



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISHCOUNCIL MEETING HELD ON WEDNESDAY 9<sup>th</sup> APRIL 2025

**Cross Park Pavilion @ 6:30pm**

#### **PRESENT:**

Cllr Draper	Chair
Cllr Yvonne Forrest	Vice-Chair
Cllr Karen Draper	
Cllr Sue Morrice	
Cllr Trevor Bowley	
Cllr Kim Wood	
Cllr Jean Sheaves	
Mr Chris Fribbins	Parish Clerk
Cllr Claire Tarry	
3 + Medway Cllr Spalding	

Apologies:  
In attendance

- 173      1      APOLOGIES FOR ABSENCE** Cllrs Tarry (Family) Proposed to Accept Apologies Cllr Karen Draper, Seconded Cllr Forrest ALL AGREED
- 174      2      DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**  
**Declarations of Interest** – Cllr Wood (Cross Park Association)  
**Audio Recording** – Cllr Morrice – Audio recording for personal use
- 175      3      TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12<sup>th</sup> March's 2025** Proposed Cllr Forrest, Seconded Cllr Mrs Sheaves as a correct record - All Agreed.
- 176      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):**
- 177      5      CLERK'S REPORT –**
- a)** Village Hall Update – Cllr Spalding – reported on ongoing discussions. Cllr Spalding provided an update on his investigations and discussions with the Allhallows Village Hall, the Growing Minds Nursery/Pre-School, and official bodies. There were still outstanding issues and difficulties in getting the two main parties to come to an agreement.
  - b)** Community Grant – Village Hall Door – The grant has been received by the Parish Council who will pay the invoice for the works when received.
  - c)** Community Grant -Kingsmead Noticeboard (£2,000 has now been received, Cllr Forrest dealing with paperwork).
  - d)** Arrangements for Annual Parish Meeting – Agreed to hold this on the 23<sup>rd</sup> of April. Catering to be arranged by Cllr Forrest and the event to be advertised online and in leaflet being prepared by Cllr Forrest for delivery to all households/
  - e)** Arrangements for Annual Report (AGAR) Submission – Lionel Robbins (Internal Auditor) is not available until June. An extraordinary meeting of the council will need to be held to consider his report and approve the Governance and Financial Statements before it is published/available for public inspection and then sent to Mazars (External Auditors) by 1st July.
  - f)** Claim against Allhallows PC re. Car broken mirror on Stoke Road Hedgerow vegetation. The information supplied was discussed and it was agreed that there

was no case to answer as the council is not responsible for the Highway or frequent inspections of the Highway.

- g) Issues with Proludic Delivery – Parts supplied were wrong. Colin Davis has carried out the repair to the Zip wire platform and is waiting for parts to be delivered.
- h) Any items that do not appear elsewhere on the agenda – Discussions had been carried out between the Clerk and the Medway Senior Tree Officer and required works reported to Norse who are responsible for their works (a diseased tree in St Davids will also be reported to them).

**178 6 GRANT REQUESTS – None**

**179 7 PLANNING**

- a) **MC/24/2221** Installation of a "Wild River" swimming leisure feature, including links into the building, supporting engineering works, landscape, and other associated works. Allhallows Holiday Park Allhallows Rochester Medway ME3 9QD APPROVED. D
- b) **MC/25/0379** Details pursuant to condition 5 (Landscaping) and 8 (Biodiversity enhancements) on planning permission MC/20/2438 for 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. Land Rear of British Pilot Hotel Avery Way Allhallows Rochester Medway ME3 9QW – No issues raised.
- c) **MC/25/0495** Alterations to the land to transform the land back into functioning wetland habitat. Stoke Marshes North and South of Grain Road Grain Road Allhallows Rochester Medway – There were comments regarding the very deep ditches by Grain Road, RSPB are monitoring.
- d) **MC/25/0610** Construction of a two storey side and single storey rear extension together with hardstanding and vehicular crossover to front - demolition of shed 20 Avery Way Allhallows Rochester Medway ME3 9PZ – No issues raised.
- e) **MC/25/0185** Construction of a single storey extension to rear of bar/restaurant within existing service yard Allhallows Holiday Park Allhallows Caravan Park Allhallows Rochester Medway ME3 9QD – No Issues raised.
- f) **Allhallows Neighbourhood Plan** – Following the decision of the March meeting, the form for designation of the Allhallows Parish Council area has been submitted. A consultation on that designation will be arrange by Medway Council.
- g) **Draft Medway Local Plan 2041** – Nothing further expected until the draft plan is published for consultation in July/August.
- h) There had been a further approach by the developers of land to the rear od Stoke Road/Binney Road regarding their possible development of 350 homes (further consultation to be organised).

