

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON TUESDAY 9<sup>th</sup> AUGUST 2016  
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

**PRESENT:** Cllr Chris Draper Chairman  
Cllr Mrs P Huntley-Chipper Vice-Chairman

Cllr Sandra Bennett  
Cllr Karen Draper  
Cllr Yvonne Forrest  
Cllr John Luck

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

**1 APOLOGIES FOR ABSENCE**

**1203** Cllr D Bennett (unwell) - Accepted

**2 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**

**1204** Cllrs Pat Huntley-Chipper and Cllr S Bennet declared interests in items regarding Cross Park and did not take part in discussions or votes thereon. Cllr Luck as the council's representative on the Cross Park committee is entitled to take part in discussions and votes.

Cllr S Bennett declared a non-pecuniary interest in matters regarding Trenton Friend (TJF Property Maintenance) and did not take part in any discussion or votes regarding his contracts.

**3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12th July 2016**

**1205** Proposed Cllr. K Draper, Seconded Cllr. Forrest – AGREED. Councillors reminded to forward suggested corrections **as soon as possible** so they can be incorporated in final version for signing.

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

**1206** None

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

**1207** See updates in appendix.

**SUSPENSION OF MEETING FOR PUBLIC SESSION**

Barbara Rayfield raised issues with rubbish around Cross Park/Avery Way side and vegetation arisings.

Mick Smith reported damaged equipment in the play area (fixed by Colin Davis).

Requested approval for replacement work shoes – these are allowed under his job contract in any case.

General concern amongst members of public regarding parking on street corners, The Chair is keeping Medway Cllr. Filmer informed of problems.

The resident at 4 Avery Close required some assistance to get the brambles cut down at the rear of his property as he was unwell. Cllr Luck may be able to help.

**6 CLERK'S REPORT**

**1208** Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Web Site Upgrade Following the decision in May to switch the parish council web site The clerk and Mr Stanley will continue to plan a move to Hugo Fox. This will enable updates from the Clerk as well as Mr Stanley. Allhallows web domain - there would be

a cost of £109 for the first two years and then £69 every two years (estimated). allhallowskent-pc.gov.uk required as there is another Allhallows Parish Council elsewhere.

**7 2015/2016 ANNUAL RETURN**

**1209** no requests to view the accounts had been received. The information remains on the parish web site.

**8 GRANT REQUESTS**

**1210** a) Allhallows Allotment Society - £1,500 sought towards £2,500 cost of a path in the allotments. Previous grants of £1,000 had been made but the company that had agreed to do the work had not carried it out (the £1,000 remains in the allotment account). Further quotes had been sought and replies awaited. Cllr Y Forrest to report back that further quotes required. **Still waiting for further quotes.**

**9 1211 PLANNING**

a) **PROPOSED BASE STATION INSTALLATION AT (201301) Ratcliffe Highway, Allhallows, Rochester, Kent, ME3 9PU.**

A response had been sent to the applicants regarding our concerns. The applicants had responded, reported C/2016/1191b. A planning application has now been received MC/16/3213 Land South of Ratcliffe Highway (adjacent to Humblebee) Allhallows. This was circulated to councillors by email. (3/8). Some details were circulated at the meeting. A response is due by 24/8. The Clerk to forward a reply, raising concerns about the location and proximity to Humblebee. Proposed Cllr Forrest, Seconded Cllr K Draper – ALL AGREED

**10 1212 HIGHWAYS AND FOOTPATHS**

- a) Footpath Officers Report – Colin Davis supplied a written bi-monthly report.
- b) Binney Road – does not appear to have been cut during recent highways verge cutting. Cllr Luck to check.
- c) A meeting was held with Medway Council earlier in the day to discuss the possibility of the parish council taking on responsibility for the verge maintenance contract. The amount allocated was c. £22,000. The specification for works and locations covered was provided. The council's contractor, NORSE, had been required to reduce costs over the last few years and there had been a reduction in cuts. They felt the amount was a very basic amount and that it might prove difficult to find another supplier to do the work.

