



Allhallows Parish Council

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clerk@allhallowskent-pc.gov.uk

Meeting Minutes

Date: 12th November 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
- Cllr Kim Wood
- Clerk Chris Fribbins
- Four members of public + PC Joshua Waterman (Police, PC, Medway Neighbourhood Beat Officer)

293. 1) Apologies for Absence

- Cllr Juan Van Niekerk (Work), Cllr Jean Shieves - Proposed Cllr Draper, Seconded Cllr Forrest that the apologies be accepted – All Agreed
- Medway Cllr Spalding has sent his apologies.

294. 2) Declarations of Interest and notification of recording

- Cllr Kim Wood (Cross Park Association)
 - Cllr Morrice, recording the meeting for personal use
- The Clerk notified the meeting that he was recording the meeting to trial an AI device.

295. 3) To Receive and sign the minutes of Parish Council meeting 8th October 2025.

Approval: Subject to alteration of the report from Cllr Forrest regarding the Village Hall Committee and the Recreation Ground report to report that a local resident had carried out some weeding. The Minutes to be recirculated before publication.

296. 4) Matters Arising (not on the agenda)

Nothing identified.

Public Participation

PC Joshua Waterman reported that he had been appointed in September . He held surgeries outside the Post Office, but is investigating using the Church and Cross Parkfé (11-2), His main issues locally were Fly-tipping and Youth issues, He works alongside PC Richard Jones, and an additional PC is expected to join the team soon.

297. 5) Clerk's Report (not elsewhere on the agenda)

Details of an Hoo Cares History Tour have been distributed, councillors to respond directly.

298. 6) Grant Requests

No formal requests, but Hoo Cares had reported on the Christmas Day dinner being provided to lone people on the Hoo Peninsula. Agreed to fund any from Allhallows Parish, Who Cares to be contacted.

299. 7) Planning

a) Plans

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

MC/25/1717 Details pursuant to condition 3 (drainage Strategy Statement) on planning permission MC/25/0719 - construction of a single storey extension to existing retail store and associated works Allhallows Holiday Park Allhallows Caravan Park Allhallows Rochester Medway ME3 9QD ME3 9QD

MC/25/1718 Details pursuant to condition 4 (materials) on planning permission MC/25/0719 - construction of a single storey extension to existing retail store and associated works Allhallows Holiday Park Allhallows Caravan Park Allhallows Rochester Medway ME3 9QD

MC/25/1729 Details of Biodiversity Gain Plan on planning application MC/25/0719 for Construction of a single storey extension to existing retail store and associated works Allhallows Holiday Park Allhallows Caravan Park Allhallows Rochester Medway ME3 9QD

MC/25/2019 Details pursuant to condition 6 (Drainage) on planning permission MC/25/1605 for the installation of an enclosure to cover the external swimming pool, including links to the building and associated HVAC equipment, with other associated works Allhallows Holiday Park Allhallows Rochester Medway ME3 9QD

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 Regulation 19

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.

300. 8) Highways and Footpaths

a) Footpath Officers Report

Reports from Mr Don Baulk and Cllr Bowley circulated before the meeting. Continual volunteering providing significant benefit, both had been thanked by the Parish Council.

b) Verbal highways and footpath issues (reports from councillors), No issues raised.

301. 9) Local Report/Issues

a) Countryside Contract (Hedgerows/Amenity Land/closed Churchyard/Recreation

Ground/Shelduck Woods). A cut was carried out today (12/11). Original contract details to be reviewed.

b) Street Cleaning Report/Issues. A dumpster/bin location to be identified for Mick Smith, this has not been possible in the past when a location behind the shopping parade was used. A possible location behind the Chip Shop to be investigated.

c) Active Cemetery Report Issues, no issues raised,

d) General Issues Report/Issues. Colin Davis will not be carrying out fixed work anymore. He will continue to cover for Street Cleaner absence/holiday.

302. 10) Cross Park Improvements (including s106)

Shutters had been fitted to the new expanded front windows.

Gas boiler replaced (settings for hot water to be investigated).

Lighting operational in the car park, fine tuning of timing required and instructions for ad-hoc use identified,

A repair was carried out to the car park to re-connect to drains following a personal accident on the surface which had remained wet and muddy.

Extractor fans were installed (SEE Grant).

A repair to the external shutter was required.

Issues remain with the progress of The Reeds and the remaining s106 funding agreed with the planning permission.

303. 11) Youth Club Report (including Brimp Youth Centre)

a) Youth Club Issues – Restarted after half-term break. Medway Council support (from Whose Hoo Fund) now attending. A artist had worked with the members.

Investigation in providing a karaoke machine is underway for grant funding.

Use of the Brick Store for music was still being pursued.

b) Brick Store Expansion

Electrical wiring underway. There is a need for sewer connections to a new tank alongside the existing older one to support the extension and new build. Firm quotes required.

304. 12) Contributions from Representatives on external bodies)

- a) KALC (Medway) (Cllrs Morrice/Forrest) – Meeting held 29/10, concentrated on Resilience and wish for Parish Council/s, local groups to create local plans. An issue will be what is already in place from Medway Council and others. Next meeting scheduled 29/2/26.
- b) Rural Liaison (Cllr Mrs Draper, substitute Cllr Forrest) – 4/11/25 (Cllrs Mrs Draper and Forrest were unable to attend) Local Plan issues discussed.
- c) Village Hall (Cllr Forrest) – Bookings and activities at Village Hall are growing. An EGM was held on 22/10/25 and the trustees are looking to amend the constitution of the committee. Date for an Annual General Meeting, Friday 28/11/25 7pm arranged.
- d) Cross Park Association (Cllr Bowley) – Issues reported above. Arrangements for site signage being carried out. A shed for use as an outdoor bar being installed. An Xmas Lottery being considered and possible Bingo sessions and other activities.
- e) Friends of All Saints Church
Activities and community café continue.

