



**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 11th NOVEMBER 2020**

**ONLINE on (ZOOM) 18:30**

**PRESENT:** Cllr Chris Draper Chairman  
 Cllr Yvonne Forrest Vice-Chair  
 Cllr Karen Draper  
 Cllr Yvonne Forrest  
 Cllr Sue Morrice  
 Cllr Trevor Bowley  
 Cllr Len Lovatt  
 Cllr Dave Wiggins  
 Mr Chris Fribbins Parish Clerk

Apologies:  
 In attendance 2

- 387 1 **APOLOGIES FOR ABSENCE**  
None
- 388 2 **DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**  
**Declarations of Interest - None**  
**Audio Recording -** Cllr Karen Draper, Cllr Morrice for Personal Use
- 389 3 **TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14<sup>th</sup> OCTOBER** Proposed as a correct record by Cllr Mrs Draper, Seconded Cllr Morrice.  
**AGREED.**
- 390 4 **MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA) - None**
- 391 5 **TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**  
See updates in appendix.  
  
**SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker): None.**
- 392 6 **RESIGNATION/CO-OPTION OF PARISH COUNCILLOR TO FILL THER VACANCY**
  - a) The resignation of Pat Huntley-Chipper was noted, Medway Council Electoral Services were informed, and the vacancy had been advertised for the statutory period – there had been no calls for an election and the parish were able to co-opt.
  - b) Co-option – there had been two applications for consideration Rachelle Freeguard MBE and Jeffrey Payne. Both joined the meeting individually for a brief interview. The meeting agreed to proceed to co-option and Rachelle Freeguard was appointed to the vacancy – Proposed Cllr Mrs Draper, Seconded Cllr Forrest – AGREED. Rachelle Freeguard joined the rest of the meeting as a councillor.  
Jeffrey Payne was thanked for his interest in the vacancy and that his details would be kept in case of further vacancies occurring.
- 393 7 **CLERK’S REPORT**
  - a) Any Other Items not on Agenda - None
- 394 8 **COVID-19 – Coming out of Lockdown UPDATE**

Use of Cross Park and the Brimp remains restricted. The Playground has not been affected by the 2<sup>nd</sup> Lockdown.

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## 9 BRIMP DEVELOPMENTS

a) **Extension of Brick Store** – Medway Planning had been approached by the Clerk to get an initial view of the proposal to insure there were no listed building issues. They advise that a planning application will be required. The Clerk now suggested that quotes for the work be sought and then the council can decide if it wishes to proceed with the extension, at which time a planning application can be submitted and if granted, work can proceed. Proposed Cllr Mrs Draper, Seconded Cllr Lovatt that the Brick Store work be advertised to obtain quotes for the work and the parish council to review – AGREED.

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## 10 GRANT REQUESTS

b) A quote for floodlighting of the new grassed area to be sought.

Cllr Freeguard declared an interest in this item as a member of the Fete Committee and took no part in the discussion or voting thereon.

The Allhallows Fete Committee requested a grant of £100 towards the cost of running a special COVID19 compliant Christmas Draw (the Clerk had advised them that the parish council could not grant money for prizes). Proposed Cllr Forrest, Seconded Cllr Wiggins that a grant of £100 be made towards the Admin costs of Christmas Draw. AGREED

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## 11 INTERNET/BROADBAND ACCESS AT CROSS PARK/THE BRIMP

Openreach visits to the Cross Park Pavilion and the Brimp had indicated the need to telegraph polls to be installed to reach the buildings and these costs would need to be agreed before they can be carried out (Cross Park c. £2,300). The Chair is following up to see if any reduction is available for a charity/youth organisation.

