



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 14<sup>th</sup> FEBRUARY 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 Carol Cook  
Cllr Jon Cook

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

**1      1597      APOLOGIES FOR ABSENCE**

None

**2      1598      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 on Cross Park Issues.

The Chair (Cllr C Draper), Cllr K Draper and Cllr Bowley have applied for dispensation to speak and vote regarding Cross Park projects as their properties border the park. This has been granted by the Clerk for one year as four councillors are affected by this out of seven.

**Audio Recording**

A local resident, Cllr K Draper and Cllr J Cook reported that they were making audio recordings of the meeting for their personal use.

**3      1599      TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10<sup>th</sup> JANUARY 2017**

Proposed as a true record by Cllr K Draper, Seconded Cllr Forrest. **ALL AGREED**

**4      1600      MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

World War 1 Commutation – Cllr Forrest reported discussions held with Friends of All Saints regarding the November 11<sup>th</sup> 2018 events. Proposed Cllr K Draper, Seconded Vice Chair that the parish council take a lead role on this and consider financial contributions on request – **ALL AGREED**

**5      1601      TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

**SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)**

Mr. Smith reported parking inside the bollards at the Avery Way shopping parade and items being left outside – reported that there was a flat and shop clearance underway. Temporary bus stop still located in Stoke Road although pavement replacement complete.

Mr. Morrad mentioned his wife's request for replacement of the stiles with something more accessible on the footpath from the Pilot to the Sea Wall – this is being followed up with Adam Taylor, the Medway Council Footpath Officer.

Mr. Morrad also outlined his calculations of the money that would be raised by Cross Park infill and estimated about £3m. This was based on Land Logical's presentation at Cross Park and was for discussion and the parish council have still not received any specific proposal and that would only be considered if the residents supported the

scheme proceeding to detail.

A local resident asked if there had been a follow-up to his request at a previous meeting for monthly budget monitoring reports to be published on the parish council web site. The clerk reported research that had been carried out on transparency guidelines and other local parish councils (including High Halstow) and these are not published. Councillors will consider the request in March. He also asked about The Brimp Football Arena, remaining locked out of public use. In the interim it was only recommended for supervised access – there were concerns about future vandalism and safety of the flooring when wet or icy – it will be discussed later the agenda.

Mr. and Mrs. Smith spoke about the Land Logical presentation, infill implications from their point of view and if the Chair monitored the Allhallows Facebook postings on the subject. The Chair reported that he did not access the page. The meeting was reminded that a consultation with residents was underway and that the council had agreed to adopt the result (leaflet, web site, online questionnaire (option to print) and Village Voices article produced to support this. There was a suggestion that the survey be printed and delivered to every household (*note. would need further expenditure and would delay the survey which was currently underway – non-internet response procedure had been included on the leaflet, Village Voices and on the web*) After exchanges, some members of the public left the meeting as their interpretation of the responses from the Chair was hostile.

**6 1602 COUNCILLOR VACANCY**

The vacancy following the exclusion of a councillor had been advertised and there had not been a call for an election, so the council can progress to co-option.

Mr Kieren Bussey (Stoke Road) had indicated an interest in the vacancy the previous day and his details had been circulated. An informal interview session would be arranged before the March meeting and co-option considered at the council meeting.

**7 1603 CLERK'S REPORT**

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

- a) Tree Inspections –Cllr Bowley has produced an update report which had been circulated. A considerable amount of work had been carried out at the Village Hall and arrangements were in hand to clear the waste material.
- b) General Data Protection Regulations (GDPR) will be introduced in May and will apply to parish councils. The advice for parishes is not yet clear as a responsible person (non-councillor) could be the Clerk, but other sources say no. Paid monitoring services are being offered. The Clerk will update the council as more information is received.
- c) Cross Park Association – Charitable status has now been granted. The Clerk will meet with the trustees to discuss this (CPA to organise a suitable date).
- d) Kent Community Awards Scheme 2018 – a nomination has been submitted.
- e) Coastal Path (Woolwich to Grain) – Maps have been produced covering the whole route, including the parish (available from the Clerk).
- f) Annual Parish meeting (25<sup>th</sup> April) invites to MP, Medway Youth Team and local councillors – report on Local Plan Latest.

