



**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 10th MARCH 2021**

**ONLINE on (ZOOM) 18:30**

**PRESENT:**

Cllr Chris Draper	Chairman
Cllr Yvonne Forrest	Vice-Chair
Cllr Karen Draper	
Cllr Sue Morrice	
Cllr Trevor Bowley	
Cllr Len Lovatt	
Cllr Dave Wiggins	
Cllr Rachelle Freeguard	
Mr Chris Fribbins	Parish Clerk

Apologies:  
In attendance 2 members of public

- 480      1      **APOLOGIES FOR ABSENCE**  
None
- 481      2      **DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**  
**Declarations of Interest** - None  
**Audio Recording** – Cllr Morrice (clerk may record meeting for compiling minutes and then destroyed).
- 482      3      **TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10<sup>th</sup> February** Proposed as a correct record by Cllr Forrest, Seconded Cllr Mrs Draper. **AGREED.**
- 483      4      **MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)** - None
- 484      5      **TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**  
  
See updates in appendix.
- SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker):** A resident raised concern about the closure of the British Pilot and conversion to a Co-op Store. Pub needed and two stores already in village (+Holiday Park), location and traffic issues (Cllr Bowley joined 18:55). Another contact did not un-mute.
- 485      6      **CLERK'S REPORT**  
  
a) Any Other Items not on Agenda for report  
    Christmas trees due for delivery 15/3  
    Annual Parish Meeting due in April. Agreed to delay until June. **AGREED**
- 486      7      **COVID-19 – Coming out of Lockdown UPDATE**  
The local area was now part of the national lockdown, although this time the play areas are not affected. Awaiting further updates on the roadmap.
- 487      8      **Community Forum**  
Community Forum to be arranged after COVID restrictions allow. Initial response from Friends of All Saints supportive when COVID restrictions eased.
- 488      9      **Annual Review – Asset List/Risk Assessment**  
Asset list and changes discussed. Risk Assessment reviewed – format to be upgraded in the next year. Cllr Mrs Draper Proposed, Cllr Morrice Seconded that the asset and risk assessment be agreed and note further work in the next council year **AGREED.**

- 489 10 **GRANT REQUESTS - NONE**
- 490 11 **INTERNET/BROADBAND ACCESS AT CROSS PARK/THE BRIMP**  
No further progress until COVID restrictions are lifted. It was noted that Slough Fort and All Saints Church were proposing internet access.
- 491 12 **PLANNING**
- a) **Allhallows Planning Applications:**
- MC/21/0423 1 Avery Close Allhallows ME3 9QG**  
Construction of a two storey extension to side.  
Proposed Cllr Wiggins, Seconded Cllr Lovatt No Objection **AGREED**
- MC/21/0492 Slough Fort The Brimp Avery Way Allhallows Rochester Medway ME3 9QL**  
Details pursuant to condition 3 (Details of fireplace and cell doors) on planning application MC/20/2314 for Listed Building Consent for proposed work to reinstate the Guard Room, through the rebuilding of lost internal cell walls and cell door; Reinstatement of the wooden floors and decorate using Limewash; some refurbishment to fireplace together with exterior works to the court yard and the replacement of the missing ends to the casemates which includes a low brick wall; supporting timber framed glazing panels and doors as per the original fitting from 1892  
Proposed Cllr Morrice, Seconded Cllr Lovatt No Objection **AGREED**
- MC/21/0361 Land R/O British Pilot Hotel Avery Way Allhallows Medway ME3 9QW**  
Details pursuant to conditions 3 (materials), 4 (boundary treatment), 5 (landscaping), 7 (CEMP), 8 (biodiversity enhancements), 9 (surface water), 10 (cycle and refuse storage) 11 (acoustic assessment) and 12 (acoustic protection) on planning permission MC/20/2438 - Variation of condition 2 (approved plans) on planning permission MC/19/0007 to allow for a minor material amendment for changes to internal wall layouts; materials revised from zinc cladding to facing brickwork; roof pitch revised to create a central ridge at same height as original and roof materials change to roof tiles.  
Proposed Cllr Forrest, Seconded Cllr Freeguard No Objection **AGREED**
- b) **Medway Local Plan** No update, consultation on Draft Plan due in the summer. HIF bid consultation underway. Opposition to the Railway and Road proposals had been lodged by residents on the Peninsula and in Wainscott. Nothing that directly affects Allhallows, but indirectly.
- c) **British Pilot** – A 'pre-planning' letter has been received about the possible conversion to a Co-op store seeking the PC's views.  
Cllrs expressed concerns about the viability of the pub and issues of competition with existing stores in the village. Agreed to monitor when planning application received and to report initial issues with the applicant.
- 492 13 **HIGHWAYS AND FOOTPATHS**
- a) **Parking Restrictions** – No update, ongoing.
- b) **Parking/Driving over Grass Verges** Cllr Freeguard reported vehicles driving over and parking on local grass verges and churning them up during recent wet weather. This was reported to Medway Council by the Clerk and they responded that there was little that could be done about this currently and hoped that Traffic Regulation Orders could be put in place to stop this. The Chair would contact Medway Cllr Filmer about the possibility of knee height barriers.
- c) **Footpath Officers Report** – Cllr Bowley regular report was noted
- d) **Verbal contributions** – Cllr Bowley had provided a detailed report that had been circulated.  
The local litter-pickers had renewed calls for cameras at the fly-tipping sites. Medway Council approval/involvement and commitment to maintain and enforce would be needed before any further parish council involvement.  
Medway Council (Highways) are reviewing the next steps to close Homewards Road.

