



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 9th MAY 2018

AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS Following the Annual Meeting

PRESENT:	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Karen Draper	
	Cllr Yvonne Forrest	
	Cllr Trevor Bowley	
	Cllr Carol Cook	
	Cllr Jonathan Cook	
	Cllr Len Lovatt	
In attendance	Mr Chris Fribbins	Parish Clerk
	7 members of the public	

1 1677 APOLOGIES FOR ABSENCE

None

2 1678 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 so can speak and vote on Cross Park Issues.

The Chair (Cllr C Draper), Cllr K Draper and Cllr Bowley have applied for dispensation to speak and vote regarding Cross Park projects as their properties border the park.. This has been granted by the Clerk for one year as four councillors are affected by this out of eight in relation to Land Logical suggestions. (Cllr Huntley-Chipper does not require a dispensation as she is the parish council's representative on the Cross Park Association)

Audio Recording

Cllr K Draper, reported that she was making audio recordings of the meeting for their personal use.

3 1679 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 11th APRIL 2018

Proposed as a true record by Cllr K Draper, Seconded Cllr Forrest. AGREED

4 1680 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1681 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

There was an introduction to wHoo Cares (Carol Hardingham). The organisation provides support facilities for residents on the peninsula and is reliant on volunteer support. Their web site is www.whoocares.org.uk

Mrs Bennett raised issues with the quality of the grass cutting by the parish council's contractors – this is being followed up by the Clerk and Chair – The Clerk reported that the combination of moisture in the soil and very warm/sunny weather has lead to very fast growth and created some issues.

Adam Crossman (Allhallows Football) outlined the work that had been done and planned for the coming months. Financial support was sought, but the main priority will be youth sized goals and marking out of a suitable pitch for training and next seasons games.

Medway Community Warden reported that some funding may be available from STREETCOPS.

- 6 1682 **GREAT WAR EVENTS 2018**
- Cllr Forrest reported on a request to purchase and subsequent storage of a Beacon for the end of World War 1 events in November 2018. She had a quote for £360+VAT and suggested it be stored at Slough Fort where it can be used for future events. Proposed Cllr C Cook, Seconded Cllr J Cook that the Beacon be purchased and stored at Slough Fort – AGREED
- The June meeting will consider other funding requests – in particular Silhouettes.
- 7 1683 **CLERK’S REPORT**
- Update on issues and actions since the previous council meeting (not covered on Agenda)
- a) Tree Inspections –Cllr Bowley has produced a further update report (circulated) and is continuing to carry out the actions identified. He is contacting the tree surgeon about the Sycamore roots at the recreation ground for a quote. Proposed Chair, Seconded Cllr Lovatt that the quote from Laverock Tree Care for £400 be accepted for the removal of the Sycamore, treatment of the stump and removal of all waste (the firm to coordinate with Cllr Bowley). AGREED
- b) Other items will come up elsewhere in the agenda.
- 8 1684 **GRANT REQUESTS**
- a) There had been an approach from the Guides/and Rainbows about a grant towards running costs and the purchase of a flag, and the grant application form has now been received (£500). Kayleigh Rousell explained the need for £500 and indicated that they would be interested in investigating the Brimp for future Hall Hire (free of charge from the parish council).
Proposed Cllr Forrest, Seconded Cllr K Draper that the grant request for £500 be approved - Agreed
- b) **Allhallows Football Grant Request** has been received from Adam Crossman for funding for Soccer Tots and Soccer School events for £500 in total. It was noted that the ‘organisation’ was not yet established and did not have a bank account. New youth goal posts were a high priority. Proposed Cllr Forrest, Seconded Cllr J Cook that the grant be agreed, but payment withheld until suitable arrangements for the governance (including a bank account) are established. Approval of the purchase of new goals – suitable for leaving up and vandal resistant - (including delivery) £1,179.95 be granted (similar goal installation costs were c. £400, but will be arranged by the football club) Agreed
- 9 1685 **PLANNING**
- a) **Medway Local Plan (2012 – 2035)** – The consultation has been extended to late June, so a draft response will be circulated before that meeting.
- b) **Allhallows Plans for Comment** – MC/18/0288 81 Additional Chalets at Allhallows Park (Kingsmead) and s106 towards extending Parish Council Community Facilities had now been registered and a response will be required. Cllr J Cook had indicated some issues with the submitted plans as it did not show 2/3rd of the access road was in the ownership of the parish council (The Clerk had followed this up with Turners Group who would rectify the plans). A draft response will be circulated.
- 10 1686 **HIGHWAYS AND FOOTPATHS**
- a) Parking Restrictions – no further response from Medway Council or Cllr Filmer (*the officer responsible for this has now left Medway and there is no replacement currently*)
- b) Footpath Officers Report – The position has now been taken by Cllr Bowley.
- 11 1687 **CROSS PARK ISSUES**
- a) **Governance** – Awaiting feedback in the draft occupancy license. The clerk is trying to arrange a suitable Tuesday to discuss this with them.

