



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 14th JUNE 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 Sandra Bennett	
	Cllr John Luck	
	Cllr Yvonne Forrest	
	Mr Chris Fribbins	Parish Clerk
In attendance	2 members of the public	

- 1 **1424 APOLOGIES FOR ABSENCE**
Cllr Creswell (absent), Cllr Karen Draper (family) ACCEPTED
- 2 **1425 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 **1426 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 9th MAY 2017**
Proposed as a true record by Cllr P Huntley-Chipper, Seconded Cllr S Bennett. **ALL AGREED**
- 4 **1427 TO RECEIVE AND SIGN THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING 9th MAY 2017**
Proposed as a true record by Cllr D Bennett, Seconded Cllr Luck. **ALL AGREED**
- 4 **1427 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**
None
- 5 **1428 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

A resident raised her concern about harassment she had received, the previous week, from youths at the Avery Way Shopping Parade and the subsequent physical assault on her husband. Four names had been passed to the police who were investigating. These issues added to a series of incidents in recent months and a feeling that there was not enough support from the police (and a concern about what is being paid for locally). The PCSO Chris Price had indicated that he might be able to attend this meeting, but was not present.

The Natural England team for the Coastal Path between Woolwich and Grain presented an outline of their work to define a coastal path which would connect to the Iwade to Grain section of the coastal path already underway. This would use existing paths where possible and upgrade signage and gating where necessary. Detailed discussions will take place with land owners and conflicts addressed where possible. The project's route will then go to an inspector to hear views and define the final routing.

- 6 **1429 CLERK'S REPORT**
Update on issues and actions since the previous council meeting (not covered on Agenda)

- a) Anti-Social Behaviour issues – the council agreed that a letter would be sent to local Medway Councillors, leaders of the Political Group on the council, the Police Commissioner, Chief Inspector and MP as these problems demonstrated issues with policy and operation.
- b) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). – the expression of interest has been submitted – details copied to councillors by email.
- c) Parish logo, final draft circulated for comment. Agreed in principle and final version will be circulated by email for approval.

7 1430 ANNUAL REPORT

Annual report has been sent to the external auditors and displayed on the parish website and all three noticeboards (5/6/17 to 15/7/17).

The internal audit review has been completed and the report circulated – Agreed to note. Action: committee membership should be reviewed to specify specific membership (all councillors are able to attend). This would be added to the agenda of the July meeting.

8 1431 GRANT REQUESTS

- a) Allotments – there had been no progress on the offer to carry this work (free labour). The proposal was now to accept the quote from Colyn Property Services to provide the path and include an extension of the water supply. £4,150 (£1,000 previously granted, so additional £3,150). Proposed Cllr S Bennett, Seconded Cllr Forrest AGREED
- b) The Allhallows PTA have requested £50 to provide a bouncy castle for their Summer Fair. Approval Proposed Cllr D Bennett, Seconded Cllr Forrest AGREED
- c) Allhallows Guides, Brownies and Rainbows have requested a grant to cover their village hall hire for 1st April 2017 to 31st March 2018 (£777). Approval Proposed Chair, Seconded Cllr Forrest AGREED.
- d) Slough Fort had requested £300 to match fund the production of a leaflet for the site. Approval Proposed Chair, Seconded Vice Chair – AGREED with one against. Reference to the parish council support to be requested in the leaflet.

9 1432 PLANNING

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

b) **Allhallows Plans for Comment**

MC/17/1231 89 Avery Way, Allhallows, Kent, ME3 9QW

Construction of a single storey front and rear extension and conversion of existing garage to utility room (removal of existing conservatories).

No objection Proposed Chair, Seconded Vice Chair AGREED

MC/17/1876 Baytree Farm, Stoke Road, Allhallows, Rochester, Kent, ME3 9PG

Construction of a side infill extension and porch with installation of a Juliet balcony to rear and dormer window to side; construction of a car port.

