



ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 10th APRIL 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 Trevor Bowley	
In attendance	Mr Chris Fribbins	Parish Clerk
	1 member of the public	

- 1 **1898 APOLOGIES FOR ABSENCE**
Cllr Lovatt (Medical) accepted.
- 2 **1899 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 she was making audio recordings of the meeting for her personal use.
- 3 **1900 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13th MARCH 2019**
Proposed as a correct record by Cllr Forrest, Seconded Cllr P Huntley-Chipper.
AGREED
- 4 **1901 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**
None
- 5 **1902 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**
See updates in appendix.
SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)
None
- 6 **1903 CLERK'S REPORT**
a) Nothing further to report, items on Agenda
b) May 2nd Elections – Result declared – uncontested election. All current councillors plus Carol Cook and Sue Morrice (term of office starts 8/5/19 when signed acceptance of office counter-signed by clerks).
c) Annual Parish Meeting arrangements – The Chair/Cllr K Draper will supply the refreshments for the meeting on the 17th April at 7:30pm, Cross Park Pavilion.
- 7 **1904 GRANT REQUESTS**
None
- 8 **1905 PLANNING Responses/Actions Proposed Chair/Seconded Cllr K Draper All Agreed**
a) **Allhallows Plans for Comment –**
MC/19/0760 Land South of Allhallows Primary School and to the Northern Part of Shellduck Close Amenity Area Parish Council Waste Storage Area.

MC/19/0889 80 Avery Way, Allhallows Rochester, ME3 9PZ

Construction of two storey side extension to form 2 - bedroomed maisonette with associated parking. No drawings on-line at present.

MC/19/0163 77 Avery Way Allhallows Rochester Kent ME3 9QW

Construction of a single storey rear extension - demolition of existing conservatory

APPROVED by Medway Council

MC/19/0105 2 Binney Road Allhallows Rochester Medway ME3 9PJ

Construction of a part single, part two storey extension to rear **REFUSED** by Medway Council

MC/19/0007 Land Rear Of British Pilot Hotel Avery Way Allhallows Rochester Medway ME3 9QW

Construction of five 3-bedroom chalets; one 4-bedroom chalet and a part two storey part three storey building comprising of one 2-bedroom and one 3-bedroom maisonette with associated parking, external storage and landscaping **PENDING**

MC/18/3387 Binney Farm Binney Road Allhallows Rochester Medway ME3 9PL

Construction of nine dwellings comprising three 2-bedroom, five 3-bedroom (contained within four semi-detached pairs) and one 4-bedroom detached dwellings with associated parking/carport, bike and bin storage and landscaping (demolition of existing buildings)

APPROVED by Medway Council

MC/18/0288 Allhallows Golf Course Avery Way Allhallows Rochester ME3 9QF

Change of use of land for siting 81 park homes (includes s106 towards improvements at Cross Park). Amendments have been made to clarify access road ownership . Any access issues would be a matter for discussion with the parish council – **APPROVED** by Medway Council, subject to s106 agreements being signed.

MC/18/3181 Application for expansion/extension of Cross Park facilities

This has been submitted on behalf of the parish council by Turners Group to be decided alongside the additional chalets (s106 contribution to the parish council to build this facility included in MC/18/0288).

b) **Medway Local Plan (2012 – 2035) –**

No further update until June/July and result of stage 2 application for Housing Infrastructure Fund Bid (£179m)

9 1906 **HIGHWAYS AND FOOTPATHS**

- a) **Parking Restrictions** – Map of draft proposals received – reviewed, updated and returned. Medway Council have advertised Traffic Regulation Orders for the modified proposals. These could be implemented by May 2019.
- 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.
- c) **Verbal contributions** - None

10 1907 **CROSS PARK ISSUES**

- a) **Governance** – A formal meeting of the Charity still needs to be arranged to agree the detailed governance procedures and responsibilities. (Cllr Huntley-Chipper will follow-up with CPA). Rural Kent contacted, awaiting response now that planning permission granted for the residential park extension..
- b) **Building/Land Issues**
Report from Cllr Bowley circulated
M&L Contractors have had an issue following the main tractor being destroyed by fire – some boundary cutting had been carried out, cutting of the grassed areas still to be done soon.
- 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 required to check the mains supply – additional contact identified and electrician to make contact.

