



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 13<sup>th</sup> DECEMBER 2017 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 Jonathon Cook  
Mr Chris Fribbins Parish Clerk

In attendance 6 members of the public

**1 1554 APOLOGIES FOR ABSENCE**

-

**2 1555 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.

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.

**3 1556 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 8<sup>th</sup> NOVEMBER 2017**

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

**4 1557 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**5 1558 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

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

(Former councillor) Mrs Bennett attended to report that she and her husband had not released information about the Cross Park Woodland Creation project.

Questions and statements were raised about the two Cross Park Projects and answered. They would also be discussed later on in the Agenda.

**6 1559 DISQUALIFICATION OF COUNCILLOR**

Cllr Cresswell has not attended a meeting for over six months and had not given any apology for none-attendance so is disqualified. The Clerk will post notice of vacancy and notify Medway Council. NOTED

**7 1560 FORMAL COMPLAINT**

A local resident has made a complaint regarding the engagement of legal advice regarding Cross Park Projects approaches from Land Logical and the Turners Park Group by the clerk, without a formal recommendation from the council (although it had been reported and actioned to protect the interests of the council before the event). The clerk had responded to the complaint, but the resident was not content with that reply and requested that it be referred to the parish council (as documented in the parish council's complaints procedure). The email contact with the resident regarding this has been circulated. The parish council had agreed to pay the solicitor's fees at the November meeting.

The clerk had sought advice from the Kent Association of Local Councils (KALC) adviser before the action had been taken and they had suggested the solicitor engaged due to his specialist knowledge of local councils. They have since been contacted about the action taken and the complaint made and was supportive of the action taken. The process was documented in the Financial Regulations (as amended 2016) Item 11.1 Contracts which did not require a competitive tender process for contracts with professional organisations such as solicitors and within the clerk's authority (£500) Item 4.1 and 4.5 (to protect the interests of the parish council that powers existed and there were no restrictions in the title deeds that prevented the woodland creation scheme) so it can be discussed further and not immediately out of order. The council agreed to note this action and agreed to learn from the process. The engagement of professional advice had been reported in advance but a minute to record/agree this had been missed.

## 8 1561 CLERK'S REPORT

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

- a) Tree Inspections – This took place on the 10<sup>th</sup> November at the Brimp, Cross Park, the Recreation Ground and the Village Hall. The report has been distributed to councillors by email and Cllr Bowley has reviewed it and will carry out some of the remedial work on a voluntary basis. More complex/difficult actions will be reported so that a tree surgeon can be actioned.
- b) Airfields Plaque – The Clerk had been approached by the Airfields of Britain Conservation Trust (ABCT) and had been in discussion about the placement of a granite memorial stone on the village hall (the nearest community/public building). The Village Hall committee had agreed, and the stone is being made up and will be delivered to the Clerk to get installed at the hall. There will also need to be publicity for this and the connection to the bi-plane on the new logo can be explained. Further information on the closure date had been requested, but unable to find anything.
- c) Kent Community Awards Scheme 2018 – a reminder that nominations are required by 26<sup>th</sup> January 2018 (so at the January council meeting).
- d) Facebook – The chair had asked for this to be reported following extended issues in the main Allhallows group and unfair criticism of the parish council and the Clerk (as proper officer and replying on behalf of the council). It was proposed Cllr K Draper, seconded Cllr C Cook to no longer use this as a communications method and use the parish council web site AGREED.
- e) Rose and Crown – lack of pavement and lighting had been raised by a resident. They have been referred to Medway Highways Dept/Cllr Filmer.

## 9 1562 GRANT REQUESTS

None

## 10 1563 PLANNING

- a) **Medway Local Plan (2012 – 2035)** – Continuing to monitor. The Clerk reported that 1 proposed site locations and housing numbers will be published in March 2018 with a further round of consultation. Land at Allhallows Park (Kingsmead) and Church Commissioner's land (to the west of Avery Way) had been submitted as possible sites. There was an increased demand for c. 8,000 properties in the Medway Local Plan area and there would be significant development on the Hoo Peninsula.
- b) **Allhallows Plans for Comment** –  
 MC/17/4201 1 Queensway – construction of a boundary wall/fence to side and rear.  
 MC/17/4031 3 Binney Road – Neighbourhood consultation for the construction of a single storey extension to rear.  
 No objection suggested for both applications, but the Chair and Cllr J Cook to check out on-site.

