

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 14th MARCH 2017
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT:	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Dave Bennett	
	Cllr Karen Draper	
	Cllr John Luck	
	Cllr Yvonne Forrest	(from 20:08)
	Mr Chris Fribbins	Parish Clerk
In attendance	20 members of the public	

1 1346 APOLOGIES FOR ABSENCE

Cllrs Sandra Bennett and Cllr Cresswell (Unwell). Accepted Cllr Forrest had apologised in advance for arriving later in the evening due to family issues.

2 1347 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

The Vice-Chair declared interests in items regarding Cross Park and did not take part in discussions or votes thereon. Cllr Luck as the council's representative on the Cross Park committee is entitled to take part in discussions and votes.

3 1348 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14th FEBRUARY 2017

Proposed as a true record by Cllr Luck, Seconded Cllr Dave Bennett. **ALL AGREED**

4 1349 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1350 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

OCTOBER 16 C2016/1249/b The Hedgerow trimming at the southern end of Avery Way had been completed. The substitute cleaner Mr Smith and the Clerk – along with Medway Clearance had cleared a lot of rubbish exposed opposite the shops.

SUSPENSION OF MEETING FOR PUBLIC SESSION

The Clerk gave a presentation on the Medway Local Plan (2012-2035) and the current Allhallows impacts and responded to questions.

Is there a possibility of the railway line being re-opened to passengers? – yes, it has been raised during previous consultation, but remote due to the high requirements of the business case.

What is the parish council view on the plan? – yet to be agreed (later agenda item) but response will be made and publish on the website.

Areas submitted as part of the 'call for sites' were not just housing sites, what does this mean? – Sites can have other uses such as Industry (i.e. economic development, retail, school, medical (hospital/doctors) etc. Usage will depend on suitability and requirements - Sites at Kingsnorth and Grain were probable employment sites (but some retail possible), sites in Allhallows are likely to be predominately housing (general and expansion of Kingsmead) all sites would be subject to planning applications and consultation IF they do go ahead.

Mr Trevor Bowley gave an update on his work at Cross Park – he had met with the Chair and was firming up on use of bush strimming equipment rather than weed killers.

Mr Smith raised concerns about the Application for Lawful Development Certificate at 6 Beatty Cottages (residential to dog breeding) as this had been in use for many years (later on Agenda).

A report on the Allotments was given – all but two tenants had paid their rent (passed to the Clerk for banking). There had been no further quotes for the creation of a paved footpath in the allotments so an updated grant request had been submitted. (at this point Jason Turner indicated that he and others could construct the path if the materials were supplied) – there would need to be further discussion about this between the parties.

6 1351 CLERK'S REPORT

Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Issues dealt with covered by agenda items

A meeting had been held with the Clerk and Chair with Mark Johnson from Medway Council, to look at car parking issues in the village. A large scale map has been provided to mark-up priority areas (Safety and Access). The Chair now has the map.

b) Correspondence – Emails had been distributed to councillors.

c) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). - further meetings of the steering group had been attended by the Clerk and progress was being made to submit an Expression of Interest by the end of May 2017. Locally there was interest in projects covering Cross Park (including Country Park), The Brimp (replacement) and Slough Fort. A further full meeting is planned for

d) Annual Parish Meeting arrangements – the council agreed that this would be on WEDNESDAY 26th April 2017 at 7pm in Cross Park Pavilion. Suggestions for possible speakers required.

e) The Clerk requested permission to appoint Medway Clearance to remove some fly-tipping on the Brimp Road and vegetation dumped at the Active Cemetery, within permitted clerk expenditure limits. – Proposed Cllr Dave Bennett, Seconded Cllr Karen Draper – **AGREED**.

7 1352 GRANT REQUESTS

The updated grant request from the Allotments was noted, but deferred for further discussion about Jason Turner's offer.

