



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 8th NOVEMBER 2017 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	(after item 6)
	Cllr Carol Cook	(after item 6)
	Cllr Jonathon Cook	(after item 6)
	Mr Chris Fribbins	Parish Clerk
In attendance	11 members of the public	

1 1534 APOLOGIES FOR ABSENCE

Cllr Creswell (absent)

2 1535 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.

3 1536 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 11th OCTOBER 2017

Proposed as a true record by Vice Chair, Seconded Cllr K Draper. ALL AGREED

4 1537 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1538 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

6 1539 CO-OPTION OF COUNCILLORS

There were currently three vacancies, and these had been formally advertised. As there were no calls for an election, it was now up to the parish council to co-opt into these vacancies. Interest had been shown from Mr Trevor Bowley, Mrs Carol Cook and Mr Jonathon Cook. Brief CVs had been circulated and an informal interview had taken place.

Proposed Chair, Seconded Cllr K Draper that Mr Trevor Bowley, Mrs Carol Cook and Mr Jonathon Cook be co-opted to the position of Allhallows Parish Councillors (the term of office runs to May 2019 when the next elections are held) – AGREED

The three councillors read, out loud, the acceptance of office and signed them, the Clerk counter-signed and all three took their places with the other councillors and were welcomed by the Chair.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

Car Parking – it was reported that a number was now available to report car parking issues to Medway Council – but as this was a mobile number it could involve significant cost (Chair to follow this up with Medway Cllr Filmer). The scope of this service may also be an issue – does it only cover yellow lines for example.

Mr Willard and others raised the issue of the Cross Park Woodland Creation scheme and the perceived impacts of the land fill operation. It was explained that although indicative information had been received from Land Logical, there was no specific scheme and as soon as there was there would be full consultation with parish residents before the project could be agreed by the council and even if that was passed, it would need planning permission (and probably an Environmental Impact Assessment), with further public consultation, before it could start. Many concerns were speculative until the proposed outcome of the works and the works required to achieve that were available.

A resident questioned the process followed to engage a solicitor and felt this contravened the financial regulations of the parish council. The clerk reported that he had sought legal and technical advice from the Kent Association of Local Councils (KALC) and others following the initial approach by Land Logical and had been advised by that this was not something KALC could advise on (due to the technical nature) and suggested a solicitor that was experienced in local council powers etc. On that basis and as an urgent matter (advice required before the council could agree any feasibility study and to protect the interests of the council (and the residents) papers were passed to the solicitor and the indicative scheme discussed). The payment of solicitor's fees would be discussed for approval later the Agenda.

SUSPENSION HAD BEEN EXTENDED TO 55 MINUTES FOR FULL DISCUSSION AND VIEWS.

7 1540 CLERK'S REPORT

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

- a) Tree Inspections – This was due to take place on the 10th November at the Brimp, Cross Park, the Recreation Ground and the Village Hall.
- b) Meeting with Kent Police, Medway Community Safety, Strood Rural Councillors and the Medway Cabinet member responsible for community safety was held with the Chair and Clerk at the Medway Police Station 25/10/17. The Clerk and Chair reported the discussions. Medway Council and the Police reported significant resource pressures and they were unable to provide additional cover. The police were recruiting further PCSOs, but they would be dedicated to wider Medway issues. Medway Council reported that they were establishing an anti-social behaviour team in the new year that would target problem areas, but that was also Medway wide and would be tackling homeless and begging issues in the towns as well. Problems reporting crime were discussed (101 almost unusable at times and the online reporting system had been withdrawn after only a short period (NOW RE-INSTATED)).
- c) Airfields Plaque – The Clerk had been approached by the Airfields of Britain Conservation Trust (ABCT) and had been in discussion about the placement of a granite memorial stone on the village hall (the nearest community/public building). The Village Hall committee had agreed, and the stone is being made up and will be delivered to the Clerk to get installed at the hall. There will also need to be publicity for this and the connection to the bi-plane on the new logo can be explained.
- d) Kent Community Awards Scheme 2018 – nominations require by 26th January 2018. The parish council agreed to take part again this year and seek nominations for the January meeting of the council.

8 1541 GRANT REQUESTS

None

9 1542 PLANNING

- a) **Medway Local Plan (2012 – 2035)** – Continuing to monitor. I
- b) **Allhallows Plans for Comment** – The Chair reported concern about activities at the Haven Holiday Park (Bourne Leisure) and the position regarding planning. Cllr J Cook and the Clerk will investigate the planning history and check.