b) **Building/Land Issues**

Trevor Bowley (TB) has produced his monthly report of work carried out and planned.

c) **(Turner's Proposes s106 Agreement) Permissive Path/Sport/Community Facilities** – Further discussion required if planning application approved. Rural Kent have indicated that they might be able to assist (at cost) in the provision of new facilities.

d) **Temporary Changing Rooms** – The Chair had managed to get a quote for £5,500 to connect to services and provide toilets and showers. No decision to proceed at this stage.

e) **Pavilion** – Electrical issues –The shutter wiring has been amended to reduce the chance of tripping the supply. The electrical inspection has been carried out and warnings to be investigated. Emergency lighting had been installed in the two toilets and a further light is recommended for the Kitchen/Hallway. An amended list of work will be actioned with the electrician.

As part of the risk review of problems with the shutters being opened, a solution to raise all the door shutters from the entrance had been investigated. A verbal quote of c.£600 had been received from the shutter maintenance company. Proposed Cllr Forrest, Seconded Cllr J Cook that approval for the installation of single control from the entrance (up to £600) be approved – Agreed

Brushes has been installed on the door shutters to the car park to remove the risk of bird nesting materials blocking the doors. It was suggested that the Fire Exit signs be removed, and emergency light (currently damaged) from hall door to the car park as it is not part of the fire exit and that would remove the need for a crash bar. (An inspection letter from KFRS had been received and stated that the building was safe and that blocked doors would not have presented a problem at the March meeting)

f) **Blocked Pavilion Gutter** – still to be actioned.

12 1688 **YOUTH CLUB/BRIMP REPORT**

Additional volunteers have come forward although more are always welcome. Older youth sessions could be provided, but more adult help is needed.

a) **Football Arena** – Four quotes had been received ranging from c.£7,000 to £14,000 for the installation of an artificial surface. This is a high cost in relation to the arena and its 'plastic' construction. Councillors to consider possible solutions and agree at the June meeting.

b) **Hot Water Toilets/Kitchen**

The electrician has provided suitable power socket for the installation of a water heater (boys/girls). Auto-flush for the boy's toilets and replacement of toilet seats is also recommended. Only one quote has been received for the water heater install and auto-flush (over £1,000). Proposed Cllr Forrest, Seconded Vice-Chair that the quote for £1,040 (Formula Building & Design) be approved – Agreed.

c) **Internal Decoration**

Internal decoration and lighting upgrades are almost complete and then external decoration of the building and the walls will be done.

d) **Scouts Container** – Now removed.

e) **Rubbish Clearance** – There will need to be rubbish removal at the end of the works.

13 1689 **RECREATION GROUND**

The zip wire has inspected following the tightening and declared safe for use.

A rocker in the toddler's area will have a further stopper fitted but will need to be glued (Chair).

A piece of equipment had been damaged by vandalism. It has been made safe by Colyn Property Services and the replacement part ordered from Proludic. (there has been some further damage to the part made safe).

14 1690 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) **PACT** – Meeting took place at the Church on 1st May. They are looking to arrange a meeting in the 12th June at the Brimp – but this will be dependent on completion of the decoration and clean-up.
- b) **KALC (Medway)** – next meeting to be scheduled (June)
- c) **Medway Council Rural Liaison** – Cllr K Draper had attended subjects – Dementia Care and Councillors Code of Conduct.
- d) **Police Liaison** – Cllr Bowley attended a meeting at Pottery Road Hall on the 8th May – contact with the new PCSO established.
- e) **Village Hall** – Cllr Forrest reported on the AGM of the Hall Committee. Mrs Meadows is the new Chair.
- f) **Cross Park Association** – New Zumba and Pilates is taking place at the Pavilion.
- g) **Friends of All Saint's Church** – There had been no further meeting (but some social events).

15 1691 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) **Allotments (Cllr Forrest)** –Nothing to report.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.
- c) **Bourne Leisure Liaison** (Chair) – Nothing further.
- d) **Allhallows Primary School Liaison** –Cllr C Cook has made contact, but still attempting to agree a date.

