



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th SEPTEMBER 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 Len Lovatt

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

- 1 1759 **APOLOGIES FOR ABSENCE**
Cllr Carol Cook (Work) - Accepted
- 2 1760 **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 voting regarding the site.
Audio Recording
Cllr K Draper, reported that she was making audio recordings of the meeting for her personal use.
- 3 1761 **TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 8th AUGUST 2018**
Cllr C Cook had emailed to suggest a work change to item 1743 b) – meeting agreed to amend.
- 4 1762 **Proposed as amended by Cllr Huntley-Chipper, Seconded Cllr Forrest. AGREED MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**
None
- 5 1763 **TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**
See updates in appendix.
- SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)**
Two residents reported on their pleasure in the improvements to the weed clearance in the street gutters in their area. There was some concern about the amenity land at the Shellduck/Avery Way junction.
- 6 1764 **CLERK'S REPORT**
a) A letter of resignation has been received from Cllr J Cook (9/9/18). This has been notified to Medway Council (Electoral Services) and the process for advertising the vacancy for a councillor has been advertised on the parish website and the notice boards. He has been removed from the Clerk's email distribution lists, but other councillors will need to check theirs.
- 7 1765 **CENTENARY OF END OF WW1**
Cllr Forrest has met with Steve Proud to discuss the arrangements for 11/11/18. There was a suggestion that large poppies could be displayed on street lamp posts in the

village – proposals to be met from existing budget provision. There was still a problem identifying a bugler. A photographer for the day's events was being sought.

8 1766 **GRANT REQUESTS**

The Allhallows Guides/Brownies/Rainbows had submitted a application for £600 to fund resources and support for trips. There was a concern that there had been significant support already in the current year – direct funding and support in kind in the free use of the Brimp for their Monday sessions.

Proposed Cllr Forrest, Seconded Cllr K Draper that the request be deferred for further discussion with them - AGREED

9 1768 **PLANNING**

a) **Medway Local Plan (2012 – 2035)** – The Clerk had attended meetings regarding the Local Plan and the next formal stage will be consultation on a Draft Plan in December 2018. An application for 'Infrastructure Funding' had passed stage 1 and more details are required for the next stage. The main funding is for Road, Rail and Community Infrastructure.

b) **Allhallows Plans for Comment –**

MC/18/2333 Slough Fort The Brimp Allhallows ME3 9QF

Advertisement consent for installation of a non-illuminated free standing sign. (located by the entrance to the Haven Holiday Park/Brimp Road). The Clerk had approached the Slough Fort Preservation Society for the inclusion of the sign to include a pointer to the Youth Centre and that will be considered later when planning is approved. No Objection - AGREED

MC/18/2485 Slough Fort Avery Way, Allhallows ME3 9QL

Listed Building Consent for the reinstatement of concrete pillars, the partial removal of pump house wall to create viewing area, to repair and reinstate chimney stacks on flat roof, replacement of edge tiles, repairs to brickwork of WW 12 Pdr QP gun position, the replacement of timber lathes and re-plastering of main blocks and replacement of windows and interior doors to main fort. No Objection - AGREED

MC/18/0288 81 Additional Chalets at Allhallows Park (Kingsmead) and s106

towards extending Parish Council Community Facilities. There had been confirmation that the application was still proceeding and the officer's report is about to be submitted to the planning committee. The officer had recommended a meeting between Turner's Group and the parish council to confirm the details of the s106 proposal for community facilities at Cross Park and their timing.

11 1769 **HIGHWAYS AND FOOTPATHS**

a) Parking Restrictions – Being followed up with the Medway Council Cabinet Member, although only the enforcement of current restrictions is in hand. The map of parking restrictions (yellow lines) has been re-submitted to Medway Council. There had been no further responses from Medway Council – to be followed up with Medway ward councillor/cabinet member responsible – Cllr Filmer.

b) Footpath Officers Report – Cllr Bowley has continues carrying out checks. There was a reminder of the meeting to discuss Medway Council's Rights of Way Improvement Plan was schedules on 26th September at Stoke Village Hall. He reported 'building materials/excavations alongside RS9 following sea wall works and he has reported this to Medway Council.

c) Verbal reports from Councillors - none.

