



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 10<sup>th</sup> OCTOBER 2018 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 Yvonne Forrest  
Cllr Trevor Bowley  
Cllr Len Lovatt

In attendance Mr Chris Fribbins Parish Clerk  
3 members of the public

- 1      **1780    APOLOGIES FOR ABSENCE**  
None  
Cllr C Cook has resigned.
- 2      **1781    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 voting regarding the site.  
**Audio Recording**  
Cllr K Draper, reported that she was making audio recordings of the meeting for her personal use.
- 3      **1782    TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12<sup>th</sup> SEPTEMBER 2018**  
Proposed as amended by Cllr K Draper, Seconded Cllr Forrest. **AGREED**
- 4      **1783    MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**  
None
- 5      **1784    TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**  
  
See updates in appendix.  
  
**SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)**  
None
- 6      **1785    CLERK'S REPORT**  
  
A letter of resignation has been received from Cllr C Cook. This has been notified to Medway Council (Electoral Services) and the process for advertising the vacancy for a councillor has been advertised on the parish website and the notice boards. She has been removed from the Clerk's email distribution lists, but other councillors will need to check theirs.
- 7      **1786    CENTENARY OF END OF WW1**  
  
Cllr Forrest has had further meetings Steve Proud (Friends of All Saints) to discuss the arrangements for 11/11/18. The beacon has arrived, the soldier silhouette has been installed on a lamppost at the entry to the village, a leaflet has been prepared by FOAS and printed by the parish council – delivery being coordinated by Cllr Forrest.

The granite plaque from, Airfields of Britain Conservation Trust, to remember the WW1 airfield has arrived and arrangements are being made to install at the Village Hall (close to the original site), it will be installed during the 11/11 activities. A bugle has been obtained by the Chair. The council expressed their thanks to Cllr Forrest and Mr. Steve Proud for organising the activities.

**8 1787 GRANT REQUESTS**

- a) The Allhallows Guides/Brownies/Rainbows had submitted an application for £600 to fund resources and support for trips. There was a concern that there had been significant support already in the current year – direct funding and support in kind in the free use of the Brimp for their Monday sessions. Follow-up has not been done yet.
- b) Friends of All Saints have requested a grant for the purchase of a WW1 Memorial Bench for installation in the Churchyard. It was suggested that this could be purchased by the parish council (remaining an asset of the parish council) and VAT can then be reclaimed. The installation will be carried out by FOAS. Proposed Cllr K Draper, Seconded Cllr Forrest that the bench (£862+Delivery+VAT, Plaque £49+VAT) be purchased by the parish council, including a plaque for the bench (wording to be agreed) – **AGREED**.

**9 1788 PLANNING**

- a) **Medway Local Plan (2012 – 2035)** – The Clerk had attended a further meeting (Planning for Hoo) and circulated some indicative maps of ideas for a ‘Hoo Masterplan’ for discussion.
- b) **Allhallows Plans for Comment – MC/18/0288 81 Additional Chalets at Allhallows Park (Kingsmead)** and s106 towards extending Parish Council Community Facilities. There had been confirmation that the application was still proceeding and the officer’s report is about to be submitted to the planning committee. The officer had recommended a meeting between Turner’s Group and the parish council to confirm the details of the s106 proposal for community facilities at Cross Park and their timing. A meeting has now been held and Turners would like to submit a planning application for the enhanced community facilities, on behalf of the parish council. This would be indicative of the changes and would not be binding on the parish council as subsequent internal and external changes might be identified. Proposed Cllr Lovatt, Seconded Cllr Bowley that permission to submit the indicative plans on behalf of the parish council be agreed – was **ALL AGREED** (Cllr Huntley-Chipper took no part in the discussion or voting). It was Proposed Cllr Forrest and Seconded Cllr K Draper that the services of Rural Kent be engaged to advise and assist the parish council in the detailed assessment of the proposal and any suggested changes – an initial budget of £800 be allocated – **ALL AGREED** (Cllr Huntley-Chipper took no part).

