



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> OCTOBER 2017 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm

<b>PRESENT:</b>	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Sandra Bennett	
	Cllr Dave Bennett	
	Cllr Karen Draper	
	Cllr Yvonne Forrest	
	Mr Chris Fribbins	Parish Clerk
In attendance	5 members of the public	

**1 1514 APOLOGIES FOR ABSENCE**

Cllr Creswell

**2 1515 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**

The Cllr Mrs Bennett declared an interest in items regarding Cross Park and did not take part in discussions or votes thereon – The Vice Chair Cllr Huntley-Chipper is the parish council's representative on the Cross Park Association so is allowed to speak and vote.

**3 1516 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13<sup>th</sup> SEPTEMBER 2017**

Proposed as a true record by Cllr K Draper, Seconded Vice Chair. ALL AGREED

**4 1517 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**5 1518 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

#### **SUSPENSION OF MEETING FOR PUBLIC SESSION**

Trevor Bowley – reported that rubbish in the North-West corner of the recreation ground had reduced since the relocation of the bench and he had removed remaining rubbish with some still to do – on a volunteer basis. Cllr K Draper also reported cars had been arriving at the Shellduck Close entrance and regular times and thought to be linked to drug dealing in the area – reported to the police.

Mike Smith had heard about comments on FACEBOOK appreciation of the work he has been doing as part of the extra hours.

Sue Morrice mentioned litter in St Georges Alleyway. It was suggested that this was private and not part of the Street Cleaning contract. To be looked at to see if the parish council can help.

Rod Morrad passed on comments from Marion Morrad about difficulties getting over the stiles on the footpath from Avery Way to the seafront and requesting consideration for replacement with kissing gates (to be discussed later the Agenda)

**6 1519 CLERK'S REPORT**

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

- a) Notice of Vacancy – the parish council are now able to co-opt, candidates to be sought.
- b) The Allhallows PACT group met on the 21<sup>st</sup> September. Cllr Forrest and the Clerk did attend on behalf of the parish council. A second councillor to be appointed.  
At the recreation ground anti-social behaviour issues had been reported with a goal post (re-sited), Toddler Play Equipment (same item had been damaged previously), Colin Davis had fixed. There is a need to continue monitoring of the relocated bench.

- c) Tree Inspections – A number of companies had been identified to carry out the inspection of trees on parish council owned/rented/leased land. Advice had been sought from the Adviser at the Kent Association of Local Councils (KALC) regarding inspections on land not owned or operated by the parish council which confirmed the Clerk's advice on carrying out work – a key element is vicarious responsibility if work is done. It would be better for other land owners organise their work (they could seek a grant to support inspections on their land for consideration by the parish council) - *since the meeting the same firm that carried out previous inspections had been engaged to carry out the inspection on the 10<sup>th</sup> November 2017.*
- d) The Village Hall Committee had been in contact regarding the revenue support grant agreed and paid at the September meeting (£1,777) that this sum included a 'deduction' of the Guides/Brownies/Rainbows hall hire grant from the £2,500 that will be budgeted for future years. As this grant was not requested and was five months into the year – this amount was 'new money' granted by the Parish Council and the 'deduction' was a decision for them. In future years there may be need to be a discussion about the Guides grant. It is to be noted that it is proposed to deduct identified Cross Park current year expenditure from their revenue support grant.

**7 1520 GRANT REQUESTS**

None

**8 1521 PLANNING**

- a) **Medway Local Plan (2012 – 2035)** – Continuing to monitor. Government consultation on a standard method of calculating the number of house was underway. This would add c.8,000 additional houses. There was also a suggestion that the number of houses to be allocated in a parished area would be pro-rata on the population of the area in relation to the total population unless the area can justify a lower number for valid planning reasons.

- b) **Allhallows Plans for Comment** - none

**9 1522 HIGHWAYS AND FOOTPATHS**

- a) The Medway Officer responsible for parking restrictions has been off on long term sickness and has now returned to duties and is still catching up – this has been raised with the cabinet member responsible for this area – Cllr Filmer.

- b) Footpath Officers Report – Report circulated – no issues (Homewards clear).

- c) Verbal Reports – the Chair was due to meet Turfsoil to discuss issues with the flailing.

Cllr Forrest reported rubbish at St Andrews Walk garages (not strictly part of the street cleaning round as private). Also a St Matthews bin damaged and need to contact Medway Council for replacement. Mattress and Black Sacks St Lukes Gardens.

Black yellow tape required to mark off damaged play equipment until fixed.

**10 1523 PARTNERS AND COMMUNITY TOGETHER (PACT)**

Met on 20<sup>th</sup> September 2017 (minutes have been circulated to councillors). There had been a request for the parish council to consider:

- a) Removal of the relocated bench until anti-social behaviour(ASB) was under control – as there was no history of issues since the relocation and no calls to 101, the parish council would continue to monitor for the time-being.

- b) CCTV at Avery Way shopping parade. When costings are known from Medway Council the parish council will consider financial support.

- c) Street Cleaners to record drug taking, evidence of under-age sex and other ASB. Much of this is reported on weekly sheets by cleaners and the Clerk will attempt to analyse when he has a chance.

