

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 14th FEBRUARY 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 John Luck
Cllr Yvonne Forrest (from 20:08)
Mr Chris Fribbins Parish Clerk

In attendance 10 members of the public

1 1325 APOLOGIES FOR ABSENCE

Cllrs Sandra Bennett and Dave Bennett, Cllr Cresswell (Prior engagement). Accepted
Cllr Forrest had apologised in advance for arriving later in the evening due to family issues.

2 1326 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

The Vice-Chair declared interests in items regarding Cross Park and did not take part in discussions or votes thereon. Cllr Luck as the council's representative on the Cross Park committee is entitled to take part in discussions and votes.

3 1327 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10th JANUARY 2016

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

4 1328 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1329 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

C/2016/1179 Drop kerbs installed and it was reported that there were no orders for a Zebra Crossing – Chair to follow up with Medway Council and Medway Cllr. Filmer.

C/2016/1256 Medway Aces are not proceeding with their interest in a summer event at Cross park.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mr Trevor Bowley gave an update on his work at Cross Park – he is working on options for managing/removing brambles – using equipment to cut back and/or approved weedkiller and safe method of working. He will liaise with the Chair.

Mick Shep Lepir asked about issues regarding the Youth Club (more details later on the Agenda)

Cllr John Luck expressed his concerns about the amount of criticism that the Parish Council and individual councillors had received on Facebook and he had followed this up with other Facebook groups on the Hoo Peninsula. The Clerk reported some issues elsewhere and a parish council had adopted a policy of not using Facebook except in limited circumstances to report. Feedback should normally go via the Clerk, but Councillors are able to respond as individuals and not on behalf of the council – Cllr Luck had done this,

6 1330 CLERK'S REPORT

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

- a) Issues dealt with covered by agenda items
- b) Correspondence – Emails distributed were listed, noted.

- c) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). A follow-up stakeholder workshop was held on January 21st 2017. A further meeting of a Working Group was held on the 9th February, which the clerk attended (on behalf of parish councils on the peninsula). The aim is to complete an expression of interest by the end of May, and if accepted a full programme with more detailed costings would be worked up. The bid has to show working across a wide range of stakeholders, projects and the community (The area includes the Hoo Peninsula, Higham and parts of Shorne). The bid can be for several £millions to be spent over a limited timeframe. They keen to see the work that has been done, is underway and a legacy into the future. Local projects are required and the Clerk will submit the Cross Park Country Park, further ideas requested.
- d) Annual Parish Meeting arrangements – the council agreed that this would be on WEDNESDAY 26th April 2017 at 7pm in Cross Park Pavilion.

7 1331 PARISH COUNCIL LOGO

Cllr Sandra Bennett has now received designs from the Brownies and Rainbow groups. She had submitted the entries and the 1st, 2nd, and 3rd places and had given them a prize. NOTED. The Clerk would revisit the possibility of an official logo as time permits.

8 1332 GRANT REQUESTS

No new applications (allotments request outstanding)

9 1333 YOUTH CLUB COMMITTEE

The clerk reminded the council of the terms of reference for the Youth Committee and suggested some minor wording changes for clarity and suggested that a meeting be arranged to look at operational and strategy issues as soon as practical. **Proposed Cllr K Draper, Seconded Cllr Luck that the wording changes to the Youth Committee Terms Reference be accepted and a meeting by arranged as soon as possible AGREED** (Zoe McCall will need to attend as well, and the Chair to identify a date/time – which could be during the day).

The Clerk updated the parish council on Youth Club issues during the last month: Initial repairs/maintenance had been carried out on the Football Arena – a further quote/visit required to complete. There had been a lighting fault and it has been reported to the electrician.

The power supply had been upgraded to 3 phase to the meter – connecting to a substation on Bourne Leisure premises (by the entrance) at no cost to the council (cost could have been in the £10,000s) – the action to get this carried out did lead to an exceptional load on the electrical supplies for 2 weeks which is reflected in the 6 monthly bill received.

