

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 11th OCTOBER 2016
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT: Cllr Chris Draper Chairman
Cllr Mrs P Huntley-Chipper Vice-Chairman
Cllr David Bennett
Cllr Sandra Bennett
Cllr Karen Draper
Cllr Yvonne Forrest
Cllr John Luck
Mr Chris Fribbins Parish Clerk

In attendance 4 members of the public

1 APOLOGIES FOR ABSENCE

1238 None

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

1239 Cllrs Pat Huntley-Chipper and Cllr S Bennet declared interests 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 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13th SEPTEMBER 20161240 Proposed as a true record by Cllr D Bennett, Seconded Cllr Forrest. **ALL AGREED****4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

1241 None

5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1242 See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mr Mike Smith queried access to caretaker's store at the Brimp and the access from the football arena to the Brimp buildings. The clerk reported that there is no change to access, the lock from the football arena was placed by John Price, who has the key.

Mr Clive Stanley reported on the change to the new web site and that it was now online. He also thanked the Clerk and Vice Chair for assistance and information.

Mr Steve Proud attended to support the application for a grant towards noticeboards at All Saints Church and explained the issues regarding the Grade 1 Listed Building status.

6 CLERK'S REPORT

1243 Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Vacancy for Parish Councillor – this had been advertised on the website and on the noticeboards. Medway Council were notified. There were still no suggestions, although someone had shown an interest, there were unable to attend this meeting (**ALL to identify possible candidate/s for interview at a future meeting**).

b) A firm quote from TJF Property Maintenance has been received to manage the trees at the Active Cemetery, and remove arising (£280). **Proposed to accept the quote Chair, Seconded Cllr D Bennett – ALL AGREED.**

c) Correspondence – Emails distributed were listed, no issues raised. There had also been a letter received from Mrs S Melly, and after a reply from the clerk another letter was handed over at the meeting. There had been a number of issues raised and

misunderstandings. Owing to the current personal circumstances of Mrs Melly, correspondence should go through the CPA Secretary – Cllr S Bennett.

- d) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). There had been an invitation to attend a meeting at Stoke Village Hall. Councillors to be contacted for interest when the date/location was confirmed.
- e) Vandalism at the Brimp (Insurance Update) – The repair work has been carried out and the invoice submitted to the insurance company for payment of the claim (work cost £350 and an excess of £200 is applicable).
- f) Council website upgrade Completed.
- g) Noticeboards
 - a) Upgrading of the noticeboard at the Kingsmead Bus Stop and a new location at the old village is under way. Noticeboard had been delivered to Colyn Property Management 11th October.

7 2015/2016 ANNUAL RETURN

- 1244 Response received from the external auditor. Circulated and posted on web site and noticeboards. Comments regarding delayed submission and some values entered on the form – but no impact on totals etc. Action has already been taken regarding the Risk Assessment.

8 GRANT REQUESTS

- 1245 Friends of All Saints Church – requested £1,500 towards the cost of £2,040 for two replacement noticeboards at the church. The clerk advised that a grant could be made under S137 where the benefit was for the wider parish, but not directly for ongoing running costs of the church. There was an element of the work that would be of wider benefit. **(A decision was deferred until the end of the meeting under the exclusion of press and public) Proposed Vice Chair, Seconded Cllr D Bennett, that £250 be offered towards the noticeboards – AGREED. With one against.**

9 1246 YOUTH CLUB COMMITTEE

Following the decision taken by the parish council and delegation to the Chair/Vice Chair and Cllr D Bennett (September (1233e), the Terms of Reference for a Youth Club Committee were agreed. They were able to consult with Cllrs S Bennett, Forrest and Luck at a site visit to the Brimp (10:30, 30th September) that took place after the Brimp was handed back by the former youth club. **The Terms of Reference were further ratified – Proposed Cllr K Draper, Seconded Cllr Forrest – ALL AGREED.**

Initial site inspection was carried out.

Public Liability Cover for the Youth Club had been confirmed by the Clerk
Risk Assessment Carried out by Cllr D Bennett – removal of fairy lights and calor gas heaters needed to comply with regulations/insurance.

The Chair had organised a clear up of the site by Bourne Leisure

An initial meeting of the Youth Club Committee to be organised by the council (inviting volunteers who had offered to help the new youth club) and arrange the operational details and a re-launch date.

