



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 8th AUGUST 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 (arrived 18:45)	
	Cllr Trevor Bowley (arrived 19:05)	
	Cllr Carol Cook	
	Cllr Jon Cook	
	Cllr Len Lovatt	
	Mr Chris Fribbins	Parish Clerk
In attendance	3 members of the public	

1 1738 APOLOGIES FOR ABSENCE

None

2 1739 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 so can speak and vote on Cross Park Issues.

Audio Recording

Cllr K Draper, reported that she was making audio recordings of the meeting for her personal use.

3 1740 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 11th JULY 2018

Proposed as a true record by Cllr K Draper, Seconded Cllr J Cook. AGREED
Cllr J Cook raised issues with the June minutes, the Clerk (PO) pointed out that amendments were made to those minutes in line with his comments and as mentioned in the July minutes regarding out of hours cutting of the grass.

4 1741 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1742 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

A resident raised concern about the speed of vehicles in Avery Way (in particular from the Holiday Park to Ratcliffe Highway). This had been noted by the parish council previously and raised with Medway Council and the Cabinet Member responsible for Highways. A cat had been killed recently and the owner had reported it to Medway Cllr Filmer and Kelly Tolhurst (MP).

The issue of fly-tipping at the alley way between St Matthews and the rear of the Avery Way shops and a possible health and safety issue – it was understood that this was private property and the responsibility of the owner, not the parish or unitary authority. The Chair would check this out (*since confirmed the problem is private land*).

The condition of the highway verges was reported although additional work was actioned in keeping the verge clear. This would be raised with the contractor, but the emphasis of

the contract is to keep the verge controlled and to ensure the hedges do not grow into the road.

Cllr Forrest arrived 18:45

Cllr Bowley arrived 19:05

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1743 CLERK'S REPORT

a) Youngster's Fun Fair – There had been discussion with a commercial fun fair (young children's rides) following their request to use the Allhallows Recreation Ground for Thursday's in August. Arrangements to check their insurance cover etc had been taken and an agreement had been drawn up. They were expected on Thursday 2nd August but had not arrived. They were due on the 9th August (*but cancelled due to the wet conditions*). *They were due again on the 16th*. The Clerk had advertised the plans for the fair to visit, but a councillor had commented about the previous week's non-arrival. As this was not about the plans for a future fair ground the comments were deleted. It had also come to light that emails had been sent by the same councillor with incorrect facts and disparaging the council.

b) Proposed Cllr K Draper and Seconded Cllr Forrest, to exclude the press and public on the grounds that further discussion was related to an individual councillor – **AGREED.**

Cllr K Draper reported on an email that had been sent to two local residents about the fair – claiming that the parish council were receiving 20% of the takings – this was incorrect as the agreement was only 20% of the profit – a much lower amount, and accusing the parish council of being 'money grabbing arses'. Cllr Forrest also felt that these actions disparaged the council in the eyes of local residents. This was not the first time that the parish council had been disparaged by the councillor. Cllr K Draper indicated that she would be referring a complaint to the Monitoring Officer. It was proving difficult to trust the councillor with information as it may be reported inaccurately to residents and undermine the council.

The Chair indicated the importance of parish councillor training, which was always available.

The Closed session was then terminated

7

1744 CENTENARY OF END OF WW1

Cllr Forrest updated the council on the arrangements for the event. There were still problems identifying a bugler for the Last Post.

8

1745 ALLHALLOWS VILLAGE HALL

a) Village shed – there had not been an opportunity to empty and remove the plastic street cleaner's shed. Alternatives were discussed, and some items could be disposed of/sold.

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1746 GRANT REQUESTS

None

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1747 PLANNING

a) **MC/18/2278 132 Avery Way, Allhallows, ME3 9PX**

Construction of a single storey rear extension (demolition of existing conservatory) – Cllrs C Cook and J Cook declared an interest in the application as Cllr J Cook was acting for the applicant). The previous application for a Lawful Development Certificate had been refused and this was a full application.

Proposed Chair, Seconded Cllr Forrest that the council had no objection to the development but to bring to the attention of the planning department concern about other buildings in the rear garden - **AGREED**

b) **Medway Local Plan (2012 – 2035)** – The Clerk had attended meetings regarding the Local Plan and the next formal stage will be consultation on a Draft Plan in

December 2018. An application for 'Infrastructure Funding' had passed stage 1 and more details are required for the next stage. The main funding is for Road, Rail and Community Infrastructure.

- c) **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.