- d) Placing a gate at the private road on St Davids Road behind the shopping parade. This is private for the use of the chip shop and residents. Any closure would have to be agreed by all the users before any further consideration.

- e) Ask Youth Worker to engage with youths on the streets of Allhallows – rejected as she is young and would be working on her own – not part of her remit, which is to ensure the youth club remains open and, with volunteer support, expanded.

Proposed Chair, seconded to agree the response - AGREED

11 1524 **CROSS PARK ISSUES**

- a) Governance – Charity registration forms completed, a final set of signatures have been received and will now be submitted. Any issues with the constitution would be tackled as they arise (Vice Chair to coordinate responses from the Cross Park Association)
- 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. The Chair asked if TB could have a look at the woodland on the west side of Avery Way.

  - a. Following the extraordinary meeting of the parish council (30/8), Land Logical had offered site visits to see their operation at Stone (Dartford) – this had been taken up by the Chair, Cllr K Draper and the Clerk. Controls on the receipt and control of waste soils was explained in detail. Land Logical had prepared a Memorandum of Understanding that would allow LL to prepare a Feasibility Study and engage with Groundwork UK to draw up a scheme for the creation of the woodland. The Clerk had also passed the MoU and copies of deeds for the land for legal advice from a specialist in Local Authority powers and responsibility (Ian Davison, Surrey Hills Solicitors, Dorking) who had confirmed the parish council had the powers should they wish to continue. (AT THIS STAGE Cllrs D&S Bennett expressed concern and passed, prepared, letters of resignation to the Clerk and left the meeting).

The council discussed the implications of the proposal and the need for more detail so that it could be considered. The MoU did not tie the council into proceeding with the project, but gave enough support for LL to carry out the feasibility work and report. The parish council agreed that consultation with all Allhallows residents would be carried out when this information is available (leaflets/public meeting).

Proposed Vice Cllr Forrest, Seconded Vice Chair that the Memorandum of Understanding be agreed (and signed by the Clerk in behalf of the council) to proceed to feasibility only and when received will be considered by the parish council and if there is any merit there will be consultation with all Allhallows residents (leaflets and a public meeting) – ALL AGREED
  - c) Permissive Path – still awaiting further details from Turners Park Group. There pre-planning report had been received from Medway Council and they are working up an expansion of the residential park. *(since they have discussed their proposals, informally with the Chair/Vice Chair and Clerk and proposals tabled (the permissive path is just one of many suggestions) – this has been reported to councillors, on the website and Facebook and will be discussed at the November meeting)*
    - a. Country Park – Awaiting feedback from HLF on the lottery bid, now submitted *(since rejected, but with a recommendation to apply again)*. Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report.
    - b. Temporary Changing Rooms –work by the Football Club had commenced on-site, and football has started. The building is in use, but connection to water and electricity still to be done.
  - d) Pavilion – CCTV repairs were carried out earlier on the day of this meeting., CCTV

is now recording again, and an additional camera installed on the rear to oversee the temporary changing room. While doing the work the contractor had identified a hole in the roof and the Clerk will engage Colin Davis to repair.

**12 1525 YOUTH CLUB/BRIMP REPORT**

More adult help has helped, but more is required to extend the facilities and sessions that could be provided. A special Halloween event is planned for October.

Football Arena – the arena remains locked out of use. The Clerk had discussed with the insurance company and it is likely that we are covered. The site visit was carried out by ITSAGOAL who installed the arena and an estimate has been received and passed to the insurance company – there is a delay in getting insurance approval to proceed. Permission to proceed when insurance approval received was granted at the September meeting. (since received 25/10)

Road Lighting on the Brimp – two lights are not functioning and two have broken glass (one still working) – electrician will fix along with repairs to the lighting on the football area. Bourne Leisure were still reluctant to do any work in the area due to vandalism they were getting.

Quotes/arrangements for maintaining the grassed areas still to be sought as required when the football arena repaired (Clerk) – Bourne Leisure had carried out a cut of the grass and the Chair had spread weed-killer in the football arena.

CCTV Repairs/upgrade were carried out earlier today.

**13 1526 RECREATION GROUND**

- a) Bench moved and the situation to be monitored.
- b) A goal post replaced in socket by the Cleaners
- c) Repeat damage to toddler equipment passed to Colin Davis who repaired the same day.

**14 1527 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) KALC (Medway) – next meeting in October. ASB, 101 failures, Local Plan and coordinating with Medway parish councils to arrange KALC training locally to be discussed.
- b) Medway Council Rural Liaison – Next meeting 18/7 (*since cancelled and December meeting postponed to January 2018*)
- c) Police Liaison – no report (new rep. required)
- d) Village Hall – the Chair had also attended the last meeting with Cllr Forrest. Discussed no Christmas Fair, problems with help for Village Fair (the Chair had suggested the parish council could consider financial support and use of our contractor to mark out the pitches).
- e) Cross Park Association – Christmas Fair to be held 18/11.
- f) Friends of All Saint's Church – No report.

