



Allhallows Parish Council

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clerk@allhallowskent-pc.gov.uk

Meeting Minutes

Date: 10th December 2025

Time: 18:30

Venue: Cross Park Pavilion

Present

- Cllr Chris Draper, Chair
- Cllr Yvonne Forrest, Vice-Chair
- Cllr Mrs Karen Draper
- Cllr Sue Morrice
- Cllr Trevor Bowley (arrived 18:50)
- Cllr Sheaves
- Cllr Juan Van Niekerk
- Clerk Chris Fribbins
- Two members of public

310/1 Apologies for Absence

- Cllr Kim Wood
- Proposed Cllr Morrice, Seconded Cllr Forrest that the apologies be accepted – All Agreed
- Medway Cllr Spalding has sent his apologies.

311/2 Declarations of Interest and notification of recording

- Cllr Morrice, recording the meeting for personal use
The Clerk notified the meeting that he was recording the meeting to trial an AI device.

312/3 To Receive and sign the minutes of Parish Council meeting 10th November 2025.

Approval: Proposed Cllr Forrest, Seconded Cllr Van Niekerk ALL AGREED

313/4 Matters Arising (not on the agenda)

Nothing identified.

Public Participation

A resident raised an issue with dying tree at the Brimp, plastic tubes in road and the bin behind the shops. Issues will be raised with responsible parties.

314/6 Reports

a Chairperson's Report

The Chair reported continued concern regarding public attendance from villagers. The Christmas tree with Xmas lighting has been installed. The Village Hall was now established according to the Trust Deed, and a new committee is confirmed, again there is concern regarding villager attendance/involvement. He will investigate/follow-up the issue of the dead tree at the entrance to the Brimp Road (it is likely that this is the responsibility of the neighbouring resident).

b Clerk's report

Nothing additional to report.

c Medway Unitary Council Allsaints Councillors' Report (Cllr Spalding)

Not in attendance, apologies received.

d Contracts

i Countryside Contract (Hedgerows/Amenity Land/Closed Churchyard/Recreation Ground/Shelduck Woods)

References for our contractor may be received from St Mary Hoo parish. Norse have Estimated £2,000 + for repair of Shelduck fencing and need to get approval from Medway Council.

ii Street Cleaning

Issues continue with storage of waste and tools for the Street Cleaner cover on the southern rounds. No suitable land/building in the ownership of the Parish Council is available for a shed behind the chip shop. The Rear of St Davids garages is being used for recycled sacks, Allotments were mentioned as a possible tool storage – Cllr Forrest to speak to Mick Smith.

iii Active Cemetery

The contractor has agreed to continue the contract in 2026/2027 in the same basis as the year (email confirmation received)

iv General Issues

None raised.

e Contributions from Representatives on external bodies

i KALC Medway Area Committee (Cllrs Forrest and Morrice)

Next meeting 21st February 2026.

ii Rural Liaison Committee (Cllr Mrs Draper Substitute Cllr Forrest)

Next meeting 4th March 2026. Last meeting was updated on the Medway Local plan 2041 Status.

iii Village Hall Committee (Cllr Forrest)

AGM held 28/11. Committee approved. Busy schedule of activities planned.

iv Cross Park Association (Cllr Bowley)

Bar/Fridge equipment ordered for Cross Park Association (delivery awaited). Cllr Draper had acquired a shed and installed electricity etc. Additional trustee recommended (to be confirmed), Alcohol licence in place and Gambling Licence for Bingo and external raffle/draws being acquired. There are issues with adequate hot water for the kitchen and settings for the boiler (hive installed), the remote CCTV access has been compromised, and Internet access often drops for the café (being investigated).

An unscheduled fire inspection has been carried out.

v Friends of All Saints Church (Cllr Forrest)

No meetings held.

f Reports from other member responsibilities

i Allotments (Cllrs Forrest)

No issues to report.

ii Recreation Ground/Play Parks (Cllrs Morrice and Bowley)

Annual Inspection report being assessed and a quote has been requested to fix identified issues. Dog signs installed. Manhole is standing above ground level due to sinkage.

iii Bourne Leisure Liaison (Cllr Draper)

No meeting held.

iv Peninsula East Academy School (Cllr Forrest)

Reports from Mr Baulk and Cllr Bowley regarding progress with school on planting and environmental issues. The school asked if reports are published (not currently)

v Turners Group – Kingsmead/The Reeds (Cllrs Draper/Forrest/The Clerk)

No meetings held. Works to progress The Reeds has restarted. S106 status and timing to be investigated. A new bench has been installed by the Kingsmead Park bus stop.

g Project Updates (Cross Park/The Brimp)

There has been a suggestion that an external window be installed on the Eastern wall of Cross Park to allow overview of the patio/bar area. Chair to request a quote, Proposed Cllr Morrice, Seconded Cllr Mrs Draper ALL AGREED. The rear shutter required maintenance/repair, further shutter maintenance to be investigated Proposed Cllr Chair, Seconded Cllr Van Niekerk ALL AGREED. Two waste bins and two dog signs installed in Cross Park and have been well received, Waiting for quote for two benches for Cross Park.

The Brimp Brick Building extension is nearing completion. There is a requirement to create a wastewater facility from the extended Brick Store to the current Septic Tank location in increase the capacity for the Brimp building at the same time. Chair investigating and getting a quote/s.

h Highways and Footpaths

i Footpath Officer/Public Rights of Way (Mr Don Baulk/Cllr Bowley)

Reports distributed. Cllr Bowley/Mr Baulk are looking forward to planting more trees and clearing up in the new year.

ii Land Maintenance

No issues raised

iii Local Reports/Issue

General concern with potholes, especially on Avery Way and Ratcliffe Highway. The Chair is following this up. Medway Council have replied that no bollards or rails can be installed on the pathway by the fish & chip shop due to cables underground.