Lighting had been replaced on the exterior of the Brimp building and in the toilets due to an issue flagged up by an electrical inspection.

Caretakers Building – some work had been carried out to remove some rubbish and move old parish council archive material away from the walls (they had been located there for some time and had been damaged by damp). Further work required.

10 1334 PLANNING

- a) **Medway Local Plan** – The clerk updated the council on the current stage of Medway Council's Local Plan (to 2035) and local implications. The expiry date for consultation responses was 5pm Monday 6th March 2017 (before next meeting). There was concern expressed about the lack of a local public exhibition, except for a Friday day time meeting in Stoke. The council agreed that a response would be drawn up by the clerk and circulated for comment before submission. (since the meeting it looks like the expiry date will move back by at least 2 weeks so a response can be discussed by the council before submission, and members of the public would be able to attend).

Emails from Medway Councillor Roy Freshwater had been circulated to councillors.

- b) **Planning Applications**
MC/17/0356 LAND EAST OF PORT OF LONDON TOWER, RATCLIFFE

HIGHWAY, ALLHALLOWS ME3 9PT.

Prior approval under Part 16 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 and regulation 5 of the Electronic communications code (conditions and regulations 2003) for the installation of 1no 18.0m lattice tower with 6no antennas, 2no dishes, 1no equipment cabinet and ancillary development thereto within a chain link fence compound.

This was a follow-up to a previous application nearer to the village that was opposed by the parish council and rejected by Medway Council and in response to the pre-planning consultation letter considered at the January meeting – with no objection agreed.

No Objection Proposed Chair, Seconded Vice Chair AGREED. Clerk to notify Medway Council.

MC/17/0382 NATIONAL GRID PROPERTY HOLDINGS, GRAIN ROAD, ISLE OF GRAIN ME3 0AE

Details pursuant to conditions 5 and 54 on planning permission MC/09/1628 – Outline application for the development of up to 464,685 square metres of built employment floorspace for (Use Classes B1(c), B2 and B8 – including open storage), and up to 245 square metres of floorspace for business park management centre (Class B1(a), and retail unit(s) (Classes A1, A3 and A5), with associated infrastructure, landscaping, car parking and access, **Proposed Chair, Seconded Cllr Karen Draper, No Objection – AGREED (with a general comment on the importance of improvements to the local highway network to support this and further probable housing and industry developments).** Clerk to notify Medway Council.

11 1335 HIGHWAYS AND FOOTPATHS

- a) Footpath Officers Report – Report Circulated – generally positive, although there were a number of fly-tipping incidents (dealt with by Medway Council).
- b) The footpaths officer and a letter from a resident had raised concerns about parking on kerbs and green spaces between houses on the main estate had been reported. This had obstructed the pavements and, with softer ground had churned up grassed areas. Medway Council had been informed and arrangements in-hand to meet on-site.
- c) No verbal reports

12 1336 HEDGEROW MAINTENANCE CONTRACT – CONSIDERATION OF DEVOLVING SERVICE FROM MEDWAY COUNCIL

A meeting has been arranged to discuss the possible handover of the contract to the parish council from Medway Council – these terms will be discussed at the March meeting of the parish council when a decision to proceed or not can be discussed.

13 1337 CROSS PARK – LAND MANAGEMENT ISSUES

Still awaiting a report from Martin Hall (Medway Greenspaces) to identify options for managing the site.

Medway Council have made contact with Turners Parks Group on the agreement to dedicate a permissive path between Cross Park and the Recreation Ground. Some changes to be made to the final agreement to be drawn up for signing. The clerk is chasing Turners Group.

The proposed changing rooms in the modular building have continued to be vandalised and most windows broken.

There has been no progress with the connection of services to the modular building, it would have to be removed. **Proposed Chair, Seconded Cllr Luck that the football club be asked to remove the modular building from Cross Park and they be given four week's notice. AGREED.** They may be charged if the council has to arrange removal. Clerk to discuss with football club.