**10 1789 HIGHWAYS AND FOOTPATHS**

- a) Parking Restrictions – A meeting has taken place between the Chair, Clerk and Cllr Filmer. Cllr Filmer reported on some of the issues within Medway Council that had led to very long delays in processing parking restriction requests. (he was also updated on a number of issues regarding the parish council’s activities and concerns).
- b) Footpath Officers Report – Cllr Bowley has continues carrying out checks. The meeting to discuss Medway Council’s Rights of Way Improvement Plan was took place on 26<sup>th</sup> September at Stoke Village Hall (the Chair and Clerk had attended). A local resident, Mr Paternoster, was also present and he has been aiding Cllr Bowley in identifying issues with local footpaths. Input to the ROWIP is being sought from local interested residents and groups, a formal response from the parish council is requested (by early December) – Cllr Bowley/Clerk to report on behalf of the council. The waste dumped alongside RS9 following sea wall works is being followed up.
- c) Verbal reports from Councillors – PACT had discussed issues with inconvenient parking in the village and had been told by the community warden (Ian Sears) that responsibility for enforcement is an issue for Medway Council where legal restrictions

are in place, but other issues remain then responsibility of Kent Police (although minimal resource is allocated to it).

11 1790 **CROSS PARK ISSUES**

- a) **Governance** – A settlement figure for the transfer of the balance of the budgeted annual revenue support had been calculated by the Clerk. Items that would have been the responsibility of the Cross Park Association (CPA) from 1/4/2018 were deducted from the grant and income that would have been retained by CPA was added. A balance of £1,795.91 remained. **Proposed Cllr K Draper, Seconded Cllr Forrest that the council agree to pay the remainder of the annual revenue support (£1,795.91) to CPA. ALL AGREED** (Cllr Huntley-Chipper took no part in the discussion of voting on this item).
- b) **Building/Land Issues**  
Report from Cllr Bowley circulated. There had been concern about the grass cutting by Turfsoil/Gavin Jones, but it had now been done.
- a. **(Turner’s Proposes s106 Agreement) Permissive Path/Sport/Community Facilities** – A further meeting had taken place with Turners (reported earlier). There would be the possibility of applying for grants to supplement the s106 contribution, if planning permission for the additional chalets was agreed, for the provision of further leisure and recreation facilities.
- b. **Temporary Changing Rooms.** Progress of the provision of changing rooms has now progressed and connection to the Pavilion electricity was planned. Water and electricity are now connected.
- c. **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. It was suggested that a PAT testing kit be purchased for use in the parish council properties, although this is not a regulatory requirement, it would be good practice for the parish council’s building (access to and/or equipment is being investigated).
- d. The Cleaner redundancy period and a redundancy payment had been calculated, this would run to 30th October when the responsibility would fully transfer to the CPA.

12 1791 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – Numbers attending had been disappointing and the senior session on Tuesday is suspended for now. Training is being carried out for Zoe McCall (Youth Worker), Peter Apostel and Lisa Newstead on Tuesday evenings.
- b) **Guides/Brownies/Rainbows** – Activities are taking place on Monday evenings and further advertising is needed to boost numbers.

13 1792 **THE BRIMP ISSUES**

- c) **Football Arena** – This is being dismantled as agreed, by the Youth Offending Team. Initially the site will be levelled until funds can be found for an alternative provision.
- d) **Road and Lighting**  
Following the meeting with the Church Commissioner’s agent regarding the road, there has still been no response and it is a safety issue for both Slough Fort and the Youth Centre now that the nights are becoming longer. It is also a discouragement to volunteers, youth and their parents. A photocell and replacement of two faulty lights is planned.
- e) **Brimp Clean-up**  
The final skip is now being filled.

**f) Additional Usage**

There have been some approaches about the use of the centre. The September meeting established the policy of use as a youth centre and those activities would remain the priority.