8 No item

**9 1604 GRANT REQUESTS**

- a) The Friends of All Saints have requested a grant of £1,500 towards costs of c.£2,400 for mobile stage equipment for the stage, that could be used by other organisations in the parish – both indoors or outdoors. Cllr Forrest proposed and Cllr C Cook Seconded that the grant of £1,500 be approved based on the availability of the stage for local organisations – **AGREED with one against.**
- b) The query regarding the grant made to the Guides/Brownies/Rainbows for mobile storage – has been followed up and the storage is being purchased.
- c) The Allotment Society had returned the £1,005.62 previously granted for the provision of the path and water supply at the allotments (a further grant had been

approved when costs increased but had not been paid out yet) so the parish council could order the works (and reclaim the VAT). The work had now been carried out and the payment is listed for approval later the agenda.

**10 1605 PLANNING**

- a) **Medway Local Plan (2012 – 2035)** – There will be an update in late February and consultation from March to May on the next stage which will include preferred and non-preferred sites.
- b) **Allhallows Plans for Comment** – MC/17/4210 had been approved. MC/17/4031 3 Binney Road had been refused – which means a full planning application will be required.
- c) **Haven Holiday Park (Bourne Leisure)** There had been concerns about the amount of civil engineering work being carried out as there had not been a planning application since 2011. There were considerable lorry movements on and off site. The Clerk had followed this up with the Medway Planning Manager (face to face and by email). Cllr J Cook was following up and seeking further information.

**11 1606 HIGHWAYS AND FOOTPATHS**

- a) Parking Restrictions – no further response from Medway Council or Cllr Filmer
- b) Footpath Officers Report – Nothing further.
- c) Two responses had been received to a request for tenders for the Countryside Management (green spaces, recreation ground and hedgerow maintenance (w.e.f 1/4/18. Turfsoil had quoted based on the current contract with a 2% increase each year. M&L Contracting had submitted a lower quote that contained further roadside verge cutting in addition the other work (currently they sub-contract to Turfsoil for the hedgerow maintenance). Proposed Cllr K Draper, Seconded Vice Chair that the contract be offered to M&L Contracting for one year based on their submission £18,780 + VAT - **ALL AGREED.**

**12 1607 CROSS PARK ISSUES**

- a) **Governance** – Cross Park Association is now registered as a CIO Charity and the Clerk will follow-up. A license to operate Cross Park will be drawn up for discussion and agreement with confirmation of the revenue support grant from then parish council (and aim for commencement on the 1/4/18).
- b) **Building/Land Issues**  
Trevor Bowley (TB) has produced his monthly report of work carried out and
- c) **Cross Park Woodland Proposal (Land Logical)**  
A leaflet was produced and delivered to Allhallows residents, LL held a public exhibition/drop-in session on the 8<sup>th</sup> February at Cross Park and further details and an online survey went live the next day. Responses will be analysed when the online survey closes on 28<sup>th</sup> February. The next Village Voices will also contain information and, as the leaflet, provide contact details for those not online.  
A decision will be taken on the future of this suggestion at the March meeting.
- d) **Permissive Path/Sport/Community Facilities**  
Turners Group have advised that they have submitted their planning application (although Medway Planning have not registered it yet). They have suggested an alternative option of Tennis Courts to the Bowling Green in their proposed s106 agreement with the parish council (reflected in the online survey and the parish website only due to timing of the information).  
Following the decision to consult with residents, the leaflet, delivery and online survey were delivered within the £200 budget approved.
  - Further discussions with Rural Kent (any proposal to be submitted to the parish council for approval) have not yet been followed up yet.
- e) **Country Park** –Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report - circulated.

- f) **Temporary Changing Rooms** – Connection to water and electricity has been deferred as additional expenditure was required to bring the building up to standard following vandalism.
- g) **Pavilion** – Electrical issues – electrician has scheduled the works  
Cllr J Cook raised the issue of emergency lighting of the pavilion and the Brimp. This was something that can be checked as part of the annual asset risk assessment – it is present.

