

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 9th MAY 2017
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 7:10pm**

PRESENT: Cllr Chris Draper Chairman
Cllr Pat Huntley-Chipper Vice-Chair
Cllr Karen Draper
Cllr John Luck
Cllr Yvonne Forrest
Mr Chris Fribbins Parish Clerk

In attendance 2 members of the public

1 1404 APOLOGIES FOR ABSENCE

Cllrs Mrs Bennett, Mr Bennett, (both Holiday) Cllr Creswell (unwell) ACCEPTED

2 1405 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

The Vice-Chair 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 1406 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 11th APRIL 2017

Proposed as a true record by Cllr J Luck, Seconded Cllr K Draper. **ALL AGREED**

4 1407 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1408 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Trevor Bowley reported on continual work being carried out at Cross Park and the involvement of further volunteers. He had attended Strimmer Training. Warning signs and Hi-Vis to be used when work in progress.

Mick Smith reported in some issues with non-parish waste being stored behind the shopping parade.

6 1409 CLERK'S REPORT

Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Defibrillator now installed at the Doctor's Surgery, Avery Way.

b) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). - further meetings of the steering group held and had been attended by the Clerk.

Still on target for a May Expression of Interest. Sites being proposed in Allhallows – Slough Fort, planting of elms from Four Elms Hill to Allhallows and Cross Park Country Park also being considered, the Clerk would draft the development work.

c) Parish logo, Samples were distributed and there was a preference for a shield with elements to show Slough Fort, the Thames Estuary Coast and marshland. The Clerk will follow-up with Medway Messenger (Kent Messenger Group).

d) There had been an issue with waste left in the Village Hall grounds – items part of request for Medway Clearance Services to remove.

7 1410 ANNUAL REPORT

a) The Annual Governance Statement 2016/17 as circulate agreed - **Proposed Cllr Luck, Seconded Cllr K Draper** (the Chair signed the document)

b) The Annual Financial Statement 2016/17 As circulated agreed – **Proposed Cllr Forrest, Seconded Cllr Huntley-Chipper** (the Chair signed the document)

8 1411

GRANT REQUESTS

The updated grant request from the Allotments was noted, but deferred for further discussion about Jason Turner's offer. No update on the offer. Cllr Forrest to follow-up. Cllr Forrest to follow up suggestion of water supply upgrade to other parts of the allotments.

9 1412

PLANNING

a) Medway Local Plan (2012 – 2035) – Response submitted, although consultation period extended to 30th May (extra document was Medway wide and had little impact on Allhallows).

b) Allhallows Plans for Comment

None

10 1413

HIGHWAYS AND FOOTPATHS

a) The supplied map had been forwarded to Medway Council for their consideration, awaiting update.

b) Footpath Officers Report – Nothing to report.

c) No verbal reports

11 1414

CROSS PARK – GOVERNANCE AND LAND MANAGEMENT ISSUES

A meeting was held on the 26th April to consider the permissive path from Cross Park (Country Park) to the Recreation Ground. Some progress made and now waiting for a planning application to be submitted by Turners Parks Group.

Still waiting for report from Medway Greenspaces, but may be overtaken by the HLF bid.

There had been further vandalism of the portable building (interim changing rooms) and no progress in converting it. Options for providing alternative changing room facilities in the pavilion were discussed. In the meantime Colyn Property Services had supplied an estimate for boarding up the portable building (windows and doors) for £360. **Acceptance of estimate Proposed Chair, Seconded Cllr Forrest AGREED**, The concern about neighbouring properties breaching the boundary of Cross Park required legal advice – ALL to suggest possible firms. Medway Council Legal to be approached to see if they can help.

A meeting to discuss the setting up of a Charity Incorporated Organisation for Cross Park was held on the 2nd May. The existing Cross Park Association would review the document – a minimum of three initial trustees would need to be listed on the application. The initial thoughts were that some financial support would be required – they could then take on the Cleaner responsibilities, retain the hire income and pay the bills. A license could be drawn up to formalise the relationship between the Parish and the new organisation. The parish has powers to support Village Halls and consideration could be given to making an Annual Grant to both halls, the clerk to report at the next meeting.