**g) Use of the Brick Store**

The Chair was investigating possible uses for the Brick Store now that it has been cleared out and will report back. The roof had been fixed and a floor is likely to be needed and quotes are being sought. Possible use as a 'music room' is being investigated.

**14 1793 RECREATION GROUND**

The spring chicken stopper has been replaced again but with a stronger glue. Cllr Forrest previously reported that a metal lining of a rubbish bin had been bent by vandals, the contents have now been set on fire.

**15 1794 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – Cllr Forrest will circulate her report for the meeting on the 2<sup>nd</sup> of October. There was strong concern about how Cllr Forrest had been treated by some of the PACT 'officers'. Parish councillors expressed concern about continuing to be part of the 'partnership' and questioned the value in attending. There had been some discussion with independent third parties regarding the meeting. If involvement continues, the Clerk and Chair may need to be appointed as the council's representatives.
- b) **KALC (Medway)** – No meeting.
- c) **Medway Council Rural Liaison** – Next meeting December.
- d) **Police Liaison** – There is still a poor response and communication with the local police services.
- e) **Village Hall** –
- f) **Friends of All Saint's Church** – Following the resignation of Cllr Cook there had been no report although Cllr Forrest had been in attendance for WW1 activities (reported earlier).

**16 1795 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – No issues.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.
- c) **Bourne Leisure Liaison** (Cllr C Draper) – no meeting
- d) **Allhallows Primary School Liaison** (vacant) – no report. Arrangements to follow-up on liaison are needed. Chair organising with the assistance of Lisa Newstead.
- e) **Allhallows Fete Committee** – Cllr Forrest had attended their AGM. They do have some funds in the bank and have investigated them use of contractors to provide marshalling for the event. Issues with the Punch and Judy equipment had been reported and discussed. The fete committee will be considering the parish councils offer to supply materials to replace it or complete a grant application for other equipment instead.

**17 1796 FINANCIAL**

**Annual Audit (AGAR)** The annual external audit report has been received from PKF Littlejohn. The only comment raised was regarding a missing minute reference on the form (it had been spotted early and a correction sheet sent, and used for public display in the parish website and noticeboards). The completed document is now stored on the website and for the required time on the noticeboards.

- a) Finance Monitoring Reports – Circulated and noted
- b) Receipts September

Cross Park Hire

£80.00

Youth Club Tuck/Subs £19.45  
 NORSE Greenspace Contract £21,427.83 – Outstanding, still  
 being chased (it has been identified as a NORSE responsibility).

- c) To make Oct payments Proposed – Cllr Forrest, seconded – Cllr 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	181001		
C Fribbins Blake Lock for The Brimp	181001b	38.65	6.44
C Fribbins Youth Equipment	181001c	31.36	5.23
C Fribbins WW1 Leaflet Printing	181001d	31.99	0.83
Kathy Colyer Salary/less PAYE and pension	181002		
John Price Salary/less PAYE	181003		
Denise Claughton CP Cleaning	181005		
Zoe McCall Youth Club 2 hours + 96miles	181006		
HMRC PAYE	181007	149.46	
NEST Employee/Employer Pension	181008	63.82	
EDF Energy Brimp Electricity DD	181010	70.00	3.33
M&L Contracting Countryside Contract	181011	1,878.00	313.00
Colyn Prop Servs VH LM	181012	60.00	
Colyn Prop Servs Silhouette/Install	181013	55.00	
TJF Prop Maint Active Cemetery	181014	105.00	
TJF Prop Maint Active Cemetery	181015	105.00	
Gavin Jones/Turfsoil CP LM	181016	617.16	106.80**
BTD Electrical Removal of Footb Lights	181017	120.00	**
PKF Littlejohn Annual Audit	181018	360.00	60.00
P Apostel Youth Tuck	181019	39.34	0.62
David Ogilvie Engineering Ltd WW1 Bench	181020	1,234.20	205.40
C&CWPC SLCC Subs Pro-rata contribution	181021	95.87	
Mike's Main Drain Brimp Cesspool empty	181022	168.00	28.00
ICO Data Protection Subscription	181023	40.00	
KALC Finance Conference (CF)	181024	72.00	12.00
KALC Chairmanship Conf (CD)	181025	72.00	12.00
Cross Park Association Annual Rev Grant	181026	1,795.91	

