



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 9<sup>th</sup> JUNE 2018 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS at 6:30pm

<b>PRESENT:</b>	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Karen Draper	
	Cllr Yvonne Forrest	
	Cllr Trevor Bowley	
	Cllr Carol Cook	
	Cllr Jonathan Cook	
	Cllr Len Lovatt	
In attendance	Mr Chris Fribbins	Parish Clerk
	5 members of the public	

**1 1696 APOLOGIES FOR ABSENCE**

None

**2 1697 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 declared an interest as their properties border Cross Park (the former dispensation was related to the Infill Project which has been rejected).

**Audio Recording**

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

**3 1698 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 9<sup>th</sup> MAY 2018**

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

**4 1699 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**5 1700 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 issues with vegetation growing in the kerbs and a tree from a neighbouring property that was encroaching on his. The weeds in the kerb had been followed up with the street cleaner. The tree issue was between neighbours and he was able to crop the tree as long as material was returned to the tree owner. He reported that he was following up a broken window with the amenity grass contractor.

A holiday park property owner reported concerns with walkers on the footpath between the Brimp road and Homewards and was advised to report to the Medway Council Footpaths Officer (*subsequent investigation indicated there was no official right of way at that location and it diverts alongside the holiday park boundary (north then west)*).

Lyndsay Hartney (Strood Youth Centre Outreach Worker/Medway Youth) reported on recent work in the parish and support for the youth club. She also reported that there were summer activities being planned and financial assistance was being sought.

**6 1701 GREAT WAR EVENTS 2018**

Cllr Forrest reported on the progress of arrangements for the events in November. Guides/Brownies will be involved, bagpipe player identified but still seeking a bugler.

Propose Cllr Lovatt, Seconded Cllr Bowley that 5 x silouettes be purchased at a cost of £175 – AGREED

In addition there was a shortfall of funding for name blocks (one for each of the fallen in the village) Proposed Cllr Forrest, Seconded Cllr Lovatt that approval be granted to fund eight name blocks @ £80 (including VAT) - AGREED

**7 1702 GRASS CUTTING**

Cllr Forrest had asked for the item to discuss the grass cutting in the parish in recent weeks by our contractors Cross Park (Gavin Jones/Turfsoil) and the amenity grass/recreation ground/highway flailing contract (M&L Contracting, from 1/4). This had been a particularly challenging few months (both in the parish and also in their other work as the problem was widespread) as very warm weather had also had some sharp downpours leading to very rapid growth. At this time of the year extra cutting was anticipated but it was normal to do this every two weeks, but M&L had even been doing weekly cuts of the recreation ground to keep it playable for football training and youngster football events over the weekend. Because of the length of the grass it also led to the cutting being bunched and blades skipping over some tufts of grass which was difficult to spot until the cuttings settled down later (M&L had returned two days later to finish off). There had been concern raised by residents and councillors about the time of the recreation ground cutting which had been carried out around 9pm – once unannounced and the following week with minimal notice – 8:10pm (with an alternative of very early on Saturday morning), to prepare the ground for football training on Saturday morning. The Clerk did contact the Chair who agreed with the work proceeding on Friday evening on this occasion. There had been an apology posted on Facebook in advance of this work.

Residents and councillors had registered their concerns about this work and wanted to see this work done in normal working hours in future, Cllr J Cook had reported that the Medway Council felt fair hours of work were 8:30am to 6:00pm, but these are not part of the current contract. The contractor had already been advised of this and it would be avoided in future. It is hoped that the weather would be changing now and grass would have passed its peak growing season (when it goes to seed). There had been an official complaint about the grass cutting in the evening and the Clerk will deal with that in accordance with the council's complaint procedure. *(now done)*

**8 1703 CLERK'S REPORT**

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

- a) Tree Inspections –Cllr Bowley has produced a further update report (circulated) and is continuing to carry out the actions identified. The sycamore will be removed 26<sup>th</sup> July.
- b) Glenda Davies had sent in a thank you card for the gift that the parish council had presented to her at the APM in recognition for her local contribution as she was leaving the area.
- c) Kerb/footpath weeds – this had been reported to the street cleaners for action.
- d) Other items will come up elsewhere in the agenda.

**9 1704 GRANT REQUESTS**

- a) **Allhallows Football Grant Request** had been approved at the previous meeting (along with new youth goals) since the meeting Adam Crossman had indicated that the grant was not required.