**15 1528 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) Allotments (Cllr Forrest) – Work on the path is still ongoing – skip required to remove waste – Medway Clearance to be approached (this is an allotments project, financially supported by the parish council)
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing.
- c) Bourne Leisure Liaison (Chair)–nothing to report.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – Nothing to report, the Chair has arranged to meet the Head pm 17/11.

**16 1529 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**

Chair attended Village Hall Committee

**17 1530 FINANCIAL**

- a) A meeting of the Finance & General Purposes Advisory Committee was held on 4pm on Thursday 5<sup>th</sup> October at the Cross Park Pavilion, but inquorate. Financial reports examined, and issues investigated by the Clerk – reports circulated.
- b) Monitoring reports produced on expenditure to date/Bank Reconciliation etc. noted
- c) Receipts September  
 Medway Council Countryside Maintenance Contract £25,713.40  
 Youth Club Subs/Tuck £17.01  
 Cross Park Hire £180.00
- d) September Bank Transfer Current A/C to Base Rate Tracker A/C £10,000
- e) **To make payments Proposed – Cllr K Draper, 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		
	171001		
C&CWPC Pro-rata share of SLCC/ALCC CF Subs	171001b	97.02	
Kathy Colyer Salary/less PAYE and pension	171002		
John Price Salary/less PAYE	171003		
Mick Smith 30 hours	171004		
Denise Cloughton CP Cleaning	171005		
Zoe McCall Youth Club 11 Hours	171006		
HMRC PAYE	171007	232.39	
NEST Employee/Employer Pension	171008	26.03	
C&CWPC Paper Costs	171009	2.50	
Colyn Property Serv Village Hall 2170	171010	60.00	
Colyn Property Serv Village Hall 2185	171011	60.00	
TJF Property Maint Active Cemetery C47	171012	105.00	
TJF Property Maint Active Cemetery C48	171013	105.00	
Turfsoil Countryside Maint	171014	1,902.54	317.09
Turfsoil Cross Park Land Mngmnt	171015	752.80	125.30
EDF Energy Brimp Electric DD	171016	119.00	5.95
Aardvark Security CCTV Brimp/Cross Park	171017	730.00	
Business Stream Allotment Water Maint	171018	71.84	
C Fribbins Youth Club Cleaning Materials	171019	20.00	
Colyn Property Serv Playground Repair	171020	25.00	

**19 1531 STAFFING ISSUES**

The exclusion of press and public to allow discussion of personal staff matters, moved Chair, Seconded Vice-Chair All Agreed  
 The additional hours allocated to Street Cleaning had been a success with both verbal and Facebook praise for the work done by Mick Smith. It was proposed that a further 15 hours be allocated to allow the work to be completed. Proposed Chair, Seconded Vice Chair – AGREED  
 A Personnel Advisory Committee meeting was agreed for 25<sup>th</sup> October (since amended to 3/11 at 1pm due to clash with half-term).

**20 1532 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be on Wednesday 9<sup>th</sup> November 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

**21 1533 FUTURE AGENDA ITEMS**

None  
 At 9:10 pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>ACTION</b>
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. <b>Insurance approval received 25/10, planning attendance of ITSAGOAL and BTD Electrical to carry out repairs.</b>	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. <b>Cllr Forrest helping with the work and trying to arrange a skip.</b>	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 – <b>Further discussions held, and this is part of many suggestions to be discussed at the November meeting.</b>	
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 charity application <b>has been sent off.</b>	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 <b>has taken place Memorandum of Understanding agreed and feasibility work underway before public consultation.</b>	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. - <b>Ian Davison can advise.</b>	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 suggested that work would start at the end of their season (April). Work started (July 17). <b>Changing rooms now</b>	Vice Chair Clerk

		<b>refurbished and in use – water and electricity to be connected.</b>	
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF/Colyn Property Services/Turfsoil to be asked to quote for work. (area currently locked out of use due to vandalism) Land management has been carried out by volunteers	Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk. <b>STILL AWAITED</b> – now being chased by Medway Council.	DC
DECEMBER 16 C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up. - <b>CLOSED following alternative suggestions.</b>	Chair
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 <b>(followed up with Cllr Filmer)</b>	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. <b>Meeting held 25/10 with Medway Police, Medway Council Community Safety and Cllrs Filmer, Freshwater and Chair/Clerk.</b>	Chair/Clerk/ <b>All</b>
JULY 17 C2017/1450c	Tree Inspections	Names of potential inspectors to be provided to clerk and estimates sought when leaves drop. <b>Laverock Tree Care (previously carried out Allhallows work) will be carrying this out at Cross Park, Village Hall, Brimp and Recreation Ground 10/11.</b>	ALL/Clerk
JULY 17 C2017/1455vi	Cross Park CCTV	To be carried out (HD camera to be considered on changing room side)	Clerk

	recorder replacement	Site visits for suppliers to quote completed. Quotes from two suppliers received – selected AARDVARK ELECTRONIC SECURITY – work scheduled. <b>Work COMPLETE</b>	
JULY 17 C2017/1458	Allhallows School Parking	To discuss suggestions with Medway Council	<b>Chair</b>
<b>OCTOBER 17 (discuss at November meeting)</b>	<b>Cross Park – Community Facilities</b>	<b>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.</b>	