• Subject to invoice query \*\* Amended on invoice receipt

- 18 1797 **STAFFING ISSUES**  
 a) **Street Cleaner Cover**  
 Due to the lack of NORSE cover K Colyer covered some of J Price's round (Monday to Friday but not Wednesday, one hour per day). Mick Smith is now available again for cover.  
 b) **Dumpster**  
 Draft drawings still required to consult with Medway Planning re. the Dumpster location.  
 c) **Street Cleaner – Employment Contract Review**  
 All street cleaner's signed contracts had been returned. There have been some issues with the initial timesheets that had been returned so some follow-up is needed.
- 19 1798 **DATE AND TIME OF NEXT MEETINGS**  
 The next meeting will be Wednesday 14<sup>th</sup> November 2018 at the Cross Park Pavilion, Avery Way, Allhallows.
- 20 1799 **FUTURE AGENDA ITEMS - None**  
 At 9:40 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
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 – meeting held with CPA with Clerk. Draft charity application now being reviewed – three initial trustees required. Final proposals to be discussed with CPA now agreed in principle and charity application has been sent off. Charity status confirmed, License agreed – confirmed by the parish council and now needs to be signed by both parties (wef 1/8/18). <b>Signed (wef 1/9/19)</b>	Clerk/Vice Chair/CPA/KD <b>COMPLETE</b>
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. Legal advice to be sought -possible solicitors (including Medway Council legal), to be recommended by Chair/Cllrs. - Ian Davison (Surrey Hill Solicitors) can advise.	Clerk/Chair/Cllrs
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. <b>Water and Electricity supply connected (no proper doors currently)</b>	Vice Chair Clerk/JC
FEBRUARY 17 C2016/1335	Highways and Footpaths	Issues with parking and on grassed areas and verges were taken up with Medway Council – site	Clerk/Chair

		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.	
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	<b>Chair</b>
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. <b>Further meeting with Turners Group who are looking to submit a planning application for the community facilities on behalf of the parish council.</b>	<b>Chair/Clerk</b>
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. <b>Drawings required so that consultation with Medway Planning can be done.</b>	<b>Clerk following up with Street Cleaners Chair/JC</b>
JULY 18 C2018/1794	Village Hall Shed	Plastic Caretaker's store. Agreed to remove (and store current equipment temporarily). Moved to the Brimp.	<b>Clerk COMPLETE</b>
AUGUST 18 C2018/1749c	Cross Park Electricals	An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. <b>BTD have carried out maintenance work.</b>	<b>Clerk</b>
AUGUST 18 C2018/1751d	Brimp Roadside Lighting	The road lights side lights are now repaired, and they have now been installed on a timer – a light detector is suggested so that they only come on in the dark (and then switch off on the timer) – <b>Now Complete</b>	<b>Clerk COMPLETE</b>



AUGUST 18 C2018/1751d	Brimp Road	<p>A meeting has been held with the Church Commissioner's Land Management Agent, Slough Fort Restoration and the Clerk. There is agreement, in principle, to the road being repaired (with focus on Brimp Building to Fort Entrance). Plant to be supplied by Bourne Leisure, voluntary labour by Slough Fort and limited funding from Parish Council. There is urgency on behalf of the fort as Bourne Leisure want to restrict access to the fort through the holiday park. – The Church Commissioner's agent are still investigating responsibilities and <b>there still has been no further response and Slough Fort are now investigating getting the work completed (perhaps with grant funding from the Parish Council)</b></p>	<b>Clerk/Church Commissioner's Agent</b>
--------------------------	------------	--	--