12 1415

YOUTH CLUB/BRIMP REPORT

More adult help/volunteers are required and tonight's session was only possible as a parent stayed behind to assist Zoe McCall. The review of a second evening is still outstanding. The Clerk had issued an invoice to Medway Youth for the payment of the amount transferred to them by the former youth club – still waiting for confirmation that the conditions of transfer of these funds had been met.

Colyn Property Services had supplied an alternative quote for the labour required to fix wear and tear issues on the football arena – **Proposed acceptance Cllr Luck, Seconded Chair ACCEPTED** (Clerk to see if a specification for the metalwork was available and possibly source it locally).

BTD Electricals have agreed to change the failed floodlights on the football arena and check and fix the electrical fault that was still outstanding. The Chair is also in discussion with Bourne Leisure on road surfacing and street lighting for the Brimp Road and there was an outline agreement to repair the Brimp Road for a contribution of £500 from the Parish Council. **Proposed Cllr Forrest, Seconded Cllr Hunley-Chipper that £500 be made available towards the work.** The Chair had received some estimates for lighting the road. He will follow-up with Bourne Leisure (would Slough Fort and/or the stables be making a contribution?)

13 1416 HEDGEROW AND GREEN SPACE DEVOLVED CONTRACT

Clarity of the roads and areas covered by the contract is being resolved. Additional work was required to clear the invasive weed (Alexander) from roadside verges, This had been done in Ratcliffe Highway, Homestead Road, and Dagnam Farm Road (Stoke Road/Allhallows Road has been missed). Arrangements had been made for the bins and dog bins to be emptied by the parish councillor's street cleaners.

14 1417 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Meeting held April 19th at Wainscott Memorial Hall – Vice Chair and Cllr Forrest unable to attend.
- b) Medway Council Rural Liaison – Next meeting in July..
- c) Police Liaison – Next meeting due later in May Cllr Luck attending.
- d) Village Hall – Cllr Forrest and the Chair were arranging to attend a future meeting – Hall looking to replace kitchen. The clerk had discussed building insurance issues with the insurance company as cover was suspect, this appears to be resolved.
- e) Cross Park Association – Issues discussed earlier in the agenda.
- f) Friends of All Saint's Church – No report.

15 1418 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 - Annual inspection report due in May.
- c) Bourne Leisure Liaison (Chair) – The Chair is continuing to discuss various issues with Bourne Leisure.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – No report.

16 1419 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

Follow-up meetings with relevant committees to be arranged

17 1420 FINANCIAL

- a) Monitoring reports not available until the 2016/17 year end had been processed/
- b) Receipts April
Cross Park income £152.50
Allotment rents £25.00
Youth Club Subs/Tuck £27.05
(Former Youth Club funds Invoice issued to Medway Youth £2,175 – outstanding)
- c) Receipts May
Medway Council £4,115 CTRS, £2,860 RLG, £48,000 PRECEPT
- d) May - Bank Transfer Community Account (current) £40,000 to Base Rate Tracker (deposit) to be actioned by the Clerk.
- e) **To make payments as listed Proposed – Cllr Forrest, Seconded – Cllr Huntley Chipper 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	170501		
C Fribbins Scalextric Spares		170502	£14.41	£3.33
<u>Caretakers/Street Cleaning</u>				
K Colyer	Salary, Holiday Pay, Pension Contribution	170503		
J Price	Salary, Holiday Pay, less PAYE	170504		
J Price	K Colyer Shovel	170505	£8.45	
M Smith (Relief Caretaker)	3hours, less PAYE	170506		
D Claughton	(Cross Park) Pay	170507		
Z McCall (Lead Youth Worker)	11.25 hours	170508		
HMRC	PAYE	170509	£187.35	
NEST Pension (employee+employers Mar)	D/D	170510	£24.76	
<u>Invoices</u>				
C&CW Parish (Paper Apr x 250)		170511	£1.25	
TJF Prop Maint (Cemetery C37)		170512	£105.00	
TJF Prop Maint (Cemetery C38)		170513	£105.00	
Colyn Property Services (Village Hall)		170514	£60.00	
Craigdene (Playground Inspection Training)		150515	£330.00	£55.00
Direct Fire Protection (Cross Pk Extinguis)		150516	£100.00	
MJ&S Supplies (cable ties)		150517	£16.70	£2.78
K Draper (YC Tuck Equipment)		170518	£68.66	£6.14
EDF Energy (Brimp Electricity) DD		170519	£77.00	£3.67
British Gas (Cross Park Energy) DD		170520	£179.48	£8.54
Turfsoil (Countryside Maintenance)		170521	£1,902.54	£317.90
Turfsoil (Cross Park Land Maintenance)		170522	£513.12	£85.52
Zurich Insurance (Council Insurance)		170523	£2,097.25	
Kent Media Group (Logo - when complete)		170524	£358.80	£59.80
Itsagoal (Football Arena Parts when complete)		170525	£2,858.87	£476.48
BTD Electrical (Defib Install)		170526	£163.20	
Trevor Bowley (Strimmer Training)		170527	£360.00	£60.00