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**14 CROSS PARK ISSUES**

Cllrs Freeguard and Wiggins declared an interest in this item as trustees of the charity, although Cllr Wiggins was the council's liaison with the charity.

- a) **Governance Issues** – Barclays Bank have reported that the Cross Park Bank Account needs to change to match the charitable status, but funds from the previous account will be transferred over. However, a face to face meeting is needed to do this and due to COVID, the bank is unable to do this currently. Arrangements have been made to get a cheque raised for the balance owed to the parish council so that the year-end finances can be completed, although it is possible that further payments will be needed, and previous cheque signatories would be moving away. It was Proposed by Cllr Mrs Draper and seconded Cllr Forrest, that the balance of the Cross Park funds be transferred for safekeeping to the parish council **AGREED** *(The clerk has reviewed this decision and is of the view that it is ultra vires (outside the power and authority of the parish council) to do this so this has not been actioned and the charity will need to continue to resolve the bank issues)*
- b) **Allhallows Golf Club** – A letter has been received asking the parish council to consider transferring the operation of the pavilion to the Golf Club to operate once their clubhouse has been closed due to the expansion of the Kingsmead/Allhallows Park site. The current facility is operated on a licence from the parish council by the Cross Park Association Charity (Cllr Freeguard left the meeting at 20:15). It was agreed to acknowledge the letter at this stage and update the golf club on the current position and future plans.
- c) **Expansion of Facilities** – Progress being monitored, the Kingsmead/Allhallows Park extension (and s106 funding for Cross Park) appears to be ready to start. The charity is looking at fitting out the kitchen so it could provide a public café facility. The charity is not VAT registered so would incur 20% VAT on equipment and works. The parish council could reclaim the VAT, but only if the equipment and works was funded directly by the parish council and not using or withholding charity funds. Works could be carried out by the parish council, but formal approval will be required (multiple quotes etc). A meeting with the charity to be organised.
- d) **Building/Land Issues** - Cllr Bowley's monthly report was circulated.

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**15 THE BRIMP ISSUES including Youth**

- a) Youth Club Issues – Preparation for return of youth club now needs to be done.
- b) Floodlighting Football Arena – quotes still awaited, Mr Payne to be approached for alternative quote, also BTD electrical – installation on poles may be possible before that work.
- c) Extending Brick Store – A pre-planning meeting was held with Medway Planning and they report that a planning application will be required. The Clerk has spoken to Mr Liddiard (Architect) about some minor changes to plans to show emergency exit door and potential air conditioning units and then for him to submit the application along with a statement on planned uses of the extension. Multiple quotes have now been received and the Clerk/Chair to arrange a follow-up and identify a shortlist of builders to discuss the final proposals and quotes for approval by the parish council. VAT consultants have been contacted about the VAT situation regarding these works and will require a fee to advise when planning has been granted.

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**16 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **ALLHALLOWS PACT** – Cllr Morrice – No meetings.
- b) **KALC (Medway)** – Cllr Morrice/Forrest – The next meeting has been arranged for the same date/time as this meeting.