**13 1608 YOUTH CLUB/BRIMP REPORT**

Following a meeting of the Youth Committee and discussions with Medway Youth there is more support for local youth. Additional volunteers have come forward although more are always welcome.

a) **Football Arena** – the repairs have now been completed although it remains locked out of public use (supervised only). The insurance claim has been updated (*now agreed*). There are still concerns about potential vandalism and the safety of the flooring (especially in wet or icy conditions) and ITSAGOAL have suggested the council investigate alternatives. Proposed Cllr K Draper, Seconded Cllr J Cook that the Football Arena remain as supervised access only for the time being **ALL AGREED**.

b) **Road Lighting on the Brimp** – One remaining light remains to be replaced (It had been hoped that one of the football arena lights that had been cut by the vandalism, would still work). An additional light had been purchased and will be fitted by the electrician.

The Chair will investigate the possibility of Type 1 aggregate infill for the Brimp Road potholes, access to the relevant equipment **and arrange a date**. The Youth Offending Team and volunteers from Slough Fort have been identified to help with the work

c) **Heating/Air Conditioning**

Completed and operational.

d) **Hot Water Toilets/Kitchen**

One heater identified (free of charge) installation (power and water) planned for the kitchen area (*now complete*). A heater for the boys and girl's toilets and the installation of power is being progressed.

e) **Internal Decoration** Professional decorators have visited the site, but there have also been discussions with the Youth Offending Team about carrying out the work at the cost of materials only. Proposed Cllr Forrest, Seconded Cllr J Cook that the offer of the YOT be accepted – **ALL AGREED**

f) **Sycamore Tree and self-sown saplings** have now been removed.

**15 1609 RECREATION GROUND**

No update - One concrete base of the zip wire had started to lift under stress and needs to be monitored. The Clerk had followed up with Produlic and received installation/instruction manuals, it was not something that Colyn Property Services could do. To follow-up with Filmer Construction.

A rocker in the toddler's area did have a stopper fitted but is reported as missing again – will need to be glued (Chair).

The documentation for the new lease of the Recreation Ground which expires in 2018 had been received and after clarification that grass cutting, and dog bin emptying remained the responsibility of Medway Council. The contract will be signed by the Clerk on behalf of the parish council.

**16 1611 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

a) **PACT** – Cllr Forrest report circulated. Some issue around back of shopping

parade. No sharps found street cleaners will not pick up (safety). Cllr Filmer reported minibus available for hire. Street Cops may be able to provide grants for youth clubs/projects.

- b) **KALC (Medway)** – next meeting expected in February 2018.
- c) **Medway Council Rural Liaison** – Meeting January 2018 (minutes to be circulated when received. Cllr K Draper reported on an interesting and effective meeting. *The March meeting (6/3/18 at Gun Wharf) will be open to all Parish Councillors in Medway and will include the Local Plan and Councillor Code of Conduct.*
- d) **Police Liaison** – Nothing to report. Police Surgeries in the village have now been scheduled.
- e) **Village Hall** – Cllr Forrest provided a report which had been circulated. The extension of the Village Hall Grass Cutting contract for a further year on current terms had been agreed.
- f) **Cross Park Association** – There had additional groups using the centre on a trial basis (Pilates in the morning) other groups are being approached/suggested.
- g) **Friends of All Saint's Church** – WW1 commemoration, request for stage funding reported elsewhere. There are further Applause events planned.

#### 17 1612 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) **Allotments (Cllr Forrest)** – The path and water supply have now been completed. The Chair still to 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) reported rubbish in trees/bushes and behind the garages.
- c) **Bourne Leisure Liaison** (Chair) – Nothing Further.
- d) **Allhallows Primary School Liaison** – Leaflets have been produced and Cllr C Cook is arranging to meet the Head.

