



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th JULY 2017 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm

PRESENT:	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Sandra Bennett	
	Cllr John Luck	
	Cllr Yvonne Forrest	
	Mr Chris Fribbins	Parish Clerk
In attendance	4 members of the public	

1 1445 APOLOGIES FOR ABSENCE

Cllr Creswell (work), Cllr Karen Draper (family), Cllr Dave Bennett (work) ACCEPTED

2 1446 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

The Vice-Chair and Cllr Mrs Bennett declared an interest in items regarding Cross Park and did not take part in discussions or votes thereon. Cllr Luck as the council's representative on the Cross Park committee is entitled to take part in discussions and votes.

3 1447 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14th JUNE 2017

Proposed as a true record by Cllr J Luck, Seconded Cllr P Huntley-Chipper. **ALL AGREED**

4 1448 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1449 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mick Smith raised the issue of food waste being left in black sacks and being ripped open by animals. He suggested further publicity for food waste being put in Brown Bins instead – a future Village Voices article could cover this.

Members of the Allhallows Village Hall Committee mentioned issues with the entrance gate (now fixed), business rates (now that Medway Council had withdrawn the 20% discretionary relief) and concern about broken branches on trees.

6 1450 CLERK'S REPORT

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

- a) Anti-Social Behaviour issues – the letter was sent to local Medway Councillors, leaders of the Political Groups on the council, the Police Commissioner, Chief Inspector and MP as these problems demonstrated issues with policy and operation. Replies had been received from Kelly Tolhurst MP, Matthew Scott (Police Crime and Crime Commission – Kent) and indirectly from Cllr. Freshwater. Responses to be circulated to all (Clerk).

A local PACT group (Partners and Community Together) group is being established by some local residents and they have excluded the parish council to date. Their meetings have been arranged to clash with parish council meetings (despite three or four other Wednesdays in the month!). This has diverted the police, the MP's staff member and others away from this parish council meeting – the Clerk will inform them of the situation.

- b) Parish Council Logo – now adopted and in use on correspondence, the web site and on notice boards.
- c) Tree Inspections – It appears that the previous parish council commissioned tree inspections on a regular basis, but this had not been continued. Some of these trees are not on parish council property and owned by others. Names of potential inspectors should be passed to the Clerk.

7 1451 ANNUAL REPORT

Annual report response from the external auditor is now awaited. There have been no requests to see the accounts (and they are on the parish website). Response expected in August.

Review of committee membership – following the internal audit suggestion that membership of the Finance and General Purposes Committee and the Personnel Advisory committee should not be ‘all members’, their membership was reviewed: Finance & GP – Cllrs K Draper, Y Forrest, P Huntley-Chipper, C Draper (Chair K Draper) Personnel Advisory – Cllrs C Draper, D Bennett, Y Forrest, K Draper (Chair C Draper) Proposed Chair, Seconded Cllr S Bennett – all agreed.

Both committees to meet on Monday 31/7 at 15:00 at the Cross Park Pavilion (Personnel followed by F&GP).

8 1452 GRANT REQUESTS

- a) Allhallows Village Hall Committee have requested help with the increase in the business rates (now that Medway Council have withdrawn the discretionary 20%) - £384. There had not been a request form submitted and it is also linked to possible funding for village halls to be discussed later on the Agenda – to be reviewed later.

9 1453 PLANNING

a) **Medway Local Plan (2012 – 2035)** – Continuing to monitor. I

b) **Allhallows Plans for Comment**
None

10 1454 HIGHWAYS AND FOOTPATHS

- a) The Medway Officer responsible for parking restrictions has been off on long term sickness and has now returned to duties and will now be following up.
- b) Footpath Officers Report – Nothing to report.
- c) Verbal Reports – there was concern about the state of the highway verges (highlighted by work carried out by Medway Norse in neighbouring parishes). Turfsoil to be reminded about the request to inform the parish when work is carried out and to report the concerns (Clerk)

11 1455 CROSS PARK – GOVERNANCE AND LAND MANAGEMENT ISSUES

- a) Governance – Following the suggestions made at the June meeting, the Clerk reported on the income and expenditure for 2016/17 that had been dealt with by the parish council. The Clerk also reported that a full year revenue support of £2,500 per full year could be budgeted and paid to the Cross Park Association and the Allhallows Village Hall. It was agreed to refer this to the Finance and General Purposes Committee (31/7) for further discussion and to make a recommendation to the August Parish Council Meeting.
- a) Building/Land Issues
 - i. Permissive Path – awaiting further details from Turners Park Group (who in turn are waiting for feedback from Medway Council Planning).
 - ii. Country Park – Awaiting feedback from HLF on the lottery bid.
Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report.
 - iii. Temporary Changing Rooms – work is now planned by the football club and they are due to start w/e 15-16/7
 - iv. Pavilion

The contractor has now ordered the parts for fitting the motor to the main entrance and will arrange to fit when they arrive (*28/7 now arranged*).

