

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 10th JANUARY 2017
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT: Cllr Chris Draper Chairman
Cllr Pat Huntley-Chipper Vice-Chair
Cllr David Bennett
Cllr Karen Draper
Cllr Dave Cresswell
Mr Chris Fribbins Parish Clerk

In attendance 5 members of the public

1 1304 APOLOGIES FOR ABSENCE

Cllr Yvonne Forrest – family issues, Cllr John Luck – Mother unwell, Cllr Sandra Bennett - Unwell. Accepted

2 1305 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.

4 No item on Agenda

3 1306 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13th DECEMBER 2016

Proposed as a true record by Cllr Mrs Draper, Seconded Cllr Mr Bennett. **ALL AGREED MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

5 1307 None

6 1308 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mr Trevor Bowley updated the council on his recent work as a volunteer at Cross Park – planting and managing the land. He had produced an updated report and maps which had been circulated to councillors before the meeting.

Fiona Mason presented a copy of the Allhallows Village Hall annual accounts

7 1309 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 meeting is planned for January 2st 2017.

8 1310 KENT COMMUNITY AWARDS 2017

Consideration of nomination for the parish. A number of names have been suggested and due to the absence of some councillors this will be distributed by the clerk to councillors by email with a request to respond before the deadline Friday 27th January.

9 1311 PARISH COUNCIL LOGO

Cllr Sandra Bennett has now received designs from the Brownies and Rainbow groups and has recommendation on the winner and other places. The be scanned and sent to councillors for comment and agreement.

10 1310 GRANT REQUESTS

No new applications (allotments request outstanding)

11 1311 YOUTH CLUB REPORT

The club had closed for Christmas but re-opened 10th January 2017. There is a need to consider the Friday sessions, currently not being run due to poor attendance – will Thursdays be better?

Lighting repairs have been completed (lights replaced by LEDs on internal toilets, outside lighting on courtyard and entrance and the road side, which had failed the inspection due to low resistivity). One of the new units is faulty and will be reported to the electrician for fixing.

Concern had been expressed from the former Youth Club about the disposal of four Calor gas heaters and claiming they were still assets of the former youth club and transferred to Medway Youth. They were in the building when it was returned to the parish council, along with other equipment and therefore assumed to be transferred with it. The cash assets were supposed to be transferred to Medway Youth, but had not been yet as they were waiting for an insurance claim to complete. There had also been concern expressed by others that tables, chairs and a fridge appeared to be missing when the building was returned – there was no asset list so this is difficult to confirm.

The affiliation with Young Kent had been processed and the fee was listed for payment at this meeting. This was the criteria suggested by the former Youth Club for the transfer of assets transferred to Medway Youth to be transferred to the Parish Council Youth Club – money will be allocated to the Youth Ear Marked Reserve.

12 1312 APPOINTMENT OF A YOUTH LEADER

a) The council discussed the benefits of creating the role of Lead Youth Worker to help coordinate youth activities and protect the council's past and future investment in the building, equipment and the youth themselves. A job description was circulated and publicised on the parish website and an Allhallows Facebook page.

Proposed Cllr Karen Draper Seconded Vice Chair that the post of Lead Youth Worker be established AGREED.

b) The consideration of the expressions of interest was deferred until the arrival of an interested person from the youth club which was operating this evening.

13 1313 PLANNING

a) **Medway Local Plan** – A further consultation will take place in late January February and early March – the council's response will need to be agreed at the February meeting. The strategy for housing is to re-purpose some of the Medway City Estate over a long term for housing, with industrial uses transferring to sites such as Kingsnorth. Hoo would expand from a large village to a small rural town, with expansion of existing villages, including Allhallows. Medway Council are holding an information session for parish councillors and clerks at Gun Wharf, Dock Road, Chatham at 6:30 Tuesday 17th January 2017. The previous inclusion of land at the Leisure Park in responses to the 'Call For Sites' has now been removed and land owned by the Church Commissioners on the field side of Avery Way (junction with Stoke Road to The Brimp) has been added.

b) **Pre-Planning consultation PROPOSED BASE STATION INSTALLATION AT (201301) Ratcliffe Highway, Allhallows, Rochester, Kent, ME3 9PU.** – letter received from Harlequin, the applicants. This replaced the previous proposal for a site nearer the village which had been objected to by the parish and was refused planning permission by Medway Council. **Proposed Chair, Seconded Vice Chair that the parish council have no objection and prefer this location – the Clerk to respond to Harlequin and the local Medway Councillors – AGREED.**

c) **MC/17/0020 5 Queensway, Allhallows, ME3 9QB** – Construction of a single storey side/rear extension. **Proposed Chair, Seconded Cllr Karen Draper, No Objection – AGREED.** Clerk to notify Medway Council.