11 1908 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – Additional adult volunteers had come forward and other interested parties. . Older Youth to be contacted about a drop-in centre at the Brimp. The youth disco had been postponed due to lack of ticket sales.

12 1909 **THE BRIMP ISSUES**

- a) **Football Arena** – Quotes discussed in confidential.
- b) **Road and Lighting**
Slough Fort Preservation Trust have had to delay the works. There was some basic support from Bourne Leisure and the Chair had identified plant that could be used.
- c) **Additional Usage** April Disco postponed.
- d) **Brick Store** – three quotes have now been received. To be discussed in confidential.
- e) **Cleaner/Caretaker** – The ‘loss; of the Guides has impacted on the need for cleaning, but work requirement to be drawn up for self-employment now that has been accepted in principal.
- f) **Further Work** – The Youth Offending Team had installed some skirting around the main building (using material from the former football arena).
- g) **Cesspit** – There is concern about the operation of the cesspit and a concern that it is filling too fast. Tony Soper to be contacted, further investigation required.

13 1910 **RECREATION GROUND**

A location for the new bin still to be suggested by councillors.

14 1911 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – No report (Clerk still not permitted to attend). Medway Cllr Filmer is operating as an informal liaison with the parish council in the meantime.
- b) **KALC (Medway)** – Cllrs Forrest and Huntley-Chipper – nothing to report.
- c) **Medway Council Rural Liaison** – minutes had been distributed by email, next meeting 23rd July 2019.
- d) **Police Liaison** – Cllr Bowley – nothing to report, meeting following week (the police had reported that this body was treated as a PACT for the Hoo peninsula by them).
- e) **Village Hall** – No meeting.
- f) **Cross Park** – Reduced Business Rates for Cross Park Association had finally been agreed for the Pavilion (80% reduction as CPA is a registered charity)
- g) **Friends of All Saint’s Church** – Charity status granted. Report circulated.

15 1912 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – No issues.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further. Annual inspection to be organised for May (Clerk).
- c) **Bourne Leisure Liaison** (Cllr C Draper) – The Chair had chased up issues with the site manager and the central office. Bourne Leisure would prefer to liaise via Medway Councillor Filmer in the interim due to a perceived ‘interest’ as the Chair is a caravan owner.
- d) **Allhallows Primary School Liaison** (vacant) –Lisa Newstead is following up. Arranged meeting had to be postponed as an major issue had come up at the school.
- e) **Allhallows Fete Committee** – Nothing further – no fete in 2019 but some alternative event/s may go ahead. The fete may restart in 2020.

16 1913 **FINANCIAL**

- a) Draft Annual Report reports/submission circulated for note. Submission to Internal Auditor (Pauline Bowdery, Boxley Parish Clerk) to be arranged. It is hoped to

submit the Internal Audit Report and further pages for agreement and signing at the May Council meeting and then submit to the External Auditors and displayed on the website and noticeboards.

b) Finance Monitoring Reports (End of Year) Circulated and noted

c) Receipts March

Youth Club Tuck/Subs	£143.01	£3.02
Cross Park Association Gas Refund	£283.89	£10.50
HMRC VAT Refund 1/12/18 - 28/2/19	£1,321.29	

d) Receipts April (received)

Medway Council (Precept 2019/20)	£51,417.00	
Medway Council (CTRS 2019/20)	£5,415.00	
Medway Council (Rural Liaison Grant)	£2,870.00	
Medway Council (CP Rates Refund)	£1,109.92 (awaited)	

e) **To make April 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	190401		
C Fribbins KALC Audit Course	190401a	54.00	9.00
C Fribbins Toolstation Brimp Screws	190401b	6.75	1.13
Kathy Colyer Salary/less PAYE and pension	190402		
John Price Salary/less PAYE/Holiday	190403		
Mick Smith Cover+Homewards (3 hours)	190404		
Zoe McCall Youth Club (13.25)	190405		
HMRC PAYE	190406	173.92	
NEST Employee/Employer Pension	190407	67.32	
EDF Energy Brimp Electricity DD	190408	107.00	3.33*
M&L Contracting Countryside Contract	190409		
M&L Contracting Cross Park	190409	2248.00	374.67
M&L Road Weedkill	190410	400.00	80.00**
TJF Prop Maint Active Cemetery	190411	105.00	
ADLOR Cross Park Shutter Repair	190319	468.00	78.00
Printerland Yellow Toner	190320	72.85	12.14
Medway Council Planning for Waste Area	190321	231.00	
Colyn Property Services VH Maintenance	190412	60.00	
K Draper YC Tuck	190413	54.83	9.14
KALC/NALC Annual Sub	190414	454.10	75.68
Medway Council Brimp Business Rates	190415	466.45	
Rural Kent Annual Subs	190416	75.00	
Rialtus Alpha Annual Support	190417	145.20	24.20
TJF Prop Maint Active Cemetery	190418	105.00	
Colyn Property Services VH Maintenance	190419	60.00	