14 1338 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Next meeting February 15th at Wainscott Memorial Hall.

- b) Medway Council Rural Liaison – Minutes to be circulated, next meeting in March - the open meeting for all parish councillors in Medway had been cancelled.
- c) Police Liaison – met Tuesday 17th January. Numbers of attendees had reduced from around 30 to single figures and there had been lack of attendance from the police due to resourcing issues. Date of next meeting unknown. Meetings had now moved to the Hoo Village Hall in Pottery Road as the costs for using the Hundred of Hoo school had increased.
- d) Cross Park Association – No further meeting arranged.
- e) Friends of All Saint's Church – Cllr S Bennet provided a written report on the meeting held 30th January 2017. New noticeboards had been installed (with £250 grant support from the parish council). They are looking to schedule/prioritise future work in the building, electrics, soakaways, alterations to the inside. Progress on current and future fundraising. There had been a project day on the 11th February to clean the inside and outside of the church. Next meeting 10th April.

15 1339 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – liaison continuing, no report.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - There has been some graffiti that will need to be removed.
- c) Bourne Leisure Liaison (Chair) – Support for the youth club has been very helpful and liaison is generally very positive.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – No report
- e) Allhallows Youth Club (Cllr D Bennett) – No report – Youth Club Committee will circumvent the need for future reports.

16 1340 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- a) Cross Park Pavilion.
A light to the western side was faulty – it has now been replaced by BTD Electrical.
- b) The Brimp – contact made with arena supplier, and the supplier had visited – a further quote and attendance to complete the 'repair/refresh' the arena is now.

17 1341 2017/2018 BUDGET – ANNUAL PRECEPT

A draft statement for the parish council website and a word-limited version for publication in Village Voices, on behalf of the council, was circulated before the meeting. Proposed Cllr Dave Bennett, Seconded Cllr Cresswell, that the draft budget as circulated be amended to increase the precept to £48,000 and £3,978 be allocated to a new ear marked reserve for Village Improvements. **Proposed Chair, Seconded Vice Chair that the statements be agreed and circulated as suggested AGREED**

18 1342 FINANCIAL

- a) Bank Reconciliation January and Budget Monitoring
Bank balances have been reconciled for January. Budget monitoring reports produced from the accounts package.
- b) Receipts November
Bank Transfer from Bank Rate Tracker a/c £5,000 Youth Club (tuck and subs) £39.50, VAT Refund 1/4-30/11/16 £1,882.97.
- c) To make payments as listed Proposed – Cllr Luck, Seconded – Cllr Forrest that the payments as listed be paid, with a proviso that the payment to Medway Clearance Services be withheld until the clearance of the site was complete to the satisfaction of the Clerk/Chair – ALL AGREED (the payments list was signed by two councillors - proposer and seconder)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution
VAT

Salary	Total	170201		
C Fribbins Greenhams Litter Pickers		170202	£69.70	£13.83
<u>Caretakers/Street Cleaning</u>				
K Colyer	Salary, Holiday Pay, less PAYE, Pension Contribution	170203		
J Price	Salary, Holiday Pay, less PAYE	170204		
D Claughton (Cross Park)	Pay, Plus PAYE	170206		
M Smith (Relief Caretaker)	6 hours, less PAYE	170205		
Z McCall (Lead Youth Worker)	6.25 hours - PAYE	170207		
HMRC	PAYE	170208	£199.09	
NEST Pension (employee+employers Jan)	D/D	170209	£26.71	
<u>Invoices</u>				
C&CW Parish (Paper Jan x 180)		170210	£0.90	
TJF Prop Maint (Cemetery C31)		170211	£105.00	
TJF Prop Maint (Cemetery Extra C32)		170212	£280.00	
BTD Electrical (Extra Brimp Light)		170213	£40.00	
Medway Clearance Service (Brimp Clearance)		170214	£200.00**	
ITSAGOAL (Football Arena Repairs)		170215	£744.57	£124.10
K Draper (Youth Tuck)		170216	£55.94	
EDF Energy (Brimp Energy 6mnth Bill)	D/D	170217	£359.91	£18.00
EDF Energy (Brimp Energy Costs)	D/D	170218	£77.00	£3.85
British Gas (Cross Park Energy)	D/D	170219	£318.60	£15.17