12b 1312 CONSIDERATION OF EXPRESSIONS OF INTEREST AND POSSIBLE (Cont.) APPOINTMENT

The exclusion of Press and Public (on a temporary basis) to consider this item only was Proposed Chair Seconded Vice-Chair on the basis that personal information would be discussed – AGREED.

Zoe McCall had been volunteering at the Youth Club since the re-opening and had expressed an interest in the role of Lead Youth Worker, if the council agreed to create the post and had submitted a CV which had been distributed to councillors for information. Councillors discussed their aims for the role and asked Zoe about her thoughts and priorities of the role. **It was proposed by Cllr Karen Draper and seconded Cllr Dave Bennett, that Zoe McCall be offered the position of Lead Youth Worker on the basis of the job description, on a six-month probationary basis and the clerk to draw up a contract of employment and liaise with Zoe on a formal start date. AGREED**

(Exclusion of Press and Public finished)

14 1314 HIGHWAYS AND FOOTPATHS

- a) Footpath Officers Report – Report not due until February.
- b) No verbal reports

15 1315 HEDGEROW MAINTENANCE CONTRACT – CONSIDERATION OF DEVOLVING SERVICE FROM MEDWAY COUNCIL

A quote had been received from Turfsoil and a quote was still expected from BLM Ltd. Norse had produced the initial costing and specification for the work.

The Turfsoil quote was better than Norse. There was still confirmation of the need for the work at Allhallows School to be included in the contract. The clerk would contact Medway Council to express an interest in taking over the contract, in principle, from 1st April 2017, subject to final details from Medway Council and agreement of those terms by the Allhallows councillors.

16 1316 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. Final agreement to be drawn up for signing.

The grant from Medway Greenspaces has now been received by the Cross Park Association and contact made with the former football club regarding their plans to take the work forward (connecting water and electricity and repairs to the modular building), but there had not been any progress yet. The Cross Park Association and the Parish Council need to arrange a meeting with the football club about the options and plans (the parish council had been offered one or two modular homes by the Turners Group Homes). If there is no progress then the current modular building would have to be removed. **The clerk was asked to contact the interested parties.**

17 1317 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Next meeting February.
- b) Medway Council Rural Liaison – Minutes to be circulated, next meeting in March which is likely to include an open meeting for all parish councillors in Medway.
- c) Police Liaison – met Tuesday 15th November. Dates unknown for next meeting.
- d) Cross Park Association – No further meeting arranged.
- e) Friends of All Saint's Church – No report.

18 1318 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 had been damage to an item of play equipment again and the clerk had liaised with Colyn Property Services to order replacement parts and arrange for the repairs to be done. – Spare parts arrived and fitted by Colin Davis,

- c) Bourne Leisure Liaison (Chair) – Support for the youth club has been very helpful.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – No report
- e) Allhallows Youth Club (Cllr D Bennett) – nothing further to report.

19 1319 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- c) Cross Park Pavilion.

A light to the western side was faulty (suspected to be a broken sensor) – Clerk waiting for BTD Electrical to complete the work.

- d) The Brimp – contact made with arena supplier, and arrangements to visit to 'repair/refresh' the arena are still awaited. Repairs to the external lighting are complete.

20 1320 2017/2018 BUDGET – ANNUAL PRECEPT

The Budget report had been circulated to councillors before the meeting, reflecting the draft precept discussed at the December meeting (£44,022). An implications document with some budget options was also distributed. It was felt that the precept should be increased further to support Village Improvements and provide ear marked reserves for match-funding village improvements if they arise. Councillors also expressed concern regarding past decisions over 5 years to reduce or hold the precept and the implications that this had. **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. AGREED**

21 1321 FINANCIAL

- a) Bank Reconciliation December and Budget Monitoring

Bank balances have been reconciled for December. Budget monitoring reports produced from the accounts package.