**11 1213 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) KALC (Medway) – 20/7 meeting had been cancelled, but Cllrs Forrest and Huntley-Chipper not informed so they attended.
- b) Medway Council Rural Liaison – Next meeting September.
- c) Police Liaison – No meeting, next one will be September.
- d) Cross Park Association – meeting being held Tuesday 16/8. The clerk has submitted model governance document for Charity Incorporated Organisation for their consideration.
- e) Friends of All Saint's Church – nothing to report

**12 1214 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) Allotments (Cllr Forrest) – nothing to report.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - Play equipment inspection carried out, report received. The Clerk had sent a copy of the report to Colin Davis (Colyn Property Services) to quote for the work identified. As some items were Health and Safety critical, during the next month – Proposed Chair, seconded Cllr Forrest, that the quote from Colyn Property Services be approved subject to clarification about items subject to VAT that can be ordered by the parish council and VAT claimed (Labour &

Materials £535.47) without additional quotes due to the urgency of the repairs – ALL AGREED.

While Colin Davis was inspecting the equipment for his quote, he had identified a piece of equipment that had been vandalised. The Clerk approved the repair under his delegated powers and the work completed (cost £25).

Playground Equipment Inspection Training session to be arranged (September/October). Colin Davis has agreed to attend. Cliffe and Cliffe Woods caretaker may also attend (and could help share the cost).

- c) Bourne Leisure Liaison (Chair) – Contact made with Steve King, new manager, Chair to invite to future meeting.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – school want to be involved in the community and have asked their children to think about parish council logo designs during the summer holiday.
- e) Allhallows Youth Club (Cllr D Bennett) – nothing to report. An AGM had been advertised, but after contacting Mr. Skudder, he said this was a closed meeting and attendance from the parish council was not acceptable. It was felt to be important that there should be a presence from the parish council and Mr Skudder was to be contacted to request the presence of Cllr D Bennett as the parish council's liaison. *(post meeting, this too was declined and when the Clerk and Cllr Bennett attended on Friday, they were denied access).*

### 13 1215 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

#### a) Cross Park Pavilion.

There was discussion regarding progressing the work on the 'portacabin' as soon as possible (with the possibility of the parish council providing a loan until the 'S106' money was received from Medway Council - there had been delays in getting the required signatures until they had completed other, non-Allhallows, requests). Vice Chair to make contact with the football club and invite to a future meeting.

#### b) The Brimp – contact made with arena supplier – a replacement pole arrived and was fitted by the Clerk and John Price. An inspection to identify maintenance requirements is still awaited. Date/time being arranged with the youth club for the annual inspection, replacement of broken floodlights removal of redundant fluorescent lights and re-wiring. Cheaper floodlights have been identified in case further damage is caused to reduce future cost of repairs.

#### c) Noticeboard. The clerk reported three quotes for an A0 External Noticeboard (Wall mounted/lockable/pin & staple).

red17.co.uk £293+VAT,  
OfficeFurnitureonline.co.uk £241+VAT,  
XL Displays £126+VAT.

Colin Davis has quoted £45 for the removal of old A4 frames and mounting of new board along with a Parish Council header. Proposed Cllr Forrest, Seconded Cllr K Draper that the noticeboard from XL Displays be purchased and mounted by Colyn Property Services - ALL AGREED.

#### d) Upgrading of the noticeboard at the Kingsmead Bus Stop and a new location at the old village end be considered. Notice Boards – Suggested solutions circulated.

### 14 1216 FINANCIAL

#### a) Bank Reconciliation July and Budget Monitoring

Reconciliation statements for July circulated (to be signed by the Chair) along with a selection of budget monitoring reports.

