



ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 9th MAY 2019**

**AT CROSS PARK PAVILION, OFF AVERY WAY, ALLHALLOWS, following the Annual Meeting
(7:15 pm)**

PRESENT: Cllr Chris Draper Chairman
Cllr Pat Huntley-Chipper Vice-Chair
Cllr Yvonne Forrest
Cllr Karen Draper
Cllr Trevor Bowley
Cllr Len Lovatt
Cllr Carol Cook
Cllr Sue Morrice
Mr Chris Fribbins Parish Clerk

In attendance 3 members of the public

1 1 APOLOGIES FOR ABSENCE

None

2 2 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, but a trustee of the Cross Park Association so she declared her interest in matters regarding Cross Park and would take no part in discussions if there was voting regarding the site.

Audio Recording

Cllr K Draper, and Cllr Morrice reported that they were making audio recordings of the meeting for their personal use.

3 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10th APRIL 2019 Proposed as a correct record by Cllr Forrest, Seconded Cllr P Huntley-Chipper. **AGREED**

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

None

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

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

School Parking issues raised. (suggestions had been made about providing)
Query about Recycling Point (Medway Council responsibility, and dependent on site being available – nearest current ones in Hoo)

6 6 CLERK'S REPORT

- a) Items appear elsewhere on the Agenda
- b) Suggested a special meeting to discuss 'the next four years' priorities and workload. 23rd May at 3pm at the Cross Park Pavilion suggested (*later moved to 12:00pm*)
- c) Fairground – very short notice request for use from Tuesday 7th to Monday 13th (with Fairground operating on Friday 10th (6-9pm), Saturday (1-9pm) and Sunday (1pm to 6pm). They had agreed to pay £400 to the council (allocated for youth activities). Publicity issued on the website and Facebook, leaflet/letter printed and delivered to

all houses with a frontage or back into the recreation ground and all those on direct feeder roads.

- 7 7 **GRANT REQUESTS - None**
- 8 8 **PLANNING Responses/Actions Proposed Chair/Seconded Cllr K Draper All Agreed**
- a) **Allhallows Plans for Comment –**
- MC/19/0760 Land South of Allhallows Primary School and to the Northern Part of Shellduck Close Amenity Area** Parish Council Waste Storage Area. Medway Council have asked for a tree survey that could cost c. £1,000 (*subsequently planning refused*)
- MC/19/0889 80 Avery Way, Allhallows Rochester, ME3 9PZ**
Cllr Morrice declared a pecuniary interest and she lived next door and did not take part in the voting on the recommendation. Construction of two storey side extension to form 2 - bedroomed maisonette with associated parking. A response of objection to be raised, in particular the loss of car parking by the shopping parade as the vehicle access to new property would be across an existing lay-by.
- MC/19/0007 Land Rear Of British Pilot Hotel Avery Way Allhallows Rochester Medway ME3 9QW**
Construction of five 3-bedroom chalets; one 4-bedroom chalet and a part two storey part three storey building comprising of one 2-bedroom and one 3-bedroom maisonette with associated parking, external storage and landscaping **APPROVED** by Medway Council
- MC/18/3181 Application for expansion/extension of Cross Park facilities**
This has been submitted on behalf of the parish council by Turners Group to be decided alongside the additional chalets (s106 contribution to the parish council to build this facility included in MC/18/0288). **APPROVED** by Medway Council.
- b) **Medway Local Plan (2012 – 2035) –**
No further update until June/July and result of stage 2 application for Housing Infrastructure Fund Bid (£179m)
- 9 9 **HIGHWAYS AND FOOTPATHS**
- a) **Parking Restrictions** – Map of draft proposals received have been advertised and Medway will assess the responses before making the required Traffic Regulation Orders and the lines can be marked. These could be implemented in May/June 2019.
- b) **Footpath Officers Report** – Cllr Bowley provided a comprehensive report of footpath issues and the voluntary work of him and his wife, also other voluntary work at Cross Park, Recreation Ground and the Village Hall grounds. Some finger posts required (Cllr Bowley to liaise with Adam Taylor (Medway) re. cost.
- c) **Verbal contributions** – Flower bed at post office needs attention (part of landscape contract). Tyres/Rubble at service road – Ian Sears (Medway) to be contacted for help.
- 10 10 **CROSS PARK ISSUES**
- a) **Governance** – A formal meeting of the Charity still needs to be arranged to agree the detailed governance procedures and responsibilities. (Cllr Huntley-Chipper will follow-up with CPA). Rural Kent chased again now that the planning permission for the site and the residential park extension have both been approved.
- b) **Building/Land Issues**
Report from Cllr Bowley circulated. There has been some landscape work at the site, but more to be done.
- c) **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. Access to the Allhallows Park (Kingsmead) is required to check the mains supply – additional contact identified and electrician to make contact for an early June visit.
- 11 11 **YOUTH CLUB/YOUTH**
- a) **Youth Club** – Older youth being approached again to see what they want from a youth club. Open day and summer activities on-site being considered,
- 12 12 **THE BRIMP ISSUES**