** when completed

19 1343 STAFFING ISSUES

The Chair has arranged for the Street Cleaner's barrow located at the Brimp, down an unmade track to be located near the Bourne Leisure entrance for convenience. He would also visit the Allhallows Village Hall to check arrangements there.

There had been a request for new rubbish pickers

Appraisals of staff will need to be carried out in March.

Zoe McCall had started employment in January initially on a 6 month probationary basis – The Chair and Clerk are liaising with her in lieu of the Youth Club Committee.

20 1344 DATE AND TIME OF NEXT MEETING

The next meeting will be on Tuesday March 14th 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 1345 FUTURE AGENDA ITEMS

None

At 10:00 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
JANUARY 16 C/2015/1057b	Clerk to notify Medway Council re. verge collapses in Binney Road and in the interim ask the village hall committee if church visitors on Sunday could use the village hall car park. AM to follow up with Village Hall Committee	Medway Council contacted but do not agree there is an issue currently. To be monitored and followed up as necessary.	All
APRIL 16 C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school.	Village Voices article written (DONE), School to be contacted. Cllrs Bennett following up now school returned from holiday. No interest reported. Contact had been made with the Guides/Brownies and they had produced some designs. A further one awaited and to be reviewed in January. Results forwarded by Cllr S Bennett – the three winners had their prizes – NOTED. Clerk to follow up logo design as time permits.	Clerk SB/DB
APRIL 16 C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work (no response)	Outstanding. Some clearance work done on behalf of Cross Park Association by Cllr Luck.	ALL
APRIL 16 C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or another councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding – awaiting resolution of issues. Cross Park Cleaner remains. Contact to be made. Letters issued to staff regarding issues. Meeting held with Street Cleaners DB/Clerk to discuss ongoing issues. Follow-up letter sent to street cleaners December. Improved monitoring and staff suggestions sought. 2017 appraisals to be arranged for March 2017.	Clerk
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 three of the four floodlights has been	Clerk

		reported to the electrician and he is investigating.	
JUNE 16 C/2016/1164	Mr Bowley Cross Park Issues	Contact made and discussions underway about future work. Mr Bowley presented at the December meeting and updated at January meeting. Regular reports are now being received from Mr Bowley - CLOSED	Clerk
JUNE 16 C/2016/1164	Allhallows Bourne Leisure concerns	Chair to follow-up. New manager in place, Chair has made contact, but has been difficult to see as busy. Following summer season, there has been support from the holiday park. Relationship much better and they have helped with some issues. CLOSED.	Chair
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.	YF
JUNE 16 C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted. YF and others suggesting possible locations for consideration. Agreement had been received from Medway Council for a crossing in 2017/18 financial year – Drop kerbs installed – no order received for Zebra Crossing – Chair to follow-up with Cllr Filmer and Medway Council.	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.	Chair
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.	Clerk
AUGUST 16 C/2016/1212b	Binney Road, Verge Cutting	To be checked. This does not appear to have been carried out. Reported – response that a further cut is still outstanding, along with other areas of concern. Hedge cutting has been done.	JL
AUGUST 16 C/2016/1214b	Playground Inspection	Training to be organised in Spring.	Clerk
SEPTEMBER 16 C/2016/1228b	Fencing at Old Post Office	Height checked and referred to Medway Planning for enforcement investigation.	Clerk
SEPTEMBER 16 C/2016/1230	Hedgerow Maintenance – devolution from Medway Council	Tender for Allhallows work schedule carried out to identify costs. Quotes awaited from BLM (Received from Turfsoil). Meeting to be held with Medway Council to discuss further.	Clerk
SEPTEMBER 16 C/2016/1231	Cross Park Land Management Issues	Clerk to arrange site meeting for councillors/KWT/Medway Greenspace/Mr Bowley. Meeting took place, awaiting	Clerk