It was Proposed Cllr Forrest, Seconded Vice Chair that the grant (£500) be re-allocated to summer activities (as identified by Lindsay Hartney) – AGREED

- b) **WHOOCARES** had submitted a letter seeking grant funding from the parish council for their social care activities in the area. Although the funding request could not be met in whole, it was Proposed Cllr K Draper, Seconded Vice-Chair that £700 be granted - AGREED

**10 1705 PLANNING**

- a) **Medway Local Plan (2012 – 2035)** – A draft response was circulated and with an amendment to the question about traveller sites Proposed Cllr Forrest, Seconded Cllr J Cook that the response be submitted was AGREED.
- b) **Allhallows Plans for Comment** – MC/18/0288 81 Additional Chalets at Allhallows Park (Kingsmead) and s106 towards extending Parish Council Community Facilities had now been registered and a response will be required. A response had been submitted to bring issues with land ownership to the attention of Medway Planning and to remind the applicant that there was no mention of parish council's land holding in their submission (*since an article 13 notice had been issued to the parish council, if the application is approved there will need to be further discussion regarding the work proposed and access issues during the work for the parish council*), The submitted response identified residents and councillor concerns regarding the infrastructure concerns, while recognising the benefits of the s106 contribution to facilities for Allhallows residents.
- c) **MC/18/1531 3 Binney Road Construction of a two-storey side extension and insertion of roof lights**  
No objection
- d) **MC/18/1646 132 Avery Way Single storey rear extension (demolition of existing conservatory) Application for a Lawful Development Certificate.** (Declarations of pecuniary interest were noted for Cllr J Cook and Cllr C Cook as Cllr Cook was acting for the applicant). Agreed no objection.

**11 1706 HIGHWAYS AND FOOTPATHS**

- a) Parking Restrictions – Cllr Filmer (Medway Highways Responsible Cabinet Member) had been contacted again to follow-up and had promised some enforcement against illegal parking. A large scale map had been acquired to mark up the areas that do need yellow lines and will be available to parish councillors to indicate their wishes.
- b) Stile replacement (Pilot to Sea Wall) Adam Taylor (Medway Footpath Officer) is seeking funding from the Coastal Path (Grain to Woolwich) and Thames Path to Allhallows)
- c) Footpath Officers Report – Cllr Bowley has met with the former Footpaths Officer (Colin Davis) for a handover.

**12 1707 CROSS PARK ISSUES**

- a) **Governance** – The Cross Park Association have now agreed, in principle, the license agreement for the property. This will be re-circulated to councillors and then arrangements made to sign it on behalf of the owners (the parish council) and the charity.
- b) **Building/Land Issues**  
Trevor Bowley (TB) has produced his monthly report of work carried out and planned.
- c) **(Turner's Proposes s106 Agreement) Permissive Path/Sport/Community Facilities** – Further discussion required if planning application approved. Awaiting the planning decision.
- d) **Temporary Changing Rooms** – There had been no progress on the CPA's project to carry out the final works on the portable building to provide shower/toilet/changing facilities. This meant that interest from a further football team (Hoo Vets) had to be declined as they needed the changing facilities. A decision on continuing with the work or seeking removal of the building will need to be considered at the July meeting.

- e) **Pavilion** – Electrical issues . The electrical inspection has been carried out and warnings to be investigated. Emergency lighting had been installed in the two toilets and a further light are being installed in the Kitchen/Hallway. *(now complete)* Putting all three door shutters in the one control (to prevent them being forgot) is scheduled *(now complete)*
- f) **Blocked Pavilion Gutter** – still to be actioned. Cllr Bowley has cleared the gutter but the downpipe is still blocked (Colyn Properties to be asked to investigate and fit a guaze/filter in the top of the downpipe). *(subsequently this has been investigated and the blockage goes into the ground pipe so further work required).*

13 1708 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – meetings have taken place with Medway Youth to try and establish an older session on Mondays, but although adults have been present there have been no youth currently. There had been a proposal to reorganise evenings at the Youth Centre from the 1<sup>st</sup> July, but the Guides/Brownies/Rainbows wanted to start their Monday evenings sooner. The older youth session would move to Tuesday and the younger session to Wednesday (both start at 6:15pm). It was hoped that a flyer could be produced for the school fete on Saturday to advertise this (Sarah Loach/Cllr J Cook)
- b) **Guides/Brownies/Rainbows** – Had indicated their willingness to move to the Brimp on Monday evenings. As a Youth Activity there would be no charge. They have asked if a cooker can be installed in the kitchen for their cooking activities. Proposed Cllr Forrest, Seconded Cllr J Cook that approval for a cooker be granted (up to £600) and the electrician be asked to install a cooker point - AGREED

