

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 13th DECEMBER 2016
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT: Cllr Chris Draper Chairman
Cllr Pat Huntley-Chipper Vice-Chair
Cllr David Bennett
Cllr Sandra Bennett
Cllr Karen Draper
Cllr Dave Cresswell
Cllr John Luck
Mr Chris Fribbins Parish Clerk

In attendance 5 members of the public

1 1282 APOLOGIES FOR ABSENCE

Cllr Yvonne Forrest – family issues. Accepted

2 1283 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

Cllr S Bennet and the Vice-Chair 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.

3 1284 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 8th NOVEMBER 2016

Proposed as a true record by Vice Chair, Seconded Cllr Mrs Bennett. **ALL AGREED**

4 1285 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1286 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

John Price reported problems with the locks at the Brimp. A panel had now dropped out of the sidewall of the football arena. Bags of cement had been dumped at the rear of the shops and split. Rain had caused it to set hard. John Price and Kathy Colyer have cleared up what they can.

Mr Trevor Bowley presented a history of work that he had carried out as a volunteer at Cross Park – planting and managing the land. He had produced a report and maps which had been circulated to councillors before the meeting. He agreed to keep the council informed of his work and would look to see how he could also keep the Cross Park Association informed as well. There was a discussion on how this work could be supported – perhaps through a Friends of Cross Park to assist with the work and make it more sustainable in the future. The report from Medway Greenspaces is still awaited on suggestions for the longer term maintenance of the site.

6 1287 CLERK'S REPORT

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

- a) Correspondence – Emails distributed were listed, noted.
- b) KALC Community Awards 2017 – This had been circulated to councillors and it was agreed to seek nominations for the Allhallows Parish were requested on Facebook and the parish council web site with a deadline of the January Parish Council meeting so that a nomination could be agreed by the parish for the end of January deadline.

- c) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). A follow-up meeting is planned for January.
- d) An offer of a free defibrillator had been received from KALC. It had been agreed before this meeting to accept the offer and seek permission to install at the Doctor's Surgery in Avery Way. Clerk to confirm with KALC, Vice Chair to liaise with the Doctors.

7 1288 GRANT REQUESTS

No new applications (allotments request outstanding)

Cllr Forrest had suggested a donation to the Food Bank, but as it was not possible to identify benefit to parish residents and no power to do this.

A donation of £5 for the display of the parish Christmas tree at Allsaints Church had been agreed – arrangements were in hand from councillors and a youth club volunteer to install the tree *(after the meeting it was not possible to arrange the installation and the tree and decorations were returned to the Brimp)*

8 1289 YOUTH CLUB COMMITTEE

The youth club had met on Tuesdays and Fridays as advertised, from 15th November. Attendances on Friday had been poor and it was agreed to suspend Friday evenings and re-consider in the new year (possibly Thursday evenings might be better). There is currently more interest in the younger sessions (Ages 8-11).

Contact had been made with Young Kent about affiliation and the Clerk had met with them to discuss the operation and check the policies and paperwork. Although some further wording/changes were suggested. The DBS register needs to be updated. Affiliation is underway and should be complete before the next meeting.

The Clerk had contacted Medway Youth about the transfer of any financial assets remaining from the former youth club (as advised in September) but at that stage it had not been transferred to them. They chased up the former youth club and > £2,000 was planned to be transferred to them and then to the new Youth Club.

Electricity supply – low voltage and insufficient to support lighting and heating had been confirmed (< 190 amps) and an upgrade is being planned by UK Power Networks (free of charge as 190 amps was the 'legal' minimum).

Heating – two Halogen and two 3kw Fan Heaters had been purchased to provide extra heating to replace the Calor Gas Heaters. As the Calor Gas heaters were surplus to requirements an offer to purchase them had been received from councillors – which can be dealt with by the Clerk under the council's financial regulations.

Water Supply – Concerns about water supply, means no drinking water – water needs to be taken to the Brimp. Clerk to follow-up with Southern Water.

Portable Appliance Testing (PAT) still to be carried out.

A follow-up to the September electrical inspection had been carried out and three power circuits had failed (low resistance) – Courtyard/Football Arena, Road side and toilets. The electrician had isolated some of the circuits, but had recommended that the lights be replaced (three internal fluorescent lights and nine external floodlights). A quote had been received for £1,040.52 – and had been circulated to councillors by email due to the urgency of the work. Work is underway.

The Chair and Clerk had assisted when available and Cllrs S&D Bennett had both helped out on one evening. Bourne Leisure staff had also assisted other volunteers.

Operationally there needs to be some focus on organising the volunteers, managing the building on behalf of the council and organising activities for the youths.

