



ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 12th JUNE 2024**

Cross Park Pavilion @ 6:30pm

PRESENT:

Cllr Chris Draper	Chair
Cllr Yvonne Forrest	
Cllr Karen Draper	
Cllr Sue Morrice	
Cllr Trevor Bowley	
Cllr Mrs Kim Wood	
Cllr Claire Tarry	(after item 022)
Mr Chris Fribbins	Parish Clerk
Cllr Sheaves	
23, Cllr Spalding	

Apologies:
In attendance

- 018 1 APOLOGIES FOR ABSENCE** Cllr Sheaves
- 019 2 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**
Declarations of Interest - None
Audio Recording – Cllr Morrice – Audio recording for personal use
- 020 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12th MAY 2024** Proposed Cllr Forrest, Seconded Cllr Mrs Draper as a correct record - All Agreed.
- 021 4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)** – None

SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker):

Issues were raised by residents regarding the 2024/25 Parish Council increase of 31%. It was explained that Medway Council set the actual amounts paid and it was outside the control of the Parish Council when they set the precept (parish requirement), It did reflect the increased costs of supplying local parish services and building improvements (Brimp and Cross Park). The information on the bills was in the control of Medway Council – their 5% increase was a lot higher in real terms, the parish requirement was pence per week.

Issues were raised about the doctors and local bus services – these are outside the power of the parish to manage, but representations are made at appropriate times.

Concern was raised about publication of parish council information – a web site www.allhallowskent-pc.gov.uk, Facebook and three noticeboards were used. Some maintenance is outstanding on the noticeboards. Occasional letters and leaflets were also delivered. There have been issues using Village Voices as they required news items and not the regular business items. It was noted that the Kingsmead office may be able to circulate any leaflets.

There were queries about the footpath alongside the British Pilot that was now blocked. Although used heavily, especially when the railway station was there, it had never been registered a Public Right of Way with protections. Discussions have been held with the Footpaths Officer at Medway Council and Haven, but it understood that the landowner of the British Pilot was not supportive.

Traffic Calming was suggested for Avery Way – the parish council had raised this issue on many occasions, but it is unlikely that Medway, the Highway Authority, would have

the finances or policy to do this (no record of accidents, especially fatalities) and is a bus route.

Medway Cllr Spalding reported on various Medway Council issues.

022 5 CO-OPTION OF COUNCILLOR TO FILL VACANCY

Mr Bateman and Mrs Tarry were present. An informal interview had been carried out on a previous date.

It was agreed by the council to proceed to selection of a candidate by secret ballot (to be overseen by the Clerk and Medway Councillor Spalding). Proposed Cllr Mrs Draper, Seconded Cllr Forrest, agreed with one against.

The ballot winner was announced by the Clerk. Proposed Vice-Chair seconded by the Cllr Mrs Draper Chair that Mrs Tarry be appointed to the vacancy. She completed the acceptance of office and declaration of pecuniary interest form **and joined the meeting.**

Mr Bateman was thanked for his interest in the position.

023 6 CLERK'S REPORT –

a) A local resident had contacted the parish council regarding access into Cross Park to allow building material delivery and access to the rear of his property for construction in the rear of his house (planning approved under the Neighbourhood Consultation procedure.

Issues with access, potential damage to the ground and conflict with events planned on the Cross Park events field in the coming weeks was raised by councillors. A scheme of mitigation and suitable insurance would be required. The resident would consider further with his builder.

024 6 GRANT REQUESTS – A general request had been received seeking donations to the Kent/Sussex Air Ambulance. A grant was normally made on an annual basis. The additional request will be circulated.

025 7 PLANNING

a) **Planning Applications –**

MC/24/0965 Details pursuant to condition 6 (Verification Report) on planning permission MC/23/1781 for Construction of an extension to link the existing showbar venue to the swimming pool and arcade, located within the central facilities area with associated infrastructure and ancillary works and demolition works if required.