**180 8 HIGHWAYS AND FOOTPATHS**

- a) **Footpath Officers Report** – Cllr Bowley submitted a detailed report which was circulated. Plans for Cross Park including tree planting were progressing. Some trimming of trees in St Georges have been carried out, but issues remain with trees outside of the parish council leased land at the recreation ground (St Georges and St Davids) – trees are now too tall, Medway Senior Tree Officer to be contacted (Clerk).
- b) **Verbal contributions** – There continues to be problems with potholes, especially Ratcliffe Highway. Fly-tipping continues and is actioned by Medway Council when reported.

**181 9 LOCAL REPORT/ISSUES**

- a) **Countryside Contract** – due to seasonal weather issues initial cut were now being actioned.
- b) **Street Cleaning** – Ongoing issue with collection/disposal of Nitrous Oxide Cannisters. Norse will collect if put out with regular waste collection.
- c) **Active Cemetery** – Nothing to report, maintenance continues.

- d) **General Issues** – Plans to reinstate the Church Steeple are underway. An issue with the replacement of a vicar for All Saints Church has been reported with the importance of attendance on Easter Sunday being monitored by the Diocese.

182      10      **CROSS PARK IMPROVEMENTS (including s106)**

- a) **Update on works completed and outstanding.** Details pursuant to the planning approval need to be approved before any construction work can commence. The Chair is progressing this with the architect/planning agent (estimated at £8k). Costs for seeking approval for outstanding planning issues have been provided and will need to be submitted before and development can commence.
- b) The Chair as not yet been able to seek a quote for providing lighting in the Car Park.
- c) Trustee meeting held and agreed the 2024 Yearly Report and submitted to the Charity Commission.
- d) There had been some issues with teenagers using some top-soil heaps for 'BMX.'
- e) Cross Park events planned (24/8 Car Show, 5/7 Festival One)

183      11      **YOUTH CLUB REPORT**

- a) **Youth Club Issues** – Numbers had increased. Easter holidays approaching.
- b) **Pool table** has been moved into the main building by the Youth Club.
- c) **Extending Brick Store** – Quote accepted at the January meeting, liaison with the contractor underway and detailed drawings being created for builder work to commence soon. A further container has been delivered for the scouts, but final position to be confirmed to limit impact on extension works.
- d) **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. Scouts have paid the rental charge, initial payment (£300) received. Further usage to be invoiced.  
Building work for the initial phase of the new Youth facilities is progressing (extension of existing Brick Store on existing footprint0.

184      12      **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **KALC (Medway)** – Next meeting 30/4.
- b) **Medway Council Rural Liaison** – Meeting being arranged.
- c) **Village Hall** – Cllr Forrest – Reported earlier in the agenda.
- d) **Cross Park** – Cllr Bowley/Forrest – AGM Meeting took place.
- e) **Friends of All Saint's Church** – Cllr Forrest – events planned.
- f) **Slough Fort** – Annual events and VE day events scheduled.