315/7 Planning Matters

a) Plans

MC/25/2261 Application for a Non-Material Amendment on planning application MC/25/1393 to change door and windows position and rotation of the annex by 10.9 degrees. Avery House Avery Way Allhallows Rochester Medway ME3 9QN

MC/25/2236 Listed building consent for the installation of Solar PV panels to All Saints Church lower South side roof and associated internal equipment All Saints Church Stoke Road Allhallows Rochester Medway ME3 9PD.

MC/25/2105 **Details pursuant** to condition 5 (materials) condition 7 (landscaping) 8 (external lighting) 9 (EV charging point) 10 (CEMP) 14 (Sustainable drainage) 15 (Drainage verification report) 16 (Construction Surface Water Management Pl) Cross Park Community Centre Avery Way Allhallows Rochester Medway ME3 9QG.

No comments raised

b Allhallows Neighbourhood Plan

A local committee is required to take this forward. Haven had been approached for funding but unsuccessful. Liaison with Medway Council continues.

c Medway Local Plan 2041 Update

To be submitted in November along with additional documentation required to the Planning Inspectorate.

d Updates received on potential development off Binney Rod/Stoke Road Allhallows

Nothing further.

316/8 Finance/Policy

a) 2026/2027 Budget

A draft budget will be prepared and an informal meeting arranged to go through the figures. The aim is to agree the budget and set the precept requirement at the January meeting. There may be a need to increase the precept. Meeting Cross Park Pavilion Wednesday 26th November 4pm.

b) Finance Monitoring Reports (to 30/11/2025)

Agreed to note.

c) Receipts and Payments Schedule for December 2025 for note and approval as required (as circulated)

NOVEMBER

YC Tuck/Subs	£80.00
C Fribbins (Vodafone Repay/October)	£60.72
Karate Hire	£150.00
Brick Store Hire	£50.00
Sue Morrice Overpay Refund	£20.00
Medway Council (Ward Fund Cllr Spalding)	£366.01
TRANSFER Base Rate Tracker to Current a/c	£10,000

DECEMBER (to date/known)

C Fribbins (Vodafone Repay/November)	£60.72
YC Tuck/Subs	£70.00
Karate Hire	£50.00 (awaited)
Brick Store Hire	£50.00 (awaited)
Scouts Brimp Usage	£600.00 (Paid)
Cross Park Association (Oven Refund)	£465.00
Cross Park Association (Bar equipment refund)	£2,269.73
HMRC VAT Refund to 30/11/25	£17,197.13
TRANSFER Base Rate Tracker to Current a/c	£10,000

d) Payments

	Item	Reference	Total	VAT
Chris Fribbins	Salary*****	251201		
Bruce Muihall	Salary*****	251202		
Mick Smith	Salary*****	251203		
Colin Davis	Salary/Fixed Work *****	251204		
Angela Goodhew	Salary *****	251205		
HMRC	PAYE/NI	251206	529.56	
Nest Pensions	DD	251207	660.78	
EDF Energy	Brimp Electricity DD	251208	304.44	14.50
M&L Contracting	Countryside Contract/Cross Park	251209	2289.98	381.66

National Broadband	Cross Park Broadband	DD	251210	54.00	9.00
Staffology	Payroll Software	DD	251211	12.00	2.00
TJF Property Services	Active Cemetery +C231		251212	160.00	
TJF Property Services	Active Cemetery +C232		251213	160.00	
Vodafone	Brimp Broadband	Net £38 DD	251214	98.72	16.45
CP Extractors	Install Paid by Karen Draper refunded		251215		
Safeplay	Annual Play Equipment Inspection		251216	366.00	61.00
PDF Escape	Computer Software	DD	251217	\$35.88	
Kentec Draughting Servs	Cross Park Lighting Planning Prep		251218	300.00	50.00
Yvonne Forrest	Xmas Food		251219	129.95	
Karen Draper	Xmas Lights, Install Costco, Extractor Install		251220	349.96	33.34
Handar Paving	CP Install Signs Various		251221	564.00	94.00
Handar Paving	CP Supply Materials for works		251222	722.00	128.80
Handar Paving	CP Bases for 2x bins and 1x bench		251223	222.00	37.00
GGM Gastro Int	CPA Bar Equipment (refunded by CPA)		251224	2,269.73	378.29
Mike's Maindrain	Brimp Sceptic Tank empty		251225	210.00	35.00

Already Paid November

NBB Recycled Furn.	Bridport Seniors' Bench	251150	772.00	128.70
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ZEMPLER (Youth Club)

Booker	Youth Club Tuck/Equipment	251190	51.33
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* Awaiting invoice before payment, ** Paid Direct Debit/Debit Card

***** figures reported to the Council but not published due to confidentiality.

Approval Proposed: Cllr Forrest, Seconded Cllr Van Niekerk All Agreed.

f) Bank Balances @30/11/25:

Current A/C	£8,902.11
Deposit A/C	£0
Base Rate Tracker A/C	£88,282.92
Zempler A/C	£399.15

318/10 Staffing Issues/Confidential Items

(if personal details or contract quotes etc. need to be discussed the Press and Public will need to be excluded)

Exclusion of press and public

Not required, no confidential business to discuss. (Appraisals for staff to be scheduled in January 2026).

319/11 Date of Next Meeting

14th January 2026, 18:30 Cross Park Pavilion

Meeting Closed : 21:50

Accessibility Statement

This document is provided in an accessible format. If you require minutes in an alternative format or need assistance accessing this information, please contact the Parish Clerk at clerk@allhallowskent-pc.gov.uk.

Signature

Chair: _____ Date: _____