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## 12 PLANNING

### a) Allhallows Planning Applications (Responses Noted)

**MC/20/2568 Plotters Brick House Farm, Cuckolds Green Road, Lower Stoke, Rochester, Medway ME3 8RP**

Objections of a porch in north west elevation with associated external alterations. **No Objection raised.**

**MC/20/2438 Land Rear of British Pilot Hotel, Avery Way, Allhallows, Rochester, Kent, ME39QW**

Variation of condition 2 (approved plans) on planning permission MC/19/0007 to allow for a minor amendment for changes to internal wall layouts; materials revised from zinc cladding to facing brickwork; roof pitch revised to create a central ridge at same height as original and roof materials change to roof tiles. **No Objection raised**

**Noted**

**Medway Local Plan** – No update

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## 13 HIGHWAYS AND FOOTPATHS

a) **Parking Restrictions** – No update on Bourne Leisure external parking issues. The Post Office owner has reported on the problems he was having with access to his shop from customers and for deliveries. The Chair continues to raise these issues with the Medway Council Highways Portfolio Holder, local ward Cllr Filmer.

b) **Footpath Officers Report** – Cllr Bowley reported on his continuing clearance works in Cross Park, Recreation Ground, Shellduck Woods, Avery Way Wood (Path) and footpaths. Problems with horses accessing Cross Park and the Recreation Ground are continuing. Two further signs have been provided by the Clerk (under delegated powers) and further constrictions at the informal entrance by the Avery Way garages and into the Golf Course land are planned.

c) **Verbal contributions** – Cllr Bowley had provided a detailed report that had been circulated. There was report that 17 St Georges had created car parking space in their front garden, but the only access was across the amenity grass area with slabs so causing damage – Clerk to report to Medway Council.

d) **A site meeting with the Chair and Medway Cllr Filmer** is being organised to examine damage to local roads.

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## 14 CROSS PARK ISSUES

- a) **Governance Issues** – A meeting of prospective trustees has been held and notice of their appointment sent to Charity Commission. Some treasurer information had been retrieved from former trustees, including a sum of cash. In the interim the Clerk has also been appointed as a Trustee and is working on updating access to the bank account and updating the Charity Commission details for the charity. (Current bank signatories include Mr David Bennett, Avery Way, although not appointed/recorded as a Trustee and Mr Michael Huntley-Chipper (although he had been in hospital recently. Access to previous banks statements is required.
- b) **Expansion of Facilities** – Progress being monitored.
- c) **Building/Land Issues** - Cllr Bowley’s monthly report was circulated. The Clerk has received communication from a local resident concerning his view that some Cross Park Land had been taken over by the Chair. The Clerk had replied regarding the status of these environmental works and that they remained part of the public space within Cross Park. It was suggested that a new management plan from Kent Wildlife Trust could be considered.
- d) **Electrical Inspection** – Inspection complete, but it was nit possible to fully complete as the supply is via Kingsmead/Allhallows Park. A dedicated supply is recommended that this be followed up as part of the building extension. Issues with the electrical extension to the temporary changing rooms were also raised, although this would not be required when the extension was built (and included permanent changing rooms).
- e) **Planning Status of Cross Park** – The Medway Planning Manager had forwarded the request for info to the Local Plan team. Awaiting a response.

401 15 **YOUTH CLUB/YOUTH**

- a) **Youth Club –Future Planning** – Shut down due to lockdown. A session to clean up the Youth Centre had been carried out, further work to be done (COVID-19 restrictions still in force). The grass had been cut by the Chair. Some adults are meeting at the Brimp on a regular basis to clean/tidy and re-organise the rooms.

402 16 **THE BRIMP ISSUES**

- a) **Electrical Inspection** – The replacement of the consumer unit had been carried out (it had been damaged by previous works).

403 17 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **ALLHALLOWS PACT** – Cllr Morrice – No meetings.
- b) **KALC (Medway)** – Cllr Morrice – was unable to attend the ZOOM meeting. An additional rep. was now required - Cllr
- c) **Medway Council Rural Liaison** – Cllr Mrs K Draper – No meetings, although a ZOOM or TEAMS meeting is being arranged.
- d) **Village Hall** – Cllr Lovatt – None Their AGM had been cancelled due to COVID19 restrictions.
- e) **Cross Park – vacancy** – Reported previously.
- f) **Village Fete** – Cllr Forrest – The committee had been contacted by phone and agreed to hold a Christmas Draw to raise funds and keep up contact with local residents. Their request for funds for the running costs had been agreed earlier.
- g) **Friends of All Saint’s Church** – Cllr Forrest – A Poppy Wreath had been laid at the church on remembrance Sunday (no organised event possible due to COVID19)

404 18 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – Nothing to report. Water bills will be changing from 6-monthly to 3-monthly.

- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) Remedial work carried out. A quote has been requested by the firm that provided the best quote for similar work at Cliffe Recreation Park.
- c) **Bourne Leisure Liaison** (Cllr C Draper) – Chair had met with the site manager to discuss various issues.
- d) **Allhallows Primary School Liaison** (Chair) – Meeting with new Head to be arranged. It was noted that Cllr Freeguard was chair of the PTA and may be able to help with liaison.
- e) **Turners Group** – As reported Turners have indicated that they will be progressing their plans now that Covid-19 restrictions are being eased.

405 19 **SHELLDUCK LAND UPDATE**

- a) Awaiting quote from Colyn Properties for gate to area for dumpster. Medway Council have requested a plan for the site proposed so they can consider permissions required – Clerk.

406 20 **FINANCIAL**

- a) Finance Monitoring Reports (to 31 October) Financial reports were circulated, all agreed to note.  
Receipts October/November Noted.
- b) With the resignation of Cllr Huntley-Chipper a further cheque signatory is required – AGREED to add Cllr Wiggins as an additional signatory/online bank approver.
- c) Budget Strategy  
The Clerk to provide basis figures for the December meeting and a special ZOOM meeting will be organised to go through the figures.
- d) **To make payments for November Proposed – Cllr Forrest, seconded – Cllr Wiggins that the payments as listed be paid. – ALL AGREED** (the payments list will be signed by the proposer and seconder later)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution	201101		
John Price Salary/less PAYE	201102		
Mick Smith Salary/less PAYE	201103		
HMRC PAYE	201105	352.17	
NEST Employee/Employer Pension	201106	66.62	
EDF Energy Brimp Electricity DD	201107	102.00	4.86
M&L Contracting Countryside Contract	1,591.66		
M&L Contracting Cross Park	316.66		
M&L Total payment	201108	2,289.98	381.66
TJF Prop Servs Active Cemetery C113	201109	160.00	
TJF Prop Servs Active Cemetery C114	201110	160.00	
Colyn Prop Servs Allhallows VH Grass 3092	201111	60.00	
The Sign Studio No Horse Signs	201112	60.00	
Medway Skips Skip for Brimp	201113	240.00	40.00
BTD Electrical Brimp Electric Repairs	201114	587.00	
<b>Paid previously, to note</b>			

407 21 **STAFFING ISSUES**

The exclusion of press and public to discuss personal staff issues was moved by the Chair and seconded by Cllr Mrs Draper – **ALL AGREED**

- a) The issue of business use of cars by street cleaners was raised. It was a requirement that car insurance should reflect this. Cllr Forrest would follow-up. Any additional premiums would be re-imbursed by the parish council.
- b) St George's Alleyways to be check for excess weed growth.
- c) The Allhallows Volunteers had carried on clearing areas of fly-tipping and rubbish dumping (out of car windows etc.) They were going into ditches etc. that our street

cleaners would not be allowed to (health and safety), they had collected large amounts on some clean-ups. The Street Cleaners work was still appreciated, and no issues raised.

**408 22 DATE AND TIME OF NEXT MEETING**

The next meeting will be Wednesday 9<sup>th</sup> December 2020 at 6:30pm online using ZOOM (Meeting Number and Meeting Password will be supplied, further detailed joining instructions available from the Clerk up to 5pm on the day of the meeting)

**409 23 FUTURE AGENDA ITEMS – None**

At 21:45 The Chair 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>
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 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. Permission for 81 chalets now agreed, <b>awaiting update on development from Turner Group</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. 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. Planning application refused. Now re- submitted but refused again. <b>Appealed – Refused on Appeal, alternative provision on the site was being investigated.</b>	<b>Clerk</b>