11 1748 **HIGHWAYS AND FOOTPATHS**

- a) Parking Restrictions – Being followed up with the Medway Council Cabinet Member, although only the enforcement of current restrictions is in hand. The map of parking restrictions (yellow lines) has been re-submitted to Medway Council. There had been no further responses from Medway Council – although it was waiting for the return of a staff member (9/8).
- b) Footpath Officers Report – Cllr Bowley has continues carrying out checks. A meeting to discuss Medway Council's Rights of Way Improvement Plan was schedules for 26th September at Stoke Village Hall – All to inform any interested local parties.
- c) The Clerk of Stoke Parish Council had discussed the possibility of re-introducing the cleaning of Stoke Car Park but had been advised that this would have to be done via their parish council.

12 1749 **CROSS PARK ISSUES**

- a) **Governance** – After having agreed, in principle, the license for the operation of Cross Park, the Cross Park Association have raised further issues with the licence. Cllr K Draper would follow this up with the CPA. Clarification on areas to be covered is needed. CPA may want to limit to the Pavilion and Car Park.
- b) **Building/Land Issues**
see f)
- c) **(Turner's Proposes s106 Agreement) Permissive Path/Sport/Community Facilities** – Further discussion required if planning application approved. Awaiting the planning decision.
- d) **Temporary Changing Rooms** A letter had been delivered to Jason Turner regarding the lack of progress and the intention of the council to demand removal. He had replied that he would be working on the building in the next two weeks. Cllr J Cook would also check what work was planned, as a matter of urgency.
- e) **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings to be investigated/resolved.
- f) **Blocked Pavilion Gutter** –Colyn Properties investigated and found a blockage in the ground pipe as the soakaway was not enough for the job. A quote to extend the soakaway to the nearby ditch had been supplied. Proposed Chair, Seconded Cllr Forrest that the quote to fix the drain from Colyn Property Services be accepted – was **AGREED**

13 1750 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – The youth club was now closed until September. Summer activities were being held on Monday evenings in the Recreation Ground and contacts made for the restart in September.
- b) **Guides/Brownies/Rainbows** – Have now moved to the Brimp. The cooker had arrived but there were issues with the siting and capacity on the 'fuse box'. The electrician was planning to resolve these issues soon.

14 1751 **THE BRIMP ISSUES**

- c) **Football Arena** – Investigations into alternative uses had been carried out and inspection of the current arena had confirmed the issues with the flooring and the surrounding plastic construction. Cllr J Cook felt that there was no need to revisit the decision to remove it and options for removal were discussed (e.g. Youth

Offending Team). Soil could be obtained from Slough Fort and/or developments in Hoo to infill the site and re-seed with grass – Chair/Cllr J Cook to investigate.

d) Road and 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) – still outstanding.

Following the meeting with the Church Commissioner's agent regarding the road, there has still been no response.

e) Brimp Clean-up

There had been a large clear-out of the brick storage building and the main building – additional skips had been required (2 x £234 each), authorised by Clerk/Chair – payments raised for approval. It was reported that the brick building had suffered long term flooding before the roof was fixed and there was significant water damage to equipment and parish archive records stored there – including a Punch and Judy unit that was owned by the Allhallows Fete. Much of this has had to be thrown away. Cllr Forrest had checked some of the archive records, and had some more to check, but there is water damage to most records. As GDPR had now been introduced, it was now recommended that records over seven years old be disposed of as they may contain personal data.

The Youth Offending Team had carried out further external decorating works and the Chair had organised a small team to carry out further site and the brick building clearance. It was agreed that a letter be sent to the Youth Offending Team to thank them for their extensive work on-site. **AGREED**

The Craft Room and Store room had also been tidied and it was recommended that a deep clean of the main hall and the toilets be carried out. The Chair had contacted Kent Cleaning Services for a quote for this. Proposed Cllr K Draper and Seconded Cllr Forrest that the quote be accepted (£410+VAT), and Kent Cleaning Services be authorised to do the work as soon as possible – **AGREED**.

f) Additional Usage

There had been an approach from two Bourne Leisure owners about the possibility of using the building during the day. They felt that this site was more suitable for their activities as it was closer. They would be canvassing other owners to see what activities would be supported. They were looking at a possible Christmas dinner.

Arrangements to host a PACT visit and/or arrange an open day can be agreed once the clean was completed.

15 1752 RECREATION GROUND

Playground equipment repairs highlighted in the Annual Inspection had been followed up by Colyn Properties and some repairs carried out and further works are scheduled.

16 1753 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

a) **PACT** – Cllr Forrest will circulate a summary report.

b) **KALC (Medway)** – No meeting, to be scheduled.

c) **Medway Council Rural Liaison** – Next meeting in September.

d) **Police Liaison** – Nothing further until September.

e) **Village Hall** – No meeting held.

f) **Cross Park Association** – covered elsewhere.

g) **Friends of All Saint's Church** – Plans for the End of WW1 Centenary are progressing. There are several events scheduled in the coming weeks. An HLF bid for maintenance of the church is also making progress.