- v. The annual renewal of the Boiler Maintenance Contract (CarePlan) from British Gas had been received (£447.73) – Continuing to identify an alternate contract. The Village Hall had reported that their maintenance was carried out by a local resident in Stoke Road.
- vi. The CCTV recorder will need to be replaced (Clerk to arrange)

12 1456 YOUTH CLUB/BRIMP REPORT

More adult help has helped, but more is required to extend the facilities and sessions that could be provided.

Football Arena – John Price had been carrying out some repairs to the netting (with some help from Mick Smith and the Clerk). The parts for repair had been ordered, but there are ongoing problems with getting responses from the supplier. Parts that had been shipped were wrong and a courier has been arranged to collect them.

On Friday 23rd June there had been major vandalism of the football arena and it had been caught on CCTV. The crime has been reported (XY/30770/17) and the police are investigating. A number of the youths involved have been identified. One upright (half length plastic post) had been broken and four others damaged by being bent. Several aluminium strips that held the panels together were now close to snapping. Both retaining welds on one of the goals has also been broken. The football arena is now locked out of use until repairs can be carried out.

Repair to the Brimp Road was being chased by the Chair, in discussion with Slough Fort.

Road Lighting on the Brimp – two lights are not functioning and two have broken glass (one still working).

Clerk to follow up basic repairs, but longer term replacement options to be considered.

Quotes for maintaining the grassed areas still to be sought (Clerk).

HD cameras to be considered at specific points to improve monitoring and identification.

13 1457 RECREATION GROUND

- a) Anti-social behaviour has been prevalent around the bench at the north-west corner and a quote from Colyn Property Services had been accepted at the June meeting to move the bench. The Chair will mark the position for the bench to move to.
- b) Play Equipment – parts had arrived from the supplier and will be fitted by Colyn Property Services (*since completed before the school holidays*).

14 1458 ALLHALLOWS SCHOOL PARKING

The Chair has suggested additional/off road parking on the landscaped areas by Shellduck Close and the woodland opposite the school. Neither of these are in the ownership of the parish council and the owners would need to be identified and contacted. Possible introduction of traffic lights for speeding and a zebra crossing could be included. Clerk to contact Medway Council to discuss.

15 1459 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Reports of Anti-Social Behaviour reported in various parish areas.
- b) Medway Council Rural Liaison – Next meeting 18/7 (Cllr K Draper unable to attend, no others available to substitute, the Clerk will see if he can attend).
- c) Police Liaison – Cllr Luck reported that the 11/7 meeting had discussed issues in Allhallows again. Locally the PCSO had to be available for calls across Medway, reducing the cover in the peninsula, this would mean a worse service from

September.

- d) Village Hall – Cllr Forrest reported on further discussions about replacing the kitchen, concerns about the new flooring. The next meeting is 2/8.
- e) Cross Park Association – Issues discussed earlier in the agenda. Meeting to discuss further governance proposals etc. to be arranged.
- f) Friends of All Saint’s Church – meeting to be held 24/7.

16 1460 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – Colyn Property Services had identified further problems and issues with installing the footpath (grant funded) and that the cost might increase. Cllr Forrest and the Allotments Society to continue to liaise. It was suggested that further funds may not be available from the parish council. As the allotments are adjacent to an electrical power station, there was a concern about mains cables on the site.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing.
- c) Bourne Leisure Liaison (Chair)–The Chair continuing to liaise with them.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – Nothing to report.

17 1461 MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY

Follow-up meetings with relevant committees to be arranged

18 1462 FINANCIAL

- a) Monitoring reports produced on expenditure to date
- b) Receipts June
 - Cross Park income £130.00
 - Youth Club Subs/Tuck £62.30
 - Medway Youth Centre £2,150.00 (Youth Club Funds)
- c) **To make payments Proposed – Cllr Forrest, Seconded – Cllr D Bennett 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		
C Fribbins Blakes Lock/Printer Toners	170701		
Kathy Colyer Salary/less PAYE and pension	170702	135.08	22.52
John Price Salary/less PAYE	170703		
Mick Smith 19 hours	170704		
Denise Claughton CP Cleaning	170705		
Zoe McCall Youth Club 13.25 Hours	170706		
HMRC PAYE	170707	230.03	
NEST Employee/Employer Pension	170708	27.07	
C&CWPC Paper Costs	170709	2.50	
Young Kent Child Safeguarding Course	170710	180.00	
HCI Data – Web Address	170711	130.80	21.80
Kent Wildlife Trust – Subscription	170712	50.00	
TJF Property Maint Active Cemetery C41	170713	105.00	
Colyn Property Serv Village Hall 2001	170714	60.00*	
Colyn Property Serv Village Hall 2094	170419	60.00	
Colyn Property Serv VH Gate 2102	170715	63.00	
Colyn Property Serv Village Hall 2103	170716	60.00	
EDF Energy Brimp Electricity Refund Overpay	170717	-164.80	-27.47
EDF Energy Brimp Electricity DD	170718	77.00	3.67
Turfsoil Countryside Maintenance	170719	1,902.54	317.09
Turfsoil Cross Park Land Management	170720	500.88	83.48
Direct Fire Protection CrossParkInspection	170721	83.24	30.54

TJF Property Maint Active Cemetery C42	170724	105.00	
Trevor Bowley Brush Cutter	170725	149.95	24.99
* Missed in April			

19 1463 STAFFING ISSUES

The exclusion of press and public to allow discussion of personal staff matters, moved Chair, Seconded Vice-Chair All Agreed

Street Cleaning Responsibilities – concern raised about weeds in the gutter at the end of Stoke Road/Ratcliffe Highway Junction and St Davids Way. The cleaner to be requested to give this attention.

