



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 14th MARCH 2018 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm

PRESENT: Cllr Chris Draper Chairman
Cllr Pat Huntley-Chipper Vice-Chair
Cllr Karen Draper
Cllr Yvonne Forrest
Cllr Trevor Bowley
Cllr Carol Cook
Cllr Jon Cook

In attendance Mr Chris Fribbins Parish Clerk
42 members of the public

1 1617 APOLOGIES FOR ABSENCE

None

2 1618 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 seven.

Audio Recording

A local resident, Cllr K Draper, and Mrs Sue Turner reported that they were making audio recordings of the meeting for their personal use.

3 1619 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14th FEBRUARY 2017

Proposed as a true record by Cllr K Draper, Seconded Vice Chair. **AGREED with One Against**

4 1620 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1621 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

6 1622 COUNCILLOR VACANCY

Cllr K Draper Proposed and Vice Chair Seconded that the item be taken in confidential later in the Agenda – Agreed with two abstentions (Later in the Agenda the Clerk advised that this should be held in public and this was rescinded).

7 1623 CROSS PARK SURVEY RESULTS

The results of the resident's survey had been published on-line (1st March 2018) and distributed to councillors for information. The Clerk reported on both the process and the results. There had been a leaflet drop to most households, items in Village Voices for those that did not have access to 'Allhallows Village Appreciation Group' – Facebook Page' and the parish council web site. There had been very few submissions by mail or

email, with 152 responses to the Online Survey (a low number, but typical of local surveys). Although there were lessons to be learnt from the process, this was the first time that it had been used and followed a similar process to that are now common for council and government consultations).

There was strong opposition to the Woodland Creation suggestion from Land Logical with 114 'Strongly Opposed' a weighted average of 0.86 out of 10 (0 Strongly Object, to 10 Strongly Support Scale) so this result was clear, however the results for the Cross Park Facilities suggested by Turners Group as part of their planning application for 81 additional chalets was more balanced (range of 3.06 (Provision of Tennis Courts), 3.32 (Provision of Bowls Green) 4.46 (Provision of Footpath between Cross Park and the Recreation Ground) to 4.5 (Extension of the Pavilion) – and will only require if Medway Council grant planning permission as funding would be part of that approval (s106 for £455,000 to the Parish Council to provide the facilities and could be used for match-funding to raise more).

Proposed Cllr K Draper, Seconded Cllr C Cook that the Woodland Creation Project be rejected – ALL AGREED.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

Mrs. Bennett responded to an issue raised at the February meeting by a resident regarding asbestos in the Cross Park Pavilion and that this matched the vast majority of homes in the area.

Mr. Duncan raised issues of PPI fraud that he had experienced recently. PACT would publicise this.

Mrs L Newstead thanked the council (and local residents) for their assistance when she had been burgled.

Mrs K Smith – reported issues with the Stile/s on the footpath from the Pilot to the sea-wall. This is under investigation by Medway Council's Footpath Officer Adam Taylor and recommended that she also contact him at adam.taylor@medway.gov.uk.

Mr Proud raised the issue of £450k s106 for Cross Park improvements published in Village Voices (article by the Clerk). This was confirmed, by the Clerk, as the amount suggested by Turners Group to fund the parish council to provide enhanced community facilities for the village (and the potential to seek further grants, using this as matched funding).

Mr M Smith – raised the issues of parking by the church wall and on pavements around the village – the car parking issues had been raised with Medway Council's Highways Department and we had been waiting for a car parking review for over a year. Unsafe parking was still an issue and there had been some parking tickets issued. Residents can raise these issues with Medway Council. There were particular issues around the Avery Way bend when people returning from the winter closedown could not access the site due to snow clearance still underway by the Leisure Park.

A local resident raised an issue that the January Minutes were not online (*now corrected, perhaps this, and similar issues, can be raised by email etc. when detected so that it can be fixed earlier for the benefit of all*). He also responded to issues raised earlier regarding the asbestos survey at Cross Park.

8 1624 CLERK'S REPORT

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

- a) Tree Inspections –Cllr Bowley has produced an update report and is continuing to carry out the actions identified. He has also been advised to contact the tree surgeon about the Sycamore roots at the recreation ground. The waste arisings at the Village Hall had been cleared by Medway Clearance Services (payment authorisation required).