The employment of a Lead Project Worker (Part Time position) had been suggested at the Finance and General Purposes Advisory Committee and the financial implications considered. It was agreed to advertise the role (Facebook and the parish web site) as 'being considered' and add the establishment of the role to the Agenda for the January meeting, for discussion. Any interest in the role to be reported.

9 1290 Finance Advisory Committee

The Advisory Committee met on Thursday 1st December and had reviewed the current financial position and reviewed the initial budget. Ideas had been incorporated in the draft budget circulated with the papers for this council meeting – comments to be passed to the Clerk for the final budget to be approved at the January meeting.

10 1291 PLANNING

a) None

11 1292 HIGHWAYS AND FOOTPATHS

a) Footpath Officers Report – Colin Davis had supplied a written report on recent months. With darker evenings there had been less problems and fly-tipping had been cleared quickly.

b) No verbal reports

12 1293 HEDGEROW MAINTENANCE CONTRACT – CONSIDERATION OF DEVOLVING SERVICE FROM MEDWAY COUNCIL

a) Site meetings and discussions had been held with Guy Bucknall (BLM Ltd) and a quote was expected. Turfsoil were also looking into quoting against the work schedule (there had been no response from Medway Norse to date, although we have their figures from the Medway Council contract). An idea of costs would be required for the council to consider taking on the contract.

13 1294 CROSS PARK – LAND MANAGEMENT ISSUES

Still awaiting a report from Martin Hall (Medway Greenspaces) to identify options for managing the site.

Contact had been made with Turners Parks Group regarding the permissive path between Cross Park and the Recreation Ground and it is now with the Footpaths Officer at Medway Council.

14 1295 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

a) KALC (Medway) – No meeting. The KALC AGM was held in Ditton on the 19th November 2016. The Clerk has a report if required.

b) Medway Council Rural Liaison – met December 6th in Frindsbury Extra. Discussed wHoo Cares and policing issues.

c) Police Liaison – met Tuesday 15th November. Concern about lack of attendance from representatives and the police/neighbourhood watch support had reduced. Suggested coverage in Village Voices – although a schedule of meeting dates was required. The current organisation is chaired by Geoff Blackman of Stoke. There was a report that the peninsula could lose the support of the armed officers deployed at the Grain Liquid Natural Gas site.

d) Cross Park Association – No further meeting arranged.

e) Friends of All Saint's Church – No meeting arranged.

15 1296 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

a) Allotments (Cllr Forrest) – liaison continuing.

b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - There had been damage to an item of play equipment again and the clerk had liaised with Colyn Property Services to order replacement parts and arrange for the repairs to be done.

c) Bourne Leisure Liaison (Chair) – Chair has followed up now that the Summer Season had finished and there were encouraging signs of support for the parish council and especially the Youth Club.

d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – there had been no interest in the logo design competition to date. Brownies/Guides had produced some designs and a further one is expected before Christmas. A small cash sum

(£25) was suggested for prizes **Proposed Cllr S Bennett, Seconded Chair – ALL AGREED**

e) Allhallows Youth Club (Cllr D Bennett) – nothing further to report.

16 1297 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

e) Cross Park Pavilion.

Invoices supplied to Medway Greenspaces by the CPA as requested, still waiting for the grant. A light to the western side was faulty (suspected to be a broken sensor) – Clerk has received a quote from BT Electrical and asked for the work to be carried out.

There was discussion about carrying out the service connection to the modular building, which had not progressed (grant funding is still awaited from Medway Greenspaces). The Chair had also had a suggestion that a modular home or two, might be supplied by the Turners Park Group. The clerk was asked to contact the football club and seek attendance at the January meeting to discuss.

f) The Brimp – contact made with arena supplier, and arrangements to visit to 'repair/refresh' the arena are still awaited. Repairs to the external lighting are underway.

17 1298 FINANCIAL

a) Bank Reconciliation November and Budget Monitoring

Bank balances have been reconciled for November. Budget monitoring reports produced from the accounts package.

b) Receipts October

VAT reclaim £1,948.08, Youth Club (tuck and subs) £33.79 British Gas Refund after DD claimed in error £95.31