The Clerk reported that PAYE elements of pay will be moved to the respective budget heads and entered a negative amounts on the PAYE code will resolve to Zero when payments are made to HMRC.

b) Receipts

July (reconciled)		VAT
Bank Interest	£6.54	
Cross Park Hire	£117.50	
Brimp Cleaner RECHARGE	£134.84	
Due in August		
Cross Park Hire	various	
Medway Council Street Cleaning Payment	£14,351.48	
Brimp Cleaner Recharge	£67.92	

- c) To make payments as listed Proposed – Chair, Seconded – Cllr Forrest that the payments as listed be paid – AL AGREED (the payments list was signed by two councillors)

Proposed Chair, Seconded Cllr S Bennett that the membership renewal for Kent Wildlife Trust (£40) be approved – ALL AGREED

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE

Salary Total ONLINE

Caretakers/Street Cleaning

K Colyer Salary less PAYE ONLINE

J Price Salary, +3 Hours, less PAYE ONLINE

F Tomlin (The Brimp)Salary, August Pay, Statutory Redundancy Pay  
ONLINE

D Claughton (Cross Park) ONLINE

M Smith (Relief Caretaker, 3 Hrs, less PAYE) ONLINE

HMRC PAYE ONLINE £182.12

Invoices

C&CW Parish (Printing) ONLINE £28.80

TJF Prop Maint (Cemetery C21) ONLINE £105.00

TJF Prop Maint (Cemetery C22) ONLINE £105.00

Kent Wildlife Trust (ann sub) ONLINE £40.00

Turfsoil (48765) Cross Park ONLINE £510.10 VAT £85.00

Turfsoil (48766) Allhallows VH ONLINE £168.00 VAT £28.00

EDF Energy (Brimp Energy Costs) D/D £38.00 VAT £1.90

- d) The Personnel and Finance & General Purposes Advisory Committees have been established and available for use as required. It was agreed that F&GP should meet every three months – the next on October 6th (3pm suggested time)
- e) It was proposed by Cllr Luck, seconded Chair to offer an extension of the contract with TJF Property Services for the Active Cemetery for a further year on existing terms – ALL AGREED.
- f) Further investigation into the requirements for the existing Turfsoil contracts for Cross Park (expires September) and the Village Hall (expires November) to be assessed before renewal considered – Chair and Cllr Luck to investigate and report back.

15 1217 **STAFFING ISSUES**

**The Brimp Cleaner**

Notice of redundancy for the Brimp Cleaner (Frances Tomlin) was issues and the Allhallows Youth Club notified. Statutory redundancy and final pay to date of

redundancy, and a statutory payment (calculated on FULL years of service as specified by HMRC) paid.

Due to the personal nature of information to be discussed, the Chair proposed and Cllr Forrest proposed the exclusion of press and public. ALL AGREED.

An anonymous letter had been received regarding the performance of a member of staff. No action was proposed due to the anonymous nature of the letter. Street Cleaner schedules to be distributed to councillors for monitoring purposes by the clerk.

**16 1218 DATE AND TIME OF NEXT MEETING**

**The next meeting will be on Tuesday September 13th 2016 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.**

**17 FUTURE AGENDA ITEMS**

**1219** None

At 09:40pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	Cleared
C/21/2015/3	Parish Clerk to contact Simon Swift at Medway Council to obtain more information on the responsibilities of running our own hedges and verges contract.	Email sent 14/7/15 Response received 15/7/15. Contact made 11/07/16. <b>Meeting held with Medway Council – prices and requirements discussed. Clerk to contact Mrs R Brammer to be contacted re. High Halstow arrangements.</b>	
C/2015/1036d	Clerk to investigate replacement notice boards. Re-use of a previous site at the shopping parade would also be investigated.	Initial research complete – ongoing. Contact Chip shop owner who has agreed in principle to using the blank wall at the shops. Details of proposed notice board agreed with Chip shop owner and circulated at mtg 12/7. <b>Noticeboard at Avery Way Shops agreed – Clerk to arrange installation.</b>	
C/2015/1057b	Clerk to notify Medway Council re. verge collapses in Binney Road and in the interim ask the village hall committee if church visitors on Sunday could use the village hall car park. AM to follow up with Village Hall Committee	Medway Council contacted but do not agree there is an issue currently. To be monitored and followed up as necessary.	
C/2015/1080e	Clerk to propose a schedule for discussion of The Brimp, Cross Park, Village Hall with their relevant committees	Priority given to Brimp, although meeting held with Village Hall Committee.	
C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school. Clerk to initiate	Village Voices article written ( <b>DONE</b> ), School to be contacted. <b>Children working on it during school holidays.</b>	Clerk SB/DB
C/2015/1111b	Clerk to include a recommendation for future web site provision to the May meeting	Item agreed. Hugo Fox solution and <b>AllhallowspcKent.gov.uk</b> Clerk to liaise with Clive Stanley (C/2016/1148/C). Hugo Fox issues overcome and now able to progress.	Clerk/C Stanley
C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work	Outstanding. <b>Some work to be carried out with help from Cllrs Luck and C Draper.</b>	ALL