14 1709 **THE BRIMP ISSUES**

- a) **Football Arena** – after investigations into the current arena and the cost of replacing the surface with artificial grass it was Proposed Cllr C Cook and Seconded Cllr J Cook that the football arena be removed – Agreed with one abstention.  
Alternative uses for the site to be investigated (Chair/Cllr J Cook to visit site to identify possible options.
- b) **Road and Lighting**  
Following the meeting with the Church Commissioner's agent regarding the road, there has been no update and the Clerk is continuing to chase. *(Road side lighting has now been put on a timer for arrivals and departures in the Autumn/Winter)*
- c) **Hot Water Toilets/Kitchen**  
Auto-flush for the boy's toilets, hot water supply to the boys and girls toilets is scheduled. *(now complete).*  
*Cllrs C Cook and J Cook (unwell) left the meeting*
- d) **Internal Decoration**  
Internal/external decoration and lighting upgrades complete. Deep clean now required,
- e) **Brick Shed Roof** - scheduled for fixing *(now complete)*. Some alternative uses for the building have been suggested.
- f) **Rubbish Clearance** – Underway.

15 1710 **RECREATION GROUND**

The damaged balance beam had arrived from the suppliers and fitted by Colyn Property Services.

There had been mattresses dumped in the Recreation Ground but when moved to the roadside for collection by Medway Council, had been moved back onto the rec

overnight on two occasions. Medway contacted by Cllr Forrest and Chair to resolve issue and they have now agreed to collect from the recreation ground in future. Sycamore scheduled for removal.

**16 1711 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** –Discussion was deferred to the end of the meeting to allow discussion of material that identified an individual employee.
- b) **KALC (Medway)** – next meeting to be scheduled (June)
- c) **Medway Council Rural Liaison** – Rights of Way Improvement Plan presented/discussed (details to be passed to Cllr Bowley).
- d) **Police Liaison** – Next meeting July.
- e) **Village Hall** – meeting scheduled later in June.
- f) **Cross Park Association** – covered elsewhere.
- g) **Friends of All Saint’s Church** – no report.

**17 1712 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** –Final allotment rent received and passed to Clerk. Nothing else to report.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.
- c) **Bourne Leisure Liaison** (Cllr J Cook) – Nothing further.
- d) **Allhallows Primary School Liaison** – no report.

**18 1713 FINANCIAL**

As previous financial year is still open no monitoring reports are available.

**a) Annual Governance and Financial Statement 2017-18**

The internal audit had been completed and signed off. The auditor’s report had been circulated to councillors.

Proposed Chair, Seconded Cllr Forrest that the Section 1 (Annual Governance Statement 2017/19) be approved – AGREED (then signed by the Chair/Clerk)

Proposed Cllr K Draper, Seconded Cllr Forrest that Section 2 (Accounting Statements 2017/18) be approved – AGREED (then signed by the Chair/Clerk)

The return will now be sent to the external auditors (PFK Littlejohn), placed in the website and the three noticeboards.

**b) Finance Monitoring Reports – Circulated and noted**

**c) Receipts May**

<b>Medway Council - Street Cleaning</b>	<b>£15,076.29</b>
<b>Youth Club Subs/Tuck</b>	<b>£52.59</b>
<b>Cross Park Hire</b>	<b>£108.00</b>

**d) To make June payments Proposed – Cllr Forrest, seconded – Cllr Lovatt that the payments as listed be paid (excluding grant for Football Club). – 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>180601</b>		<b>VAT</b>
<b>C Fribbins Keys Cut for Brimp</b>	<b>180601b</b>	<b>15.00</b>	
<b>C Fribbins Keys Cut for Brimp Filing Cab</b>	<b>180601c</b>	<b>10,35</b>	
<b>Kathy Colyer Salary/less PAYE and pension</b>	<b>180602</b>		
<b>John Price Salary/less PAYE</b>	<b>180603</b>		
<b>Mick Smith 39 hours</b>	<b>180604</b>		
<b>Denise Claughton CP Cleaning</b>	<b>180605</b>		
<b>Zoe McCall Youth Club 25.25 hours</b>	<b>180606</b>		
<b>HMRC PAYE</b>	<b>180607</b>	<b>290.21</b>	
<b>NEST Employee/Employer Pension</b>	<b>180608</b>	<b>71.80</b>	
<b>EDF Energy Brimp Electricity DD</b>	<b>180609</b>	<b>1.00</b>	<b>0.05</b>
<b>Zurich Municipal Insurance PAID Email Auth</b>	<b>180610</b>	<b>2,104.83</b>	