- b) Receipts November

Youth Club (tuck and subs) £148.65, Cross Park Income £240, Bank Interest £7.80

- c) To make payments as listed Proposed – Cllr K Draper, Seconded – Cllr D Bennett that the payments as listed be paid – 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	ONLINE		
C Fribbins Blakes Brimp Padlock		ONLINE	£33.60	£5.60

Caretakers/Street Cleaning

K Colyer Salary, Holiday Pay, less PAYE, Pension Contribution
ONLINE

J Price Salary, Holiday Pay, less PAYE ONLINE

D Claughton (Cross Park) Pay, Plus PAYE ONLINE

M Smith (Relief Caretaker) 17.5 hours, less PAYE ONLINE

HMRC PAYE ONLINE £221.39

NEST Pension (employee+employers NOV/DEC) D/D £53.66

Invoices

C&CW Parish (Printing DEC x 180) ONLINE £28.80

Young Kent (Youth Club Affiliation) ONLINE £99.00

TJF Prop Maint (Cemetery C28) ONLINE £105.00

Clive Stanley (Webmaster) ONLINE £26.00

Produlic (Play Equipment Spare Parts) ONLINE £60.66 £10.11

Colyn Property Services (Play Equip Rep) ONLINE £50.00

EDF Energy (Brimp Energy Costs)

D/D

£38.00

VAT £1.81

** when completed

The exclusion of press and public was proposed Chair, Seconded Vice Chair Chair AGREED to enable discussion on business regarding staff performance to be discussed.

22 1322 STAFFING ISSUES

The clerk reported that he had written to the street cleaners/caretakers about the expectations of the parish council in regard to the cleanliness of the streets and other areas in their schedules – their help in improving this was sought. There was still a concern about specific issues and it was agreed to increase monitoring of the work.

There had been requests from a 'third party' about past decisions of the previous council and a request to see a previous Personnel Committee and an employee's Employment Contract. The Personnel committee minutes were supplied as they are in the public domain (on our website). Access to the employment contract was denied due to access to personal information. The council was reminded that the clerk had asked for a copy of employment contracts referring to payment date and holiday entitlement as claimed and holiday entitlement and they will be reviewed.

23 1323 DATE AND TIME OF NEXT MEETING

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

Apologies in advance from Cllrs Dave and Sandra Bennett

24 1324 FUTURE AGENDA ITEMS

Additional car parking provision opposite the Allhallows School

At 09:50 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. Cllr S Bennett not present in January so follow up by email.	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 Bennet)t. 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.	Clerk
MAY 16 C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit awaited. Clerk still chasing.	Clerk
JUNE 16 C/2016/1164	Mr Bowley Cross Park Issues	Contact details forwarded to Clerk.. Clerk to write about 'planting' and moth survey. 210 Avery Way. Contact made and discussions underway about future work. Mr Bowley presented at the December meeting and updated at January meeting	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	Chair

		season, there has been support from the holiday park. Relationship much better and they have helped with some issues.	
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.	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,	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.	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)	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 feedback from KWT/ Medway Greenspaces on options.	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.	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.	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	Vice Chair

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.	Clerk
OCTOBER 16 C2016/1249/b	Avery Way Hedgerow	Quote accepted, volunteers required for preparation.	Chair All
OCTOBER 16 C2016/1254	Cross Park Broken Light	Referred to Electrician for Quote/Repair. Due to be fixed shortly.	Clerk
OCTOBER 16 C2016/1256	Medway Aces use of Cross Park	Further details required Liaison with CPA, residents, golf club, British Pilot in January.	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. 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.	Clerk/ Chair/ Youth Club Committee
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.	ALL
DECEMBER 16 C2016/1287d	KALC Free Defibrillator	Clerk to accept offer. Vice Chair to liaise with Doctor's Surgery	Clerk/Vice Chair
DECEMBER 16 C2016/1289	Employment of Lead Youth Worker	Advertise position being considered and seek interest. Discuss recommendation at January 2017 meeting. Position created offer of employment made. CLOSED	Clerk/ALL
DECEMBER 16 C2016/1290	2017/2018 Budget	Draft produced, comments to Clerk for Final Budget at January 2017 Meeting. Budget and Precept Agreed JAN 17 CLOSED	ALL
DECEMBER 16 C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up	CHAIR

DECEMBER 16 C2016/1295c	Medway Rural Police Liaison	Further publicity required for this group. Mentioned in Village Voices CLOSED	Clerk/Cllr Luck
JANUARY 17 C2016/1312b	Offer of employment as Lead Youth Worker	Employment contract to be drawn up and circulated to Cllrs and Zoe McCall	Clerk
JANUARY 17 C2016/1316	Cross Park Changing Rooms	Meeting to be arranged with Cross Park Association, football club and council	Clerk/Vice Chair