The Clerk suggested **an account be established for the Youth Club in the parish accounts to track the income and expenditure and an initial sum of £500 be transferred into a new Ear Marked Reserve - Youth Club cost code (with a virement from Cross Park Improvements) – Proposed Cllr D Bennett, Seconded Cllr S Bennett – ALL AGREED.**

10 1247 PLANNING

- a) None

10 1248 HIGHWAYS AND FOOTPATHS

- a) Footpath Officers Report – No issues raised
- b) Trees were blocking visibility to the Speed Warning sign

- 11 1249 **HEDGEROW MAINTENANCE CONTRACT – CONSIDERATION OF DEVOLVING SERVICE FROM MEDWAY COUNCIL**
- a) Contract made with three potential contractors for quote for this work so that the council can consider whether to take on the contract.
 - b) A quote had been received by the Chair for a one-off clearance of the Avery Way hedgerow (phone box to woods) – although volunteer help was required to prepare the site. **Proposed that the clearance quote, for £250, be accepted and that the cost be met from Reserves. Proposed Cllr D Bennett, Seconded Cllr Luck – ALL AGREED.** The Chair to make further arrangements.
- 12 1250 **CROSS PARK – LAND MANAGEMENT ISSUES**
- A site meeting had been held with Vice Chair, Cllr Luck and the Clerk (the Chair for the early part of the meeting) with Martin Hall (Medway Greenspaces) and Neil Coombs (Kent Wildlife Trust) and Mr Trevor Bowley to discuss land management options for Cross Park. There were details about the contribution that the current land and management provided and an understanding that the future management needed to be focussed on what would deliver benefits for all.
- It was a very positive meeting and Martin Hall agreed to put together some options for consideration by all parties.
- 13 1251 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**
- a) KALC (Medway) – Next meeting 26th October.
 - b) Medway Council Rural Liaison – Next meeting December 6th in Frindsbury Extra.
 - c) Police Liaison – Meetings currently clashing with Allhallows Parish Council
 - d) Cross Park Association – No further meeting arranged.
 - e) Friends of All Saint’s Church – Meeting 26th October.
- 14 1252 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**
- a) Allotments (Cllr Forrest) – liaison continuing.
 - b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - issues ongoing with regard to dog’s mess.
 - c) Bourne Leisure Liaison (Chair) – Chair has followed up now that the Summer Season had finished and there were encouraging signs of support for the parish council.
 - d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – there had been no interest in the logo design competition to date.
 - e) Allhallows Youth Club (Cllr D Bennett) – nothing further to report.
- 15 1253 **MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY**
- h) Cross Park Pavilion.
Invoices supplied to Medway Greenspaces by the CPA as requested, now waiting for the grant. A light to the western side was faulty (suspected to be a broken sensor) – Clerk to follow up with electrician.
 - i) The Brimp – contact made with arena supplier, but still no date for an inspection. Repairs to the external lighting and the Annual Electrical Inspection has been completed.
- 16 1254 **FINANCIAL**
- a) Bank Reconciliation August and Budget Monitoring
Bank balances have been reconciled for September. Budget monitoring reports produced from the accounts package and the separate spreadsheet were distributed. Receipts
August – Cross Park Hire - £255.00, Bank Interest £7.80

- b) **To make payments as listed Proposed – Cllr K Draper, Seconded – Cllr D Bennett that the payments as listed be paid – ALL AGREED (the payments list was signed by two councillors)**

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE				VAT
Salary	Total	ONLINE		
C Fribbins XL Displays Noticeboard-K' smead		ONLINE	£141.60	VAT £23.60
C Fribbins Cross Park Cleaning Materials		ONLINE	£15.30	VAT £2.55
<u>Caretakers/Street Cleaning</u>				
K Colyer Salary, Holiday Pay, less PAYE		ONLINE		
J Price Salary, Holiday Pay, less PAYE		ONLINE		
D Claughton (Cross Park) Pay, Plus PAYE		ONLINE		
M Smith (Relief Caretaker) 19 hours, less PAYE		ONLINE		
HMRC	PAYE	ONLINE	£231.59	
<u>Invoices</u>				
C&CW Parish (Printing)		ONLINE	£18.00*	
TJF Prop Maint (Cemetery C25)		ONLINE	£105.00	
TJF Prop Maint (Cemetery C26)		ONLINE	£105.00	
TJF Prop Maint (Cemetery Tree Quote)		ONLINE	£280.00 **	
Colyn Prop Serv (Noticeboard Install)		ONLINE	£155.40 **	
Clive Stanley WEB Master		ONLINE	£286.00	
Turfsoil (48842) Cross Park		ONLINE	£690.00	VAT £115.00
Turfsoil (48843) Allhallows VH		ONLINE	£168.00	VAT £28.00
PFK Littlejohn (Ext Audit)		ONLINE	£360.00	VAT £60.00
BTD Electrical (Brimp Lighting Repair)		ONLINE	£370.00	
BTD Electrical (Brimp Ann Elect Insp)		ONLINE	£150.00	
Friends of All Saints Church (S137 Grant)		ONLINE	£250.00	
EDF Energy (Brimp Energy Costs)		D/D	£38.00	VAT £1.90