#### 18 1613 FINANCIAL

- a) Monitoring reports produced on expenditure to date/bank reconciliation etc. noted
- b) Receipts January

Bank Transfer from Base Rate Tracker	£5,000
Youth Club Subs/Tuck	£101.40
Cross Park Hire	£135.00
VAT Refund 1/4/18 - 31/12/18	£5,299.46
Allhallows Allotment Refund of Grant	£1,005.62

- c) To make payments Proposed – Cllr Forrest, seconded – Cllr C Cook 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

	Total			VAT
Salary		180201		
Brimp Floodlight	***	180201b	56.74	11.35
Printerland Replacement Toner		180201c	228.98	38.16
Instantprint Cross Park Leaflets		180201d	33.99	0.83
Kwiksurveys (online survey one month)		180201e	23.99	4.00
Kathy Colyer Salary/less PAYE and pension		180202		
John Price Salary/less PAYE		180203		
Mick Smith 6 hours		180204		
Denise Cloughton CP Cleaning		180205		
Zoe McCall Youth Club 22.75 Hours		180206		
HMRC PAYE		180207	225.32	
NEST Employee/Employer Pension		180208	29.12	
EMCAM Air Conditioners Brimp		180209	4,411.87	735.31

KCS Black Sacks	180210	65.00	11.00
BTD Electrical Football Arena Lights	180211	166.00	**
** Actual £186			
Turfsoil Countryside Management	180212	1,902.54	317.09
EDF Energy Brimp Electricity	DD 180213	1.00	0.05
K Draper Youth Club Tuck/Paint	180214	257.73	37.15
TJF Property Maint Active Cemetery	180215	105.00	
TJF Property Maint Active Cemetery	180216	105.00	
KALC GDPR Course (CF)	180217	36.00	6.00
KALC Gov and Tranparency Course (CF)	180218	62.00	12.00
KCS Paper *	180219	26.00	6.00
British Gas Cross Park Energy D/D	180220	212.54	10.12
BTD Electrical Sockets/Road Lights *	180221	186.00	
Filmer Contracting Brimp External Door	180222	354.00	59.00
Filmer Contracting Allotment Path/Water	180223	4,740.00	790.00
C Draper (Boxer Wood Tree Surg) Brimp Tree	180224	120.00	
* Not Paid ** Actual figure differed *** Underpaid			

**19 1614 STAFFING ISSUES**

The meetings with the street cleaners (KC/JP) had taken place, but it was not possible to produce the updated employment contract for this meeting – it is hoped to do this for the March

There had been suggestions that a dumpster could be provided for storing full rubbish bags for collection by Medway Council on Fridays.

**20 1615 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be on Wednesday 14<sup>th</sup> March 2018 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

**21 1616 FUTURE AGENDA ITEMS**

At 9:50 pm 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>
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. Work complete. <b>Insurance claim agreed and Paid.</b>	Clerk COMPLETE
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. <b>Charity status confirmed, Meeting for next steps required.</b>	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.	Clerk

		Information/advice/site meeting in Stone has taken place Memorandum of Understanding agreed and feasibility work underway before public consultation. Further info required for residents. <b>Exhibition held, leaflet and online survey and info created – decision in March.</b>	
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 and in use – water and electricity to be connected.- <b>no progress</b>	Vice Chair Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Trevor Bowley submitted, Jonathon and Carol Cook submitted but minor correction required NOW <b>URGENT. Now received 18/02</b>	CC/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 (followed up with Cllr Filmer) Medway Council parking enforcement has been in the village and ticketing vehicles.	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).	Chair

		(Brimp/Cross Park)	
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 met.	Chair/Clerk/ <b>All</b>
<b>DECEMBER 17</b> <b>C2017/1561a</b>	Tree Inspections	Inspection carried out work required being reviewed and carried out by Trevor Bowley where possible. The Brimp tree has been removed (a medium to long term suggestion in the report). There is an issue with a sycamore at the recreation ground as the roots are a trip hazard. <b>Clerk/Cllr Bowley to follow up with tree surgeon</b>	<b>T Bowley</b>  <b>Clerk</b>
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	<b>Chair</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. <b>Turners report planning application submitted.</b>	<b>Chair/Clerk</b>
FEBRUARY 17 C2017/1594	Street Cleaning	Site and dumpster required for street cleaners bags until collected	