Paid previously, to note

* should have been £5.10 ** should have been £480

Exclusion of Press and Public moved Chair, Seconded Cllr Huntley-Chipper ALL AGREED due personal information discussions and quotes (items 1914, d and e discussed/agreed)

17

1914

QUOTES

a) **Brick Built Store (Brimp) walls, ceilings, floors, door, electricity supply**

The Clerk and Chair reviewed the three quotes received

Formula Building and Design (£5.890)

DG Reynolds

DIA

Recommended Cllr Huntley-Chipper, Seconded Cllr Forrest that the quote from Formula Building Design be accepted and was the lowest. **AGREED.**

b) Extended MUGA court at Football Arena Brimp

After advertising on the Contractor Portal and dealing with queries and site visits requested. Quotes were received from (details distributed by email to all councillors)

Boxer

PlayCubed

Red Monkey

Safe and Sound*

Briant Traffic* £36,650 (VAT extra)

These were assessed by the Chair and Clerk and the preferred suppliers re-interviewed on-site to discuss their proposals and quote.

The cheapest quote had been received from Safe and Sound but they had drastically underestimated the work required and had retendered at the highest cost so needed to be excluded. Briant Traffic was the lowest quote received and understood the requirement. Recommended Cllr K Draper, Seconded Cllr Forrest that Briant Traffic be appointed the preferred supplier and further refinement of costs be sought. Further funding support will be required to meet the quoted cost.

The Clerk indicated funds were available in the accounts to pay this, but could not recommend this proceed without additional funds as this would use all existing reserves and money allocated elsewhere in the 2019/20 Budget)

c) Digging out Cross Park North/West Boundaries

The Chair has received a quote for digging out to the boundaries at Cross Park boundaries, but was higher than expected and further quotes would be required (Financial Regulations) in the project was to be carried out. The aim was to reduce/prevent 'abuse' of boundary land by residents.

18 1915 STAFFING ISSUES

a) Street Cleaners

Letter of resignation received from K Colyer. Wef 3rd Friday May 2019. In the first instance, the position to be offered to Mick Smith (Chair). If accepted Relief Caretaker position to be advertised. All AGREED.

b) Staff Appraisals carried out for JP, KC, ZMc Issues discussed.

c) Dumpster –

Planning Application submitted by John Liddiard. The Chair is also investigating the possibility of a lock-up garage.

19 1916 DATE AND TIME OF NEXT MEETINGS

The next meeting will be Wednesday 8th May 2019 following the Annual Meeting of the Parish Council at 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.

The Annual Parish Meeting will be held on 17th April 2019 at Cross Park Pavilion, Avery Way, Allhallows at 7:30pm

20 1917 FUTURE AGENDA ITEMS – None

At 10:15 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
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 – water and electricity to be <i>connected</i> . -no progress. Quote received to be sought for work to bring it into use (£5,500). Work to start within two weeks. Need to determine what will be done. Work has start with connection to the Pavilion electricity completed. Water and Electricity supply connected (no proper doors currently). Utility supply trench needs to be filled in better. No doors (screwed in place)	Vice Chair Clerk/JC PASSED TO CPA and/or CROSS PARK EXTENSION No further action
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. Officer responsible has now left the authority. Issues being followed up with Medway Cllr Filmer, A large map of the area is being recirculated to identify locations that should benefit from double yellow lines. Maps re-checked and re-sent. Medway Council processing traffic regulation orders	Clerk/Chair Adverts placed by Medway Council March/April CLOSED
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	Chair No further action CLOSED
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	Chair/Clerk

		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.	
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 submitted.	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