Allhallows Holiday Park Allhallows Rochester Medway ME3 9QD - **Details Pursuant, no response required**

MC/24/0819 Neighbourhood consultation application for the construction of a single storey extension to rear. The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 5.99m The maximum height of the proposed extension from the natural ground level is 2.85m The height at eaves level of the proposed extension measured from the natural ground level is 2.85m 200 Avery Way Allhallows Rochester Medway ME3 9QJ- **Now approved by Medway Council.**

MC/24/0892 Construction of an extension to existing grain store together with new parking bays Two Rivers Grain Store Ratcliffe Highway Allhallows Rochester ME3 9PU – **No comments raised.**

MC/24/0617 Construction of a part two, part single storey extension to rear 238 Avery Way Allhallows Rochester Medway ME3 9QJ **Approved by Medway Council.**

MC/23/2729 Outline planning permission with some matters reserved (Landscaping) for the construction of a two storey community sports hall, veranda to first floor, changing facilities, kitchen, community hall space, bar with viewing area to the sports hall along with outdoor sports pitches and parking Cross Park Community Centre Avery Way Allhallows Rochester Medway ME3 9QG **Approved by Medway Council.**

026 8 b) Medway Local Plan General Report – Further Regulation 18 Consultation to be carried out – primarily for Community/Infrastructure Plans – resident's panel formed

and sessions for parish and unitary councillors in June/July and a further Regulation 18 consultation in September/October. **Target adoption now 2026**

027 9 **HIGHWAYS AND FOOTPATHS**

- a) **Footpath Officers Report** – Footpath conditions starting to improve. Meetings of Local Access Forum now being held and Medway PROW Officer investigating issues. RS12 has now re-opened. Some issues with the Kent Coastal Path reported to Medway PROW officer to schedule volunteer clearance.
- b) **Verbal contributions** – Pothole repairs have been carried out but concern that nearby ones have not been repaired. Lines repainted at Haven entrance/exit.

028 10 **LOCAL REPORT/ISSUES**

- a) **Countryside Contract** – Sub-contractor issues have been identified and alternative arrangements now in place. There does seem to be an improvement in quality since this has been done. Issues were raised with vegetation growth – this had been difficult to manage due to the continued wet weather, but now conditions had improved they can be tackled. Public Rights of Way were in the schedule of Medway-wide volunteer team.
- b) **Street Cleaning** – Issues with shopping parade in Avery Way (use of forecourt for deliveries to grocery store) and with the flower beds due to the lack of maintenance and dangerous condition. It was agreed to look at removing them. The purchase of strimmers for the street cleaners was to be investigated.
- c) **Active Cemetery** – Nothing to report, maintenance continues. A team of local volunteers had carried out further works, the Community Payback team will also investigate what help they can provide.
- d) **General Issues** – Some highway road signs are being obscured by vegetation growth. Medway Highways are aware.

029 11 **CROSS PARK IMPROVEMENTS (including s106)**

- a) **Update on works completed and outstanding.**
VAT Implications of s106 planned and carried out to be investigated
A VAT Consultant still to respond.
- b) **Car Park signage/Café hours** – notices were now displayed. Turners have agreed to a sign being placed at the Avery Road entrance, to be followed up.
- c) **Poll Station** – Cross Park was used as an additional polling station for the 2nd of May Elections for the Police & Crime Commissioner (the Village Hall also continues to be used). It will be used for future elections.
- d) **Paved Area** – a small, paved area had been constructed behind the pavilion and further extension being sought.
- e) **Manhole cover** – previously this had been damaged by a heavy vehicle and had been replaced, but there had been a further incident so the Chair will arrange for a more substantial repair by our Steet Cleaner or Turners contractors.

030 12 **YOUTH CLUB REPORT**

- a) **Youth Club Issues** – Attendance picked up after holidays.
There are storage issues and the external plastic shed had damage to the doors and will need a repair. A longer term solution to external storage at the Brimp (and Cross Park) to be investigated.
- b) **Extending Brick Store Expansion** – Funding source required (although longer term S106 may be a source).
- c) **Brimp Site Usage** – Karate operating on Wednesdays, Football training for youths on Monday, Youth Club Tuesday, and Allhallows Scouts now active (initially Squirrels/Beavers/Cubs). Brick Store usage continues for film making.

031 13 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **KALC (Medway)** – Next meeting 15/6 7:30pm.
- b) **Medway Council Rural Liaison** – Cllr Mrs Draper – Future meeting scheduled June 2024 on Teams.
- c) **Village Hall** – Cllr Forrest – No meeting, hall busy.

- d) **Cross Park** – Cllr Bowley/Forrest –Trustee meeting to be arranged and annual report filed with the Charity Commission.
- e) **Friends of All Saint’s Church** – Cllr Forrest – Arrangements have been made for an event in High Halstow to recognise Rev Gwilt’s long term association and retirement (15/6 7:30). Volunteer activities scheduled on a regular basis.

