



## Allhallows Parish Council

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### TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend a MEETING OF ALLHALLOWS PARISH COUNCIL at the Cross Park Pavilion, Avery Way, Allhallows, on Wednesday 13<sup>th</sup> June 2018 at 6:30pm.

Councillors and members of the public are reminded that discussion of confidential information (i.e. personal matters and contract tenders must not be discussed in the open meeting and at any time the council may need to exclude press and public on a temporary basis to discuss these).

### AGENDA

1. To note apologies for absence
2. Declarations of Interest of any item on the agenda and notification of audio recording or filming
3. To receive and sign the minutes of the Parish Council meeting 09<sup>th</sup> May 2018
4. Matters arising from minutes (not on Agenda or in Action Points)
5. To note the updates on the action points from previous meetings

### SUSPENSION OF MEETING FOR PUBLIC SESSION

*15 minute session: To receive questions and comments from the public.*

*Matters raised may be placed on the agenda for the next or subsequent meeting(s).*

6. **Great War Events 2018**  
Cllr Forrest has requested an Agenda item to discuss the purchase of "There But Not There" silhouettes and name blocks (cost c. £145).
7. **Grass Cutting**  
Cllr Forrest has requested an Agenda item to discuss the performance of the Cross Park Land Maintenance -Gavin Jones (Turfsoil) and Countryside Maintenance – M&L Contracts. Both contracts have suffered due to the rapidly growing grass (warm weather and rain), a problem that has affected many other areas outside Allhallows as well. The grass cuttings build up, make it difficult to identify where the grass has been cut and can cause the cutting blades to skip parts of the grass – and this is not discovered until the cuttings settle and/or rot. This has been typical in recent years and does not settle down until later months.
8. **Clerk's Report (not elsewhere on the agenda)**  
Update on issues and actions since Council meeting 11<sup>th</sup> April 2018.
  - Tree inspection complete and updated report circulated (Cllr Bowley update)
  - Any other items to report that do not appear elsewhere on the Agenda
  - Kerb/footpath weeds
9. **Grant Requests For Consideration**
  - i) Football Club - £500 for running costs was granted at the May meeting, subject to a bank account/governance put in place. It has been indicated by the club that they do not need the grant now. New Football goals for the recreation ground are due for delivery soon and they will install them.
10. **Planning**
  - a) **Medway Local Plan** – Current stage consultation period has been extended to 25<sup>th</sup> June. A draft response has been circulated.
  - b) **Allhallows Plans for comment** –  
**MC/18/0288 Allhallows Golf Course Avery Way Allhallows Rochester ME3 9QJ**  
Change of use of land for siting of 81 park homes for the purpose of permanent residential accommodation by persons over 50 years old and associated amenity space and allotments, permissive footpath, new pond and alterations to existing pond  
Planning comments have been submitted, indicating the ownership of the access road and concerns with the development while recognising the benefits that the s106 contribution to the parish council could have for the village residents.  
**MC/18/1531 3 Binney Road Allhallows Rochester Medway ME3 9QR**  
Construction of a two storey side extension and insertion of roof lights to front and rear to facilitate living accommodation in the roof space; Construction of a connected garage with hardstanding to front - demolition of existing garage and outbuildings; and installation of a vehicle crossover to front  
**MC/18/1646 132 Avery Way Allhallows Rochester Medway ME3 9PX**  
Application for *a Lawful Development Certificate* (proposed) for construction of a single storey rear extension (demolition of existing conservatory)
11. **Highways and Footpaths**
  - a) Potential Parking Restrictions (The responsible Medway Officer has now left the authority)
  - b) Footpath Officers Report – Cllr Bowley.
  - c) Stile replacement still required (accessibility for people with limited mobility. There are now two projects potentially active in the area – The Coastal Path Project (Grain to Woolwich) and the Thames Path to Allhallows, which are likely sources of funding.
  - d) Verbal contributions from Councillors

## 12. Cross Park Issues

### a) Governance

The Clerk had had a meeting with the Charities Trustees and talked through the draft license agreement and presented further financial information and the responsibilities. The council is now asked to agree the draft license and seek approval from the Cross Park Association or seek to bring the responsibilities back to the parish council and remove their responsibilities for the site.

### b) Building/Land Issues

The monthly report from Trevor Bowley has been circulated.

#### i) Turner's Proposed s106 Agreement (Permissive Footpath/Sport/Community Facilities)

- A planning application has now been submitted including the s106 proposals for Cross Park facilities (they have suggested Tennis facilities OR Bowling green as an option. MC/18/0288).
- The parish council is requested to consider whether to seek (paid) advice from Rural Kent .

#### ii) Temporary Changing Rooms

(a Cross Park Association Project/Cross Park FC). There has been no further progress on the connection of services (quotes to be sought) – a quote has been received for the connection of services.

#### iii) Pavilion

- Further electrical works have been requested and are to be scheduled by the electrician. Emergency lighting is required in the Hall/Kitchen.
- An electrical inspection faults (non-critical) investigation to be scheduled.
- Approval granted in May for putting all three door shutters on same switch so that they raise when entering the building work to be scheduled.
- A report of a blocked gutter has been received and volunteer or paid labour is still required.

## 13. Youth Club/Youth

### a) Youth Club

Meetings with Medway Youth, Our youth worker and volunteers have continued to define and adjust the youth club arrangements. However there has be no attendance from the older youth and attendance of the younger youth has been poor. Although there has been focus on getting the building right, the current youth club numbers are not sustainable, especially as costs for our youth worker increase and other costs (electricity etc.) will also increase.