- a) **Football Arena** – Grant funding will be needed – suggested Sports England, Goatham, Cllr Filmer (Chair/Cllr Forrest)
- b) **Road and Lighting**
Slough Fort Preservation Trust have had to delay the works. There was some basic support from Bourne Leisure and the Chair had identified plant that could be used, still awaiting response funding from Bourne Leisure.
- c) **Additional Usage** – still looking for possible uses.
- d) **Brick Store** – approved contractor will be on-site in June to carry out the works.
- e) **Cleaner/Caretaker** – The ‘contractor’ has been approached about doing the cleaning – waiting for key return from Guide.
- f) **Further Work** – The Youth Offending Team has continued to install some skirting around the main building (using material from the former football arena).
- g) **Cesspit** – There is concern about the operation of the cesspit and a concern that it is filling too fast. MikesMainDrain contacted to empty and investigate.
- h) **Plumbing** – Tap in boys toilet was leaking – fixed today.

13 13 **RECREATION GROUND**

A location for the new bin still to be suggested by councillors, although there are still problems with the existing bin so that may need to be replaced. Yearly Playground inspection will be arranged for May.

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

- a) **PACT** – No report (Clerk still not permitted to attend). Medway Cllr Filmer is operating as an informal liaison with the parish council in the meantime.
- b) **KALC (Medway)** – Cllrs Forrest and Huntley-Chipper – a report from Cllr Forrest had been circulated.
- c) **Medway Council Rural Liaison** – minutes had been distributed by email, next meeting 23rd July 2019.
- d) **Police Liaison** – Cllr Bowley – nothing to report, meeting following week (the police had reported that this body was treated as a PACT for the Hoo peninsula by them).
- e) **Village Hall** – No meeting.
- f) **Cross Park** – Nothing further to report.
- g) **Village Fete** – No meeting (next one September to discuss 2020 plans)
- h) **Friends of All Saint’s Church** – Charity status granted. Report circulated.

15 15 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – No issues. More space required.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.
- c) **Bourne Leisure Liaison** (Cllr C Draper) – Nothing further to report.
- d) **Allhallows Primary School Liaison** (vacant) – Appointment has been made to meet and discuss common issues).

16 16 **ANNUAL REPORT 2018/2019 (AGAR)**

Internal Audit (pg 3)

The internal auditor has reviewed the accounts, payments, income, policies and minutes for the 2018/2019 year. Her report has been circulated for information and action in the coming year. She has completed and signed the AGAR (pg 3)

- a) **Annual Governance Statement 2018/2019 (pg 4)** The page has been completed by the clerk and it is submitted to the council for approval.

Proposed Cllr Forrest, Seconded Cllr Morrice that the Annual Governance Statement be approved – **ALL AGREED**. The Chair and clerk signed and dated the page.

b) Accounting Statements 2018/2019 (pg 5) The clerk has completed the page and it is now for the council to agree.

Proposed Cllr Morrice, Seconded Cllr Cook that the Accounting Statements be approved – **ALL AGREED**. The chair added his signature to the page previously signed by the clerk in the Responsible Finance Officer role.

c) Next Steps

The AGAR form will be supplied to PKF Littlejohn with the background documents required by email. The AGAR (pgs 3 -5) will be displayed on all three council notice boards and on the web site for public inspection and queries to be raised with the clerk, by appointment if necessary.