c) To make payments as listed Proposed – Chair, Seconded – Cllr D Bennett that the payments as listed be paid – ALL AGREED (the payments list was signed by two councillors - proposer and seconder)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE			VAT
Salary	Total	ONLINE	
C Fribbins Argos - Brimp Heaters		ONLINE	£125.96 £21.00
C Fribbins Stamps		ONLINE	£15.36
Cliffe and Cliffe Woods PC Part payment of SLCC Subs		ONLINE	£93.00
<u>Caretakers/Street Cleaning</u>			
K Colyer Salary, less PAYE		ONLINE	
J Price Salary, Holiday Pay, less PAYE		ONLINE	
D Claughton (Cross Park) Pay, Plus PAYE		ONLINE	
M Smith (Relief Caretaker) 17.5 hours, less PAYE		ONLINE	
HMRC	PAYE	ONLINE	£241.89
<u>Invoices</u>			
C&CW Parish (Printing NOV)		ONLINE	£28.80
C&CW Parish (Printing outstanding from previous months)		ONLINE	£1.60
TJF Prop Maint (Cemetery C29)		ONLINE	£105.00
TJF Prop Maint (Cemetery C30)		ONLINE	£105.00
Kent County Supplies (Year Planner (Youth))		ONLINE	£1.86 VAT £0.31
Kent County Supplies (First Aid Kit (Youth))		ONLINE	£24.48 VAT £4.08
K Draper (Youth Club Tuck/Float)		ONLINE	£79.28 VAT £4.64
K Draper (Youth Club Tuck)		ONLINE	£13.58
Friends of All Saints (Noticeboard Grant)		ONLINE	£250.00
British Legion Poppy Appeal (wreath)		CHEQUE	£100.00

BTD Electrical (Brimp follow-up inspection)	ONLINE	£80.00	
BTD Electrical (Cross Park Faulty Light)	ONLINE	£81.90**	
BTD Electrical (Brimp Light Replacements)	ONLINE	£1,040.52**	
British Gas (Taken in ERROR)	D/D	£95.31	
EDF Energy (Brimp Energy Costs)	D/D	£38.00	VAT £1.81

** when completed

d) **Contracts**

- a. **Allhallows Village Hall** – This contract with Turfsoil has not been extended. A quote has been received from Colyn Property Services and TJF Property Maintenance. **Proposed Cllr K Draper, Seconded Vice Chair that the quote from Colyn Property Services be accepted.**

The exclusion of press and public was proposed Chair, Seconded Vice Chair Chair AGREED to enable discussion on business regarding staff performance to be discussed.

18 1299 **STAFFING ISSUES**

A meeting was held with Cllr D Bennett, the Clerk and John Price, Mike Smith and Kathy Colyer on Monday 28th November 10am, Cross Park). Issues regarding performance of the street cleaning work were discussed. Suggestions were discussed about the council's requirements and staff suggestions. The hire of a Scarab was discussed as a way of clearing the gutters but discounted at the moment. The dustbin at the Avery Way shopping parade had been damaged and was being taken off and rolled across the road. There had been a fire in the remainder of the bin. The council requested the clerk to write to the staff again about the expectations. Including a high level expectation of the councillors and asking what they could do to achieve this - the work would need to be monitored closely in the coming months.

19 1300 **ANY OTHER BUSINESS previously notified.**

None

20 1302 **DATE AND TIME OF NEXT MEETING**

The next meeting will be on Tuesday January 10th 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 1303 **FUTURE AGENDA ITEMS**

None

At 09:50 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
NOVEMBER 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. Meeting held with Medway Council – prices and requirements discussed. Tenders issued to identified firms based on worksheet from Medway Council Awaiting responses Site meeting held with possible contractor. Quotes being chased.	Clerk
JANUARY 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.	All
APRIL C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school.	Village Voices article written (DONE), School to be contacted. Cllrs Bennett following up now school returned from holiday. No interest reported. Contact had been made with the Guides/Brownies and they had produced some designs. A further one awaited and to be reviewed in January.	Clerk SB/DB
APRIL 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 (no response)	Outstanding. Some clearance work done on behalf of Cross Park Association by Cllr Luck.	ALL
APRIL C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or another councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding – awaiting resolution of issues. Cross Park Cleaner remains. Contact to be made. Letters issued to staff regarding issues. Meeting held with Street Cleaners DB/Clerk to discuss ongoing issues. Follow-up letter sent to street cleaners December.	Clerk
MAY C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit awaited. Clerk still chasing.	Clerk
JUNE C/2016/1164	Mr Bowley Cross Park Issues	Contact details forwarded to Clerk..	Clerk

