



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 14th AUGUST 2019

AT CROSS PARK PAVILION, OFF AVERY WAY, ALLHALLOWS, at 6:30pm

PRESENT: Cllr Chris Draper Chairman
 Cllr Pat Huntley-Chipper Vice-Chair
 Cllr Yvonne Forrest
 Cllr Karen Draper
 Cllr Len Lovatt
 Cllr Carol Cook
 Cllr Sue Morrice
 Cllr Trevor Bowley
 Mr Chris Fribbins Parish Clerk

In attendance 4 members of the public

66 1 APOLOGIES FOR ABSENCE

None.

67 2 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 there was voting regarding the site. The Chair and Cllr K Draper declared an interest in the planning application of Bourne Leisure (MC/19/1820) as owners of a caravan on the site.

Audio Recording

Cllrs Mrs Draper and Morrice indicated that they were recording audio for their own purposes.

68 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10th JULY 2019 Proposed as a correct record by Cllr Mrs Draper, Seconded Cllr Forrest. AGREED

69 4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

Job descriptions for staff had been sent out to councillors, no feedback to date.

70 5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix. Brimp Road marked as complete so now will be removed.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

A resident reported on the condition of the Cross Park pathways. The contractor had a problem with equipment and was due return to complete the work. Other issues with flailing of Stoke Road (from end of houses) had also been raised and had now been rectified.

A representative of wHOO Cares outlined their current operations in light of the decision by the parish council to reject the request for grant to support their activities and answered questions from councillors. It was suggested that the grant request be included in the September meeting for re-consideration.

A representative of the Friends of All Saints discussed the latest plans for the 75th Anniversary of the WW2 end. Some funding may fall in the current year, but the majority would be in the next financial year and will need to be included in the budget (prepared from December onwards).

- 71 6 **CLERK'S REPORT**
- a) Standing Orders – as circulated. Changes were highlighted and explained. Proposed Cllr. Morrice, Seconded Cllr. Forrest – ALL AGREED. A new 2019 Model Financial Regulations will be reviewed (they have been circulated) and proposed for adoption.
- b) Avery Wood – The clerk has liaised with the agents for Church Commissioner about permission to maintain the woods. Although an agreement (lasting five years) had been drawn up and advice from KCC about managing that land had been found, it appears the agreement had not been formalised/signed. The agents had stated that they did not want the council its staff or volunteers carrying out work on their land and they would be drawing up their own management plan soon. The Clerk has also sought clarification on the path (old Avery Road) and is waiting for a reply, it is currently blocked at the Doctor's Surgery end (*now cleared*).
- 72 7 **GRANT REQUESTS –**
None
- 73 8 **PLANNING Responses/Actions**
- a) **Allhallows Plans for Comment –** I
- MC/19/1801 2 Avery Way Allhallows Rochester ME3 9PU** – resubmission of MC/19/1303. No objection in principle, but some concern regarding the amount of off road car parking allocated. Proposed Mrs Draper, Seconded Cllr Lovatt – ALL AGREED
- MC/19/1872 Beatty Cottages, Stoke Road, Allhallows, Rochester, ME3 9PE** – Construction of vehicle crossover. SM/CD Cllr Cook left the meeting while this item was discussed as the application was for her property.
No objection, only a query as to why planning permission is required as it is not a designated road (A or B) Proposed Cllr Morrice, Seconded Chair ALL AGREED
- MC/19/1820 Allhallows Holiday Park, Allhallows Caravan Park, Allhallows, Rochester ME3 9QD** Upgrading of existing central facilities complex including the provision of a new marina stage bar building, activity hub and outdoor activity centre, creation of a replacement car park and associated access, hard and soft landscaping and associated works/infrastructure.
(The Chair and Cllr Draper left the meeting while this item was discussed due their interest)
Proposed Cllr Forrest, Seconded Cllr Lovatt, that the application be supported by express concern regarding the car parking issues generated by enforcing the large vehicle policy outside of the Holiday Park. ALL AGREED.
- b) **Medway Local Plan (2012 – 2035) No update to report.** The production of the Local Plan has been further delayed waiting for the HIF bid decision.
- 74 9 **HIGHWAYS AND FOOTPATHS**
- a) **Parking Restrictions** – Apart from issues outside the Holiday Park. Chair will review the impact of the recent yellow lines and seek some minor modifications – vehicles continue to park on pavements and at junctions.
- b) **Footpath Officers Report** – Cllr Bowley reported on his clearance works. Cllr Bowley's report was circulated. He will check the path (highway) through the woods (*since been cleared*). The stile on the path to the sea-wall continues to be chased with the Medway Council Footpaths Officer.
- c) **Verbal contributions** – None.
- 75 10 **CROSS PARK ISSUES**
- a) **Building/Land Issues**
The clerk reported that he had met with a VAT Specialist about the financial implications of VAT on the funding of the works. An extension of the current building would incur VAT at 20% (c. £90,000). If the building was a replacement, VAT would not be incurred – perhaps the site could be moved to the south (and allow an increase in the car park size). The work would need to be advertised on