		feedback from KWT/ Medway Greenspaces on options.	
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.	Clerk/Chair
SEPTEMBER 16 C/2016/1233e	Dogs mess on Recreation Ground	Poop collection bags should be available from local shops (free of charge). Following up with Cleaners along with use of barrows and recreation ground dog's mess clearance on recreation ground. Medway Council have withdrawn the free poop bags.	ALL
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 to seek removal.	Vice Chair Clerk
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work. Awaiting Quote. Not urgent	Clerk
SEPTEMBER 16 C/2016/1236/b	Cross Park Cleaner	Letter to send regarding discussions (13/9). No reply, further letter sent regarding requirements for Friday PM/ Monday AM cleaning. CLOSED	Clerk
OCTOBER 16 C2016/1249/b	Avery Way Hedgerow	Quote accepted, volunteers required for preparation. Tuesday 21 st February arranged for work to remove hedgerows.	Chair All
OCTOBER 16 C2016/1254	Cross Park Broken Light	Referred to Electrician for Quote/Repair. Quote agreed and work carried out CLOSED.	Clerk
OCTOBER 16 C2016/1256	Medway Aces use of Cross Park	Further details required Liaison with CPA, residents, golf club, British Pilot in January. Now not being progressed by the Aces. CLOSED	Chair/JL Clerk
NOVEMBER 16 C2016/1267	Brimp Issues after return to Parish Council	Issues had been identified at the Brimp: Electricity supply – low voltage and insufficient to support lighting and heating. Clerk to report to UK Power Networks and follow-up. Heating – Calor Gas heaters had been removed as a safety risk – sale/disposal to be handled by the Clerk. Further heating required – Four electric heaters purchased. Additional virement from Cross Park improvements suggested, if required. Water Supply – Concerns about water supply, mean no drinking water – water needs to be taken to the Brimp. Clerk to follow-up with specialist Southern Water do not do this. Portable Appliance Testing (PAT) to be carried out.	Clerk/ Chair/ Youth Club Committee

		The youth club did re-open on Tuesday 15th November/Friday 18th November and then Tuesday/Friday sessions as before. Due to lack of attendance the Friday sessions had been cancelled – to be reviewed for 2017. Youth Committee to meet and discuss operational issues and strategy.	
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk.	DC
DECEMBER 16 C2016/1287b	Kent Community Award 2017 Nominations	Nominations sought. Agree the parish nomination at the January 2017 meeting. Final list circulated for email 'vote' on nomination. Nomination agreed and forwarded to KALC – to be announced at APM.	ALL
DECEMBER 16 C2016/1287d	KALC Free Defibrillator	Clerk to accept offer. Vice Chair to liaise with Doctor's Surgery – Hoo Practice Manager agreed on the placing of the defibrillator. Details of precise location and connection to electricity to be agreed.	Clerk/Vice Chair
DECEMBER 16 C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up	Chair
JANUARY 17 C2016/1312b	Offer of employment as Lead Youth Worker	Employment contract was drawn up and circulated to Cllrs and Zoe McCall – she has signed the document and employment commenced 24/1.	Clerk
JANUARY 17 C2016/1316	Cross Park Changing Rooms	Meeting to be arranged with Cross Park Association, football club and council.	Clerk/Vice Chair
FEBRUARY 17 C2016/1333	Youth Club Committee	Meeting to be arranged	Clerk/Chair
FEBRUARY 17 C2016/1334	Planning/Local Plan	Draft Response to be compiled by Clerk and presentation to March 17 meeting.	Clerk
FEBRUARY 17 C2016/1335	Highways and Footpaths	Issues with parking and on grassed areas and verges to be taken up with Medway Council – site meeting being arranged	Clerk/Chair