



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 9th AUGUST 2017 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm

PRESENT:	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Sandra Bennett	
	Cllr Karen Draper	
	Cllr Yvonne Forrest	
	Mr Chris Fribbins	Parish Clerk
In attendance	7 members of the public	

- 1 1466 **APOLOGIES FOR ABSENCE**
Cllr Creswell (work), Cllr Dave Bennett (family), Cllr Luck ACCEPTED
- 2 1467 **DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**
The Vice-Chair and Cllr Mrs Bennett declared an interest 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 1468 **TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12th JULY 2017**
Proposed as a true record by Cllr Forrest, Seconded Cllr S Bennett. **ALL AGREED**
- 4 1469 **MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**
None
- 5 1470 **TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mr Stanley reported issues with St Lukes Way street cleaning, street lighting (need for additional lighting due to dark areas), unmanaged shop parade flower beds and the bench relocation in the recreation ground. Mr Wellard added poor rubbish clearance in the recreation ground, and the cutting of the trees on the boundary with Johnson's Field. Mrs Ells reported issues with parking in Binney Road near the junction with Stoke Road and that the Caretaker's store at the Brimp has leaks in the roof.

Mr Smith reported issues with bonfires in the recreation ground and walls at the shops as well as issues at the Brimp.

Mr Bowley reported on work carried out at Cross Park (a report had been circulated to councillors). This included some fencing – including barbed wire, which will need to be investigated.

- 6 1471 **CLERK'S REPORT**
Update on issues and actions since the previous council meeting (not covered on Agenda)
- a) Anti-Social Behaviour issues –
- a. A local PACT group (Partners and Community Together) group has been established by local residents and they have offered two places to the parish council. Cllr Luck had expressed an interest and a further councillor is required. This has diverted the police, the MP's staff member and others away from parish council meetings – and the Clerk has informed them of the situation. Arrangement of meetings ongoing.
 - b. The Noticeboard at the shopping parade had been damaged and Has now

been repaired. This has been reported to the police, but as there is no CCTV or other information, investigation has been suspended until there is further evidence.

- c. The police investigation into damage caused at the Brimp Football Arena has led to the police taking two youths into the Medway Police Station where they admitted the offence, but were unable to say why. The records have now been passed to the Youth Offending Team for action.

- b) Tree Inspections – It appears that the previous parish council commissioned tree inspections on a regular basis, but this had not been continued. Inspection to be carried out in the Autumn when leaves drop. Responsibilities for third party land to be investigated by the Clerk.

- c) The Village Fete Committee had requested use of the recreation ground for 30/6/2018 (and the last Saturday in June thereafter) Proposed Cllr Forrest, Seconded Chair – Agreed.

7 1472 ANNUAL REPORT

Annual report response from the external auditor is now awaited. There have been no requests to see the accounts (and they are on the parish website). Response expected in August/September.

8 1473 GRANT REQUESTS

- a) Allhallows Village Hall Committee have requested help with the increase in the business rates (now that Medway Council have withdrawn the discretionary 20%) - £384. An application form had not been requested, or sent in. This could be covered by annual revenue grant funding if approved by the parish council.

9 1474 PLANNING

- a) **Medway Local Plan (2012 – 2035)** – Continuing to monitor. I

- b) **Allhallows Plans for Comment**

MC/17/2589 ST LUKES WAY, ALLHALLOWS, ROCHESTER, KENT, ME3 9PR

Construction of a two-storey front extension and additional parking

No objection Chair, Vice Chair Cllr Forrest - AGREED

10 1475 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 will now be following up.
- b) Footpath Officers Report – Report circulated. There had been fly-tipping along the Brimp Road and an Ratcliffe Highway (Clerk has reported these items)
- c) Verbal Reports – there was concern about the state of the highway verges (highlighted by work carried out by Medway Norse in neighbouring parishes). Turfsoil to be reminded about the request to inform the parish when work is carried out and to report the concerns (Clerk) – a meeting with the contractor/chair/clerk to be held on site to discuss.

11 1476 CROSS PARK – GOVERNANCE AND LAND MANAGEMENT ISSUES

- a) Governance – Following the suggestions made at the June meeting, the Clerk reported on the income and expenditure for 2016/17 that had been dealt with by the parish council. The Clerk also reported that a full year revenue support of £2,500 per full year could be budgeted and paid to the Cross Park Association and the Allhallows Village Hall.

The Charity documents and financial information has been circulated to the Cross Park Association (CPA). Three initial trustees are required to submit the application for a Charity Incorporated organisation. Suggested that the parish council budget £2,500 per annum for 'village hall support' each to Cross Park Association and the Allhallows Village Hall in future and 2017/2018 grants to be pro-rated and amounts already spent, that will become part of future grants, deducted (to be reported at the September meeting for approval). The approach was Proposed Cllr Forrest, Seconded Cllr K Draper Agreed with one abstention.

