



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> APRIL 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 Len Lovatt

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

**1      1638      APOLOGIES FOR ABSENCE**

Apologies from Cllr Jon Cook – Unwell. Accepted.

**2      1639      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 eight.

**Audio Recording**

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

**3      1640      TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14<sup>th</sup> MARCH 2018**

Proposed as a true record by Vice Chair, Seconded Cllr Forrest. AGREED

**4      1641      MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**5      1642      TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

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

A resident was called to speak by the Chair and he raised a problem that he had identified with the exit door near to him, the shutter had not been raised. It then transpired that door had not been unlocked and that bird nesting material had got into the electric shutter mechanism and it would not raise to the full height and obstructed the exit door. The alternative hall exit door was checked and made sure it was clear. The Clerk reported that there did appear to be sufficient emergency exits for the size of the hall and attendance, on both sides and near the top and bottom. There was no objection and the meeting continued (the door was cleared after the meeting). The unlocking of the door and the raising of the shutters was noted as a serious problem and urgent action would be taken to limit or, if possible, prevent this from happening again.

Mr Harwood discussed the openness and transparency of the parish council – it was noted that that would be the next item on the Agenda for to discuss the public open

session which strictly was not part of the meeting. He later raised an issues with street cleaning

Mrs Skudder and a resident raised the issue of the previous month's co-option of a councillor being moved as confidential at the early part of the meeting and then, on the advice of the clerk, reversed and held in public. The resident maintained that the council could not reverse a decision made previously unless the Rescinding of Items process was followed. The clerk reported that the resolution to discuss the item as confidential was a procedural motion with the impact of moving the item to the end of the agenda for convenience as members of the public would be excluded. When the council moved to that item, they were advised by the Clerk that exclusion of press and public was not appropriate for the item and ALL councillors agreed to discuss in public.

Mrs Turner raised issues with the Phone Box (by the Post Office) being damaged again and the glass needing to be cleared up (this is regularly done by the street sweepers). This is the responsibility of Openreach and they would be chased for a longer term repair.

It had been reported that youths had been using the Football Arena at the Brimp, despite it being locked out of use. There had been some damage caused to one wall panel and several cable ties had been snapped by balls hitting the nets.

## **6 1643 THE FUTURE OF 'PUBLIC' SESSIONS**

The Monitoring Officer had suggested that parish councils review the open session (when members of the public can raise issues, ask questions and make statements and to consider these to be raised through parish councillors or in writing in advance of the meeting. The discussed the benefits that the session brought and it was moved Chair, seconded Vice Chair that the sessions continue – AGREED

## **7 1644 CLERK'S REPORT**

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

- a) Co-option of Len Lovatt – acceptance of co-option and DPI forms had been completed and signed by the Clerk.
- b) Tree Inspections –Cllr Bowley has produced an further update report (circulated) and is continuing to carry out the actions identified. He is contacting the tree surgeon about the Sycamore roots at the recreation ground for a quote.
- c) Annual Parish Meeting – arrangements in hand. (It was suggested that a £50 voucher be purchased as a gift to Mrs Davis who is retiring from chairing the Village Hall committee, after many years, and would be moving from the area.
- d) Request for use of the Recreation Ground (and/or Cross Park) for youth football games and training had been received from Woodpeckers FC. Facilities would be used by local children and local adult organisers. The parish council were very supportive and suggested a fee of £50 should be charged, but as a local team they could apply for a grant for that amount (this would mean any non-local use could be charged) Proposed on that basis by Cllr Forrest and seconded by Cllr Lovatt – AGREED.

## **8 1645 GRANT REQUESTS**

- a) There had been an approach from the Guides/and Rainbows about a grant towards running costs and the purchase of as flag, and the grant application form has now been received (£500). More information on their total request was still awaited as there is usually a request for the year's hall hire costs at this time of year – still awaited. The Village Hall had indicated that they were not willing to consider reduced of free hire for the Guide/Brownies/Rainbows and the parish council would need to consider that. It was noted that the Village Hall will receive an annual revenue grant of £2,500 per annum from the Parish Council.