No objection Proposed Vice Chair, Seconded Cllr Bennett AGREED

10 1433 HIGHWAYS AND FOOTPATHS

- a) The supplied map had been forwarded to Medway Council for their consideration, awaiting update – awaiting update (*the officer had extended medical leave*).
- b) Footpath Officers Report – Nothing to report.
- c) No verbal reports

11 1434 CROSS PARK – GOVERNANCE AND LAND MANAGEMENT ISSUES

- a) Governance - A report on the charity documents had been discussed with the Cross Park Association (CPA). This was almost ready to be submitted, three initial trustees are required. There were some concerns about the liabilities that would be passed to the CPA and the Clerk had reported on the commitments that could be made to overcome these concerns.
 - i. Retain hall hire (c. £1,700 per annum)
 - ii. Land Management Cost (Turfsoil Contract) remains with the parish council
 - iii. Buildings Insurance to remain with parish council (as Village Hall)
 - iv. Business rates paid by CPA (as a charity they will get 80% relief)

- v. Utility bills/boiler maintenance/cleaner responsibility/inspections (fire extinguisher)/CCTV/Security lighting transferred to CPA.
- vi. Annual Revenue Support to be offered to Allhallows Village Hall and CPA (amount to be agreed)
- vii. License for the use of the Pavilion to be drawn up (to clarify responsibilities) along the lines of The Brimp.

Proposed Cllr D Bennett, Seconded Cllr Forrest AGREED as a basis for further discussion with the CPA and Allhallows Village Hall. Details of actual bills to be provided to the CPA.

b) Building/Land Issues

- i. Permissive Path – awaiting further details from Turners Park Group (who in turn are waiting for feedback from Medway Council Planning).
- ii. Country Park – Development of the park has been accepted as a potential project as part of the Heritage Lottery Bid. If approved, the first stage would be the appointment of a consultant to engage with stakeholders and make recommendations.
- iii. Temporary Changing Rooms – These had now been boarded up after vandalism. Police were still investigating, although there had been a problem with the CCTV. Colyn Property Services had replied that they were unable to quote for the fitting out.

iv. Pavilion

There had been a report of a fault with the main floodlight (*although after the meeting it was working correctly*).

A quote has been received from the original supplier to fit an electrical motor to the main door shutters and retain manual opening in the event of a power problem (£723.27). Proposed Chair, Seconded Cllr Luck, that the quote be accepted.

- v. The annual renewal of the Boiler Maintenance Contract (CarePlan) from British Gas had been received (£447.73) – Agreed to seek alternatives.

12 1435 YOUTH CLUB/BRIMP REPORT

More adult help has helped, but more is required to extend the facilities and sessions that could be provided. A Child Safeguarding course had been carried out and further DBS checks done.

Football Arena – John Price had been carrying out some repairs to the netting (with some help from Mick Smith and the Clerk). The parts for repair had been ordered, but there are still problems with getting responses from the supplier.

The Chair had arranged the cutting of the grass at the Brimp and Football Arena with Bourne Leisure, but they had not been able to do it. Quotes to be sought from TJF, Colyn Property Services and Turfsoil.

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

There had been an inspection of the water supply – there were signs at the Brimp to not use the water for drinking. An inspection confirmed that the supply was mains water and no quality issues other than ensuring the taps were flushed through when the Brimp had not been used for several days. (the company recommend a two yearly inspection for legionella etc. and Cross Park should have the same – the Chair would check with Bourne Leisure about their arrangements and if that could be extended to the other sites).

13 1436 RECREATION GROUND

There had been two fires that resulted in the Fire Brigade being called – on each

occasion they had cut through the lock (Shellduck Close entrance) for access. The locks have been replaced and a key supplied to Grain Fire Station. Concerns had been raised by local residents about some tree maintenance that had been carried out on the border with 'Johnson's Farm'. This was carried out by the farmer to protect his boundary from trespass and anti-social behaviour.

Anti-social behaviour has been prevalent around the bench at the north-west corner and the Chair had asked for a quote to move the bench to a more open position. Colyn Property Services have quoted £288 to re-site the bench,. Proposed Chair, Seconded, Vice Chair that the quote be accepted **AGREED**. A suitable new location will need to be indentified.

Following the annual inspection – replacement parts have been ordered from Proludic and will be delivered to Colin Davis for fitting (expected early July).

14 1437 HEDGEROW AND GREEN SPACE DEVOLVED CONTRACT

The contract is continuing to settle down. The weather meant that grass was growing quickly.

15 1438 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Next meeting June 21st.
- b) Medway Council Rural Liaison – Next meeting in July..
- c) Police Liaison – Cllr Luck reported that the May meeting had discussed issues in Allhallows. It was felt that they were 'under control'. There continued to be cut-backs in support services.
- d) Village Hall – Cllr Forrest reported on further discussions about replacing the kitchen, concerns about the new flooring and an appeal regarding the decision of Medway Council to remove the 20% discretionary business rate relief (common policy across Medway)
- e) Cross Park Association – Issues discussed earlier in the agenda.
- f) Friends of All Saint's Church – There had been a Lottery Grant application. There are problems with the roof and electrics. Events continue. The next meeting is 24/7

16 1439 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – discussed earlier in the agenda.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing.
- c) Bourne Leisure Liaison (Chair)–The Chair continuing to discuss with them.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – No report.