16 1692 FINANCIAL

As previous financial year is still open no monitoring reports are available.

- a) The meeting of the Finance Committee will be held 3rd May at 12:30pm at Cross Park Pavilion reviewed the end of year finances/draft Annual Report. Will now be submitted to the Internal Auditor, presented to the June meeting and then submitted to the external auditor and displayed for the public for 30 days.
- b) Receipts April

Bank Transfer from Base Rate Tracker	£1,000.00
Youth Club Subs/Tuck	£158.59
Cross Park Hire	£122.19
Bank Interest	£37.81
(VAT Refund 1/1/18-28/2/18)	£2,340.95)
- c) **To make payments Proposed – Cllr Forrest, seconded – Cllr C 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	Total	180501	VAT
Salary		180501	
C Fribbins Gutter Cleaner		180501b	19.94 3.32
Kathy Colyer Salary/less PAYE and pension		180502	
John Price Salary/less PAYE		180503	
Mick Smith 6 hours		180504	
Mick Smith Workstation Litter Picker		180504b	14.98 2.50
Denise Claughton CP Cleaning		180505	
Zoe McCall Youth Club 11.25 hours		180506	
HMRC PAYE		180507	182.71

NEST Employee/Employer Pension	180508	65.04	
EDF Energy Brimp Electricity DD	180509	1.00	0.05
K Draper Youth Club Tuck	180510	13.38	2.22
Colyn Property Services Village Hall	180511	60.00	
Colyn Property Services Village Hall	180512	60.00	
TJF Property Active Cemetery	180513	105.00	
TJF Property Active Cemetery	180513b	105.00	
BTD Electrical Cross Park Emerg Lighting	180514	215.00	
ADLOR Shutters Cross Park Door Brushes	180515	203.38	33.90
Direct Fire Protection CP Exting Check	180516	77.40	12.90
MML Contracting Countryside Maint Contr	180517	1,878.00	313.00
KCS Black Sacks CREDIT NOTE	180518	-70.80	-11.80
Karen Draper Paint for Brimp	180519	200.03	19.99
Karen Draper APM Refreshments	180520	149.90	0.76
KALC Annual Subscription	180521	477.07	79.51
Proludic Playground Part	180522	177.54	29.59
KCS Accident Book	180523	3.18	0.53
Allhallows Village Hall Revenue Grant	180524	2,500.00a	

17 1693 STAFFING ISSUES

a) Dumpster

Only one dumpster will be required but a concrete base for two will be needed.

b) Street Cleaner – Employment Contract Review

Unable to schedule a meeting for appraisals and this is due (likely June) due to Clerk workload.

c)

Salary Review 2018

The final recommendation of salary increases had been received. The Clerk's salary band was as predicted and agreed in April at 2%, but that for the cleaners has been increased from 2% to 5.73%.

Proposed Chair, Seconded Cllr Forrest that the hourly rate for the street cleaners be increased from £8.722 to £9.190 (5.37%) backdated to the 1st April – Agreed (this had been assumed in the payroll for this month but could have been adjusted if necessary)

18 1694 DATE AND TIME OF NEXT MEETINGS

The next meeting will be Wednesday 13th June 2018 at the Cross Park Pavilion, Avery Way, Allhallows.

19 1695 FUTURE AGENDA ITEMS - None

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
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 and charity application has been sent off. Charity status confirmed, Meeting for next steps required.	Clerk/Vice Chair/CPA
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. - Ian Davison (Surrey Hill Solicitors) can advise.	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 started (July 17). Changing rooms now refurbished - water and electricity to be <i>connected</i> . -no progress. Quote received to be sought for work to bring it into use (£5,500).	Vice Chair Clerk
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 (followed up with Cllr Filmer) Medway Council parking enforcement has been in the village and ticketing vehicles. Officer responsible has now left the authority.	Clerk/Chair

MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Rd repairs. Chair to follow-up Clerk following up with the Church Commissioner's Management Agent.	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 extend to the other sites). (Brimp/Cross Park) No feedback	Chair
DECEMBER 17 C2017/1561a	Tree Inspections	Inspection carried out work required being reviewed and carried out by Trevor Bowley where possible. The Brimp tree has been removed (a medium to long term suggestion in the report). There is an issue with a sycamore at the recreation ground as the roots are a trip hazard. Quote from Trees Surgeon approved, Clerk/Cllr Bowley to follow up with tree surgeon	T Bowley Clerk
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	Chair
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	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.	Clerk following up with Street Cleaners