



**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 10<sup>th</sup> JULY 2019**

**AT CROSS PARK PAVILION, OFF AVERY WAY, ALLHALLOWS, at 6:30pm**

**PRESENT:** Cllr Chris Draper Chairman  
 Cllr Pat Huntley-Chipper Vice-Chair  
 Cllr Yvonne Forrest  
 Cllr Karen Draper  
 Cllr Len Lovatt  
 Cllr Carol Cook  
 Cllr Sue Morrice  
 Cllr Trevor Bowley  
 Mr Chris Fribbins Parish Clerk  
 In attendance 3 members of the public

**43 1 APOLOGIES FOR ABSENCE**

None.

**44 2 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, but a trustee of the Cross Park Association so she declared her interest in matters regarding Cross Park and would take no part in discussions if there was voting regarding the site.

**Audio Recording**

Cllr Mrs K Draper and Morrice indicated that they were recording audio for their own purposes.

**45 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12<sup>th</sup> JUNE 2019 Proposed as a correct record by Cllr Forrest, Seconded Cllr Mrs Draper. AGREED**

**46 4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**47 5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

**SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)**

A resident reported three issues:

1) Growth of brambles in the northern part of the Shellduck amenity land overhanging the path. (Scheduled for cutting back by Medway NORSE)

2) Reported the green outside her property was being maintained well, but back of shopping parade in Avery Way still a problem.

3) Commented regarding the proposed merger of Allhallows and Stoke primary schools and educational benefits that could accrue to Allhallows School.

**48 6 CLERK'S REPORT**

a) New draft standing orders have been circulated for comment and potential adoption at the August meeting.

b) There is provision for distribution of council papers by email in the current and emerging standing orders. Cllrs Cook and Morrice have indicated a preference for electronic versions. Currently the majority of councillors prefer the paper copy and

the clerk has to visit the village to put agendas in the noticeboards in any case. Clerk to investigate.

- 49 7 **ALLHALLOWS SCHOOL/STOKE PROPOSED MERGER**  
Awaiting update and decision due on 15<sup>th</sup> July 2019.
- 50 8 **GRANT REQUESTS –**  
**wHooCares** - submitted a grant request for £1,000 towards their running costs. After a discussion regarding the application Cllr K Draper Proposed, Cllr Lovatt seconded a recommendation to decline the request – ALL AGREED  
**WW2 VE Day Celebrations 2020** – Cllr Forrest reported on discussions and preparations for that weekend. A ‘Street Party’ at Slough Fort is being suggested (bring own food). A band has been identified but need early booking to secure – Proposed Chair, Seconded Cllr Cook that £300 be allocated for this – ALL AGREED
- 51 9 **PLANNING Responses/Actions**  
a) **Allhallows Plans for Comment –** I  
**MC/19/1303 2 Avery Way Allhallows Rochester ME3 9PU** – application has been withdrawn (later re-submitted)  
**MC/19/0760 Land South of Allhallows Primary School and to the Northern Part of Shellduck Close Amenity Area** – After refusal, additional information has been prepared and a re-submission is planned.  
b) **Medway Local Plan (2012 – 2035)** Clerk has attended session regarding ‘Green/Blue Infrastructure suggestions for Medway and a meeting on a Hoo Development Plan. The result if the Housing Infrastructure Bid has not been received so the next stage of the Local Plan is likely to be delayed further. HIF bid includes passenger rail service to a Sharnal Street/Hoo station (extension of Victoria to Gravesend service) – electrification an issue, but battery backup may be the answer. There will also be a new single track road from the Hoo roundabout, through Chattenden to join the Wainscott bypass via slip roads (between B2000 and Four Elms Roundabout).
- 52 10 **HIGHWAYS AND FOOTPATHS**  
a) **Parking Restrictions** – Chair reviewing parking now the yellow line restrictions have been implemented.  
b) **Footpath Officers Report** – Cllr Bowley had been unwell during June so there was no report this month. Some issues regarding signage and fly-tipping had been reported. The stile on the path to the sea-wall has been chased with the Medway Council Footpaths Officer.  
c) **Verbal contributions** – None.
- 53 11 **CROSS PARK ISSUES**  
a) **Governance** – A meeting with RuralKent and the Cross Park Association (CPA) has been held to discuss this. CPA were pointed to online resources to review and implement as necessary.  
b) **Building/Land Issues**  
No report from Cllr Bowley this month due to illness.  
c) **Pavilion** – warnings still to be investigated/resolved. Access to the Allhallows Park (Kingsmead) is still required.
- 54 12 **YOUTH CLUB/YOUTH**  
a) **Youth Club** – The Head of Allhallows School has visited the site to see how it might be used by the school.  
b) **Attendance** is stable at about 15 a session. It will be closing during the school summer holiday,
- 55 13 **THE BRIMP ISSUES**  
a) **Football Arena** – Funding an issue. Application to the National Lottery had been rejected so other sources required. It may need temporary works to level out the site so that it can be used in the meantime.