C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or other councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding – awaiting resolution of issues. <b>Cross Park Cleaner remains.</b>	Clerk
C/2016/1151/C	Report damaged road name Allsaints Road, corner of Binney Road	Replacement ordered by Medway – backing also in poor condition <b>FIXED</b>	Clerk
C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit being arranged	Clerk
C/2016/1157	Discuss governance issues with Cross Park Pavilion Management Committee	tba	Clerk
C/2016/1164	Mr Bowley Cross Park Issues	Contact details forwarded to clerk. Clerk to write about 'planting' and moth survey <b>210 Avery Way.</b>	Clerk
C/2016/1164	Allhallows Bourne Leisure concerns	Chair to follow-up. New manager in place, Chair has made contact.	Chair
C/2016/1165/e	Vandalism at the Brimp	Electrician quotes and Insurance claim processing. Insurance have given permission to proceed with work. <b>Work authorised and arranging access with Youth Club to carry out annual inspection at same time.</b>	Clerk
C/2016/1166	Annual Return 2015/2016	Internal Audit COMPLETE Notice of Public Rights DONE Submit to External Auditor <b>No requests to view accounts received.</b>	
C/2016/1167	Allotments Society – Grant for Path	Further quotes to be sought – waiting for response	YF
C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted	YF
C/2016/1191b	Planning Application for proposed base station installation	Clerk to respond by 20/8	Clerk
C/2016/1193c	Verge Clearance – Stoke Road	Chair to follow-up concerns	Chair
C/2016/1193d	Establishment of path between Cross Park/Recreation Ground	Clerk to follow-up with Medway Council. <b>Land owner of golf club needs to be contacted to seek agreement for permissive path.</b>	Chair

C/2016/1193e	White lining issues	Clerk to follow-up with Medway Council (Cllr Filmer) <b>Done, no response</b>	Clerk
C/2016/1194	Cross Park Governance	Clerk <b>has passed on a draft constitution to the committee for their review</b>	Clerk
C/2016/1195	2016 Playground Inspection/Training to be arranged.	<b>Inspection carried out, report received and passed to Colin Davis, quote for maintenance received and accepted.</b>	Clerk
C/2016/1196b	Agree electrical inspection and repairs to Brimp (BTD Electricals)	<b>Access being arranged for inspection with the youth club.</b>	Clerk
C/2016/1196d	Brimp Cleaner Redundancy, F Tomlin, Youth Club to be notified.	Leaflet to residents to be prepared, circulated for review and delivery <b>when outcome of Youth Club response known.</b>	Clerk
C/2016/1199	Cross Park bonfires, fly tipping and dog mess	Letter to residents bordering the park – <b>prepared and delivered.</b>	Clerk
C/2016/1200	Inflatable/Bouncy Castle Policy to be printed/laminated	<b>Outstanding.</b>	Clerk
C/2016/1211	MC/16/3213 Land South of Ratcliffe Highway (adjacent to Humblebee) Allhallows	Reply to be submitted before 24/8	Clerk
C/2016/1212b	Binney Road, Verge Cutting	To be checked	JL
C/2016/1214b	Recreation Ground Maintenance	Review for VAT reclaim to be carried out and contract authorised	Clerk
C/2016/1214b	Playground Inspection	Training to be organised September/October	Clerk
C/2016/1215c	Noticeboard	Install new noticeboard at Avery Way shops, consider upgrade of Kingsmead and new sign in old village. Colyn Property Services contracted to install board at Avery Way shops.	Clerk
C/2016/1217	Street Cleaning Performance	Cleaner's street schedule to be distributed. Performance to be monitored.	Clerk ALL