Youth Worker – The six month probationary period would finish in August.

Performance and issues were discussed. Proposed Cllr S Bennett, Seconded Cllr Forrest – All agreed.

20 1464 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Wednesday 9th August 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 1465 FUTURE AGENDA ITEMS

None

At 9:30 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
JANUARY 16 C/2015/1057b	Clerk to notify Medway Council re. verge collapses in Binney Road and in the interim ask the village hall committee if church visitors on Sunday could use the village hall car park.	Medway Council contacted but do not agree there is an issue currently. To be monitored and followed up as necessary.	All
APRIL 16 C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work (no response)	Outstanding. Some clearance work done on behalf of Cross Park Association by Cllr Luck.	ALL
MAY 16 C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit carried out and flooring/goal end nets replaced. A further quote and visit is now awaited to fix wear and tear to other panels and to fit a new 'door'. A lighting fault with all four floodlights. Inspected and lights to be purchased and then electrician will install free of charge. Quote re. Football arena to be followed up and alternatives sought. Colyn Property Services have quoted for the labour – accepted. Parts to be ordered from Itsagoal for install. Spec of steel parts to be sought to see if they can be supplied locally. Parts supplied, but incorrect. Spec of steel parts now understood. Supplier collected parts and arrange replacement. Since this there has been significant vandalism and more parts will be required – Police informed, there are CCTV pictures.	Clerk
JUNE 16 C/2016/1167	Allotments Society – Grant for Path. Request to also consider water supply extension.	Further quotes to be sought – waiting for response. YF Liaising. Still waiting for further quotes. Jason Turner has suggested free install if materials purchased. To be followed up by the allotments society who have previous grant funding that would cover materials. Jason had not followed up yet. Agreed to go with Colyn Property	YF

		Services Quote, but additional costs/issues identified.	
JUNE 16 C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted. YF and others suggesting possible locations for consideration. Agreement had been received from Medway Council for a crossing in 2017/18 financial year – Drop kerbs installed – no order received for Zebra Crossing – Chair to follow-up with Cllr Filmer and Medway Council.	YF
JULY 16 C/2016/1193d	Establishment of path between Cross Park/Recreation Ground	Clerk has followed-up with Medway Council. Land owner of golf club needs to be contacted to seek agreement for permissive path. Being followed up with Turner Park Group – being followed up with Medway Council Footpath Officer/Turners Group. Further meeting held to finalise details. To be part of a planning application.	Chair
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 at F&GP and considered at August meeting.	Clerk/Vice Chair
SEPTEMBER 16 C/2016/1228b	Fencing at Old Post Office	Height checked and referred to Medway Planning for enforcement investigation.	Clerk
SEPTEMBER 16 C/2016/1231	Cross Park Land Management Issues	Clerk to arrange site meeting for councillors/KWT/Medway Greenspace/Mr Bowley. Meeting took place, awaiting feedback from KWT/ Medway Greenspaces on options when time permits. Clerk reminds Martin Hall. Now part of Heritage Lottery Fund Bid.	Clerk
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.	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	Vice Chair Clerk

		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 not started and portacabin subject to further vandalism over early May bank holiday to be boarded up for now - Colyn Property Services unable to do further works. Work has now started (July 17).	
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF/Colyn Property Services/Turfsoil to be asked to quote for work.	Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk. STILL AWAITED – now being chased by Medway Council.	DC
DECEMBER 16 C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up.	Chair
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).	Clerk/Chair
APRIL 17 C2016/13275	Youth Club Committee	Review Operations, (First Aid Cover) extra facilities/sessions	Youth Committee
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 extended to the other sites). (Brimp/Cross Park)	Chair
JUNE 17 C2017/1429a	Anti-Social Behaviour	Letter sent on behalf of Chair to Police/Crime Commissioner/MP/Councillors re problems with lack of support. Responses circulated. PACT issues to be addressed and invite to attend parish council.	Chair/Clerk
JULY 17 C2017/1450c	Tree Inspections	Names of potential inspectors to be provided to clerk and estimates sought	ALL/Clerk
JULY 17 C2017/1455v	Cross Park Boiler Maintenance	Alternatives to British Gas being contacted.	Clerk
JULY 17 C2017/1455vi	Cross Park CCTV recorder replacement	To be carried out (HD camera to be considered on changing room side)	Clerk
JULY 17 C2017/1458	Allhallows School Parking	To discuss suggestions with Medway Council	Clerk