8 1353 YOUTH CLUB COMMITTEE

The minutes of the Youth Club Committee on 3/3/17 at the Brimp were circulated to councillors. The Chair had been appointed Chair of the Youth Committee and Cllr Mrs. Draper as the Vice-Chair. There were a number of operational issues that were being addressed and monitored – some significant maintenance issues had been addressed (internal/external lighting faults, rubbish clearance, initial football arena works etc.). Money collected for subscriptions and tuck sales are being banked by the clerk to leave just the floats on-site. Purchases are referred to the parish council with payments. Attendance numbers have increased now that the Leisure Park has re-opened for 'residents' – 1/3/17.

Cllr Forrest arrived during the discussion of this item.

9 1354 MEDWAY HEDGEROW AND GREENSPACE CONTRACT

Following a further meeting with Medway Council and Norse to clarify the responsibilities and devolving the responsibility to the Parish Council and agreement in principle at the February 2017 meeting of the council, there had been requests for three quotes for the work. Norse provided the costs they charge Medway Council for the work, BLM had declined to quote and Turfsoil had submitted a quote c. £2,000 lower than the Norse figure. **It was proposed that the quote from Turfsoil (£19,025.39) be accepted and they be contacted to confirm they were able to start from the 1st April 2017. The savings be earmarked for further priority work on amenity grass, hedgerows as necessary etc. Proposed Chair, Seconded Cllr Forrest – AGREED**

(since the meeting Medway/Norse have agreed to terminate their work from 1/4/17 and Turfsoil were able to start from 1/4/17).

10 1355 PLANNING

a) **Medway Local Plan** – The clerk updated the council on the current stage of Medway Council's Local Plan (to 2035) and local implications. The expiry date for consultation responses has been moved to was 5pm Monday 10th April 2017 (before next meeting). The council response would be drawn up by the clerk and circulated for comment before submission. *(since the meeting the expiry date has moved back again to the 17th April so a response can be discussed by the council at the April meeting of the council).*

b) **Allhallows Plans for Comment**

MC/17/0684 134 Avery Way, Allhallows, ME3 9PX

Neighbourhood consultation application for the construction of a single storey rear extension. Chair, Vice Chair, Cllr Karen Draper, Cllr Dave Bennett declared an interest on the item as they lived next to this address (this left just Cllrs Luck and Forrest with no interest). As this was only a consultation, all councillors were granted dispensation to speak and vote as necessary – **AGREED NO OBJECTION.**

MC/17/0028 Slough Fort, Avery Way, Allhallows, ME3 9QL

Listed building consent for exploratory works to investigate presence of stairs, ammunition lifts, embrasures and material and equipment within ditch **AGREED NO OBJECTION.**

MC/16/2616 6 Beatty Cottages, Stoke Road, Allhallows, ME3 9PE

Application for a Lawful Development Certificate (existing) for a change of use from residential to dog breeding business.

There had been a number of objections/complaints registered on the Medway Planning site and some support. As LDC is a technical matter, delegated to Medway Planning officers and there is no formal consultation and if there was evidence within the parish council of past issues (it had been operating for c. 10 years). **AGREED NO COMMENT** (neighbour's submissions will be sufficient).

(since the meeting this application has been refused on the basis that the applicant has not demonstrated 10 year's continuous operation, so a planning application will be required to seek continuance of the use)

11 1356 HIGHWAYS AND FOOTPATHS

a) Footpath Officers Report – There were a number of fly-tipping incidents (dealt with by Medway Council), especially Homewards Road.

b) No verbal reports

12 1357 CROSS PARK – LAND MANAGEMENT ISSUES

The Clerk had met with Martin Hall (Medway Greenspaces) and the report to identify options for managing the site is still awaited.

Turners Parks Group are looking at the planning and environment issues of the proposed path.

Mr Bowley had reported on his environmental conservation work at the park. He also reported that a further five residents had shown interest and providing some help. He had identified a training course (c. £250). Support for this course was agreed by the parish council and costs could be reimbursed.

