



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 8th FEBRUARY 2023

Cross Park Pavilion @6:30pm

PRESENT:

Cllr Chris Draper	Chair
Cllr Yvonne Forrest	Vice Chair
Cllr Karen Draper	
Cllr Sue Morrice	
Cllr Rachelle Freeguard	
Cllr Trevor Bowley	
Cllr Len Lovatt	
Mr Chris Fribbins	Parish Clerk

Apologies: None
In attendance: 2

- 841 1 **APOLOGIES FOR ABSENCE** None.
- 842 2 **DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**
Declarations of Interest – Cllr Freeguard - Cross Park Association, Allotments
Audio Recording – Cllr Morrice records the meeting for personal use.
- 843 3 **TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 8th JANUARY 2023** Proposed as a correct record by Cllr Mrs Draper, Seconded Cllr Mrs Forrest. All Agreed.
- 844 4 **MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA) – None**
SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker):
A resident brought two matters to the attention of the council:
Poor street lighting in Avery Way. The Chair had already discussed this with Medway Peninsula/Responsible Cabinet member Cllr Filmer. New LED lights had been installed, but had to then be dimmed due to the impact on moths etc.
St Lukes (on corner) – Overhanging branches (photos supplied). This will be investigated and actioned where possible.
- 845 5 **CLERK’S REPORT**
a) Coronation Events - A Street Party in Cross Park was being organised by Cllr Freeguard and Lisa Newstead. A budget for the event on the 6th May of £2,000 was proposed by Cllr Forrest and seconded by Cllr Lovatt ALL AGREED
- 846 6 **GRANT REQUESTS –**
a) Allhallows Events Committee An email had been received this evening from their committee outlining the details of the request. The council felt that many items fell under the category of running costs that should be met by them. It appears that there are no charges for their events There were no bank details for any payment agreed – Email reply to be sent, with someone possibly attending the March meeting to answer queries.
- 847 7 **PLANNING**
a) Planning Applications – I
MC/22/2896 Allhallows Holiday Park, Allhallows Caravan Park, Allhallows, Rochester, Medway ME3 9QD
Application for Prior Approval under schedule 2 Part 14 Class J of the Town and Country Planning (General Permitted Development) (England) Order 20156 (as amended) for the installation of solar panels to the roofs of the existing buildings on

the site. MEDWAY Planning has determined that a Prior Approval is not required so it can proceed.

- b) **Medway Local Plan** No further update, publication of Draft and public consultation still further delayed and Local Plan will now revert to Regulation 18 and add another 18 months to 2 years to the process, which allows developers to choose their sites. A Hoo Development Framework has been published consultation complete.
- c) **Housing Infrastructure Fund** responses have been assessed by Medway Council and due to be reported to the Cabinet. Costs have increased and shortcomings with road and rail solutions remain with uncertain additional funding required and s106 timescales.

848 **8 HIGHWAYS AND FOOTPATHS**

- a) **Footpath Officers Report** – Cllr Bowley's report was circulated.
- b) **Verbal contributions** Some issues identified by street cleaners (reported later in the minutes).

849 **9 LOCAL REPORT/ISSUES**

- a) **Countryside Contract** – It was requested that the contractor be reminded on the need to maintain the 6' boundary at Shellduck Woods.
- b) **Street Cleaning** – Asbestos sheets and a car/van number plate were discovered in Homewards Road (reported to Medway Council). Expired food from Avery Way shopping parade being dumped in public waste bins- shops had been contacted about this, Medway Council will need to follow up waste, including commercial, at front and rear of block.

A resident in St Georges Way has been creating rubbish feeding birds on the green (house number to be identified). Large tyres and computer cables had been dumped in Stoke Road.

- c) **Active Cemetery** – No issues
- d) **General Issues** – Issues reported: None

850 **10 TELEPHONE BOX DEFIBRILLATOR** – Telephone box has been installed as previous. An additional concrete step has been placed in front of the door. The defibrillator and a bleed control pack has been ordered by the clerk after details circulated to councillors. Power supply to telephone box for lighting and to supply the defibrillator container box to be chased by the Chair. Details to be registered on-line for tracking/monitoring and use by SECoast Ambulance and any other users by the Clerk. Details will be published in Allhallows Life and Parish Website when fully commissioned.

851 **11 CROSS PARK IMPROVEMENTS (including s106)**

- a) **Car Park** – First stage of work completed – awaiting an advance of s106 money from the Turners development from Medway Council. There had been a suggestion that a first tarmac layer be added – quotes to be confirmed – An estimate of £36k was proposed to be agreed by Cllr Mrs Draper, Seconded by Cllr Lovatt – All Agreed (this will be subject to a further quote and finances being available (s106 payment from Medway Council required to provide adequate parish council finances).
The access road had been resurfaced by Turner's development and some trunking for electricity/telephone installed. The chair is identifying a digger to flatten/distribute the soil that had been excavated by the works (with our contractor).
A replacement kissing gate at the entrance is required as wooden gate had rotted and needed to be removed during the new field gate install. Quote from our contractor to acquire a suitable gate and fit is awaited.
- b) **Extension/Building** – Initial design requirements forwarded to design firm, awaiting feedback/design plans for approval.
- c) **Kitchen extension** – Planning permission has been sought for an external cold store to allow the wall between the kitchen and the store room to be removed and kitchen extended. Medway Planning had identified issues with the look of the cold store and were minded to refuse. Alternative solutions had been discussed, including making the cold store 'movable' but planners had recommended

temporary permission until the extension application is submitted. Cross Park Association are likely to lose access for around 10 days, including a weekend. Two quotes had been approved for the kitchen – one too high, preferred quote is £3,030 +£1,032 for flooring Proposed Cllr Lovatt, Seconded Cllr Forrest – Agreed (subject to Cold Store installation/planning permission).