- b) Building/Land Issues
Trevor Bowley has produced his monthly report of work carried out.
(a discussion before the meeting following an approach from Land Logical regarding Cross Park was due to take before the meeting, but due to weather and issues regarding access to the pavilion, their representative Robin Jones was asked to submit details and a further meeting could be arranged to discuss).
- c) Permissive Path – still awaiting further details from Turners Park Group (who in turn are waiting for feedback from Medway Council Planning).
- d) Country Park – Awaiting feedback from HLF on the lottery bid, now submitted.
Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report.
- e) Temporary Changing Rooms –work by the Football Club had commenced on-site, with an aim to start playing in the new season.
- f) Pavilion
The contractor has now fitted the motor to the main entrance. There are some problems with the operation and these will need to be resolved before payment of the invoice. A small lock and extra keys had been purchased by the Clerk.
- g) The annual renewal of the Boiler Maintenance Contract (CarePlan) from British Gas had been received (£447.73) – two further ‘suppliers identified – the quote from CUBE be accepted for an initial year was Proposed Chair, Seconded Cllr Forrest Agreed with one against.
- h) The CCTV recorder will need to be replaced (Clerk to arrange)

12 1477 YOUTH CLUB/BRIMP REPORT

More adult help has helped, but more is required to extend the facilities and sessions that could be provided. *(it is now closed for the summer as attendance had dropped off, the opportunity to clean, maintain and stock-take at the Brimp was being taken)*
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. Awaiting a visit from ITSAGOAL who installed the arena for a quote *(since has taken place and a quote awaited)*

Repair to the Brimp Road was being chased by the Chair, in discussion with Slough Fort.

Road Lighting on the Brimp – two lights are not functioning and two have broken glass (one still working) – electrician will investigate before the nights draw in (late September). Bourne Leisure were now reluctant due to vandalism they were getting. Quotes for maintaining the grassed areas still to be sought (Clerk).

HD cameras to be considered at specific points to improve monitoring and identification. (one camera not working) Three CCTV suppliers to be asked to quote for Brimp and Cross Park repairs/upgrades *(site visits arranged for two suppliers, quote received from a third)*.

13 1478 RECREATION GROUND

- a) Anti-social behaviour has been prevalent around the bench at the north-west corner and a quote from Colyn Property Services had been accepted at the June meeting to move the bench. The Chair has marked the position for the bench to move to and it will be relocated when Colyn Property Services are able to schedule the work.
- b) Play Equipment – repairs carried out by Colyn Property Services before the school holidays.

14 1479 ALLHALLOWS SCHOOL PARKING

The Chair has suggested additional/off road parking on the landscaped areas by

Shellduck Close and the woodland opposite the school. Neither of these are in the ownership of the parish council and the owners would need to be identified and contacted. Possible introduction of traffic lights for speeding and a zebra crossing could be included. The Chair would follow this up with Cllr Filmer and Medway Council.

15 1480 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – no meeting held.
- b) Medway Council Rural Liaison – Next meeting 18/7 (*since cancelled*)
- c) Police Liaison – no report
- d) Village Hall – no report
- e) Cross Park Association – Issues discussed earlier in the agenda. Meeting to discuss further governance proposals etc. to be arranged.
- f) Friends of All Saint's Church – 24/7 meeting discussed HLF bid for repairs, fundraising events etc. Next meeting 2/9/17.

16 1481 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – Colyn Property Services had identified further problems and issues with installing the footpath (grant funded) but has now agreed to continue on the same quote. As the allotments are adjacent to an electrical power station, there was a concern about mains cables on the site. (*since clarified*)
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing.
- c) Bourne Leisure Liaison (Chair)–The Chair continuing to liaise with them. The railing on the sea front was in a very poor condition and responsibility not clear (Bourne Leisure/Medway Council/Port of London Authority). The Chair is seeking confirmation of who is responsible.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – Nothing to report.

17 1482 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

Follow-up meetings with relevant committees to be arranged (Cross Park is current priority to get governance in place.