## 11 1564 HIGHWAYS AND FOOTPATHS

- a) There were still problems with getting Medway Council to take up the local parking issues and there had been no further update. The Chair continues to liaise with the cabinet member responsible for this area – Cllr Filmer.
- b) Footpath Officers Report – No report this month. Accessibility issues on the footpath

at the bottom of Avery Way and the sea wall will be taken up with Adam Taylor (Medway Council Footpaths Officer) in the new year.

**12 1565 PARTNERS AND COMMUNITY TOGETHER (PACT)**

- a) A meeting took place on 15<sup>th</sup> November – Cllr Forrest and Cllr C Cook attended and reported on discussions and decisions of the parish council regarding issues raised by the previous PACT meeting. It was felt that the meeting was anti-parish. The possibility of CCTV at the Avery Way shopping parade was ongoing (firm financial implications awaited). The street cleaners will report any crime issues they find to Cllr Forrest. There were new powers available to PCSOs – Legal powers and dispersal orders. Our local PCSO is changing to Lee Fennell who has committed to foot patrols in the areas he covers.
- b) A future meeting at the Brimp Youth Centre was suggested and a suitable date will be considered in the spring when the weather improves and days are longer.
- c) The Chair and Cllr K Draper has attended a Crime Prevention conference and an alternative provider via Crimestoppers may be available.

**13 1566 CROSS PARK ISSUES**

- a) Governance – Mrs Bennett (the Cross Park Association Secretary) had replied with the association’s concerns regarding the charitable status application. The application had been made to the Charity Commission on behalf of the CPA and there is only one minor request for information outstanding. The issues raised were actually regarding the operation and responsibilities of the CPA in regard to the site and the financial support from the parish council. It has previously been agreed that this will be subject to a license between the parish council and CPA and subject to negotiation. In principle there would be a revenue support grant of £2,500 per annum which would cover the current costs, hall hire income would also be retained by them and the land management (Turfsoil contract) would remain with the parish council.
- b) **Building/Land Issues**  
Trevor Bowley (TB) has produced his monthly report of work carried out and continues to do some work in the recreation ground as well.
- c) **Cross Park Woodland Proposal (Land Logical)**  
A further draft leaflet had been received from Land Logical to demonstrate possible outcomes of the project. This did have some errors or possible misunderstandings and would need to be corrected before further distribution. After detailed discussion, it was proposed by the Chair, seconded Cllr J Cook that Land Logical be requested to present a public exhibition for residents on the proposal. ALL AGREED
- d) **Permissive Path/Sport/Community Facilities**  
A public exhibition took place on the 30<sup>th</sup> November in the Cross Park pavilion. Some issues with their expansion were raised by residents (water supply/sewage, pressure on Doctor’s surgery, loss of golf course/green space). Details of the proposed shared facilities on the Cross Park site had been received 13/12/17 (including a draft s106 and there had not been an opportunity to analyse and discuss. There also appears to be an assumption that the access road to the Golf Club would be used for access (this is in the ownership of the parish council, although they have right of access over the road, and a commitment to pay 2/3rds of any repairs required). Further discussion required before the s106 could proceed – issues with the potential running costs, detailed facilities and ongoing responsibilities.
- e) **Country Park** –Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report.

- f) **Temporary Changing Rooms** –Connection to water and electricity - still to be done. Residents have raised concerns about football and teams changing and parking their cars against their boundary wall/fences – Vice Chair (on behalf of CPA) to follow-up with Cross Park FC.
- g) **Pavilion** – Two external power cuts had left the pavilion with no power as a main circuit breaker had tripped. There was a problem with the manual override and the installer had to be called out to resolve. The incorrect manual override had led to damage to the shutter motor that had to be replaced. The electrician will modify the wiring to get over this problem in future and carry out an electrical inspection of the pavilion. Proposed Cllr K Draper, seconded Cllr Bowley up to £500 be approved for this work, amended £250 Proposed Cllr Forrest, Seconded Cllr – The amendment was not agreed four against, three for. The original motion was put and AGREED to allow up £500 for this work (four for, one against with two abstentions).