The notice to remove the modular building, proposed as temporary changing rooms due to vandalism and lack of progress in making them suitable was issued to Jason Turner (on behalf of Cross Park FC) – he was in attendance at the meeting. Mr Turner reported that that had been unable to carry out any works due to the weather and regular football (they had been playing in Grain, but had moved to Hoo School). The club planned to start the work in April when the season completed. The parish council expressed concern about the state of the building and that they would need to meet (along with the Cross Park Association, who hold the £5,000 donation from Medway

Greenspaces) to discuss the detailed plans for the work before withdrawing the request for removal. There was still a possibility that a chalet could be provided by Turners Group (the Chair to liaise with them). **A meeting to discuss the plans for changing rooms is required (Clerk/Chair/Cross Park Association/Cross Park FC).**

13 1358 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Meeting held February 15th at Wainscott Memorial Hall – Chair, Vice Chair and Clerk in attendance.
- b) Medway Council Rural Liaison – March meeting held – there was a focus on policing issues in the rural area.
- c) Police Liaison – next meeting 21st March, 7pm, Hoo Village Hall
- d) Cross Park Association – No further meeting scheduled but will need to be arranged soon.
- e) Friends of All Saint’s Church –Next meeting 10th April.

14 1359 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – Nothing further to report.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - The graffiti had been checked by the clerk, but it was minor (on a wooden pillar of the zip wire slide), it may need painting over.
- c) Bourne Leisure Liaison (Chair) – The Chair is discussing various issues with Bourne Leisure and support has been very helpful and liaison very positive.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – No report
- e) Allhallows Youth Club (Cllr D Bennett) – No report – Youth Club Committee now cover this.

15 1360 MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY

- a) Cross Park Pavilion.
Nothing further.
- b) The Brimp –
The lighting fault, initially 3 of the four, but now all 4, on the football arena had been checked by BTB Electrical and appears to be linked to possible power spikes when the supply was upgraded. He had contacted the supplier with no response. He had agreed to fit replacement lights, free of charge, if they were supplied by the parish council. Replacements with warranty (18-24 months) has been identified by the Clerk at c.£50 each. **Authorisation to purchase replacement lights at £200 Proposed Chair Seconded Cllr Forrest – Agreed.**
contact made with football arena supplier, and the supplier had visited – a further quote and attendance to complete the ‘repair/refresh’ the arena had been received today (£5,173.35). There were concerns about the cost – this included £2,238 labour (including accommodation costs for one week’s work).
Councillors expressed concern regarding the quote as this was not a budgeted item and the construction of the arena of the arena was plastic (including flooring) and meant that further significant costs could be required in the future. An additional quote for artificial surface was awaited.

The Clerk would check and report on:

- a. the supplier’s quoted figures;
- b. alternative, local, labour (parts only from supplier);
- c. alternatives to the arena

16 1361 FINANCIAL

- a) Bank Reconciliation February and Budget Monitoring
Bank balances have been reconciled to 28th February. Budget monitoring reports produced from the accounts package. **NOTED**
- b) Receipts February
Cross park income £160.00
Youth Club Subs/Tuck £61.41
- c) March - Bank Transfer Base Rate Tracker (deposit) to Community Account
(current) £3,000
- d) To make payments as listed Proposed – Vice Chair, Seconded – Cllr Forrest 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			VAT
Salary	Total	170301	
C Fribbins Blakes Brimp Lock/Poundland		170302	£95.19
Mops, MS Office 2016 Annual			
<u>Caretakers/Street Cleaning</u>			
K Colyer	Salary, Holiday Pay, Pension Contribution	170303	
J Price	Salary, Holiday Pay, less PAYE	170304	
J Price	Expenses – Broom	170305	£7.65
M Smith	(Relief Caretaker) 19 hours, less PAYE	170306	
D Claughton	(Cross Park) Pay, Plus PAYE	170307	
Z McCall	(Lead Youth Worker) 8 hours	170308	
HMRC	PAYE	170309	£210.43
NEST Pension (employee+employers Feb)	D/D	170310	£24.28
<u>Invoices</u>			
C&CW Parish	(Paper Feb x 180)	170311	£0.90
TJF Prop Maint	(Cemetery C33)	170312	£105.00
TJF Prop Maint	(Cemetery C34)	170312b	£105.00
Colyn Property Services	(Village Hall)	170313	£60.00
K Draper re. CR&SI	Bearup Hedgerow 21/2	170314	£280.00
K Draper	Youth Club Tuck, Rollers	170315	£41.97
Allhallows Village Hall	(Guides Grant)	170316	£175.00
Southern Water	(Allotments Water)	170317	£57.27
EDF Energy	(Brimp Energy Costs)	D/D 170318	£77.00
Clive Stanley	(Web Master)	170319	£39.00