17 1754 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 J Cook) – no report, a meeting to be scheduled.
- d) **Allhallows Primary School Liaison** (Cllr C Cook) – no report as school was now on holiday.

18 1755 FINANCIAL

As previous financial year is still open no monitoring reports are available.

- a) Finance Monitoring Reports – Circulated and noted

- b) Receipts July

Cross Park Hire	£167.00
Youth Club Tuck/Subs	£30.50
Bank Interest	£43.41
EDF Energy Refund	£70.39

- c) **To make August 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

			VAT
1 x Black Bags for Street Cllrs	180801		
C Fribbins 1xBlack Bags for Street Clnrs	180801b	21.99	3.67
C Fribbins 3xBlack Bags for Street Clnrs	180801c	65.67	11.01
Kathy Colyer Salary/less PAYE and pension	180802		
John Price Salary/less PAYE	180803		
Mick Smith 23 hours	180804		
Denise Claughton CP Cleaning	180805		
Zoe McCall Youth Club 21.25 hours	180806		
HMRC PAYE	180807	235.35	
NEST Employee/Employer Pension	180808	69.25	
Strood Youth Centre Summer Activities Grant	180721	500.00	
WHOO Cares Grant	180722	700.00	
EDF Energy Brimp Electricity DD	180809	84.00	4.00
M&L Contracting Countryside Contract	180810	1,878.00	313.00
Colyn Prop Servs VH LM	180811	60.00	
Colyn Prop Serve VM LM	180812	60.00	
TJF Prop Maint Active Cemetery	180813	105.00	
Gavin Jones/Turfsoil Cross Pk LM	180814	2,025.28	170.88
K Draper Crown Decorating - Brimp	180815	144.00	24.00
Medway Microlights Cooker for Brimp	180816	499.00	83.17
Colyn Property Services CP Drains	180817	70.00	
Trevor Bowley Gravel for CP Entrance	180818	42.49	7.08
Business Stream Allotments Water	180819	34.68	
Colyn Property Services Playground Maint	180820	181.52	
Medway Skips Brimp Clearance	180821	234.00	39.00
KALC - Clerks Conference	180822	72.00	12.00
Steve Proud WW1 Blocks/Silhouettes	180823	313.38	
TJF Property Maint Active Cemetery	180824	105.00	

19 1756 STAFFING ISSUES

- a) **Street Cleaner Cover**

Due to family issues Mick Smith is unable to cover for ten days in August/September. NORSE had been contacted to see if they could cover and had quoted £405 (usual cost c.£230). Proposed Cllr K Draper, Seconded Cllr Forrest that the quote be accepted, and cover arranged - **AGREED**

- b) **Dumpster**

- c) Draft drawings to be produced by Cllr J Cook for discussion with Medway Planning to determine planning requirements.
- Street Cleaner – Employment Contract Review**
Two meetings held with the Street Cleaners regarding the amended employment contract. This has now been issued for signing.

20 1757 DATE AND TIME OF NEXT MEETINGS

The next meeting will be Wednesday 12th September 2018 at the Cross Park Pavilion, Avery Way, Allhallows.

21 1758 FUTURE AGENDA ITEMS - None

At 9:45 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). Further issues to address	Clerk/Vice Chair/CPA/KD
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.	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 meeting being held. Marked up map returned to Mark Johnson (Medway) – awaiting feedback (followed up with Cllr Filmer) Medway Council parking	Clerk/Chair

		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.	
MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Rd repairs. Chair to follow-up Clerk following up with the Church Commissioner's Management Agent- No response	Chair/Clerk
JUNE 17 C2017/1435	Brimp Report	The Chair to check with Bourne Leisure about arrangements for twice yearly water inspection and if it can extend to the other sites). (Brimp/Cross Park) No feedback	Chair
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	Chair
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	Chair/Clerk
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. Plan to be drawn up to check if planning permission is required.	Clerk following up with Street Cleaners Chair/JC
JULY 18 C2018/1794	Village Hall Shed	Plastic Caretaker's store. Agreed to remove (and store current equipment temporarily). No Progress made.	Clerk
AUGUST 18 C2018/1749c	Cross Park Electricals	An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon.	Clerk
AUGUST 18 C2018/1751c	Brimp Football Arena	To be removed. There has been an initial approach to the Youth Offending Team	Clerk/Chair
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	Clerk

		switch off on the timer) – still outstanding..	
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. 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 there still has been no further response	Clerk/Church Commissioner's Agent