18 1483 FINANCIAL

- a) Monitoring reports produced on expenditure to date/Bank Reconciliation etc. noted
- b) Receipts July
 - Cross Park income £100.00
 - Youth Club Subs/Tuck £163.03
 - HMRC VAT Refund (1/12/16-31/3/17) £292.19
 - EDF Energy Refund Brimp Electricity £164.80
- c) Bank Transfer Base Rate Tracker A/C to Current A/C £10,000
- d) To make payments Proposed – Cllr Forrest, Seconded – Cllr D Bennett 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		
C Fribbins	Blakes Lock/Keys CP	170801	
	22.52	170802	28.36 4.67
Kathy Colyer	Salary/less PAYE and pension	170803	
John Price	Salary/less PAYE	170804	
Mick Smith	3 hours	170805	
Denise Cloughton	CP Cleaning	170806	
Zoe McCall	Youth Club 8.25 Hours	170807	
HMRC	PAYE	170808	184.19
NEST	Employee/Employer Pension	170809	25.85

C&CWPC Paper Costs	170810	2.50	
Colyn Property Serv Village Hall 2117	170811	60.00	
Colyn Property Serv Playground Repairs2116	170812	250.00	
Colyn Property Serv Noticeboard Repair2135	170813	97.48	
Colyn Property Serv Village Hall 2134	170814	60.00	
TJF Property Maint Active Cemetery C43	170815	105.00	
TJF Property Maint Active Cemetery C44	170816	105.00	
Turfsoil Countryside Maint	170817	1,902.54	317.09
Turfsoil Cross Park Land Mngmnt	170818	568.20	94.70
ADLOR Security Shutters Cross Park	170819	723.26	120.54
EDF Energy Brimp Electric DD	170820	77.00	3.67
British Gas Cross Park Gas	170821	77.44	3.68
Karen Draper Youth Club Tuck	170822	142.84	18.53

e) Insurance

As reported in April, the current arrangements include the building's insurance for the Village Hall, although run by the Village Hall committee (charity). The insurance company have agreed to continue this if the council agree a suitable recommendation to cover the village hall's interest in any claim.

Recommended:

The parish council agree that all insurance money arising from a buildings insurance claim on behalf of the Allhallows Village Hall will be passed to the Allhallows Village Hall (charity) committee. Any excess will be the responsibility of the Allhallows Village Hall committee.

The parish council will continue to provide the buildings insurance on behalf of the Allhallows Village Hall.

It also needs to be noted by the insurance company that the Allhallows Village Hall Committee are not VAT registered, unlike the parish council that can claim the VAT back for parish council activities.

Proposed Chair, Seconded Cllr K Draper – All agreed

19 1484 STAFFING ISSUES

The exclusion of press and public to allow discussion of personal staff matters, moved Chair, Seconded Vice-Chair All Agreed

Issues with Street Cleaning discussed. Specific items are passed to the staff by email/smsg and then monitored to see if they have been resolved – on most occasions they are resolved. Issues reported in Public Session earlier will be reported to the cleaners for action before staff holidays (Mick Smith covering).

20 1485 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Wednesday 13th September 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 1486 FUTURE AGENDA ITEMS

None

At 9:45 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.	Medway Council contacted but do not agree there is an issue currently. To be monitored and followed up as necessary. CLOSED	All
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. No Progress - CLOSED	ALL
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.	Clerk
JUNE 16 C/2016/1167	Allotments Society – Grant for Path. Request to also	Further quotes to be sought – waiting for response. YF Liaising. Still waiting for further quotes. Jason Turner has suggested free	YF

	consider water supply extension.	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.	
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 - site does not qualify for Zebra crossing CLOSED	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 meeting held to finalise details. To be part of a planning application.	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 – 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.	Clerk/Vice Chair/CPA
SEPTEMBER 16 C/2016/1228b	Fencing at Old Post Office	Height checked and referred to Medway Planning for enforcement investigation. CLOSED	Clerk
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 when time permits. Clerk reminds Martin Hall. Now part of Heritage Lottery Fund Bid. Land Logical also had proposals for the land – meeting arranged.	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	Clerk/Chair/Cllrs

		Avery Way. Legal advice to be sought -possible solicitors (including Medway Council legal), to be recommended by 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 not started and portacabin subject to further vandalism and was boarded up. Work started (July 17).	Vice Chair Clerk
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)	Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk. STILL AWAITED – 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.	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	Clerk/Chair
APRIL 17 C2016/13275	Youth Club Committee	Review Operations, (First Aid Cover) extra facilities/sessions (now responsibility of the Youth Committee) CLOSED	Youth Committee
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 extended 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.	Chair/Clerk/ All

JULY 17 C2017/1450c	Tree Inspections	Names of potential inspectors to be provided to clerk and estimates sought when leaves drop.	ALL/Clerk
JULY 17 C2017/1455v	Cross Park Boiler Maintenance	Alternatives to British Gas being contacted. CUBE approved for initial 12 months (to be monitored) CLOSED	Clerk
JULY 17 C2017/1455vi	Cross Park CCTV recorder replacement	To be carried out (HD camera to be considered on changing room side) Site visits for suppliers to quote scheduled.	Clerk
JULY 17 C2017/1458	Allhallows School Parking	To discuss suggestions with Medway Council	Chair