## **9 1646 PLANNING**

- a) **Medway Local Plan (2012 – 2035)** – The next stage consultation Development Stage has now started and replies are required by mid-May. The Clerk outlined the Local Plan options (including the four housing development scenarios and would present more details at the Annual Parish Meeting.  
An open meeting had been held by Medway Councillors for parish councillors across Medway. (Cllr Forrest had asked for 750 introductory leaflets for delivery to homes in the parish). A meeting of parish council chairs had also been arranged by the local MP Kelly Tolhurst and attended by the Clerk. While recognising that each parish council would be submitting their own response to the Local Plan there was some suggestion that responses could be coordinated to protect the peninsula and encourage further development in areas such as Chatham Town Centre.

- b) **Allhallows Plans for Comment** – None

**10 1647 HIGHWAYS AND FOOTPATHS**

- a) Parking Restrictions – no further response from Medway Council or Cllr Filmer (*the officer responsible for this is due to leave Medway soon and there is no replacement currently*)
- b) Footpath Officers Report – There had been no written report, but use of the paths had been limited due to the wet conditions. The unsafe stile on the path from the Pilot to the Shore had been reported and had been fixed – a gap had been created in the adjacent fence for walker’s dogs. The longer term solution will be to replace the stiles with kissing gates and it is hoped funding for this might come from the English Coastal Path Project later in the year.
- c) There had been feedback from a local resident that she is no longer willing to be considered to take the role of Footpaths Officer at the May meeting. Cllr Bowley will consider taking this on.

**11 1648 CROSS PARK ISSUES**

- a) **Governance** – Awaiting feedback in the draft occupancy license. The clerk will arrange to discuss this with them.
- 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** Awaiting progress on the planning application (submitted, but still not yet registered) – (*it finally was registered 19/4/2018 – MC/18/0288*)
- d) **Temporary Changing Rooms** – The Chair to contact Filmer Contractors to provide a quote to bring the portable building up to standard to be used.
- e) **Pavilion** – Electrical issues –The trunking for the shutter wiring remains to be done but the electrical inspection has been carried out. He will be investigating further urgent safety issues.

**12 1649 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** – Now out of use, but it has been reported that some youths have broken in and used it. There have been three quotes for replacing the surface with astroturf, but additional cheaper quotes are awaited.
- b) **Hot Water Toilets/Kitchen**  
One heater installed in the kitchen. The electrician has provided suitable power socket for the installation of a heater (boys/girls). Auto-flush for the boy’s toilets and replacement of toilet seats is also recommended. The Chair is trying to identify alternative quotes for the water heater install and auto-flush (over £1,000).
- c) **Internal Decoration**  
Still underway, but almost complete internally. They are also prepared to decorate externally. Proposed Cllr Forrest, Seconded Vice Chair that approval to proceed

with external painting be approved and a budget of £500 be agreed for the cost of materials (paint), AGREED

- d) **Scouts Container** – This had now been emptied and removed from site. There is some residual rubbish that needs to be removed. The Chair will arrange this with Medway Clearance.

**13 1650 RECREATION GROUND**

The zip wire has been tightened and a safety inspection will be carried out to identify any further issues. A weight limit sign may be required.

A rocker in the toddler's area will have a further stopper fitted but will need to be glued (Chair).

**14 1651 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – No meeting, next scheduled is an open meeting on 17<sup>th</sup> April.  
 b) **KALC (Medway)** – next meeting to be scheduled.  
 c) **Medway Council Rural Liaison** – A special meeting was held for parish councillors re. the Local Plan. A meeting will be held in 24<sup>th</sup> April, followed by an open meeting for parish councillors.  
 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 (AGM scheduled 18<sup>th</sup> April).  
 f) **Cross Park Association** – New Zumba taking place Sunday mornings  
 g) **Friends of All Saint's Church** – Cllr C Cook reported that a Heritage Lottery Fund bid is being prepared for the church (which has not had any significant work for 100 years) and could provide community facilities. Social events, PACT open meeting and drama events scheduled.

**15 1652 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – The use of Mr P Johnson land for allotments is being considered.  
 b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.  
 c) **Bourne Leisure Liaison** (Chair) – There are some concerns with current relationships with Bourne Leisure.  
 d) **Allhallows Primary School Liaison** – Cllr C Cook waiting to arrange an appointment with the Head - now that Easter holidays are over, this will be arranged – the Head is covering both Allhallows and Stoke schools.

