



**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 13<sup>th</sup> MARCH 2019  
AT VILLAGE HALL, STOKE ROAD, ALLHALLOWS at 6:30pm**

**PRESENT:** Cllr Chris Draper Chairman  
Cllr Pat Huntley-Chipper Vice-Chair  
Cllr Yvonne Forrest  
Cllr Karen Draper  
Cllr Trevor Bowley  
Cllr Len Lovatt

Mr Chris Fribbins Parish Clerk  
In attendance 1 member of the public

**Due to a power failure at the Cross Park Pavilion. Change of location notified on parish council web site but unable to post of Facebook as there had been an outage that afternoon/evening**

**1 1879 APOLOGIES FOR ABSENCE**

None

**2 1880 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 K Draper, reported that she was making audio recordings of the meeting for her personal use.

**3 1881 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13<sup>th</sup> FEBRAURY 2019**

Proposed as a correct record by Cllr Forrest, Seconded Cllr K Draper. **AGREED**

**4 1882 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**5 1883 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

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

NONE

**6 1884 CLERK'S REPORT**

- a) Nothing further to report, items on Agenda
- b) May 2<sup>nd</sup> Elections – Councillors reminded that nomination forms were now available and the Clerk can provide necessary poll numbers and advice on completion of the forms.
- c) Annual Parish Meeting arrangements – The Chair/Cllr K Draper will supply the refreshments for the meeting on the 17<sup>th</sup> April at 7:30pm, Cross Park Pavilion.
- d) Failure of water supply to village and long term closure of the main road into the village. The PACT Chair had coordinated the supply of information from Medway Council and Southern Water. The Parish Chair had raised issues with the supply of water to the northern end of the village (Allhallows Park (Kingsmead)). The action of

closing the main road had been excessive and disregarded by many residents, despite advice and eventually a traffic light controlled management scheme was put in place. Some issues have been raised with Southern Water about the resilience of the current pipes need to bridge the fault quickly either by a temporary bypass of the failed section or the transportation of water across the fault by tanker quickly.

7        **1885    GRANT REQUESTS**

- a) **The Allhallows Guides/Brownies/Rainbows** had submitted an application for £600 to fund resources and support for trips. Follow-up has been done – with no notice to the parish council the Guides/Brownies/Rainbows have stopped using the Brimp Youth Centre (free use) and relocated to the Stoke Village Hall – agreed that there would be no further investigation into the grant.

8        **1886    PLANNING Responses/Actions Proposed Chair/Seconded Cllr Forrest All Agreed**

- a) **Medway Local Plan (2012 – 2035)** – A Medway Council Cabinet report has been agreed. Draft Plan consultation will now be delayed until June/July 2019 when the outcome of the £170m (Housing Infrastructure Fund) bid is known – due in the spring (This includes £86m Road and £67m Rail and the remainder Community Infrastructure).

**Allhallows Plans for Comment –**

- b) **MC/18/0288 Allhallows Golf Course Avery Way Allhallows Rochester ME3 9QF**  
Change of use of land for siting 81 park homes (includes s106 towards improvements at Cross Park). Amendments have been made to clarify access road ownership . Any access issues would be a matter for discussion with the parish council – will be going to Planning Committee on March 20th.
- c) **MC/18/3181 Application for expansion/extension of Cross Park facilities**  
This has been submitted on behalf of the parish council by Turners Group to be decided alongside the additional chalets (s106 contribution to the parish council to build this facility included in MC/18/0288).

9        **1887    HIGHWAYS AND FOOTPATHS**

- a) **Parking Restrictions** – Map of draft proposals received – reviewed, updated and returned. Medway Council have agreed to advertise Traffic Regulation Orders for the modified proposals. These could be implemented by May 2019.
- b) **Footpath Officers Report** – Cllr Bowley provided a comprehensive report of footpath issues and the voluntary work of him and his wife, also other voluntary work at Cross Park, Recreation Ground and the Village Hall grounds. There was concern about the quality if some of the work carried out at the wood in Avery Way (next to the doctor's surgery) by persons unknown. A local volunteer who had been managing the site had indicated that he was reluctant to carry out any management work (not ordered or sanctioned by the parish council).
- c) **Verbal contributions** - None

10       **1888    CROSS PARK ISSUES**

- a) **Governance** – A formal meeting of the Charity still needs to be arranged to agree the detailed governance procedures and responsibilities. (Cllr Huntley-Chipper will follow-up with CPA). Rural Kent will be asked to help as part of the project management work – as part of the extension project if planning permission granted.
- b) **Building/Land Issues**  
Report from Cllr Bowley circulated
- I. **Land Maintenance**  
The contract has now changed to M&L Contractors – some boundary cutting had been carried out, cutting of the grassed areas still to be done – delayed because of the wet conditions. A replacement key had been supplied to replace that lost in a tractor fire.
- II. **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. Access to the Allhallows

Park (Kingsmead) is required to check the mains supply – additional contact identified and electrician to make contact. Following the power failure earlier in the day, the location of the supplies from Allhallows Park are now better understood. There is no on-site knowledge of how this supply is organised and an electrician was having to be brought in from a distant site. The emergency lights in the toilet and hall and as the window shutters had been raised, Wednesday Bingo was able to continue without mains power.

The rear shutter problems re-occurred and the Clerk arranged for a visit by the supplier to fix this. A new motor was required and was fitted this afternoon but was unable to be tested/commissioned because of the electricity supply failure.