**b) Road and Lighting**

Slough Fort Preservation Trust have now carried out the road refurbishment using planings from the Rochester Bridge works.

**c) Additional Usage** – still looking for possible uses.**d) Brick Store** – the store has been lined, walls, floors and ceilings, electricity supply upgraded and numerous sockets installed. Next stages to be considered.**e) Cleaner/Caretaker** – The ‘contractor’ has been approached about doing the cleaning – key now supplied – a deep clean during the summer holidays has been requested.**f) Further Work** – The Youth Offending Team has continued to carry out works at the Brimp.**g) Cesspit** – Following continued issues with the cesspit filling too fast, our insurance company authorised an inspection of the cesspit (visual/camera), which was followed up with an internal inspection – no fault was identified but during rain pooling near the building drain cover was identified (this was next to the relocated former plastic Caretaker shed). The area has been tarmacked and it appears the filling has slowed.**56 14 RECREATION GROUND**

The new bin is now scheduled for installation, replacing the old bin. The Annual inspection has been carried out and the report circulated. Colyn Property Services have reviewed the report and identified parts to be ordered for maintenance to be carried out.

A gate has been installed at the back of a residential property in St Davids Road into the recreation ground. This does not appear to have caused any problem but does introduce an unauthorised access and ‘breaking the boundary’.

**57 15 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES****a) PACT** – Cllrs Cook and Draper - Open meeting took place 25<sup>th</sup> June 7:30 in the Village Hall. Cllrs Cook and Morrice attended and the Clerk did arrive towards the end of the meeting due to another meeting in Cliffe previously. There were discussions about the large van parking in the entrance of the holiday park and land ownership mixed (residents, Bourne Leisure and Medway Council).**b) KALC (Medway)** – Cllrs Cook and Morrice – No meeting.**c) Medway Council Rural Liaison** – Cllr Mrs K Draper - minutes had been distributed by email, next meeting 23<sup>rd</sup> July 2019.**d) Police Liaison** – Cllr Bowley – No report, next meeting in August.**e) Village Hall** – Cllr Lovatt -Next meeting is a postponed AGM 8<sup>th</sup> July.**f) Cross Park** – Cllr Huntley-Chipper A fair proposed is for 20<sup>th</sup> July at 1pm.**g) Village Fete** – Cllr Forrest - No meeting (next one September to discuss 2020 plans)**h) Friends of All Saint’s Church** – Cllr Forrest - they are involved in the emerging plans for VE day 2020 and are pursuing a Heritage Lottery Fund bid.**58 16 REPORTS FROM OTHER MEMBER RESPONSIBILITIES****a) Allotments (Cllr Forrest)** – No issues.**b) Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further. Annual Inspection Report to be followed up.**c) Bourne Leisure Liaison** (Cllr C Draper) – No meetings. Improvement Plans are being worked on.**d) Allhallows Primary School Liaison** (Chair) – The proposed merger continues to dominate.

59 17 **ANNUAL REPORT 2018/2019 (AGAR)****Next Steps**

Awaiting feedback from PKF Littlejohn.

60 18 **Shellduck Land**

- a) The planning application for the waste storage compound had been refused by Medway Council. As agreed in June, the application will be re-submitted with more information – a permeable ground surface will be proposed and the compound would be wood. At the most an overhanging branch may need to be removed. A tree survey has been carried out and will be submitted.
- b) Residents have complained about vegetation on the boundary growing through to their gardens and some trees overhanging their gardens. Another resident has raised the issue of refuse sacks being stored temporarily on the north of the site and concerns about the visibility and possible attraction of vermin. Responsibility for the land has been confirmed with the owners (Medway Council) and that maintenance was part of the Countryside Maintenance contract operated by the Parish Council. These can be moved elsewhere until the compound issues are resolved.

Medway NORSE have quoted for clearing the boundary vegetation (4'/1m) adjacent to the gardens and the public footways - £450 (which can be paid out of the excess generated by the payment from Medway Council). There will need to be a review of the trees when the leaf-fall season has finished, and overhanging branches and a crown lift may be needed. Our contractor's responsibilities will be clarified with a need to maintain the clear boundary and other vegetation on the site (strimmed). Proposed Cllr K Draper, Seconded Cllr Forrest that approval for the Medway NORSE work at the Shellduck amenity land at £450 be confirmed – ALL AGREED

61 19 **FINANCIAL**

- a) Finance Monitoring Reports (June) Circulated and noted
- b) Receipts June
- |                          |         |
|--------------------------|---------|
| Youth Club Tuck/Subs     | £122.94 |
| Bank Interest            | £65.86  |
| (EDF Energy Refund July) | £319.28 |
- c) **To make July payments Proposed – Cllr Morrice, seconded – Cllr Forrest that the payments as listed be paid. – ALL AGREED** (the payments list was signed by the proposer and seconder)