18 1421 **STAFFING ISSUES**

The Exclusion of Press and Public as personal issues regarding staff was to be discussed - Proposed Cllr Forrest, Seconded Cllr Luck AGREED

Kathy Colyer appraisal completed.

Staff performance issues discussed. There had been some issues raised by residents with the quality of some of the work. Suggestions on splitting responsibilities/rota differently would need to be discussed with councillors and staff concerned.

(Personnel Advisory Committee?).

There had been a concern raised by a parent and child regarding an incident at the Youth Club – this had been logged by the Chair and initial investigation carried out with no issue identified, although there will be ongoing monitoring.

19 1422 **DATE AND TIME OF NEXT MEETINGS**

The next meeting will be on Wednesday 14th June 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

20 1423 **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
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. AM to follow up with Village Hall Committee	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 to follow-up	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
APRIL 16 C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or another councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding – awaiting resolution of issues. Cross Park Cleaner remains. Contact to be made. Letters issued to staff regarding issues. Meeting held with Street Cleaners DB/Clerk to discuss ongoing issues. Follow-up letter sent to street cleaners December. Improved monitoring and staff suggestions sought. 2017	Clerk

		appraisals 2017 appraisals complete MS/JP/KC	
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.	Clerk
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.	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.	Clerk/Vice Chair

AUGUST 16 C/2016/1214b	Playground Inspection	Training has been held for April 25th – Cleaners, Colin Davis	Clerk
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 options when time permits . Clerk reminds Martin Hall.	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 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/2016/1233e	Dogs mess on Recreation Ground	Poop collection bags should be available from local shops (free of charge). Following up with Cleaners along with use of barrows and recreation ground dog's mess clearance on recreation ground. Medway Council have withdrawn the free poop bags. No Further Action. CLOSED	All
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 who would also be asked to quote for further works.	Vice Chair Clerk
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work. Awaiting Quote. Not urgent pending	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 C2016/1287b	Kent Community Award 2017 Nominations	Nominations sought. Agree the parish nomination at the January 2017 meeting. Final list circulated for email 'vote' on nomination. Nomination agreed and forwarded to KALC – to be announced at APM. Janet Peeke awarded certificate at the APM for work rescuing birds. COMPLETE	ALL
DECEMBER 16 C2016/1287d	KALC Free Defibrillator	Clerk to accept offer. Vice Chair to liaise with Doctor's Surgery – Hoo Practice Manager agreed on the placing of the defibrillator. Details of precise location and connection to electricity to be agreed. Quote for install by BTD Electrical agreed, now installed. COMPLETE	Clerk/Vice Chair
DECEMBER 16 C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up.	Chair
FEBRUARY 17 C2016/1334	Planning/Local Plan	Draft Response to be compiled by Clerk and presentation to March 17 meeting. Presentation given to meeting. Response due 17/4/17 (after next meeting). Due to changes to the consultation end date, a draft was agreed at the April meeting and submitted by the Clerk, COMPLETE	Clerk
FEBRUARY 17 C2016/1335	Highways and Footpaths	Issues with parking and on grassed areas and verges to be taken up with Medway Council – site meeting being arranged Meeting held, marked up map to be returned to Mark Johnson (Medway). Future responsibility for grass verges/amenity grass now parish council w.e.f. 1/4/17.	Clerk/Chair
APRIL 17 C2016/13275	Youth Club Committee	Review '2 nd ' Evening, older youth provision, Water Supply, Young Kent Advisories (DBS/E, First Aid Cover) etc.	Youth Committee
MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Road repairs. Chair to follow-up	Chair/Clerk