It has been agreed that the older youth club will move to Tuesday evenings and the younger youth to Wednesdays. FROM 1<sup>st</sup> JULY. There needs to be a discussion and agreement about what can be provided out of school term time as attendance is poor/non-existent at the club. Monday would be allocated to the Guides/Brownies/Rainbows (at no cost).

The improved facilities should be used more, and the facilities are there! But the core issue of adult help remains (moving the older session to a later start time may help get that group established), There is still a significant demand for the use of the football arena at organised and informal/casual use.

There needs to be urgent publicity arranged to see if there is any demand. Perhaps an open day once the works are complete (early July) but this needs organising.

**Recommended a meeting of the Youth Committee be arranged to discuss the way forward.**

### b) Guides/Brownies/Rainbows

The Guides/Brownies/Rainbows have indicated willingness to move their activities to the Brimp and away from the Village Hall. They have indicated that they could start very soon, but should be delayed to July. The only equipment that they need would be a cooker. **Recommended that the Clerk (and others) seek a cooker (up to £400) and agree the fitting of a cooker point in the kitchen (seek donation/reduced price).**

## 14. The Brimp Issues

### c) Football Arena

Four quotes have been received to install artificial grass (ranging from c.£7.5k to £14k) – cheaper alternatives being sought. **Decision required on next steps.** Alternative uses for the site have been suggested but will cost more in the short term and financial demands this year are running ahead of the core budget, although there are some funds available. The arena has been used (witnessed on CCTV), youths climbing over fencing.

### d) Road and Lighting

The road lights side lights are now repaired, but a quote expected to put them on the same circuit as the courtyard/football arena to help arrival and departure.

A meeting has been held with the Church Commissioner's Land Management Agent, Slough Fort Restoration and the Clerk. There is agreement, in principle, to the road being repaired (with focus on Brimp Building to Fort Entrance). Plant to be

supplied by Bourne Leisure, voluntary labour by Slough Fort and limited funding from Parish Council. There is urgency on behalf of the fort as Bourne Leisure want to restrict access to the fort through the holiday park. – **The Church Commissioner’s agent are still investigating responsibilities.**

e) **Hot Water Supply in Kitchen/Toilets**

Hot water for both girl’s and boy’s toilets and auto flush for the boys has been installed.  
The roof of the brick shed at the Brimp has been fixed as part of the same works.

f) **Internal Decoration**

Re-decoration of inside and outside is now complete, rubbish is in the process of being removed. An internal clean and tidy is now required.

15. **Recreation Ground –**

a) Any issues to report?

b) Play Equipment – Balance bar had been broken (vandalism). Colyn Properties have now fitted a replacement part.

d) Tree Replacement –Tree Surgeon, was planning to remove a Sycamore that is causing tree damage – to confirm.

16. **Contributions from Representatives (2017/2018) on external bodies**

- PACT (Cllrs Forrest/C Cook)
- KALC Medway Area (Cllrs Forrest and Huntley-Chipper (Vice Chair))
- Rural Liaison (Cllr. K. Draper) – A special meeting, for all councillors, to discuss Dementia Care and Medway’s new Code of Conduct held in April. (Clerk is seeking clarification on the new Code of Conduct before presenting it to councillors for consideration).
- Police Liaison (Cllr Bowley)
- Village Hall (Cllr. Forrest)
- Cross Park Association (Cllr Huntley-Chipper)
- Friends of All Saints Church (Cllr C Cook)

17. **Reports from other member responsibilities (subject to changes at the Annual Meeting)**

- Allotments (Cllr. Forrest)
- Recreation ground and playpark (Cllrs. Forrest and Huntley-Chipper (Vice Chair)).
- Bourne Leisure Liaison (Cllr. C Draper (Chair))
- Allhallows Primary School Liaison (Cllr C Cook)

18. **Financial**

a) **Annual Governance and Accountability Return 2017/18 Part 3**

The Internal Audit Report 2017/18 has been completed and signed off by Pauline Bowdery. Her attached report has been circulated and includes some actions to consider.

**Councillors are requested to approve Section 1 – (circulated)**

**Councillors are requested to approve Section 2 – Accounting Statements 2017/18 (circulated)**

When approved Clerk will arrange for the return will be displayed on the parish noticeboards (for the statutory period) and website and accounts available for inspection, by appointment and sent to PFK Littlejohn for the external audit.

b) **Finance Monitoring Reports** circulated.

c) **Receipts and Payments schedule** circulated for approval (initial version circulated/there may be further changes before the meeting)

Nb. If personal payments **need** to be discussed the Press and Public will need to be excluded

19. **Staffing Issues**

nb. If personal issues need to be discussed the Press and Public will need to be excluded.

a) **Dumpster** for Street Cleaners (site location and preparation required) - daily waste for collection on Fridays.  
A quote has been received from Colyn Properties for the concrete base.

b) **A draft employment contract** has been drawn up for the basis of further discussion with the street cleaners.  
Appraisals also to be carried out at the same time. (due to Clerk workload a meeting has yet to be arranged)

20. **Date of next meetings –**

Parish Council Meeting, Wednesday 11<sup>th</sup> July @ Cross Park Pavilion (6:30pm)

21. **Future agenda items**

*Chris Fribbins*, Clerk to the Council 7<sup>th</sup> June 2018