension to Pavilion and permanent Changing Rooms as part of a s106 agreement for an extension to their residential park. Agreement in principle awaiting further details, Follow-ups underway with Turners.	
JANUARY 18 C2017/			