		Clerk to write about 'planting' and moth survey. 210 Avery Way. Contact made and discussions underway about future work. Mr Bowley presented at the December meeting	
JUNE C/2016/1164	Allhallows Bourne Leisure concerns	Chair to follow-up. New manager in place, Chair has made contact, but has been difficult to see as busy. Following summer season, there has been support from the holiday park. Relationship much better and they have helped with some issues.	Chair
JUNE C/2016/1167	Allotments Society – Grant for Path. Request to also consider water supply extension.	Further quotes to be sought – waiting for response. YF Liaising. Still waiting for further quotes.	YF
JUNE C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted. YF and others suggesting possible locations for consideration. Agreement had been received from Medway Council for a crossing in 2017/18 financial year.	YF
JULY C/2016/1193d	Establishment of path between Cross Park/Recreation Ground	Clerk has followed-up with Medway Council. Land owner of golf club needs to be contacted to seek agreement for permissive path. Being followed up with Turner Park Group – being followed up with Medway Council Footpath Officer,	Chair
JULY C/2016/1194	Cross Park Governance	Clerk has passed on a draft constitution to the committee for their review. To be discussed with CPA	Clerk
JULY C/2016/1200	Inflatable/Bouncy Castle Policy to be printed/laminated	Agreed – CLOSED	Clerk
AUGUST C/2016/1212b	Binney Road, Verge Cutting	To be checked. This does not appear to have been carried out. Reported – response that a further cut is still outstanding, along with other areas of concern.	JL
AUGUST C/2016/1214b	Playground Inspection	Training to be organised in Spring.	Clerk
SEPTEMBER C/2016/1228b	Fencing at Old Post Office	Height checked and referred to Medway Planning for enforcement investigation.	Clerk
SEPTEMBER C/2016/1230	Hedgerow Maintenance – devolution from Medway Council	Tender for Allhallows work schedule carried out to identify costs. Quotes awaited.	Clerk
SEPTEMBER C/2016/1231	Cross Park Land Management Issues	Clerk to arrange site meeting for councillors/KWT/Medway Greenspace/Mr Bowley. Meeting took place, awaiting feedback from KWT/ Medway Greenspaces on options.	Clerk
SEPTEMBER 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	Clerk/Chair

		considered for specific properties in Avery Way.	
SEPTEMBER C/2016/1233e	Dogs mess on Recreation Ground	Poop collection bags should be available from local shops (free of charge). Following up with Cleaners along with use of barrows and recreation ground dog's mess clearance on recreation ground.	ALL
SEPTEMBER 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.	Vice Chair
SEPTEMBER C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work. Awaiting Quote.	Clerk
SEPTEMBER C/2016/1235/d	Contracts	Cross Park – approved. Street Weed Spray - approved/ Village Hall placed with Colyn Properties.	ALL
SEPTEMBER C/2016/1236/b	Cross Park Cleaner	Letter to send regarding discussions (13/9). No reply, further letter sent regarding requirements for Friday PM/ Monday AM cleaning.	Clerk
OCTOBER C/2016/1245	£250 Grant offered to Friends of All Saints	FoAS to be contacted re. offer – Offer accepted will let us have sight of invoice when ordered. Invoice produced, grant paid.	Clerk
OCTOBER C2016/1249/b	Avery Way Hedgerow	Quote accepted, volunteers required for preparation.	Chair All
OCTOBER C2016/1254	Cross Park Broken Light	Referred to Electrician for Quote/Repair. Due to be fixed shortly.	Clerk
OCTOBER C2016/1256	Medway Aces use of Cross Park	Further details required Liaison with CPA, residents, golf club, British Pilot in January.	Chair/JL Clerk
NOVEMBER C2016/1267	Brimp Issues after return to Parish Council	Issues had been identified at the Brimp: Electricity supply – low voltage and insufficient to support lighting and heating. Clerk to report to UK Power Networks and follow-up. Heating – Calor Gas heaters had been removed as a safety risk – sale/disposal to be handled by the Clerk. Further heating required – Four electric heaters purchased. Additional virement from Cross Park improvements suggested, if required. Water Supply – Concerns about water supply, mean no drinking water – water needs to be taken to the Brimp. Clerk to follow-up with specialist Southern Water do not do this. Portable Appliance Testing (PAT) to be carried out. The youth club did re-open on Tuesday 15th November/Friday 18th November and then Tuesday/Friday sessions as before. Due to lack of attendance the Friday sessions had been cancelled – to be reviewed for 2017.	Clerk/ Chair/ Youth Club Committee

NOVEMBER C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk.	DC
DECEMBER C2016/1287b	Kent Community Award 2017 Nominations	Nominations sought. Agree the parish nomination at the January 2017 meeting	ALL
DECEMBER C2016/1287d	KALC Free Defibrillator	Clerk to accept offer. Vice Chair to liaise with Doctor's Surgery	Clerk/Vice Chair
DECEMBER C2016/1289	Employment of Lead Youth Worker	Advertise position being considered and seek interest. Discuss recommendation at January 2017 meeting.	Clerk/ALL
DECEMBER C2016/1290	2017/2018 Budget	Draft produced, comments to Clerk for Final Budget at January 2017 Meeting	ALL
DECEMBER C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up	CHAIR
DECEMBER C2016/1295c	Medway Rural Police Liaison	Further publicity required for this group	Clerk/Cllr Luck