<b>C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution</b>	<b>190701</b>		
<b>C Fribbins Brimp Keys/Locks</b>	<b>190701A</b>	<b>43.86</b>	<b>7.31</b>
<b>John Price Salary/less PAYE/Holiday</b>	<b>190702</b>		
<b>Mick Smith Salary/less PAYE/Cover</b>	<b>190703</b>		
<b>Zoe McCall Youth Club (6.5 Hours)</b>	<b>190704</b>		
<b>HMRC PAYE</b>	<b>190705</b>	<b>322.93</b>	
<b>NEST Employee/Employer Pension</b>	<b>190706</b>	<b>58.92</b>	
<b>EDF Energy Brimp Electricity DD</b>	<b>190707</b>	<b>81.00</b>	<b>3.86</b>
<b>M&amp;L Contracting Countryside Contract</b>	<b>190708</b>	<b>1,565.00</b>	
<b>M&amp;L Contracting Cross Park</b>	<b>190708</b>	<b>308.33</b>	
<b>M&amp;L Total payment</b>		<b>2,248.00</b>	<b>374.67</b>
<b>M&amp;L Contracting Countryside Contract</b>	<b>190709</b>	<b>1,565.00</b>	
<b>M&amp;L Contracting Cross Park</b>	<b>190709</b>	<b>308.33</b>	
<b>M&amp;L Total payment</b>		<b>2,248.00</b>	<b>374.67</b>
<b>TJF Prop Maint Active Cemetery</b>	<b>190710</b>	<b>105.00</b>	

TJF Prop Maint Active Cemetery	190711	105.00	
WJ Wormleighton Brimp Plumbing	190712	60.00	
Colyn Property Services VH Maintenance	190713	60.00	
Colyn Property Services VH Maintenance	190714	60.00	
Safeplay Play Equipment Inspection	190715	282.00	47.00
Kent Wildlife Trust Annual Subscription	190716	50.00	
Laverock Tree Care Shellduck Planning App	190717	250.00	
Formula Building and Design Brimp Brick Str	190718	5,590.00	
Mikes Main Drain Brimp Cesspit	190719	168.00	28.00
Printerland Printer Toner	190720	181.56	30.26
Medway Council DBS Checks	190721	134.40	22.40

**Paid previously, to note**

**\*\*\*corrected \*\*\* Invoice paid on receipt**

**d) Parish Council Debit Card**

The Clerk referred to a decision in principle at the June to obtain a Debit Card for the him so that payments did not have to be paid by him and reclaimed at the following parish council meeting. Use of the card is covered by the Financial Regulations of the parish council and limits on use is limited to the authority levels of the Clerk or previous authorisation by the council. The standard application requires a resolution of the parish council to authorise this. Proposed Chair Seconded Vice Chair that a Business Debit Card be applied and bound by the terms and conditions. Where two people authorise cheques and online payments, the card can be used by one nominated cardholder. Authority is granted to the Clerk to apply – ALL AGREED.

**Exclusion of Press and Public: Proposed Chair, Seconded Cllr Huntley-Chipper ALL AGREED due to personal information discussions (items 19, a & b)**

**62 20 STAFFING ISSUES**

**a) Street Cleaner Cover**

There has been no reply from the people who had shown an interest. To be re-advertised. Internal cover arrangements had been out in place for the week that one of the two had been on holiday by the other cleaner.

**b) Street Cleaning Rounds** This had been circulated for comment to the street cleaners with a detailed written response from one of the two. A meeting to be arranged between Chair/Cllr Forrest/Clerk to discuss this with the cleaners.

**c) A follow-up** is also required with one of the cleaners regarding performance.

**63 21 CLERK/COUNCILLOR COUNCILLOR/COUNCILLOR ISSUES**

The councillors discussed issues between councillors, and between councillors and the Clerk with the aim of further explaining issues and seeking to resolve them.

**64 22 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be Wednesday 14<sup>th</sup> August 2019 at 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.

**65 23 FUTURE AGENDA ITEMS – None**

At 09:35 pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>ACTION</b>
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. Further meeting with Turners Group who are looking to submit a planning application for the community facilities on behalf of the parish council. Rural Kent appointed to help with 'project management' if approval granted. Permission for 81 chalets now agreed, <b>awaiting update on development from Turner Group</b>	<b>Chair/Clerk</b>
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. Drawings required so that consultation with Medway Planning can be done. Drawings sent to Dave Harris (Medway Council Planning) to see if planning permission is required. Planning Permission required – papers sent to John Liddiard. Planning application refused. <b>Now re-submitted.</b>	<b>Clerk following up with Street Cleaners Chair/JC</b>
AUGUST 18 C2018/1749c	Cross Park Electricals	An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. BTD have carried out maintenance work. Trying to arrange a visit to Allhallows Park (The mains feed)	<b>Clerk</b>
AUGUST 18 C2018/1751d	Brimp Road	A meeting has been held with the Church Commissioner's Land Management Agent, Slough Fort Restoration and the Clerk. Slough Fort are now investigating getting the work completed (perhaps with grant funding from the Parish Council), £1,000 granted by PC towards work which should be complete by Spring 2019. <b>Work complete</b>	<b>Clerk/Church Commissioner's Agent COMPLETE</b>