17 1440 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

Follow-up meetings with relevant committees to be arranged

18 1441 FINANCIAL

- a) Monitoring reports produced on expenditure to date
- b) Receipts May
 - Cross Park income £238.00
 - Youth Club Subs/Tuck £62.55
 Receipts June
 - Medway Youth £2,150.00
 - Cross Park income £300.00
 - Youth Club Subs/Tuck £23.90
- c) 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	170601
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Annual Report Postage	170602	0.98	
Kathy Colyer Salary/less PAYE and pension	170603		
John Price Salary/less PAYE	170604		
HiViz Sweatshirt/Jacket	170605	27.97	1.66
Mick Smith 15 hours	170606		
Denise Claughton CP Cleaning	170607		
Zoe McCall Youth Club Hours	170608		
HMRC PAYE	170609	244.47	
NEST Employee/Employer Pension	170610	28.77	
C&CWPC Paper Costs	170611	2.50	
TJF Property Maint Active Cemetery C39	170612	105.00	
TJF Property Maint Active Cemetery C40	170613	105.00	
Colyn Property Serv Village Hall 2024	1705101	60.00*	
Colyn Property Serv Play Area 2026	1705102	60.00*	
Colyn Property Serv Village Hall 2053	170614	60.00	
Colyn Property Serv Boarding Up 2054	170615	395.99	
Colyn Property Serv Village Hall 2065	170616a	60.00	
Colyn Property Serv Village Hall 2077	170616b	60.00	
Craigdene Annual Playground Inspection	170617	180.00	30.00
EDF Energy Brimp Electricity DD	170618	77.00	3.67
Turfsoil Countryside Maintenance	170619	1,902.54	317.09
Turfsoil Cross Park Land Management	170620	568.20	94.70
Proludic Play Equipment Parts	170621	657.36	109.56
Direct Fire Protection Brimp Inspection	170622	80.40	13.40
Kent Commercial Services Black Bags	170623	53.10	8.85
Karen Draper APM refreshments	170624	65.00	
Karen Draper YC Tuck & Equip Net	170625	17.80	8.29
Pauline Bowdery Internal Audit 2016/17	170626	70.00	
Medway Clearance Waste Removal	170627	150.00	
Comfort Commissioning Brimp Water Check	170628	300.00	50.00
ADLOR Security Shutters	170629	723.27	120.55**
British Gas Careplan Cross Park	170630	447.74	***
Allhallows Village Hall Guides Rent Grant	170631	770.00	
Allhallows School PTA Grant	170632	50.00	
Colyn Property Services Rec Bench Relocate	170633	287.00	**
Slough Fort Grant	170634	300.00	
ICO.ORG.UK Data Protection Registration	170635	35.0	

*Missed payments from previous months

**To be paid on delivery/fitting

***Alternative supplier being sought

19 1442 STAFFING ISSUES

There were no issues discussed this month.

20 1443 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Wednesday 12th July 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 1444 FUTURE AGENDA ITEMS

School Parking – Avery Way

At 10:35 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.	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 has followed up the production of a logo with Kent Messenger (a 50% discount is offered) Outline drafts circulated, Shield format agreed – Clerk followed-up with KentCreate and final design approved. COMPLETE	Clerk
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
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	Clerk

		see if they can be supplied locally. Parts supplied, but incorrect. Spec of steel parts now understood. Supplier to collect parts and arrange replacement. Since this there has been significant vandalism and more parts will be required – Police informed, there are CCTV pictures.	
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. 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.	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. 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.	Clerk/Vice Chair
SEPTEMBER 16 C/2016/1228b	Fencing at Old Post Office	Height checked and referred to Medway Planning for enforcement investigation.	Clerk
SEPTEMBER 16 C/2016/1231	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	Clerk

		options when time permits . Clerk reminds Martin Hall. Now part of Heritage Lottery Fund Bid.	
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.	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 not started and portacabin subject to further vandalism over early May bank holiday to be boarded up for now - Colyn Property Services unable to do further works.	Vice Chair Clerk
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF/Colyn Property Services/Turfsoil to be asked to quote for work.	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).	Clerk/Chair
APRIL 17 C2016/13275	Youth Club Committee	Review Operations, (First Aid Cover) extra facilities/sessions	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