12 1770 **CROSS PARK ISSUES**

a) **Governance** – Matters have been cleared up/accepted and the license has been signed w.e.f. 1st September 2018. Responsibilities had been discussed/clarified and a financial settlement for the current year will be reported to the October meeting for approval. In order to continue the parish council's insurance cover it was necessary to notify the insurance company in the same way as Allhallows Village Hall regarding the forwarding of any relevant claim amounts to the Cross Park Association. **Proposed Chair, Seconded Cllr Forrest that the council agree to pass any relevant claims to the Cross Park Association (i.e. Loss of**

Earnings) and that the insurance company are notified of the new tenant (building issues remain the responsibility of the parish council). AGREED

b) Building/Land Issues

Report from Cllr Bowley circulated. There had been concern about the grass cutting by Turfsoil/Gavin Jones, but it had now been done.

a. (Turner's Proposes s106 Agreement) Permissive

Path/Sport/Community Facilities – Further discussion required if planning application approved. Awaiting the planning decision – a meeting with Turners Group has been recommended by Medway Planning to confirm details and timescales of the s106 agreement.

b. Temporary Changing Rooms. Progress of the provision of changing rooms has now progressed and connection to the Pavilion electricity was planned. There are no current plans for water waste (that will be cleared manually for now). There are no toilet facilities in the building and the Pavilion will be used.

c. Pavilion – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. Some issues with the shutters opening and closing was resolved locally at no charge. There had also been some internal electrical trips following investigation regarding the electricity supply for the changing rooms. It was suggested that a PAT testing kit be purchased for use in the parish council properties.

Following signing of the license agreement responsibility for cleaning would move to the CPA and would no longer be provided by the parish council –

Proposed that the statutory notice and redundancy pay be notified to the Cross Park cleaner. Proposed Cllr K Draper, Seconded Cllr Forrest AGREED.

13 1771 YOUTH CLUB/YOUTH

a) Youth Club – The youth club had reopened after the summer break and initial attendance was poor. There had been no attendance at the older session. The parish council's youth worker had been present at the Allhallows Recreation Ground summer activities (subsidised by the parish council).

There is still an outstanding need for a Youth Committee meeting joint with volunteers to agree the way forward, with the possibility of an Open Day.

Peter Apostel had indicated an interest of helping out at the youth club and Medway Youth have extended support to the end of September.

b) Guides/Brownies/Rainbows – The cooker has now been installed.

14 1772 THE BRIMP ISSUES

c) Football Arena – Arrangements for the removal of the arena are underway. The Medway Youth Offending Team have been approached. Initially the site will be levelled until funds can be found for an alternative provision.

d) Road and Lighting

Following the meeting with the Church Commissioner's agent regarding the road, there has still been no response and it is a safety issue for both Slough Fort and the Youth Centre now that the nights are becoming longer. It is also a discouragement to volunteers, youth and their parents.

e) Brimp Clean-up

The clean-up is now complete and the deep clean of the main building complete. Almost all of contents of the brick building had also been cleared.

Cllr C Cook had asked for discussion about the clearance of the brick building and in particular the disposal of the Punch and Judy booth that was owned by the

Allhallows Fete. Although she was not present the item was discussed as there had also been representations from the Allhallows Fete Committee regarding this. The Chair outlined the continued support for the Fete and an offer to consider any requests they have. He reported that the booth had been damaged by water ingress in the brick shed (now resolved by roof repairs) and there had been mould and other damage so it was cleared as part of the clearance. The initial assessment of the Fete committee is that the cost of replacement could be around £600. **The Chair had indicated that wood and fabric could be provided to build a new booth or consideration of an alternative provision could be discussed – suggested that the Fete Committee consider the options and submit a grant application form with details of their preferences.**

f) Additional Usage

The Chair reported that following the completion of works arrangements to host a PACT visit and/or arrange an open day can be agreed via the Clerk, although the use of the building was as a Youth Centre. **The status of Youth Centre was confirmed by resolution Proposed Cllr Forrest, Seconded Chair that the status of the Brimp as a Youth Centre be confirmed and that other meetings would not be considered currently. Access for visiting the centre could be arranged via the Clerk - AGREED**

15 1773 RECREATION GROUND

Playground equipment repairs highlighted in the Annual Inspection had now been completed by Colyn Properties.

Cllr Forrest reported that a metal lining of a rubbish bin had been bent by vandals. As this is soft metal it could be straightened, otherwise it will need to be replaced.

16 1774 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) **PACT** – Cllr Forrest will circulate a summary report, next meeting 2nd October.
- b) **KALC (Medway)** – No meeting.
- c) **Medway Council Rural Liaison** – September meeting minutes to be circulated.
- d) **Police Liaison** – There is still a poor response and communication with the local police services.
- e) **Village Hall** – There have been some concerns regarding the flooring of the hall. Events are being scheduled to raise funds – Elvis and Halloween.
- f) **Friends of All Saint’s Church** – Cllr C Cook not present to report but plans for the End of WW1 Centenary are continuing to progress. Further Applause events are scheduled.

