



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th JUNE 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
Mr Chris Fribbins Parish Clerk

In attendance 4 members of the public

- 22 1 APOLOGIES FOR ABSENCE**
Cllr Morrice (away), Cllr Bowley (unwell) Proposed Cllr Forrest, Cllr Lovatt Seconded that the apologies be accepted was **AGREED** (Medway Cllr Filmer had apologised for not being able to attend, Medway Cllr Sands was in attendance).
- 23 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.
Audio Recording
Cllr K Draper, reported that they were making audio recordings of the meeting for their personal use.
- 24 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10th MAY 2019** Proposed as a correct record by Cllr Draper, Seconded Cllr Forrest.
AGREED
- 25 4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**
None
- 26 5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**
See updates in appendix.
- SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)**
Cllr Sands introduced himself and discussed some of the issues on the Peninsula. A representative from wHOO Cares and a resident were present to monitor. A further resident discussed positive issues with Street Cleaning and problems.
- 27 6 CLERK'S REPORT**
- a) The fun fair had expressed an interest in returning in 2020 (2nd week in May 8,9,10 onsite 4-11 May). Proposed Cllr Forrest, Seconded Cllr Lovatt that this be agreed subject to similar conditions (including Health and Safety) as 2019.
 - b) Delivery of Cllr papers – standing orders permitted the delivery of papers electronically. Cllrs expressed support for current printed copies being delivered, one supported the electronic distribution. No changes suggested, but the Clerk will look at electronic distribution to Cllr Cook.
 - c) Debit Card – the clerk requested consideration of providing Debit Card to the Clerk to remove the need for him to use personal Debit/Credit cards and re-claim at the

following meeting. Proposed Cllr Huntley-Chipper, Seconded Cllr K Draper that a Debit Card be provided AGREED. The Clerk will provide the application form for the July meeting.

- 28 7 **ALLHALLOWS SCHOOL/STOKE PROPOSED MERGER**
Cllrs expressed concerns about the implications of the proposed merger on car parking at the morning and afternoon drop-off/pick-up which is already congested and unsafe. Support was expressed for Stoke parents and the wider village community that wanted to retain their village school and the concerns regarding the transport of parents and very young children on the Allhallows Road/Stoke Road with no pavement or street lighting and in poor weather conditions. The council agreed to submit their objections to the Academy Consultation exercise.
- 29 8 **GRANT REQUESTS** – Lindsay Hartney (Strood Outreach Youth Worker) had requested £900 to support the Summer Youth activities in August 2019 at the Recreation Ground. Proposed Cllr Lovatt, Seconded Cllr Forest that a grant of £900 be awarded - AGREED
- 30 9 **PLANNING Responses/Actions Proposed Chair/Seconded Cllr K Draper All Agreed**
a) **Allhallows Plans for Comment –**
MC/19/1303 2 Avery Way Allhallows Rochester ME3 9PU
Construction of a detached 3 bedroom dwelling to the side of existing dwelling house together with associated works; creation of a hard standing area to existing dwelling – demolition of side projection of existing together with detached shed and two greenhouses to rear.
Agreed to raise concern about adequate on-site car parking required on the busy Stoke Road/Avery Way/Ratcliffe Highway junction.
MC/19/1304 Slough Fort Avery Way Allhallows Rochester ME3 9QL
Application for Certificate of Lawful Development (Proposed) for the change of class D2 to class D1 (non-residential institutions) – No Objection.
MC/19/0760 Land South of Allhallows Primary School and to the Northern Part of Shellduck Close Amenity Area
Medway Council had refused planning permission for the site (a Parish Council application). Reasons were impact on amenity area and concern about use (primarily from residents). The Clerk had submitted explanations in planning response, but a tree survey covering any impacts on the trees was required and was not completed in time for the decision by planning officers. Proposed Cllr Forrest, Seconded Cllr K Draper that the tree survey be actioned, the ground of the compound be changed to permeable and a planning statement be attached to the planning application and it be re-submitted.
AGREED
- b) **Medway Local Plan (2012 – 2035) –**
Next stage will include public consultation on the Draft proposals in July/August/September following the result of the stage 2 application for Housing Infrastructure Fund Bid (£179m) is known. NOTED
- 31 10 **HIGHWAYS AND FOOTPATHS**
a) **Parking Restrictions** – Following local consultation all the proposals have been accepted apart from those at the entrance of the Recreation Ground in Shellduck Close had been supported and now were in the process of being marked with double-yellow lines. Enforcement is now clearly the responsibility of Medway Council.
b) **Footpath Officers Report** – Cllr Bowley provided a comprehensive report of footpath issues and the voluntary work of him and his wife, also other voluntary work at Cross Park, Recreation Ground and the Village Hall grounds. Some finger posts had been supplied and fitted, one still required at Binney Road/St Davids Road junction. There had been an issue with voluntary clearance if the alleyway by the garages at the bottom of the service road – Cllr Bowley was carrying out clearance, as discussed at the June Parish Council Meeting and Cllr Morrice (as a resident) instructed him to stop as the clearance was not required.