Soccertackle Youth Goal Posts	Email Auth	180611	1,179.99	196.66
British Gas CP Energy DD		180612	232.49	11.07
HCIDATA Web Address		180613	84.00	14.00
K Draper Lighting for Brimp		180614	178.85	29.81
K Draper Youth Club Tuck		180614a	21.68	tba
K Draper Brimp decorating materials		180614b	279.50	tba
Gavin Jones Cross Park LM		180615	341.76	56.96
		180616		
Bullfinch Gas Equip Beacon		180617	432.00	72.00
Colyn Property Services VH LM		180618	60.00	
Colyn Property Services VH LM		180619	60.00	
Colyn Property Services VH LM		180619b	60.00	
TJF Property Maintenance Active Cemetery		180620	105.00	(DUPLICATE)
TJF Property Maintenance Active Cemetery		180621	105.00	
TJF Property Maintenance Active Cemetery		180621b	105.00	
Laverock Tree Care Sycamore Removal		180622	400.00	tba
2 <sup>nd</sup> Allhallows Guides Grant		180623	500.00	
		180624		
Formula Building and Design Brimp		180625	1,960.00	tba
ADLOR Security Shutters Cross Park Contr		180626	630.00	105.00
		180627		
Direct Fire Protection Brimp Check/Exting		180628	306.24	51.04
M&L Contracting Countryside Contract		180629	1,878.00	313.00
Medway Skips Brimp Rubbish Clearance		180630	234.00	tba
Colyn Property Services Play Equip Repair		180631	33.00	
Pauline Bowdery Internal Audit		180632	70.00	
Safeplay Playground Inspection		180633	84.00	

**17 1714 STAFFING ISSUES**

**a) Dumpster**

Only one dumpster will be required but a concrete base for two will be needed. May require planning permission, but drawings to be completed for checking with Medway Planning (Chair/Cllr J Cook)

**b) Street Cleaner – Employment Contract Review**

Unable to schedule a meeting for appraisals and this is due (Monday July 6<sup>th</sup> 10,11,12 proposed) due to Clerk workload and availability of Chair.

**c) Exclusion of Press and Public Proposed Chair, Seconded Cllr Forrest to enable discussion of PACT meeting earlier in the week which included material raised that was relevant to an individual employee – these were not matters for PACT, but operational issues of the council and should have been raised with the Clerk when spotted to benefit all residents, not delayed until a public forum to air.**

It was reported that funding for the football team was coming from National Grid and an invite to Steve King (Bourne Leisure) or his representative to attend PACT had been offered. There had been a query regarding opening times of the older youth session which had been clarified.

**18 1715 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be Wednesday 11<sup>th</sup> July 2018 at the Cross Park Pavilion, Avery Way, Allhallows.

**19 1716 FUTURE AGENDA ITEMS - None**

At 10:35 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>
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, <b>License agreed – now to be confirmed by the parish council and signed by both parties.</b>	Clerk/Vice Chair/CPA
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 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. -no progress. Quote received to be sought for work to bring it into use (£5,500).</i>	Vice Chair Clerk
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

		Officer responsible has now left the authority. <b>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.</b>	
MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Rd repairs. Chair to follow-up <b>Clerk following up with the Church Commissioner's Management Agent.</b>	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) <b>No feedback</b>	Chair
<b>DECEMBER 17 C2017/1561a</b>	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. Quote from Trees Surgeon approved, Clerk/Cllr Bowley to follow up with tree surgeon <b>scheduled for July.</b>	<b>T Bowley</b>  <b>Clerk</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, Follow-ups underway with Turners. Turners report planning application submitted <b>MC/18/0288</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. <b>Plan to be drawn up to check if planning permission is required.</b>	<b>Clerk following up with Street Cleaners Chair/JC</b>