185      13      **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments** Cllr Forrest the annual fees (£215) had been paid. There had been a water problem which is being resolved.
- b) **Recreation Ground and Playpark** Cllr Morrice/Bowley – Annual Play Equipment inspection. Repairs to be carried out by Colin Davis, some parts have been received from Proludic, problems with delivery of parts reported earlier on the agenda.
- c) **Bourne Leisure Liaison** Cllr C Draper – the Chair continues to consult with the site manager when available. A STOP sign is required on the exit from the site as some vehicles are leaving the site at speed. A reversing van had hit signs and fencing at the Avery Way entrance (witness details and police report filed), Public Footpath sign laying in the grass.
- d) **Peninsula East Primary Academy School Liaison** – Liaison continues.
- e) **Turners Group** – (Cllr C Draper, Forrest, Clerk) Liaison to continue with new contacts – meeting not yet arranged.– S106 contributions to the Cross Park improvements are dependent on occupation of the site.

186 14 **FINANCIAL**

a) **Finance Monitoring Reports** –Bank balances 31/03/25. **Agreed to note**, bank reconciliations signed by the Chair.

b) **Income/Receipts****March**

YC Tuck/Subs	£265.00
Karate Hire	£75.00
Brick Store Hire	£50.00
Bank Interest	£301.83
VAT Refund	£11,270.95

**April (to date)**

YC Tuck/Subs	£70.50
C Fribbins Vodafone Repay March	£57.85
Karate Hire	£75.00
Scout Hire (tbc)	
Brick Store Hire	£50.00
SSE Grant Allhallows Village Hall	£1,890.00
SSE Grant Parish Noticeboard	£2,000.00
Allotment Rents	£215.00
Medway Council Precept	£91,900.00 (awaiting)
March Transfers	
Current to Zempler	£300.00
Base Rate Tracker to Current	£15,000.00

c) **To make/Note payments for April 2025.**

Proposed Cllr Forrest, Seconded Cllr Sheaves – All Agreed

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

	250401		
John Price Salary/less PAYE	250402		
John Price Boots	250402a	25.95	
John Price Litter Picker	240402b	12.90	
Mick Smith Salary/less PAYE	250403		
Colin Davis Salary/Less PAYE	250404		
HMRC PAYE	250405	719.00	
NEST Employee/Employer Pension	250406	79.05	
EDF Energy Brimp Electricity Bill	250407	291.63	13.89
M&L Contracting Countryside Contract	1,591.66		
M&L Contracting Cross Park	316.66		
M&L Contracting Ditch Clearance	550.00		
M&L Total Payment	250408	2,289.98	381.66
National Broadband Cross Park	250409	54.00	9.00
IRIS Staffology Payroll Software DD	250410	12.00	2.00
TJF Property Servs Active Cemetery Grass	250411	160.00	
TJF Property Servs Active Cemetery Grass	250412	160.00	
Vodafone Brimp Broadband	250414	96.26	15.48
Medway Council Brimp Rates	240415	523.95	
Yvonne Forrest Leaflet Printing x1000	240416	150.00	
Net Magazine Leaflet Delivery	240417	60.00	10.00
Alltree Consultancy Tree Inspection	240490	654.00	109.00
Kentec Drafting Brimp Technical Drawings	240491	600.00	100.00
Booker YC Tuck/Equip ZEMPLER	240350	65.53	

DD/Debit Card/Already Paid \*\* \*\*\* Awaiting Invoice

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

Proposed Cllr Draper, seconded Cllr Forrest – All Agreed

## 170 15

**STAFFING ISSUES** – Mr Sargeant had expressed an interest in performing ad-hoc jobs was reported, but terms of engagement to be agreed. Proposed Chair Seconded

Cllr Sheaves that his appointment be approved, subject to agreeing terms of employment (Clerk) – All Agreed.

**171      16      DATE AND TIME OF NEXT MEETING**

The next meeting will be the Annual Parish Council Meeting followed by the May2025 Meeting of the Council Wednesday 14<sup>th</sup> May 2025 (Cross Park Pavilion 6:30pm).

Cllrs Sheaves, Draper and Mrs Draper have tended their apologies for the meeting.

**172      17      FUTURE AGENDA ITEMS**

None, at 20:55 The Chair closed the meeting.

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