- b) Annual Parish Meeting – arrangements. Meeting scheduled – there will be a parish council update and presentation on Medway’s Local Plan. MP and Youth Support also to be invited.
- c) Access to council buildings – councillors were reminded of the need to arrange in advance. Access for PACT to the Brimp had been accepted, but there is internal decoration underway – arrangements for access to be agreed when this work is complete.
- d) The council’s risk assessment had been distributed. Proposed Cllr J Cook, Seconded Cllr K Draper that the risk review be accepted (future changes can be made at any time) – ALL AGREED

9 1625 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, but the grant application form had not arrived. The council was reminded that the annual request for support for hall hire costs at the Village Hall was also expected (£773).
- b) Cllr Forrest requested a budget allocation for WW1 celebrations in November 2018. Cllr C Cook Proposed, Cllr K Draper Seconded a budget provision of £750 (actual expenditure would still need to be approved by the parish council) ALL AGREED.

10 1626 PLANNING

- a) **Medway Local Plan (2012 – 2035)** – The next stage consultation will run from mid-March to mid-May 2018. The consultation is based on the growth of Hoo St. Werburgh from a large village to small town (with town facilities) and development around the town. There were also proposals to develop High Halstow and Lower Stoke and a site in Allhallows (land to the West of Avery Way). There will be a presentation at the Annual Parish Meeting.
- b) **Allhallows Plans for Comment** – None
- c) **Haven Holiday Park (Bourne Leisure)** Cllr J Cook had been investigating the work being carried out and it appears to be related to approvals as far back as 2011 (work had started within the dates specified in the planning permission), but now reaching a peak of activity – including waste soil lorries in and out of the site.

11 1627 HIGHWAYS AND FOOTPATHS

- a) Parking Restrictions – no further response from Medway Council or Cllr Filmer
- b) Footpath Officers Report – Mr C Davis had noticed no problems, due to weather. He indicated he was very busy and recommended a new Footpaths Officer be appointed from May 2018 (Annual meeting) .

12 No Item

13 1628 CROSS PARK ISSUES

- a) **Governance** – Cross Park Association is now registered as a CIO Charity and the Clerk will follow-up. A draft license to operate Cross Park has been drawn up. Proposed Cllr Forrest, Seconded Cllr J Cook that this document be used as the basis of consultation with the Cross Park Association be approved. (Councillor comments to the Clerk, feedback from the CPA will be reported at the next meeting.
- b) **Building/Land Issues**
Trevor Bowley (TB) has produced his monthly report of work carried out and planned.
Cllr J Cook has produced an inspection report on health and safety issues at the Cross Park Pavilion. A quote has been requested from the electrician for emergency lighting issues in the kitchen, toilets and hall.
- c) **Cross Park Woodland Proposal (Land Logical)**
Now rejected.

- d) **Permissive Path/Sport/Community Facilities**
Awaiting progress on the planning application (submitted, but not yet registered)
- e) **Country Park** – Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report - circulated.
- f) **Temporary Changing Rooms** – Connection to water and electricity has been deferred as additional expenditure was required to bring the building up to standard following vandalism. Quotes to be obtained and consideration given to the parish council carrying out the works to connect to electricity and water.
- g) **Pavilion** – Electrical issues – electrician has carried out a number of items and will be returning to complete. A room thermostat had been installed and the external shutter had been re-wired. The trunking for the shutter wiring and the electrical inspection remains to be done.

14 1629 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** – Proposed Cllr J Cook, Seconded Cllr C Cook that due to health and safety concerns with the flooring, the Football Arena now be closed for all use for the time being AGREED with two abstentions. Investigations continue (Clerk, Cllr J Cook, Chair) into a suitable surface.
- b) **Road Lighting on the Brimp** – All fixed.
- c) **Brimp Road** – Identified as Crown Property. Evidence and contact details required so this can be followed up – Bourne Leisure have indicated that they could carry out the work.
- d) **Heating/Air Conditioning**
Installed and working effectively.
- e) **Hot Water Toilets/Kitchen**
One heater installed in the kitchen. The electrician is to provide suitable power to boy's toilet for installation of a heater. Auto-flush for the boy's toilets and replacement of toilet seats is also recommended. Quotes are being sought for the water heater and auto-flush (over £1,000).
- f) **Internal Decoration**
Still underway

15 1630 RECREATION GROUND

Suggested by J Price (street cleaner) that play in the concrete base had been there since installation and that the zip wire needs to be tightened – Colyn Property Services have been asked to do this. Then, if problem still exists, Filmer Construction to be approached for a quote to fix.

A rocker in the toddler's area did have a stopper fitted but is reported as missing again – will need to be glued (Chair).

The documentation for the new lease of the Recreation Ground which expires in April 2018 has been signed by the Clerk and returned to Medway Council.