- c) **Medway Council Rural Liaison** – Cllr Mrs K Draper – Meeting held 7<sup>th</sup> December and minutes distributed. Next meeting scheduled for 20<sup>th</sup> April.
- d) **Village Hall** – Cllr Lovatt – None
- e) **Cross Park** – Cllr Freeguard – Reported previously.
- f) **Village Fete** – Cllr Forrest – Easter Draw and 500 club being organised.
- g) **Friends of All Saint’s Church** – Cllr Forrest – No meeting

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**REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments** Cllr Forrest – Nothing to report.
- b) **Recreation Ground and Playpark** Cllr Forrest  
Safety surfacing works are now scheduled for May. Inspection sheets to be provided to Street Cleaners Clerk. The Dog Bin had been broken, although a Medway Council would have removed it rather than fix it, so as it was a minor repair this was carried out by Colyn Property Services.
- c) **Bourne Leisure Liaison** Cllr C Draper – Arrangements for a planted Christmas tree on the former garage site at the main entrance has been agreed (the second tree will be located at the Stoke Road/Avery Way junction – the Chair has agreed this with the farmer).
- d) **Allhallows Primary School Liaison** Chair – Meetings to be arranged. A Greenhouse has been donated for their own ‘allotment facilities’ within the school grounds.
- e) **Turners Group** – Expansion work could start soon. A meeting will be required to discuss their development plans and impact on Cross Park access.

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**SHELLDUCK LAND UPDATE**

- a) Proposed Dumpster location – Medway Council have confirmed that a planning application is required for the planned use, but they would be likely to refuse permission. Effectively this means the plans cannot progress any further.

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**FINANCIAL**

- a) **Finance Monitoring Reports (to 28 February)** Financial reports were circulated, all agreed to note.
- b) **Income**  
Medway Council Pre-Plan Fee refund (50%) £240  
VAT Refund £914.04  
Cross Park Association Repayment £625.14  
(£725 Grant for Youth Received from Cllr Filmer after meeting)  
Receipts February/March Noted
- c) **Countryside Contract** M&L the Parish Council Contractor have agreed to extend the contract for a further 3 years on the existing terms and conditions.
- d) **To make payments for December Proposed – Cllr Forrest, seconded – Cllr Morrice that the payments as listed be paid. – ALL AGREED** (the payments list will be signed by the proposer and seconder later)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution	210301		
John Price Salary/less PAYE	210302		
Mick Smith Salary/less PAYE	210303		
Marion Eades Salary/less PAYE JP Cover	210304		
HMRC PAYE	210305	271.18	
NEST Employee/Employer Pension	210306	60.57	
EDF Energy Brimp Electricity DD	210307	102.00	4.86
M&L Contracting Countryside Contract	1,591.66		
M&L Contracting Cross Park	316.66		
M&L Total payment	210308	2,289.98	381.66

Medway Council Pre-Planning Advice	210309	300.00	
ZOOM Online Meetings	210310	24.39	2.40
TJF Properties Cemetery Hedge Cutting	210311	280.00**	
Rural Kent 2021 Subscription	210312	80.00	
English Woodlands Christmas Trees x2	210313	1007.62	167.93
12Pay Payroll Software Annual Support	210314	79.20	13.20
Colyn Property Servs Village Hall IM	210315	60.00	
Colyn Property Servs Dog Bin Repair	210316	50.00	
Kent ALC Training	210317	60.00	10.00
Cartridge People Toner Cartridge	210318	65.90	10.98
TJF Property Servs Cemetery Grass Cutting	210319	160.00	
Just Bin Bags Black Sacks x 2	210320	53.38	8.90
Microsoft Office 365 Software	210321	59.99	5.75
CROSS PARK British Gas Cross Park Heating	210322	99.90	4.75

Paid previously, to note Cross Park Association to refund \*\* Corrected post meeting was £160.00

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### STAFFING ISSUES

The exclusion of press and public to discuss personal staff issues was moved by the Chair and seconded by Cllr Mrs Draper – **ALL AGREED**

- a) There was discussion about the street cleaning performance and action  
A cleaner had been advised to shield for 10 days after the COVID track and trace facility identified that he had come into contact with an infected person Two tests were done and no infection reported
- b) The latest Street Cleaner performance to be reviewed.
- c) The Chair has raised a concern about the condition of the footpath surface on the Street Cleaner's route and who would be responsible. Clerk to follow-up.

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### DATE AND TIME OF NEXT MEETING

The next meeting will be Wednesday 14<sup>th</sup> April 2021 at 6:30pm online using ZOOM (Meeting Number and Meeting Password will be supplied, further detailed joining instructions available from the Clerk up to 5pm on the day of the meeting)

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### FUTURE AGENDA ITEMS – None

At 21:27 The Chair Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.  
Chair of Allhallows Parish Council