**16 1653 FINANCIAL**

- a) Monitoring reports produced on expenditure to date/bank reconciliation etc. noted  
 b) A meeting of the Finance Committee will be held 3<sup>rd</sup> May at 12:30pm at Cross Park Pavilion to review the end of year finances/draft Annual Report  
 c) Receipts February

Bank Transfer from Base Rate Tracker	£1,000.00
Youth Club Subs/Tuck	£158.59
Cross Park Hire	£122.19
Bank Interest	£37.81
(VAT Refund 1/1/18-28/2/18)	£2,340.95)

- d) 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	180401

C Fribbins Ideal 365 Black Sacks	180401b	101.96	25.49
Kathy Colyer Salary/less PAYE and pension	180402		
John Price Salary/less PAYE	180403		
Mick Smith 9 hours	180404		
Denise Claughton CP Cleaning	180405		
Zoe McCall Youth Club 11.5 hours	180406		
HMRC PAYE	180407	199.16	
NEST Employee/Employer Pension	180408	27.07	
Gavin Jones/Turfsoil Countryside Maint	180409	1,902.00	317.09
EDF Energy Brimp Energy (Direct Debit)	180411	1.00	0.05
TJF Property Active Cemetery Grass Cut	180411	105.00	
TJF Property Active Cemetery Grass Cut	180412	105.00	
Rialtus Business Solutions	180413	142.80	23.80
Brimp Business Rates	180414	456.00	
Cross Park Business Rates	180415	1,920.00	
SCOTRAR Water Heater Fit	180416	438.00	73.00
K Draper Crown Paints	180417	125.94	20.99
Kent Wildlife Trust Subs	180418	75.00	
BTD Electrical Brimp Road Lights/Socket	180419	188.00	
Colyn Property Village Hall Grass	180420	60.00	
Colyn Property Zip wire adjust	180421	50.00	
KALC Annual Audit Course	180422	36.00	6.00
Transfer to Base Rate Tracker		40,000.00	

17 1654

**STAFFING ISSUES****a) Dumpster**

Contact had been made with Veolia Environment Services (Medway Rubbish Collection) via Cllr Filmer. A site at the end of Shellduck at the junction with Avery Way had been identified and permission agreed by Medway Council (the owners of the site, although maintained by the parish council via the Countryside Maintenance contract. There would need to be a concrete base and the lockable dumpster could be purchased from Veolia or other supplier.

The final, detailed, siting had not been agreed or a quote for the base and path to the footpath received. The Chair had spoken to John Price and it was felt that two dumpsters may be required for a week's waste and it might be preferable to screen the dumpsters and possibly lock them in place. They may need to be fireproof. Proposals to be discussed further.

The exclusion of Press and Public to discuss personnel issues – Moved Chair, Seconded Vice Chair - Agreed

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

The draft contract had been circulated and it was proposed to discuss this along with yearly appraisals in April (*with end of year activities this has been postponed to May*) Suggested changes from the March meeting have been added.

**c) Salary Review 2018**

A draft recommendation of 2% had been reported by the National Joint Committee, but final agreement has not yet been agreed. A further report will be circulated with impacts if there is any further change.

Chris Fribbins (Clerk) National Joint Committee Recommendation 2% Proposed Cllr K Draper, Seconded Cllr Forrest - Agreed

Street Cleaners John Price, Kathy Colyer, Mick Smith National Joint Committee Recommendation 2% Proposed Cllr Forrest, Seconded Cllr Lovatt – Agreed one against

Zoe McCall – Proposed Cllr Forrest, Seconded C Cook no increase Agreed.

Denise Claughton – National Living Wage – increase from £7.50 to £7.82 Proposed Vice Chair, Seconded Cllr C Cook that this be noted - Agreed.

18 1655

**DATE AND TIME OF NEXT MEETINGS**

The next meeting will be Wednesday 9<sup>th</sup> May 2018 at the Cross Park Pavilion, Avery Way, Allhallows, following the Annual Meeting at 6:30pm.

**19 1656 FUTURE AGENDA ITEMS - None**

At 10:10 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, <b>Meeting for next steps required.</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 and in use – water and electricity to be <i>connected</i> .-no progress. <b>Quote to be sought for work to bring it into use.</b>	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. <b>Officer responsible is now leaving the authority.</b>	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
<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. <b>Clerk/Cllr Bowley to follow up with tree surgeon</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>Clerk following up with Street Cleaners</b>