10 1543 HIGHWAYS AND FOOTPATHS

- a) There were still problems with getting Medway Council to take up the local parking issues and there had been no further update. The Chair continues to liaise with the cabinet member responsible for this area – Cllr Filmer.
- b) Footpath Officers Report – Report circulated – no issues. There had been further correspondence from Mr and Mrs Morrad about accessibility issues on the footpath at the bottom of Avery Way and the sea wall. Adam Taylor will return to his position in the Footpaths team of Medway Council and this information had been passed to him. There is a kissing gate in the ownership of the parish council, but this is felt to be unsuitable.
- c) Verbal Reports – Cllr Bowley mentioned the issue of benches on the parish council's

open space, but felt that these can have problems as they may attract anti-social behaviour at times. He is monitoring the situation in the Recreation Ground at present and has not had any issues in Cross Park where there are limited benches.

11 1544 PARTNERS AND COMMUNITY TOGETHER (PACT)

- a) The next meeting was scheduled for 15th November and the Clerk would not be able to attend with Cllr Forrest. Cllr C Cook agreed to take the position of the 2nd council representative.

12 1545 CROSS PARK ISSUES

- a) Governance – There had been no feedback on issues with the constitution as submitted to the Charity Commission – although the current Cross Park Association had met and discussed it – the secretary had not forwarded any comments.

b) Building/Land Issues

Trevor Bowley (TB) has produced his monthly report of work carried out and continues to do some work in the recreation ground as well.

a. **Cross Park Woodland Proposal (Land Logical)**

Ian Davison (Surrey Hills Solicitors, Dorking) had been approached for legal advice (as reported at the September and October meetings of the council). The Clerk had sought advice from the Kent Association of Local Councils (KALC) and they suggested Surrey Hills Solicitors as they were experts in local council matters and it was not something that KALC or the National Association (NALC) could handle easily in the timescales required. No issues had been reported with either the land ownership/title deeds or parish council powers regarding this work. The Clerk had also worked with them to confirm the land ownership issue that had been challenged by some residents on Facebook. The deeds show the sale of the land to football club trustees in 1981, and then exercising the option to re-purchase at a specified sum in 1996 (between 1935 and 1981 there was no requirement to document purchases/sales on the deeds.

The parish council is still waiting for specific details of Land Logical proposal and a design for the woodland and management from Groundwork UK (engaged via Land Logical). The latest status was noted, and the Chair and Council stressed the previous decision that a full consultation with residents would be carried out if the project was continued.

b. **Permissive Path/Sport/Community Facilities**

Turners Group have indicated that they are planning to extend the Allhallows Park (Kingsmead) by around 80 dwellings and have suggested an s106 agreement with the parish council to provide the permissive path, a bowling green and an extension to the pavilion to provide indoor sports (including changing rooms), community and social facilities to be shared with the Allhallows community. A public exhibition was planned for the 30th November in the Cross Park pavilion, Proposed Cllr K Draper, Seconded Vice Chair that the parish council agree with plans to work with Turners Group to improve the facilities in Cross Park via a planning obligation (s106) be agreed in principle and that further details and costings are sought AGREED

- c. **Country Park** –Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report.
- d. **Temporary Changing Rooms** –The building is in use, but connection to

water and electricity - still to be done.

- e. **Pavilion** – the roof had been prepared by Colyn Property Services. He had replaced six tiles. It had looked like there had been an attempt to enter the pavilion through the roof.

13 1546 YOUTH CLUB/BRIMP REPORT

More adult help has helped, but more is required to extend the facilities and sessions that could be provided. There is a disco suggested for 12th December and the possibility of a trip (perhaps trampolining) is being investigated.

Football Arena – the arena remains locked out of use. The Clerk had discussed with the insurance company and they have agreed that we are covered for c. £3,000.

Road Lighting on the Brimp – two lights are not functioning and two have broken glass (one still working) – electrician will fix along with repairs to the lighting on the football area. Bourne Leisure were still reluctant to do any work in the area due to vandalism they were getting – no further progress.

Quotes/arrangements for maintaining the grassed areas still to be sought as required when the football arena repaired (Clerk)

14 1547 RECREATION GROUND

There had been a small burnt patch on the grass following a bonfire.

One concrete base of the zip wire had started to lift under stress and needs to be monitored. A rocker in the toddler's area is missing plastic stops – not a H&S issue but the Chair would see if he can find a suitable stopper.

15 1548 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – next meeting expected in 2018. The KALC AGM is on the 18th November and the Chair will attend.
- b) Medway Council Rural Liaison – Next meeting 18/7 (*since cancelled and December meeting postponed to January 2018*)
- c) Police Liaison – Cllr Bowley agreed to take up the position of police liaison although the actual committee had not met for some time due to lack of support from the police.
- d) Village Hall – no further meeting until December.
- e) Cross Park Association – Christmas Fair 18/11.
- f) Friends of All Saint's Church – Cllr C Cook may take over this responsibility.