- d) **Electricity supply** Estimate from UKPN of up to £6k proposed Cllr Forrest, Seconded Cllr Morrice that this be agreed in principle – ALL AGREED, detailed quote required.
- e) **Meeting** to be arranged to discuss bramble clearance and planting schedule (some new conifers/trees to be moved/removed) – convenient date to be identified.

852 12 **YOUTH CLUB REPORT**

- a) **Youth Club Issues** – A user for the Brick Store for movie making with local children had been identified – a DBS check will be required. Community Pay-Back work continues on-site.
- b) **Extending Brick Store** – Further quote awaited.

853 13 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **ALLHALLOWS PACT** – Cllr Morrice – Meeting 6-Monthly. Nothing to report currently.
- b) **KALC (Medway)** – Cllr Morrice/Freeguard – meeting scheduled.
- c) **Medway Council Rural Liaison** – next meeting scheduled in March.
- d) **Village Hall** – Cllr Lovatt/Forrest (sub) – Plans underway for anniversary of hall on 2nd September.
- e) **Cross Park** – . Young tree planting to be reviewed with Cllr Bowley at site meeting (especially football field boundary to ‘country park’ and by garages at top of reconstructed slope from vehicle entrance.
- f) **Village Fete** – Cllr Forrest –Fete planned for 8/7. Stalls booked; bar being organised.
- g) **Friends of All Saint’s Church** – Cllr Forrest – Applause performance arranged, coffee/café days taking place.

854 14 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments** Cllr Forrest Nothing to report.
- b) **Recreation Ground and Playpark** Cllr Morrice – The other toddler gate has failed and locked out of action. Safeplay to investigate and quote for repair.
- c) **Bourne Leisure Liaison** Cllr C Draper – the Chair continues to consult with the site manager when available. Meeting to be arranged.
- d) **Peninsula East Primary Academy School Liaison** Chair – (Cllr Freeguard absent) No meeting.
- e) **Turners Group** – Further meetings had been held on-site re. works.

855 15 **FINANCIAL**

- a) **Finance Monitoring Reports (to 31 January 2023)** Financial reports were circulated, all agreed to note. Payment from Medway Council (advance of part of Turner’s s106 contribution awaited)
- b) **Transfer from Base Rate Tracker a/c to Current a/c**
January £15,000
- c) **Cashplus Account established** for Debit Card facility for youth club (Lisa Newstead holds the card, account is in name of the Clerk and spend reported, balance topped up as required from Youth Club Ear Marked funds). Initial £200 loaded.
- d) **Income**
Receipts January/February Noted

January

Youth Club Tuck/Subs £50+£75.50+£35.40

February

Youth Club Tuck/Subs (to date) £53+£53

Medway Council s106 Estimated £51,000

e) To make Note payments for February 2023.

Proposed Cllr Freeguard, Seconded Cllr Morrice – All Agreed

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution	230201		
John Price Salary/less PAYE	230202		
Mick Smith Salary/less PAYE	230203		
Mick Smith previous expenses underpayment	230203C	7.00	
HMRC PAYE	230204	641.63	
NEST Employee/Employer Pension	230205	72.40	
EDF Energy Brimp Electricity DD	230206	158.00	7.52
M&L Contracting Countryside Contract	1,591.66		
M&L Contracting Cross Park	316.66		
M&L Total payment	230207	2,289.98	381.66
National Broadband Cross Park 4G Internet	230208	54.00	9.00
Lionel Robbins Internal Audit	230209	120.00	
Cool Tech South East Brimp Aircon Repair	230210	1,440.00	240.00
Business Stream Allotment Water	230211	15.67	
Karen Draper YC Tuck/Equipment	230212	54.04	
Planning Portal Cold Store Planning Applic	230213	149.20	
Karen Draper YC Previous underpayment	230214	0.27	
TJF Property Servs C164 Active Cemetery (includes previous £9 overpayment 230113)	230215	151.00	
Colyn Property Servs Telephone Box Step	230216	150.80	
Mortley Landscaping Servs CP Car Park 4	230217	5,000.00	833.33
CashPlus Account YC Debit Card	230218	200.00	
Chris Fribbins Screwfix for Brimp Repairs	230219	37.76	6.30
Colyn Property Servs Brimp LM	221225	75.00	
Turtle Engineering Defib/Case	230220	1,590.00	265.00
Karen Draper Patio Gas for YC/Brimp Heater	230221	100.01	5.00
<i>Note – Receipt/Payment Sheet reissued after meeting to clarify/correct figures.</i>			
D/D Debit Card/Already Paid			

- 856 **The exclusion of press and public to discuss personal staff and contract issues**
Proposed Chair, Seconded Cllr Forrest – **ALL AGREED.**
- 857 16 **STAFFING ISSUES** No items to discuss
- 858 17 **DATE AND TIME OF NEXT MEETING**
The next meeting will be Wednesday 8th March 2023 (Cross Park Pavilion 6:30pm).
- 859 18 **FUTURE AGENDA ITEMS – Report and any actions for Coronation events**
At 21:40 The Chair closed the meeting.

Signed as a correct record of the proceedings.
Chair of Allhallows Parish Council