- c) **Verbal contributions** – The stiles on the footpath to the sea wall (behind the British Pilot does need to be actioned. The proposals for the Coastal Path within Allhallows have now been published (primarily signing).

32 11 **CROSS PARK ISSUES**

- a) **Governance** – A formal meeting of the Charity and Rural Kent to discuss the detailed governance procedures and responsibilities has been arranged for Tuesday 24th June.
- b) **Building/Land Issues**
Report from Cllr Bowley circulated.
- c) **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. Access to the Allhallows Park (Kingsmead) is still required.

33 12 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – Open day and summer activities are being considered - NOTED

34 13 **THE BRIMP ISSUES**

- a) **Football Arena** – Application made for grant funding from the National Lottery (Sports England) now rejected. Alternative sources of funding still required.
- b) **Road and Lighting**
Slough Fort Preservation Trust have had to delay the works, but are now ready to carry them out (June 14).
- c) **Additional Usage** – still looking for possible uses.
- d) **Brick Store** – approved contractor will be on-site in June to carry out the works.
- e) **Cleaner/Caretaker** – The ‘contractor’ has been approached about doing the cleaning – key now supplied.
- f) **Further Work** – The Youth Offending Team has continued to carry out works at the Brimp.
- g) **Cesspit** – There is concern about the operation of the cesspit and a concern that it is filling too fast. MikesMainDrain contacted to empty and investigate. Insurance approval was required and they had now taken over the case and would be investigated.

35 14 **RECREATION GROUND**

A location for the new bin was agreed to replace the existing damaged bin. Annual Playground has been scheduled.

36 15 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – Open meeting scheduled 25th June 7:30 in the Village Hall.
- b) **KALC (Medway)** – Cllrs Forrest and Huntley-Chipper – No further meeting.
- c) **Medway Council Rural Liaison** – minutes had been distributed by email, next meeting 23rd July 2019.
- d) **Police Liaison** – Cllr Bowley – No report (there was a meeting 11th June)
- e) **Village Hall** – Next meeting is a postponed AGM 8th July.
- f) **Cross Park** – Sale proposed for 19th July (time to be confirmed)
- g) **Village Fete** – No meeting (next one September to discuss 2020 plans)
- h) **Friends of All Saint’s Church** – AGM scheduled for 24 June. They are making an application to the Heritage Lottery Fund and are seeking support and ideas from the community (all ages/groups etc.)

37 16 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – No issues. More space required. Mr Phil Johnson is being asked again if he has any suitable land.
- b) **Recreation Ground and Playpark (Cllr Forrest and Vice Chair)** nothing further. Annual Report is due soon.

- c) **Bourne Leisure Liaison** (Cllr C Draper) – Mr King to be approached about helping to support a Christmas Tree on land at the entrance to the holiday park.
- d) **Allhallows Primary School Liaison** (Chair) – No further meeting as issues around the school merging had taken precedence. Meeting re. the merging has been scheduled.