**14 1567 YOUTH CLUB/BRIMP REPORT**

More adult help has helped, but more is required to extend the facilities and sessions that could be provided.

Football Arena – the arena remains locked out of use until all repairs complete. Two employees of Itsasgoal had attended to install the parts re-welded and complete the repairs on Monday/Tuesday 11&12 December (in very cold and wet conditions). They have installed new goals, replaced the door to the arena and strengthened some of the vertical poles. Broken and damaged metal supports have been replaced with plastic which should flex better. The electrician is planning to visit soon to replace a light and rewire another that was damaged during the end of June vandalism. The invoice for works carried out is included in the payments and sent to the insurance company.

Road Lighting on the Brimp – two lights are not functioning and two have broken glass (one still working) – electrician still to fix along with repairs to the lighting on the football area (although he attended during the repairs, it was too cold and wet for his work. The Clerk has purchased two lights for the repair and the third light may just need a cover swap if possible.

Bourne Leisure were still reluctant to do any work in the area due to vandalism they were getting – no further progress. The Chair will investigate the possibility of Type 1 aggregate infill of the Brimp Road potholes.

A quote has been received from Turfsoil re. maintaining the grassed areas. The Chair has agreed to arrange the maintenance on a voluntary basis for now.

**15 1568 RECREATION GROUND**

One concrete base of the zip wire had started to lift under stress and needs to be monitored. Colyn Property Services had checked this, but suggested the supplier be contacted – the Clerk will follow-up.

A rocker in the toddler's area is missing plastic stops – not a H&S issue but the Chair still to see if he can find a suitable stopper.

**16 1569 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) KALC (Medway) – next meeting expected in 2018. The KALC AGM was on the 18<sup>th</sup> November and the Chair attended.
- b) Medway Council Rural Liaison – Next meeting 18/7 (*since cancelled and December meeting postponed to January 2018*)
- c) Police Liaison – Cllr Bowley agreed to take up the position of police liaison although the actual committee had not met for some time due to lack of support from the police.

- d) Village Hall – no further meeting until December.
- e) Cross Park Association – nothing further.
- f) Friends of All Saint’s Church – Cllr C Cook may take over this responsibility.

**17 1570 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) Allotments (Cllr Forrest) – Skip to be arranged and then work can start (this is an allotments project, financially supported by the parish council). 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) ongoing.
- c) Bourne Leisure Liaison (Chair)–the Chair is seeking financial support for a punch bag/boxing equipment for the youth club.
- d) Allhallows Primary School Liaison –The Chair and Cllr C Cook met the Head pm 17/11 and established contact. The Head has agreed to circulate a leaflet about the Youth Club to the children to take home to their parents (Cllr C Cook is putting this together).

**18 1571 DOCTOR’S SURGERY – OPENING HOURS**

Concern was expressed about the very limited opening hours of the Allhallows Surgery (and the need to travel to Hoo). A policy of not allowing Locum doctors to serve at the Allhallows surgery without a practice partner appears to be a key issue. Cllr C Cook and Vice Chair agreed to investigate and seek further information and see if further cover can be out in place.