16 1631 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) **PACT** – Cllr Forrest and Cllr C Cook reports circulated Cllr C Cook distributed a report for their February meeting and Cllr Forrest for the March meeting. Issues were reported from PACT who would like to see:
 - The football arena returned to open access (alternative flooring being investigated).

- Youth Club sessions for older youth (parish ambition would be for this, and more, if there were adult helpers to manage – which is the only real constraint)
 - Access to the Brimp for a future meeting (parish council have agreed to this, but subject to arrangements being made in advance, when internal decoration completed)
 - The Council's Youth Worker to do Outreach Work with older youths in the parish (not appropriate for the staff member concerned and their priority was keeping the youth club active)
 - Street Cleaners to report on drug and anti-social incidents in their work areas (they are reporting via Cllr Forrest, but a very small number of 'incidents' to report currently)
 - There was a refusal by the PACT Chair to allow the Clerk to substitute for a councillor at short notice and for the clerk to access the PACT Facebook pages as he was not a councillor or a local resident (despite day to day involvement in the parish council and the youth club)
- b) **KALC (Medway)** – next meeting expected in April 2018.
 - c) **Medway Council Rural Liaison** – Cllr K Draper reported that the March meeting had been postponed because of the weather but a special meeting is planned for March 20th 6:30pm on the Local Plan, a special meeting for Clerks/Chairs is scheduled for 5:30pm.
 - d) **Police Liaison** – Cllr Bowley reported that a meeting had been held on the previous evening and that six people had attended, and there was police presence.
 - e) **Village Hall** – Cllr Forrest reported no meeting.
 - f) **Cross Park Association** – A Spring Fair is being arranged for April.
 - g) **Friends of All Saint's Church** – Cllr C Cook reported no meeting held.

17 1632 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) **Allotments (Cllr Forrest)** –The Chair still to approach Mr P Johnson to see if some of his land that appears redundant could be uses as allotments.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.
- c) **Bourne Leisure Liaison** (Chair) – Cllr J Cook had arranged a meeting with Bourne Leisure and circulated a report of his meeting with the site manager.
- d) **Allhallows Primary School Liaison** –Cllr C Cook waiting to arrange an appointment with the Head.

18 1633 FINANCIAL

- a) Monitoring reports produced on expenditure to date/bank reconciliation etc. noted
- b) Receipts February

Bank Transfer from Base Rate Tracker	£10,000.00
Youth Club Subs/Tuck	£92.40
Cross Park Hire	£104.01
Allotment Rents	£195.00
Insurance Claim (football arena)	£3,222.73
- c) **To make payments Proposed – Cllr Forrest, seconded – Cllr K Draper 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	180301

Brimp Floodlight (under payment 180201b)	180301b	11.35	
Kwiksurveys (online survey one month)	180301c	23.00	4.00
Cross Park Materials	180301d	11.19	
Microsoft Office 365 Subscription	180301e	59.99	10.00
12PAY Payroll Software Annual Fee	180301f	79.20	13.20
Kathy Colyer Salary/less PAYE and pension	180302		
Workwear	180302b	15.00	
John Price Salary/less PAYE	180303		
Mick Smith 33 hours	180304		
Denise Claughton CP Cleaning	180305		
Zoe McCall Youth Club 8.75 hours	180306		
HMRC PAYE	180307	72.55	
NEST Employee/Employer Pension	180308	24.60	
Kent County Supplies Refuse Sacks	180309	65.00	11.00
BTD Electrical Brimp Lights, Heater Socket	180310	278.00	
Gavin Jones/Turfsoil Countryside Contract	180311	1,902.00	317.09
EDF Energy Brimp Energy (Direct Debit)	180312	1.00	0.05
Mike's Maindrain Brimp cesspit empty	180313	135.00	22.50
Business Stream Allotment Water	180314	60.01	
Friends of Allsaints Stage Grant	180315	1,500.00	
Medway Clearance Services VH Tree Arisings	180316	100.00	
K Draper Replacement Mains Extension	180317	19.99	
Kent County Supplies Refuse Sacks	180318	23.50	
Kent County Supplies Paper	180319	11.70	1.95
Kent County Supplies Coloured Paper	180320	30.24	5.04
TJF Property Active Cemetery Grass Cut	180321	105.00	
BTD Electrical Cross Park electrics	180322	328.00	
Colyn Property Village Hall Grass	180323	60.00	

6 1634 COUNCILLOR VACANCY (continued)

The Clerk advised the councillors that the previous decision to take this item as confidential (minute 1622) was open to challenge as the issue was not within the scope of exempt items and suggested that it be rescinded. The previous proposer and seconder agreed that this now be rescinded – ALL AGREED.