- e) A Meeting of the Finance and General Purposes Committee will be required to check the annual return information before the May meeting of the council – Friday 28th April 5pm @ Cross Park Pavilion.
- f) A quote had been received from BTD Electrical to install the Defibrillator at the Doctor's Surgery £114.00 **Proposed acceptance of quote Chair, Seconded Cllr Forrest AGREED.** Arrangements will now be made with the surgery to arrange the install.

17 1362 STAFFING ISSUES

The Exclusion of Press and Public as personal issues regarding staff was to be discussed - Proposed Chair, Seconded Cllr Forrest AGREED

Appraisals set for Wednesday 22nd March from 10:00am @ Cross Park Pavilion.

Chair, Cllr Dave Bennett and Clerk to attend with – Mick Smith, John Price and Kathy Colyer.

Staff performance issues discussed. Playground inspection to be discussed to agree date. The barrow has been moved from the Brimp to the Bourne Leisure security gate.

18 1363 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Tuesday 11th April 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

Annual Parish Meeting – Wednesday 26th April 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 7pm.

19 1364 FUTURE AGENDA ITEMS

None

At 10:25 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
JANUARY 16 C/2015/1057b	Clerk to notify Medway Council re. verge collapses in Binney Road and in the interim ask the village hall committee if church visitors on Sunday could use the village hall car park. AM to follow up with Village Hall Committee	Medway Council contacted but do not agree there is an issue currently. To be monitored and followed up as necessary.	All
APRIL 16 C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school.	Village Voices article written (DONE), School to be contacted. Cllrs Bennett following up now school returned from holiday. No interest reported. Contact had been made with the Guides/Brownies and they had produced some designs. A further one awaited and to be reviewed in January. Results forwarded by Cllr S Bennett – the three winners had their prizes – NOTED. Clerk to follow up logo design as time permits.	Clerk SB/DB
APRIL 16 C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work (no response)	Outstanding. Some clearance work done on behalf of Cross Park Association by Cllr Luck.	ALL
APRIL 16 C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or another councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding – awaiting resolution of issues. Cross Park Cleaner remains. Contact to be made. Letters issued to staff regarding issues. Meeting held with Street Cleaners DB/Clerk to discuss ongoing issues. Follow-up letter sent to street cleaners December. Improved monitoring and staff suggestions sought. 2017 appraisals to be arranged for March 2017.	Clerk

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.	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.	YF
JUNE 16 C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted. YF and others suggesting possible locations for consideration. Agreement had been received from Medway Council for a crossing in 2017/18 financial year – Drop kerbs installed – no order received for Zebra Crossing – Chair to follow-up with Cllr Filmer and Medway Council.	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.	Chair
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.	Clerk
AUGUST 16 C/2016/1212b	Binney Road, Verge Cutting	To be checked. This does not appear to have been carried out. Reported – response that a further cut is still outstanding, along with other areas of concern. Hedge cutting has been done. Now part of AHPC/Turfsoil contract. CLOSED	JL
AUGUST 16 C/2016/1214b	Playground Inspection	Training to be organised in Spring (April) – Cleaners, Colin Davis + Cllr or C&CWPC)	Clerk
SEPTEMBER 16 C/2016/1228b	Fencing at Old Post Office	Height checked and referred to Medway Planning for enforcement investigation.	Clerk
SEPTEMBER 16 C/2016/1230	Hedgerow Maintenance –	Tender for Allhallows work schedule carried out to identify costs. Quotes awaited from BLM (Received from Turfsoil). Meeting	Clerk