**19 1572 FINANCIAL**

- a) Monitoring reports produced on expenditure to date/Bank Reconciliation etc. noted
- b) Receipts November  
Youth Club Subs/Tuck £87,38  
Cross Park Hire £170.00
- c) To make payments Proposed – Vice Chair, 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		VAT	
Salary	Total		
	171201		
Brimp Lights	171201b	108.73	21.75
Kathy Colyer Salary/less PAYE and pension	171202		
John Price Salary/less PAYE	171203		
Mick Smith 15 hours	171204		
Denise Claughton CP Cleaning	171205		
Zoe McCall Youth Club 10.5 Hours	171206		
HMRC PAYE	171207	222.23	
NEST Employee/Employer Pension	171208	27.07	
C&CWPC Paper Costs	171209	2.50	
TJF Property Maint Active Cemetery C51	171210	105.00	
Turfsoil Countryside Maint	171211	1,902.54	317.09
EDF Energy Brimp Electric DD	171212	119.00	5.67
Laverock Tree Inspection	171213	325.00	
Surrey Hills Solicitors Initial Advice s106171214	171214	220.80	36.80
TJF Property Maint Active Cemetery C52	171215	105.00	
ADLOR Security Shutter Emergency Call Out	171216	114.00	19.00
ADLOR Security Shutter Repair	171217	468.00	78.00
KALC Crime Prevention Seminar	171218	144.00	24.00
Turfsoil Cross Park Land Mngmnt	171219	341.76	56.96
British Gas (27/11) Cross Park Energy	171220	68.30	3.25

K Draper 171120 Balance Youth Tuck	171221	3.00	
Soccertackle.com Football Arena Repairs	171222	4,473.60	745.00

## d) Draft Budget

The draft budget 2018/2019 was circulated for information. The budget and precept need to be set at the January meeting. A meeting of the Finance Advisory Committee has met 29/11 to look at the budget and had suggested a number of changes for consideration. In response to a query the Clerk explained that the Cross Park budget had been set on the assumption that an agreement with CPA was in place (£2,500 Grant), if not that amount would be available in the budget to pay the bills (tactic to avoid double allocation). Since the meeting there has been an announcement of a 2% offer to Local Government Employee investigations and this will be factored into the final budget (Clerk, Street Cleaners are on national local government scales). A precept increase of 4% was suggested, this would allow money to be aside for election contingency and special ear-marked reserves. All councillors to notify the Clerk of any further queries before the January meeting so that issues can be resolved before the budget is agreed.

**20 1573 STAFFING ISSUES**

The exclusion of press and public to allow discussion of personal staff matters, moved Chair, Seconded Cllr K Draper All Agreed

It was agreed that the Clerk contact John Price and Kathy Colyer to arrange one to one meetings to discuss performance and a joint meeting with John, Kathy and Mick Smith to discuss employment contract changes in January.

**21 1574 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be on Wednesday 10<sup>th</sup> January 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

**22 1575 FUTURE AGENDA ITEMS**

-

At 11:10 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>
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. Parts supplied, but incorrect. Spec of steel parts now understood. Supplier collected parts and arrange replacement. Since this there has been significant vandalism and more parts will be required – Police informed, there are CCTV pictures and offenders interviewed – details now with Youth Offending Team. ITSAGOAL have visited and a quote for repairs is awaited. The correct Panel has now been delivered. Insurance approval received 25/10, planning attendance of ITSAGOAL (Completed, 2 days of repairs) and BTD Electrical to carry out repairs to lighting.	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 (offer is still open) To be followed up by the allotments society who have previous grant funding that would cover materials. Jason had not followed up yet. Agreed to go with Colyn Property Services Quote. Cllr Forrest helping with the work arranged a skip.	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	Chair

		meeting held to finalise details. To be part of a planning application – Further discussions held, and this is part of many suggestions to be discussed at the November meeting. <b>Now part of Community Facilities discussions – see below.</b>	
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.	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. <b>Further info required for residents.</b>	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. - 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.	
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF/Colyn Property Services/Turfsoil (Turfsoil received) to be asked to quote for work. (area currently locked out of use due to vandalism) <b>Land management has been carried out by volunteers and will continue for the time being.</b>	Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Trevor Bowley submitted, Jonathon and Carol Cook submitted but minor correction required	CC/JC
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 25/11 met.	Chair/Clerk/ <b>All</b>
JULY 17 C2017/1450c	Tree Inspections	Names of potential inspectors to be provided to clerk and estimates sought when leaves drop. Laverock Tree Care (previously carried out Allhallows work) will be carrying this out at Cross Park,	ALL/Clerk

		Village Hall, Brimp and Recreation Ground 10/11. <b>COMPLETE work required being reviewed and carried out by Trevor Bowley where possible.</b>	
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	<b>Chair</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, <b>Follow-up required with Turners.</b>	