- 11      1889    **YOUTH CLUB/YOUTH**
- a) **Youth Club** – Numbers attending have now remaining high. More adult help required to extend facilities and days covered. The first monthly Disco now scheduled April 6<sup>th</sup> (Saturday late afternoon).
- b) **Guides/Brownies/Rainbows** – There are some issues about the cleanliness of the Brimp and the District Commissioner has been contacted. Following the raising of these issues the Guides/Brownies/Rainbows have transferred to the Stoke Village Hall with no notice, some of their equipment has been left behind.
- 12      1890    **THE BRIMP ISSUES**
- a) **Football Arena** – Provision of a MUGA court was advertised on the Contracts Finder portal – and six quotes have been received. Because of the design and build nature of the work there were differences in the quotes and the power failure at Cross Park had prevented a more detailed assessment for the meeting. The Chair/Clerk to review and present a preferred supplier/suppliers to the April meeting of the parish council. Information on all the quotes had been distributed by email and was available to all parish councillors on request.
- b) **Road and Lighting**  
Slough Fort Preservation Trust the additional support from Bourne Leisure had been minimal. The planned work had been scheduled for March 9<sup>th</sup>/10<sup>th</sup>, but had to be postponed as all the material and plant had not been in place.
- c) **Additional Usage** The senior Youth Club will be trialled again when support from the youths and adults is confirmed.
- d) **Brick Store – three quotes have now been received.** There had been some discrepancy in the quotes as the need for an upgrade of the electrical supply had been identified (power to be delivered from the main Brimp building). The Chair/Clerk will review and report at the April meeting with a recommended supplier for a decision on progressing this.
- e) **Cleaner/Caretaker** – The loss of the Guides/Brownies/Rainbows had impacted on the need for a cleaner/caretaker – It was being recommended on a contract/third party basis with an initial 2 hours a week in school term time and as necessary in the rest of the year. The Chair/Clerk to discuss with preferred person/s at a forthcoming Youth Club.
- 13      1891    **RECREATION GROUND**
- The current bin (by toddler's area) has been fixed by Colyn Property Services, but there are some issues with getting the lid on and off. A location for the new bin to be suggested by councillors.
- 14      1892    **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**
- a) **PACT** – No report (Clerk still not permitted to attend)



|                         |        |        |       |
|-------------------------|--------|--------|-------|
| Glasdon Bin Lid         | 190317 | 143.87 | 23.98 |
| Colyn Property Services | 190318 | 60.00  |       |

d) **Risk Review**

The annual review of the Risk Assessment policy was completed and Proposed Chair, Seconded Cllr Huntley-Chipper that the current policy be approved was **AGREED.**

- 17      1895    **STAFFING ISSUES**  
**Exclusion of Press and Public** moved Chair, Seconded Cllr Huntley-Chipper **ALL AGREED** due personal information discussions (items 1890a, d and e discussed/agreed)
- a) **Street Cleaners**  
A letter had been delivered to the two Street Cleaners and the Cover Street Cleaner about suggestions regarding the future organisation of responsibilities. There had been a written response from the Cover Street Cleaner and a verbal response from one of the Street Cleaners. To be followed up in one-to-one appraisals later in March/Early April.
- b) **Youth Worker**  
Appraisal to be organised in late March.
- c) **Dumpster**  
The Clerk has been liaising with John Liddiard regarding the submission of a planning application for the dumpster location/store. Due to be submitted in late March.
- d) **Annual Pay Review** An increase in pay in-line with the NALC Scale Column Points for the Clerk and Street Cleaners was Proposed Chair, Seconded Cllr Forrest **ALL AGREED.**
- 18      1896    **DATE AND TIME OF NEXT MEETINGS**  
The next meeting will be Wednesday 10<sup>th</sup> April 2019 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.  
The Annual Parish Meeting will be held on 17<sup>th</sup> April 2019 at Cross Park Pavilion, Avery Way, Allhallows at 7:30pm
- 19      1897    **FUTURE AGENDA ITEMS – None**  
At 10:24 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>  |
|---|--------------------------------------|--|--|
| SEPTEMBER 16<br>C/2016/1234a                                      | Cross Park –<br>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 started (July 17). Changing rooms now refurbished – water and electricity to be <i>connected</i> . -no progress. Quote received to be sought for work to bring it into use (£5,500). Work to start within two weeks. Need to determine what will be done. Work has start with connection to the Pavilion electricity completed. Water and Electricity supply connected (no proper doors currently). <b>Utility supply trench needs to be filled in better. No doors (screwed in place)</b> | Vice Chair<br>Clerk/JC<br>PASSED TO CPA<br>and/or CROSS<br>PARK<br>EXTENSION |
| FEBRUARY 17<br>C2016/1335   | Highways and<br>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. Officer responsible has now left the authority. Issues being followed up with Medway Cllr Filmer, A large map of the area is being recirculated to identify locations that should benefit from double yellow lines. Maps re-checked and re-sent. <b>Medway Council processing traffic regulation orders</b>   | Clerk/Chair  |
| JULY 17<br>C2017/1458   | Allhallows School<br>Parking         | To discuss parking suggestions with Medway Council   | <b>Chair</b>   |
| OCTOBER 17<br>(discussed at<br>November &<br>December<br>meeting) | Cross Park –<br>Community Facilities | Turners Group proposing permissive path/Bowling Green/Community Centre extension to Pavilion and permanent Changing Rooms as   | <b>Chair/Clerk</b>   |

|                           |                           |  |   |
|---------------------------|---------------------------|--|---|
|                           |                           | 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. <b>Permission for 81 chalets now agreed.</b> |   |
| FEBRUARY 17<br>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. <b>Planning application to be submitted soon.</b>  | <b>Clerk following up with Street Cleaners Chair/JC</b> |
| AUGUST 18<br>C2018/1749c  | Cross Park<br>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<br>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>Awaiting re-planned schedule and work completion.</b>  | <b>Clerk/Church Commissioner's Agent</b>                |