FINANCIAL

a) Finance Monitoring Reports (April) Circulated and noted

b) Receipts April

Youth Club Tuck/Subs	£32.54
HMRC VAT Refund 1/12/18 - 28/2/19	£1,321.29
Medway Council (Precept 2019/20)	£51,417.00
Medway Council (CTRS 2019/20)	£5,415.00
Medway Council (Rural Liaison Grant)	£2,870.00
Medway Council (CP Rates Refund)	£1,109.92

c) To make May payments Proposed – Cllr Morrice, seconded – Cllr Cook 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	190501		
C Fribbins FASTHOSTS Email Package	190501a	66.00	11.00
Kathy Colyer Final Salary to 3/5 less PAYE pension, holiday pay	190502		*
John Price Salary/less PAYE/Holiday	190503		
Mick Smith Bank Holidays(6 hours)	190504		
Zoe McCall Youth Club (6.5 + 6 BH)	190505		
HMRC PAYE	190506	244.73	
HMRC Under Payment	190506	30.38	*
NEST Employee/Employer Pension	190507	124.62	*
EDF Energy Brimp Electricity DD	190508	107.00	**5.10
M&L Contracting Countryside Contract	190509	1,565.00	***
M&L Contracting Cross Park	190509	308.33	***
M&L Total payment		2,248.00	374.67
TJF Prop Maint Active Cemetery	190510	105.00	
TJF Prop Maint Active Cemetery	190511	105.00	
Colyn Property Services VH Maintenance	190512	60.00	
Allhallows Village Hall Revenue Grant	190513	2,500.00	
Cross Park Association Revenue Grant	190514	2,500.00	
Pauline Bowdery Internal Audit Fee	190515	80.00	
K Draper YC Tuck/APM Refreshments	190516	82.86	13.81
Colyn Property Services VH Maintenance	190517	60.00***	
L Newstead Youth Club Tuck	190518	62.06	7.06
Paid previously, to note			

*Recalculated to take into account final pay and holiday not taken

corrected * Invoice paid on receipt

Exclusion of Press and Public : Proposed Chair, Seconded Cllr Huntley-Chipper ALL AGREED due to personal information discussions (items 19, a & b)

STAFFING ISSUES

a) Street Cleaners

Kathy Colyer had now left the parish council. Agreed to advertise for a replacement. Bin key to be recovered and any parish council equipment (Cllr Forrest).

Mick Smith has been appointed as replacement. Contract to be drawn up along the lines of KC.

Agreed to advertise the role of Relief Caretaker on the parish website and Facebook.

b) Staff Appraisals outstanding for Mick Smith.

c) Risk Assessment – Clerk to draft a risk assessment for the Street Cleaning function, including working on road-side with no pavement (using bollards and rod traffic signs).

d) Dumpster –

The planning application is coming under some pressure from Medway Council Planning (*since refused*).

20

DATE AND TIME OF NEXT MEETINGS

The next meeting will be Wednesday 12th June 2019 at 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.

21

FUTURE AGENDA ITEMS – None

At 09:24 pm Cllr Chris Draper closed the meeting.

A person has been advertising on Facebook (Allhallows Village Appreciation) for comments on youth provision in the area. No approach to parish council – to be followed up.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	ACTION
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. Turners report planning application submitted MC/18/0288. Further meeting with Turners Group who are looking to submit a planning application for the community facilities on behalf of the parish council. Rural Kent appointed to help with 'project management' if approval granted. Permission for 81 chalets now agreed.	Chair/Clerk
FEBRUARY 17 C2017/1594	Street Cleaning	Site and dumpster required for street cleaners' bags until collected Site identified at Shellduck/Avery Way junction – details to be followed up. Drawings required so that consultation with Medway Planning can be done. Drawings sent to Dave Harris (Medway Council Planning) to see if planning permission is required. Planning Permission required – papers sent to John Liddiard. Planning application refused	Clerk following up with Street Cleaners Chair/JC
AUGUST 18 C2018/1749c	Cross Park Electricals	An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. BTD have carried out maintenance work. Trying to arrange a visit to Allhallows Park (The mains feed)	Clerk
AUGUST 18 C2018/1751d	Brimp Road	A meeting has been held with the Church Commissioner's Land Management Agent, Slough Fort Restoration and the Clerk. Slough Fort are now investigating getting the work completed (perhaps with grant funding from the Parish Council), £1,000 granted by PC towards work which should be complete by Spring 2019. Awaiting re-planned schedule and work completion.	Clerk/Church Commissioner's Agent