	devolution from Medway Council	to be held with Medway Council to discuss further. Contract with Turfsoil agreed w.e.f. 1/4/17 CLOSED (ongoing monitoring required)	
SEPTEMBER 16 C/2016/1231	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.	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.	Clerk/Chair
SEPTEMBER 16 C/2016/1233e	Dogs mess on Recreation Ground	Poop collection bags should be available from local shops (free of charge). Following up with Cleaners along with use of barrows and recreation ground dog's mess clearance on recreation ground. Medway Council have withdrawn the free poop bags.	ALL
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.	Vice Chair Clerk
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work. Awaiting Quote. Not urgent pending	Clerk
OCTOBER 16 C2016/1249/b	Avery Way Hedgerow	Quote accepted, volunteers required for preparation. Tuesday 21 st February arranged for work to remove hedgerows. COMPLETED	Chair All
NOVEMBER 16 C2016/1267	Brimp Issues after return to Parish Council	Issues had been identified at the Brimp: Electricity supply – low voltage and insufficient to support lighting and heating. Clerk to report to UK Power Networks and follow-up. Heating – Calor Gas heaters had been removed as a safety risk – sale/disposal to be handled by the Clerk. Further heating required – Four electric heaters purchased. Additional virement from Cross	Clerk/ Chair/ Youth Committee Club

		<p>Park improvements suggested, if required.</p> <p>Water Supply – Concerns about water supply, mean no drinking water – water needs to be taken to the Brimp. Clerk to follow-up with specialist Southern Water do not do this.</p> <p>Portable Appliance Testing (PAT) to be carried out.</p> <p>The youth club did re-open on Tuesday 15th November/Friday 18th November and then Tuesday/Friday sessions as before. Due to lack of attendance the Friday sessions had been cancelled – to be reviewed for 2017.</p> <p>Youth Committee to meet and discuss operational issues and strategy. Meeting held, Ongoing monitoring by Youth Club Committee. COMPLETE</p>	
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk. STILL AWAITED	DC
DECEMBER 16 C2016/1287b	Kent Community Award 2017 Nominations	Nominations sought. Agree the parish nomination at the January 2017 meeting. Final list circulated for email 'vote' on nomination. Nomination agreed and forwarded to KALC – to be announced at APM.	ALL
DECEMBER 16 C2016/1287d	KALC Free Defibrillator	Clerk to accept offer. Vice Chair to liaise with Doctor's Surgery – Hoo Practice Manager agreed on the placing of the defibrillator. Details of precise location and connection to electricity to be agreed. Quote for install by BT Electrical agreed, now to be scheduled.	Clerk/Vice Chair
DECEMBER 16 C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up.	Chair
JANUARY 17 C2016/1316	Cross Park Changing Rooms	Meeting to be arranged with Cross Park Association, football club and council. Jason Turner attended March meeting. The meeting is still required to identify future work plans.	Clerk/Vice Chair
FEBRUARY 17 C2016/1333	Youth Club Committee	Meeting to be arranged. Meeting Held COMPLETE	Clerk/Chair
FEBRUARY 17 C2016/1334	Planning/Local Plan	Draft Response to be compiled by Clerk and presentation to March 17 meeting.	Clerk

		Presentation given to meeting. Response due 17/4/17 (after next meeting)	
FEBRUARY 17 C2016/1335	Highways and Footpaths	Issues with parking and on grassed areas and verges to be taken up with Medway Council – site meeting being arranged Meeting held, marked up map to be returned to Mark Johnson (Medway). Future responsibility now parish council w.e.f. 1/4/17.	Clerk/Chair
MARCH 17 C2016/1361/f	Defibrillator Install	Installation of free defibrillator on the outside of the Doctor's Surgery has been agreed. BTD quote for installation has been approved – to be scheduled.	Clerk