032 14 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) **Allotments** Cllr Forrest Nothing further to report.
- b) **Recreation Ground and Playpark** Cllr Morrice/Bowley – There had been an incident of a Barbeque held on the grass, with a bouncy castle and trailing power lead from a house.
Recreation Ground lease. Lease now received, signed and legal fee paid etc.
- c) **Bourne Leisure Liaison** Cllr C Draper – the Chair continues to consult with the site manager when available. The collection of the Haven waste dumpster had been paused due to issues with the Haven Road Worthy Vehicle until fixed (April) arrangement being made for the delivery of the waste to Haven in the meantime, Waste has built up at Cross Park due to this.
- d) **Peninsula East Primary Academy School Liaison** (Cllr Morrice) – Cllr Morrice has been liaising with the school regarding ‘nature’ facilities at Cross Park for the school. An area behind Cllr and Mrs Draper’s property has been identified as it had been cleared of brambles previously for wildlife and could be used by the school and some minor public restrictions could be put in place for their security, whilst remaining part of the Cross Park land. An on-site meeting with school students and staff has been arranged for 2:45 25th June. **ALL AGREED to designation and enablement work.**
- e) **Turners Group** – (Cllr C Draper, Forrest, Clerk) Liaison regarding implications of their development and works at Cross Park continue. Development has been slow and thresholds for release of further s106 monies to Cross Park have been further delayed.

033 15 FINANCIAL

- a) **Internal Audit** (Finances and procedures) had been carried out by Mr Lionel Robbins and an internal audit report circulated to councillors. **Agreed to note and action as required.**
- b) **Finance Monitoring Reports** – Reports now produced as 2023/2024 financial year has been closed following the internal audit and accounts brought up to date. Bank balances noted. **Agreed to note.**

c) **Income**

Receipts May/June

May

YC Tuck/Subs	£216.00
YC Brimp Rent	£50.00
Allotment Rent	£7.50

Transfer Current to Base Rate Tracker £60,000.00

Transfer to CASHPLUS £500.00

June

Youth Club Tuck/Subs	£51.00
Medway Council Street Cleaning	£19,036.03

d) **To make/Note payments for June 2024.**

Proposed Cllr Forrest, Seconded Cllr Bowley – All Agreed

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution 240601

John Price Salary/less PAYE	240602		
John Price Summer Coat	240602B	23.99	
Mick Smith Salary/less PAYE	240603		
Colin Davis Salary/Less PAYE	240604		
Colin Davis Materials	240604a/b	60.93	
HMRC PAYE	240605	726.00	
NEST Employee/Employer Pension	240606	83.32	
EDF Energy Brimp Electricity DD	240607	153.00	7.29
M&L Contracting Countryside Contract	1,591.66		
M&L Contracting Cross Park	316.66		
M&L Total Payment	240608	2,289.98	381.88
National Broadband Cross Park Broadband	240609	54.00	9.00
IRIS Software Payroll Software	240610	12.00	2.00
Business Stream Allotment Water		14.01	
Zurich Annual Insurance		2,857.10	
Instant Print A1 Display Posters		27.14	4.52
Instant Print A1 Display/Maps		52.28	8.71
Ordnance Survey Maps Subscription		34.99	
IRIS Software Payroll Software May DD		12.00	2.00
iRIS Software Payroll Software June DD		12.00	2.00
Colin Davis CP Door closures	240524	10.97	1.33
Yvonne Forrest Medway Clearance Allotments		100.00	
Katie Nicholls Nightingales D-Day Ent	240528	500.00	
WJ Wormleighton CP Sink Repair		215.00	
Medway Council New Rec Lease/Licence Legal Fee		400.00	
Lionel Robbins Internal Audit Fee		140.00	
TJF Property Services Active Cemetery Grass	240611	160.00	
ICO Annual Data Protection Fee	240612	40.00	
Ray-Dor CP signs	240613	141.12	23.52
TJF Property Services Active Cemetery Grass	240614	160.00	

D/D Debit Card/Already Paid ** Corrected after meeting

The exclusion of press and public to discuss personal staff and contract issues

Not Required

034 16 **STAFFING ISSUES – Nothing to report**

035 17 **DATE AND TIME OF NEXT MEETING**

The next meeting will be the July Meeting of the Council Wednesday 10th July 2024 (Cross Park Pavilion 6:30pm).

036 18 **FUTURE AGENDA ITEMS**

None, at 21:39 The Chair closed the meeting.

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