38 17 **ANNUAL REPORT 2018/2019 (AGAR)**

Next Steps

The AGAR form was approved at the April meeting and has been supplied to PKF Littlejohn along with the background documents required.. The AGAR (pgs 3 -5) has will be displayed on all three council notice boards and retained on the web site for public inspection (Monday 10th June to 26th July) and queries to be raised with the clerk, by appointment if necessary.

39 18 **FINANCIAL**

- a) Finance Monitoring Reports (May) Circulated and noted

- b) Receipts May

Youth Club Tuck/Subs	£108.78
Smith Fun Fairs	£400.00
Medway Council Street Cleaning Cont.	£15,438.12

- c) **To make June payments Proposed – Cllr Forrest, seconded – Cllr K Draper 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	190601		
John Price Salary/less PAYE/Holiday	190602		
John Price - Broom	190602A	8.75	
Mick Smith Salary/less PAYE/Holiday	190603		
Zoe McCall Youth Club (6.5 + 6 BH)	190604		
HMRC PAYE	190605	380.29	
NEST Employee/Employer Pension	190606	67.29	
EDF Energy Brimp Electricity DD	190607	107.00	**5.10
M&L Contracting Countryside Contract	190508	NO INVOICE	
M&L Contracting Cross Park	190508	NO INVOICE	
M&L Total payment		NO INVOICE	
TJF Prop Maint Active Cemetery	190609	105.00	
TJF Prop Maint Active Cemetery	190610	105.00	
Colyn Property Services VH Maintenance	190611	60.00	
Colyn Property Services VH Maintenance	190612	60.00	
Information Commissioner Office Sub	190613	40.00	
Direct Fire Protection Brimp Fire Ext	190614	239.18	39.86
Printerland Brother Printer Drum	190616	109.80	18.30
Peter Apostel YC Tuck	190617	6.34	
Karen Draper Brimp Maint	190618	49.58	5.08
Zurich Municipal Insurance	190619	2,143.86	
Lisa Newstead YC Tuck	190620	112.81	tba
MikesMainDrain Brimp Cesspit Empty	190621	168.00	28.00
Medway Council Summer Activities	190622	900.00	
Kent ALC Cllr Conference x 2	190623	144.00	24.00

Paid previously, to note

*Recalculated to take into account final pay and holiday not taken

corrected * Invoice paid on receipt

Exclusion of Press and Public : Proposed Chair, Seconded Cllr Huntley-Chipper ALL AGREED due to personal information discussions (items 19, a & b)

- 40 19 **STAFFING ISSUES**
- a) **Street Cleaners**
There has been no reply from the people who had shown an interest. To be followed up.
 - b) **Previous Street Cleaner** – had suggested that pay was two months in arrears at the start of the Medway Street Cleaning contract (to be followed up with the Chair of the Parish Council at the time (Cllr Cook/Clerk). No evidence of this. The Clerk had also followed up with the Clerk at the time who had expressed concern with the staff records at that time and had no recollection of this.
 - c) **Street Cleaning Rounds** Cllr Forrest circulated a proposed split of duties that moved some roads and the recreation ground. Agreed to put to Street Cleaners for comment.
 - d) **Appraisal for Mick Smith** Complete
- 41 20 **DATE AND TIME OF NEXT MEETINGS**
The next meeting will be Wednesday 10th July 2019 at 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.
- 42 21 **FUTURE AGENDA ITEMS – None**
At 09:30 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
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.	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	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. BTD have carried out maintenance work. Trying to arrange a visit to Allhallows Park (The mains feed)	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. Slough Fort are now investigating getting the work completed (perhaps with grant funding from the Parish Council), £1,000 granted by PC towards work which should be complete by Spring 2019. Awaiting re-planned schedule and work completion.	Clerk/Church Commissioner's Agent