the Contractor Portal as it is > £25,000.

Cllr Bowley's monthly report was circulated.

- b) **Pavilion** – warnings still to be investigated/resolved. Access to the Allhallows Park (Kingsmead) is still required – *contact details for the Kingsmead caretaker have now been confirmed.*

11 **No item**

76 12 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – closed for summer holidays. 30+ youths had been attending the Summer Activities (part funded by the parish council).

77 13 **THE BRIMP ISSUES**

- a) **Football Arena** – Funding an issue, Chair and Cllr Forrest continue to follow-up. The possibility of a temporary levelling of the football site so it can be used is being investigated.
- b) **Additional Usage** – still looking for possible uses.
- c) **Brick Store** – the store has been lined, walls, floors and ceilings, electricity. The interior will be repainted by the Youth Offenders Team.
- d) **Cesspit** – Appears to have stabilised after the tarmacking of a small area between the plastic shed and the drain.

78 14 **RECREATION GROUND**

The dustbin by the toddler's area has been replaced and Colyn Property Services who have also been carrying out maintenance of the play equipment identified in the annual inspection report.

79 15 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – Chair and Cllr Morrice – Quad bike and other issues raised by residents reported to the police. They had received advice that the PACT meetings should all be open to the public, but PACT had expressed their concern with this.
- b) **KALC (Medway)** – Cllrs Cook and Morrice – Cllr Morrice attended.
- c) **Medway Council Rural Liaison** – Cllr Mrs K Draper – (*minutes now circulated*). Medway Cllr Sands had been elected as the Chair of the committee. They had discussed the proposed merger of Allhallows and Stoke schools.
- d) **Police Liaison** – Cllr Bowley – was unable to attend, next meeting in October.
- e) **Village Hall** – Cllr Lovatt – meeting in early September. Cllr Bowley had rectified the problem with a tree at the entrance and made it safe.
- f) **Cross Park** – Cllr Huntley-Chipper Continues to be booked on at least four days a week. It had been noticed that the goal posts had been moved nearer to the pavilion, no official permission had been requested.
- g) **Village Fete** – Cllr Forrest - No meeting (next one 3rd September to discuss 2020 plans)
- h) **Friends of All Saint's Church** – Cllr Forrest - they continue to be involved in the emerging plans for VE day 2020 and are pursuing a Heritage Lottery Fund bid. A re-enactment group are seeking £150 for their travel expenses, a band have requested £300, a mobile coffee/tea van is also being sourced. The disco would be around £100. A budget of £1,000 was suggested – Rural Liaison Funds could be used as necessary – Proposed Cllr Forrest, seconded Chair – ALL AGREED. A project to record the current Church is planned and is likely to take around two years – it is held in national and local archives as well as the church. Heritage Lottery Fund application is proceeding although there have been changes to the structure of the HLF organisation.

80 16 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – No issues.

- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further. Annual Inspection Report is being followed up. There had been some interest in using the football pitch as the team who had expressed interest (and new youth goals purchased for) were using the school and not the recreation ground.
- c) **Bourne Leisure Liaison** (Cllr C Draper) – No meetings. Improvement Plans are being worked on. Contact from them has indicated that are willing to help with work around the parish in the Autumn.
- d) **Allhallows Primary School Liaison** (Chair) – The proposed merger has been postponed for now. The older year groups from Stoke will be relocated to Allhallows while works are carried out (in place of the younger groups).

81 17 **ANNUAL REPORT 2018/2019 (AGAR)**

Next Steps

PKF Littlejohn have sent their external audit response – no comments raised. The opinion and an end of audit response has been posted on the website and on all three noticeboards to the end of September.

82 18 **Shellduck Land**

- a) The planning application for the waste storage compound had been refused by Medway Council. As agreed in June, the application has been re-submitted with more information – a permeable ground surface has been proposed and the compound would be wood. An overhanging branch may need to be removed. A tree survey has been carried out and submitted.
- b) Medway NORSE have completed a series of clearances around both the northern and southern sites (1m to 4').

83 19 **FINANCIAL**

- a) Finance Monitoring Reports (to 30 July) Circulated and noted
Budget totals moved from Rural liaison and Village Improvements to Youth to cover overspend.
- b) Receipts July
- | | |
|--------------------------------------|------------|
| Bank Transfer from Base Rate Tracker | £10,000 |
| Youth Club Tuck/Subs | £41.76 |
| Youth Club Tuck/Subs | £22.71 |
| Medway Council Countryside Maint | £22,070.66 |
| EDF Energy Refund | £319.28 |
- c) **To make July payments Proposed – Cllr Morrice, seconded – Cllr Forrest 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	190801		
C Fribbins Street Cleaner Sacks	190801A	59.30	9.88
C Fribbins Expanding File Organiser	190801B	10.95	1.83
John Price Salary/less PAYE/Holiday	190802		
Mick Smith Salary/less PAYE/Cover	190803		
Zoe McCall Youth Club (9.75 Hours)	190804		
HMRC PAYE	190805	392.76	
NEST Employee/Employer Pension	190806	67.76	
EDF Energy Brimp Electricity DD	190807	81.00	3.86
M&L Contracting Countryside Contract		1,565.00	
M&L Contracting Cross Park		308.33	
M&L Total payment	190808	2,248.00	374.67
TJF Prop Maint Active Cemetery	190809	105.00	
TJF Prop Maint Active Cemetery	190810	105.00	
Colyn Property Services VH Maintenance	190811	60.00	

Colyn Property Services VH Maintenance	190812	60.00	
Colyn Property Services Dustbin Install	190813	60.00	
PKF Littlejohn External Audit	190814	480.00	80.00
Colyn Property Services Playground Maint	190815	115.00	
+Rialtus Asset Software	190816	319.80	53.30
Proludic Play Equipment Parts	190817	66.82	11.14
Online Playgrounds Play Equipment Parts	190818	111.36	18.56
Printerland Brother Yellow Toners	190819	72.85	12.14

Paid previously, to note

****corrected *** Invoice paid on receipt**

+ New purchase agreed

**Exclusion of Press and Public: Proposed Chair, Seconded Cllr Huntley-Chipper
ALL AGREED due to personal information discussions (items 20)**

84 20

STAFFING ISSUES

A street cleaner had passed thanks to Cllr Morrice for loan of wheelie bin.
There has been a marked improvement at the top of Avery Way.
Following a review of the routes covered by the cleaners (one route was around 33% larger than the other). Some roads have been moved from the larger route into the smaller one and the top of Avery Way moved into the smaller route.
There had been no response to the advert for the Relief Cleaner.
There was some discussion about the Youth Worker cover and possible help via Strood Outreach Youth.

85 21

DATE AND TIME OF NEXT MEETINGs

The next meeting will be Wednesday 11th September 2019 at 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.

86 22

FUTURE AGENDA ITEMS – None

At 09:20 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
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, awaiting update on development from Turner Group	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. 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.	Clerk following up with Street Cleaners Chair/JC
AUGUST 18 C2018/1749c	Cross Park Electricals	An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. BTM have carried out maintenance work. Trying to arrange a visit to Allhallows Park (The mains feed)	Clerk