16 1549 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – Medway Clearance have agreed to supply a skip for the allotments path (this is an allotments project, financially supported by the parish council). The Chair will approach Mr P Johnson to see if some of his land that appears redundant could be used as allotments.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing.
- c) Bourne Leisure Liaison (Chair)–the Chair is seeking financial support for a punch bag/boxing equipment for the youth club.
- d) Allhallows Primary School Liaison (Cllr C Cook agreed to take this on) –The Chair has arranged to meet the Head pm 17/11.

17 1550 FINANCIAL

- a) Monitoring reports produced on expenditure to date/Bank Reconciliation etc. noted
- b) Receipts October
Youth Club Subs/Tuck £154.06
Cross Park Hire £80.00
- c) October Base Rate Tracker to Current Account £10,000
- d) To make payments Proposed – Cllr K Draper, **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				VAT
Salary	Total	171101		
Kathy Colyer Salary/less PAYE and pension		171102		
John Price Salary/less PAYE		171103		
Mick Smith 42 hours		171104		
Denise Claughton CP Cleaning		171105		
Zoe McCall Youth Club 14.25 Hours		171106		
HMRC PAYE		171107	270.45	
NEST Employee/Employer Pension		171108	27.07	
C&CWPC Paper Costs		171109	2.50	
Colyn Property Serv Village Hall 2194		171110	60.00	
Colyn Property Serv Village Hall 2209		171111	60.00	
TJF Property Maint Active Cemetery C49		171112	105.00	
TJF Property Maint Active Cemetery C50		171113	105.00	
Turfsoil Countryside Maint		171114	1,902.54	317.09
Turfsoil Cross Park Land Mngmnt		171115	0.00	
EDF Energy Brimp Electric DD		171116	119.00	5.67
Kent County Supplies Black Bags		171117	53.20	8.85
Surrey Hills Solicitors legal advice		171118	527.40	87.40
British Legion Poppy Appeal	chq 103847		100.00	
Colyn Property Serv Cross Park Roof Repair		171119	55.00	
K Draper Youth Club Tuck		171120	74.54	10.29
M Smith Street Cleaning Tools		171121	55.67	9.28

18 1551 STAFFING ISSUES

The exclusion of press and public to allow discussion of personal staff matters, moved Chair, Seconded Cllr K Draper All Agree

The Personnel Advisory Committee meeting had met on 3/11 to discuss personnel issues. The continuation of the extra hours allocated to Mick Smith had provided the opportunity to get to some areas that had not been covered for some time. Cover for the youth club was also discussed.

It was proposed that negotiations start with the Street Cleaners to discuss their contracts to help improve the quality and accountability of the on-going street cleaning work. The clerk to notify the street cleaners. Proposed Chair, Seconded Cllr Forrest – AGREED. Job contracts had been circulated to councillors for suggestions. Clearer hours of working are a key proposal.

19 1552 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Wednesday 13th December 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

20 1553 FUTURE AGENDA ITEMS

Woods – Cllr Bowley

At 10:15 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
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 and offenders interviewed – details now with Youth Offending Team. ITSAGOAL have visited and a quote for repairs is awaited. The correct Panel has now been delivered. Insurance approval received 25/10, planning attendance of ITSAGOAL and BTD Electrical to carry out repairs.	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 (offer is still open) 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 Services Quote. Cllr Forrest helping with the work arranged a skip.	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

		Further discussions held, and this is part of many suggestions to be discussed at the November meeting. Now part of Community Facilities discussions – see below.	
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 charity application has been sent off.	Clerk/Vice Chair/CPA
SEPTEMBER 16 C/2016/1231 C/2017/1524c	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. Land Logical also had proposals for the land – meeting arranged. Information/advice/site meeting in Stone has taken place Memorandum of Understanding agreed and feasibility work underway before public consultation.	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. - Ian Davison 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	Vice Chair Clerk

		and in use – water and electricity to be connected.	
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF/Colyn Property Services/Turfsoil to be asked to quote for work. (area currently locked out of use due to vandalism) Land management has been carried out by volunteers	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
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)	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
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. Two councillor positions offered – initially Cllr Luck. Meetings to be arranged with Police etc. Cllr Forrest and the Clerk attended first meeting 20/9, report back at October meeting. Meeting held 25/10 with Medway Police, Medway Council Community Safety and Cllrs Filmer, Freshwater and Chair/Clerk. PACT 25/11	Chair/Clerk/ All
JULY 17 C2017/1450c	Tree Inspections	Names of potential inspectors to be provided to clerk and estimates sought when leaves drop. Laverock Tree Care (previously carried out Allhallows work) will be carrying this out at Cross Park, Village Hall, Brimp and Recreation Ground 10/11. COMPLETE	ALL/Clerk
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	Chair
OCTOBER 17 (discussed at November	Cross Park – Community Facilities	Turners Group proposing permissive path/Bowling Green/Community Centre	

meeting)		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	
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