* Subject to discussion with C&CWPC

** Subject to satisfactory completion

c) **Contracts**

- a. **Weed spray hard surfaces of 10 streets (4 times a year)** - contract will also expire at the end of September. Turfsoil to be asked to provide a quote for this work.
- b. **Allhallows Village Hall** – This contract will expire in November. It was noted that was only one visit to cut back the hedges once per year (£105), although additional visits can be requested at that price. *(follow up after the meeting identified some issues with contract and alternatives to be sought)*

17 1255 **STAFFING ISSUES**

- a) **Pensions** – the staging date for notifying staff of pension options is due on 1st November. Letters have been sent to all staff. Further checks have identified that the Clerk needs to be opted in. No other staff have indicated a desire to opt-in. (The council have been registered with NEST for the provision of any pensions requested).

The exclusion of press and public was proposed Chair, Seconded Vice Chair AGREED as business regarding a member of staff's performance was being discussed and for discussion about the grant application from Friends of All Saints.

- b) **Cross Park Cleaner** – The clerk did contact the cleaner regarding issues raised, by hand delivered letter – No reply received. A further letter to be sent to identify requirement for Friday PM and Monday AM cleans. Cleaning materials purchased by Clerk and feedback requested on future shortages.

The Street Cleaners/Caretakers had been contacted about the clearance of Dog's mess. In the documentation stored, each caretaker was expected to do this every other Friday (alternating). There was a response that this had not been introduced.

Letter to be written about the mandatory use of the barrows, the need for the clearing of dog's mess from the recreation ground as documented and concern was raised by councillors about the state of St Davids Road with regard to soil and weeds in the kerb – any issues to be raised by them with the clerk.

18 ANY OTHER BUSINESS previously notified.

- 1256** The Chair reported that he had had contact from Medway Aces (Scooter Club) enquiring about the use of Cross Park for their events. These would be held on the field, although they would need access to at least the toilets of the pavilion. There would be games and live music on the field. Public Liability Insurance (at least £5m) will be required and possibly a music license. Further details to be sought by Chair and liaison with the CPA.

19 DATE AND TIME OF NEXT MEETING

- 1257** The next meeting will be on Tuesday November 8th 2016 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

17 FUTURE AGENDA ITEMS

- 1258** None

At 09:45pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	ACTION
NOVEMBER C/21/2015/3	Parish Clerk to contact Simon Swift at Medway Council to obtain more information on the responsibilities of running our own hedges and verges contract.	Email sent 14/7/15 Response received 15/7/15. Contact made 11/07/16. Meeting held with Medway Council – prices and requirements discussed. Tenders issued to identified firms based on worksheet from Medway Council Awaiting responses	Clerk
DECEMBER C/2015/1036d	Clerk to investigate replacement notice boards. Re-use of a previous site at the shopping parade would also be investigated.	Initial research complete – ongoing. Contact Chip shop owner who has agreed in principle to using the blank wall at the shops. Details of proposed notice board agreed with Chip shop owner and circulated at mtg 12/7. Noticeboard at Avery Way Shops agreed – Installed. Replacement of Noticeboard at Kingsmead Bus Stop. Clerk to arrange purchase and installation (Sept 2016). Noticeboard delivered awaiting install.	Clerk
JANUARY 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
FEBRUARY C/2015/1080e	Clerk to propose a schedule for discussion of The Brimp, Cross Park, Village Hall with their relevant committees	Priority given to Brimp, although meeting held with Village Hall Committee.	
APRIL 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.	Clerk SB/DB
APRIL C/2015/1111b	Clerk to include a recommendation for future web site provision to the May meeting	Item agreed. Hugo Fox site created and AllhallowsKent-pc.gov.uk allocated. Clerk to liaise with Clive Stanley to create new website and switch. New site has been created and switch carried out – old site points to new site.	Clerk/ C Stanley
APRIL C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The	Outstanding. Some clearance work done on behalf of Cross Park Association by Cllr Luck.	ALL

	clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work (no response)		
APRIL 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.	Clerk
MAY C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit awaited. Clerk still chasing.	Clerk
MAY C/2016/1157	Discuss governance issues with Cross Park Pavilion Management Committee	tba	Clerk
JUNE C/2016/1164	Mr Bowley Cross Park Issues	Contact details forwarded to clerk. Clerk to write about 'planting' and moth survey. 210 Avery Way. Contact made and discussions underway about future work.	Clerk
JUNE C/2016/1164	Allhallows Bourne Leisure concerns	Chair to follow-up. New manager in place, Chair has made contact, but has been difficult to see as busy. Following summer season, there has been support from the holiday park.	Chair
JUNE C/2016/1165/e	Vandalism at the Brimp	Electrician quotes and Insurance claim processing. Work authorised and being carried out 13/9, arranging access with Youth Club to also carry out annual inspection. 13 yr-o confessed to damage. CLOSED	Clerk
JUNE C/2016/1166	Annual Return 2015/2016	Internal Audit COMPLETE Notice of Public Rights DONE Submitted to External Auditor, report received, circulated and published on website and noticeboards. CLOSED	
JUNE 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.	YF
JUNE C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted. YF and others suggesting possible locations for consideration.	YF
JULY 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.	Chair

JULY C/2016/1194	Cross Park Governance	Clerk has passed on a draft constitution to the committee for their review. To be discussed with CPA	Clerk
JULY C/2016/1200	Inflatable/Bouncy Castle Policy to be printed/laminated	Outstanding.	Clerk
AUGUST C/2016/1212b	Binney Road, Verge Cutting	To be checked. This does not appear to have been carried out.	JL
AUGUST C/2016/1214b	Playground Inspection	Training to be organised October	Clerk
SEPTEMBER C/2016/1225a	Parish Councillor Vacancy - the parish council able to co-opt somebody	ALL to identify possible candidate/s for interview at a future meeting.	ALL
SEPTEMBER C/2016/1228b	Fencing at Old Post Office	Height to be checked for possible reference to Medway Planning for enforcement	Clerk
SEPTEMBER C/2016/1230	Hedgerow Maintenance – devolution from Medway Council	Tender for Allhallows work schedule to be carried out to identify costs.	Clerk
SEPTEMBER 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.	Clerk
SEPTEMBER 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.	Clerk/Chair
SEPTEMBER 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.	ALL
SEPTEMBER C/2016/1234a	Cross Park – Changing Rooms	CPA to issue invoice to access funding from Medway Greenspaces and get utilities connected. Done.	Vice Chair
SEPTEMBER C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work. Awaiting Quote.	Clerk
SEPTEMBER C/2016/1235/d	Contracts	Cross Park – approved. Street Weed Spray/Village Hall for review in October	ALL
SEPTEMBER C/2016/1236/b	Cross Park Cleaner	Letter to send regarding discussions (13/9). No reply, further letter sent regarding requirements for Friday PM/ Monday AM cleaning.	Clerk
OCTOBER C/2016/1243/b	Active Cemetery Tree Maintenance	Quote TJF Property Maintenance Accepted	Clerk
OCTOBER C/2016/1245	£250 Grant offered to Friends of All Saints	FoAS to be contacted re. offer	Clerk

OCTOBER C2016/1246	Youth Club	Accounting Changes Agreed Volunteers to meet up for initial Youth Committee and Agree restart	Clerk Chair/YF
OCTOBER C2016/1249/b	Avery Way Hedgerow	Quote accepted, volunteers requires for preparation.	Chair All
OCTOBER C2016/1254	Cross Park Broken Light	Refer to Electrician for Quote/Repair	Clerk
OCTOBER C2016/1256	Medway Aces use of Cross Park	Further details required Liaison with CPA	Chair/JL Clerk