Proposed Cllr K Draper, Seconded Vice Chair, that the council proceed to co-opt from the three candidates and the selection of a co-opted councillor be held with a secret ballot. – ALL AGREED

All three candidates had attended an informal interview on Friday 9th March (all parish councillors and Clerk had attended).

Ballot held candidates: Kieren Bossey, Sandra Bennett and Len Lovett. After one round of voting Len Lovett was selected with a majority of votes – ALL AGREED to confirm the co-option.

19 1635 STAFFING ISSUES

a) Clerk – complaints (the clerk left the room while this was discussed)

The councillors discussed the complaints raised and also issues around the attacks on the clerk on the Facebook Allhallows Village Appreciation Group. As the clerk was an employee, the council had to investigate this issue. On the complaints: Proposed Cllr J Cook and Seconded Vice Chair that there was no case to answer on the complaints ALL AGREED. (Chair to respond to complainers).

Proposed Chair, Seconded Cllr J Cook that the parish council owed a duty of care to the clerk and to authorise investigations into actions that could be taken by the parish council – ALL AGREED.

The use of Facebook (Allhallows Village Appreciation Group) by the council, and in particular the clerk, would be restricted.

(the clerk returned). The clerk was notified of the outcome of discussions and, in particular, the decision to not post on that Facebook Group. The clerk had previously reported that the recent postings had been in order to support the public consultation on the Cross Park projects but felt that some mis-truths and interpretations needed to be challenged. Use had reduced to almost zero since the consultation had completed (only to report the outcome of the online survey) and specific questions. The Clerk accepted that Facebook access to the Group would be to not comment – and there had been postings pointing people to the parish council web site for ongoing information, and on an exceptional basis, postings with comments disabled.

b)

Chair referral to Monitoring officer following resident's complaints

A meeting with the Monitoring Officer has been arranged to follow up complaints raised against the Chair. The results of this meeting will be reported at the April meeting.

c)

Street Cleaner – Employment Contract Review

The meetings with the street cleaners (KC/JP) had taken place in February and a draft updated employment contract had been circulated for this meeting. There were questions regarding the 'two statutory days' holidays and a suggestion that the earliest hours of work be changed from dawn to 7pm. Proposed Chair, Seconded Cllr K Draper that the draft contract with amendments suggested and any further from councillors (to the clerk) be adopted for further discussion with the street cleaners ALL AGREED.

d)

Central Storage Location for Street Cleaning Waste

There had been suggestions that a dumpster could be provided for storing full rubbish bags for collection by Medway Council on Fridays (Medway Cllr Filmer is investigating).

20 1636 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Wednesday 11th April. 2018 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 1637 FUTURE AGENDA ITEMS - None

At 9:50 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 C/2017/1524c	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. Now part of Heritage Lottery Fund Bid. Land Logical also had proposals for the land – meeting arranged. Information/advice/site meeting in Stone has taken place Memorandum of Understanding agreed and feasibility work underway before public consultation. Further info required for residents. Exhibition held, leaflet and online survey and info created – decision in March. Following consultation with residents, now dropped.	Clerk CLOSED
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	Vice Chair Clerk

		suggested that work would start at the end of their season (April). Work started (July 17). Changing rooms now refurbished and in use – water and electricity to be connected.- no progress	
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.	Clerk/Chair
MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Rd repairs. Chair to follow-up	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)	Chair
JUNE 17 C2017/1429a	Anti-Social Behaviour	Letter sent on behalf of Chair to Police/Crime Commissioner/MP/Councillors re problems with lack of support. Responses circulated. PACT issues to be addressed and invite to attend parish council. Two councillor positions offered – initially Cllr Luck. Meetings to be arranged with Police etc. Cllr Forrest and the Clerk attended first meeting 20/9, report back at October meeting. Meeting held 25/10 with Medway Police, Medway Council Community Safety and Cllrs Filmer, Freshwater and Chair/Clerk. PACT meeting. PACT feedback will be on regular Agenda	Chair/Clerk/ ALL CLOSED
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. 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 &	Cross Park – Community Facilities	Turners Group proposing permissive path/Bowling Green/Community Centre	Chair/Clerk

December meeting)		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.	
FEBRUARY 17 C2017/1594	Street Cleaning	Site and dumpster required for street cleaners bags until collected	Chair to follow-u with Medway Cllr Filmer