305. 13) Reports from other member responsibilities

- a) Allotments (Cllr Forrest) – Fencing repaired, nothing further.
- b) Recreation Ground and Play Park (Cllr Morrice/Bowley) – Annual inspection report due.
- c) Bourne Leisure Liaison (Cllr Draper) – meeting held various issues raised.
- d) Peninsula East Academy School Liaison (Cllr Forrest) – 6/11/25 13 trees planted with school Eco Warriors and Cllr Bowley.
- e) Turners Group (Allhallows Park/Kingsmead, The Reeds) (Cllrs Draper, Forrest and the Clerk) – No meeting. Information source Cllr Wood (the Reeds resident), the development is progressing again.

306. 14) Finance/Policy

a) 2026 Annual Reporting Changes

Additional requirements are being added for Accessibility and IT Policy. Additionally, it is strongly recommended that the council use -pc.gov.uk for email and website (already in place) and council business should use council email addresses (i.e. clerk@allhallowskent-pc.gov.uk).

b) 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.

c) Finance Monitoring Reports (to 31/10/2025)

Agreed to note.

d) Receipts:

OCTOBER

YC Tuck/Subs	£110.00
C Fribbins Vodafone Repay August	£60.72
Karate Hire	£75.00

Brick Store Hire	£50.00
Cross Park Association Oven Grant	£465.00
SSE Grant Benches	£2,000.00

NOVEMBER (to date/known)

YC Tuck/Subs	£40.00
C Fribbins Vodafone Repay/September)	£60.72
Karate Hire	£75.00
Scouts Brimp Usage	£600.00 (invoiced)

e) Payments:

	Item	Reference	Total	VAT
Chris Fribbins	Salary*****	251101		
Bruce Muihall	Salary*****	251102		
Mick Smith	Salary*****	251103		
Colin Davis	Salary/Fixed Work *****	251104		
Angela Goodhew	Salary *****	251105		
Angela Goodhew	Cleaning Materials	251105A	14.64	
HMRC	PAYE/NI	251106	609.24	
Nest Pensions		251107	570.94	
EDF Energy	Brimp Electricity	251108	218.81	10.42
M&L Contracting	Countryside Contract/Cross Park	251109	2289.98	381.66
National Broadband	Cross Park Broadband	251110	54.00	9.00
Staffology	Payroll Software	251111	12.00	2.00
TJF Property Services	Active Cemetery =C229	251112	160.00	
TJF Property Services	Active Cemetery +C230	251113	160.00	
Vodafone	Brimp Broadband	251114	98.72	16.45
Karen Draper	Community Payback Materials	251115	327.98	53.12
Handar Paving	Cross Park Car Park Repair	251116	1,071.60	178.00
Handar Paving*	Cross Park Signs Install	251117	564.00	95.00
Handar Paving	Allotment Fence Repair	251118	90.00	15.00
DGB Solicitors	Legal Advice	251119	360.00	60.00
RM Shutters	Cross Park Shutter Repair	251120	160.00	
Mazars*	External Audit	251121	420.00	84.00
Karen Draper	Brimp Store Electrics	251122	163.54	
WorkspaceStuff	Dust bins x 2	251123	556.40	92.80
Business Stream	Allotment Water	251124	34.39	
e-Catering*****	underpay, supplier confirmed OK	251125	8.00	
awaited*	Cross Park Extractor Install	251126	awaited	
Already Paid				
Ray-Dor	Cross Park Signs	251050	750.00	125.00
NCS	Cross Park External Lighting	251051	10,990.00	1,831.82
e-Catering*****	Cross Park Extractor Fans	251052	1,084.98	180.83

Wilkinson Construction Development Control Fees		251053	870.00	145.00
Swale Shutters	Cross Park Window Shutters	251054	1.649.26	274.89
realchristmastrees	Village Christmas Tree 2025	251055	620.00	103.33
Sue Morrice***	Graffiti Remover/ Wood Treatment	251056	86.12	
Planning Portal	Planning Conditions Cross Park	251057	383.00	14.17

ZEMPLER (Youth Club)

Aldi Store	Youth Club Tuck/Equipment	251090	28.58	
Lidl (GB)	Youth Club Tuck/Equipment	251091	18.33	
Iceland	Youth Club Tuck/Equipment	251092	5.00	
Poundland	Youth Club Tuck/Equipment	251093	18.00	

* Awaiting invoice before payment, ** Paid Direct Debit/Debit Card, *** overpayment, £20 refunded, **** supplier confirmed no underpayment - invoice total (£1,092.8 VAT £182.16 < payment £1,084.98 VAT £182.16)

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

Approval Proposed: Cllr Wood, Seconded Cllr Bowley All Agreed.

f) Bank Balances @31/10/25:

Current A/C	£8,694.65
Deposit A/C	£0
Base Rate Tracker A/C	£98,282.92
Zempler A/C	£450.68

307. Staffing Issues/Confidential Items

(if personal details of 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.

308. 16) Date of Next Meeting

10th December 2025, 18:30 Cross Park Pavilion (informal meeting to discuss draft budget to be arranged).

309. 17) Future Agenda Items

None at this time.

Meeting Closed : 21:15

Accessibility Statement

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Minutes C/205 293 -309

Signature

Chair: _____ Date: _____