17 1775 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) **Allotments (Cllr Forrest)** – No issues.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.
- c) **Bourne Leisure Liaison** (Cllr C Draper) – following the resignation of Cllr J Cook, Cllr C Draper will take over the role and seek meetings.
- d) **Allhallows Primary School Liaison** (Cllr C Cook) – no report. Arrangements to follow-up on the liaison are needed.

18 1776 FINANCIAL

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

a) Finance Monitoring Reports – Circulated and noted

b) Receipts August

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| Cross Park Hire | £94.00 |
| Youth Club Tuck/Subs | £19.45 |
| NORSE Greenspace Contract | £21,427.83 – Outstanding, being chased. |

- c) To make September payments Proposed – Cllr Forrest, seconded – Cllr Draper that the payments as listed be paid. – ALL AGREED (the payments list was signed by the proposer and seconder)

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| C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution | 180901 | | |
| Kathy Colyer Salary/less PAYE and pension | 180902 | | |
| John Price Salary/less PAYE | 180903 | | |
| Mick Smith Bank Holiday 3 hours | 180904 | | |
| Denise Claughton CP Cleaning | 180905 | | |
| Zoe McCall Youth Club 19.75 hours | 180906 | | |
| HMRC PAYE | 180907 | 211.41 | |
| NEST Employee/Employer Pension | 180908 | 71.53 | |
| EDF Energy Brimp Electricity DD | 180909 | 84.00 | 4.00 |
| M&L Contracting Countryside Contract | 180910 | 1,878.00 | 313.00 |
| Colyn Prop Servs VH LM | 180911 | 60.00 | |
| Colyn Prop Servs VM LM | 180912 | 60.00 | |
| Colyn Prop Servs Playground Maint | 180913 | 190.85 | |
| TJF Prop Maint Active Cemetery | 180914 | 105.00 | |
| TJF Prop Maint Active Cemetery | 180915 | 105.00 | |
| British Gas Cross Park Energy | 180918 | 82.86 | 3.95 |
| BTD Electrical Cooker Fit/Light Check | 180919 | 208.80 | |
| Kent County Supplies Paper 2 reams | 180920 | 25.92 | 3.32 |
| Kent County Supplies Accident Book x 2 | 180921 | 6.36 | 1.06 |
| NORSE – Street Cleaner Cover | 180922 | 486.00 | 81.00* |

- Subject to invoice query

- 19 1777 **STAFFING ISSUES**
- a) **Street Cleaner Cover**
Medway NORSE provided cover for K Colyer's holiday but were unable to provide cover for J Price's cover so an additional hour will worked by K Colyer to provide limited priority cover.
- b) **Dumpster**
Draft drawings were to be provided by Cllr J Cook for discussion with Medway Planning to determine planning requirements. Alternative supply will now be needed.
- c) **Street Cleaner – Employment Contract Review**
J Price and M Smith had signed and returned the amended contract, but K Colyer delayed due to holiday. New timesheets prepared and delivered (along with an accident book – JP/KC).
- 20 1778 **DATE AND TIME OF NEXT MEETINGS**
The next meeting will be Wednesday 10th October 2018 at the Cross Park Pavilion, Avery Way, Allhallows.
- 21 1779 **FUTURE AGENDA ITEMS - None**
At 9:40 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 |
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| 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, License agreed – confirmed by the parish council and now needs to be signed by both parties (wef 1/8/18). Signed (wef 1/9/19) | Clerk/Vice Chair/CPA/KD |
| 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</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. | Vice Chair Clerk/JC |
| 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 | Clerk/Chair |

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| | | (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. | |
| JULY 17 C2017/1458 | Allhallows School Parking | To discuss parking suggestions with Medway Council | Chair |
| 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 | Chair/Clerk |
| 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. Medway Planning need further detail so a meeting with Turner's is required | Clerk following up with Street Cleaners Chair/JC |
| JULY 18 C2018/1794 | Village Hall Shed | Plastic Caretaker's store. Agreed to remove (and store current equipment temporarily). Moved to the Brimp. | Clerk |
| AUGUST 18 C2018/1749c | Cross Park Electricals | An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. | Clerk |
| AUGUST 18 C2018/1751c | Brimp Football Arena | To be removed. There has been an initial approach to the Youth Offending Team and they have started the removal. | Clerk/Chair |
| AUGUST 18 C2018/1751d | Brimp Roadside Lighting | The road lights side lights are now repaired, and they have now been installed on a timer – a light detector is suggested so that they only come on in the dark (and then switch off on the timer) – still outstanding.. | Clerk |
| AUGUST 18 C2018/1751d | Brimp Road | 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 | Clerk/Church Commissioner's Agent |

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| | | <p>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 and there still has been no further response</p> | |
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