



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12<sup>th</sup> DECEMBER 2018 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS at 6:30pm

**PRESENT:** Cllr Chris Draper Chairman  
Cllr Pat Huntley-Chipper Vice-Chair  
Cllr Yvonne Forrest  
Cllr Karen Draper  
Cllr Trevor Bowley  
Cllr Len Lovatt

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

**1 1820 APOLOGIES FOR ABSENCE**

None

**2 1821 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, but a trustee of the Cross Park Association so she declared her interest in matters regarding Cross Park and would take no part in discussions if there was voting regarding the site.

**Audio Recording**

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

**3 1822 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14<sup>th</sup> NOVEMBER 2018**

Proposed as a correct record by Cllr Forrest, Seconded Cllr Huntley-Chipper. **AGREED**

**4 1823 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**5 1824 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

**SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)**

**6 1825 CLERK'S REPORT**

- a) Nothing further to report, items on Agenda
- b) Filming at The Brimp – Contact has been made with the Chair/Clerk about a possible filming project in 2019. The idea was to involve sites across the Peninsula including the Brimp and other locations in Allhallows as well as showing/involving local youth in the process. DBS checking and safeguarding issues required addressing. Further contact expected in the new year.

**7 1826 GRANT REQUESTS**

- a) **The Allhallows Guides/Brownies/Rainbows** had submitted an application for £600 to fund resources and support for trips. Follow-up has been done – The Chair and Clerk had met with the Guides/Brownies/Rainbows at the Brimp. Accounts for the previous 'guide year' had been produce, but the Brownie and Rainbow accounts are still awaited.
- b) **Slough Fort Preservation Trust** had now applied for a grant to help towards the repairs to the Brimp Road. It was for £1,000 (£500 materials, £500 labour). Proposed

Chair, Seconded Cllr Lovatt that a grant of £1,000 be awarded for the Brimp Road works – **ALL AGREED.**

**8 1827 PLANNING**

- a) **Medway Local Plan (2012 – 2035)** – A Medway Council Cabinet report has been produced. It reports on the difficulty of starting consultation on a draft plan while there is uncertainty about the application for a Housing Infrastructure Fund (HIF) bid. If approved building on the Hoo Peninsula can proceed earlier, but if not it will be delayed. Consultation will now be delayed until June/July 2019 when the outcome of the £170m bid is known. (This includes Road and Rail and Community Infrastructure).
- b) **Allhallows Plans for Comment – MC/18/0288 81 Additional Chalets at Allhallows Park (Kingsmead)** awaiting planning report and submission to Medway’s Planning Committee (likely to be January/February).
- c) **MC/18/3181 Application for expansion/extension of Cross Park Facilities** Parish Council facilities (as reported) submitted on behalf of the Parish Council by Turners Group (in order to progress their application – above).
- d) **MC/18/3387 Binney Farm, Binney Road, Allhallows** Construction of three 2-bedroom semi-detached, five 3-bedroom semi-detached and one 4-bedroomed detached dwellings with associated parking/carport, bike store and landscaping (demolition of existing buildings).  
In principle the parish council have no objection to the application as long as local issues with car parking on the junctions of St Davids and Stoke Road with Binney Road are addressed, also width of Binney Road an issue for construction vehicles. Community facilities (possible MUGA in Cross Park and Allotments are also required – Proposed Cllr Forrest, Seconded Chair that support for the application with comments on the issues be submitted to Medway Planning be sent – **ALL AGREED.**

**9 -no item-**

**10 1828 HIGHWAYS AND FOOTPATHS**

- a) **Parking Restrictions** – No further progress/response from Medway Council.
- b) **Footpath Officers Report** – Cllr Bowley continues carrying out checks – combined report on this and other voluntary work at Cross Park, Recreation Ground and the Village Hall grounds was submitted.  
Weedkilling on pavements/gutter – After the November meeting agreed the quote from M&L Contracting to weed kill the village streets, this to be arranged when the weather starts to warm up and days get longer.
- c) **Verbal contributions** - None

**11 1829 CROSS PARK ISSUES**

- a) **Governance** – A formal meeting of the Charity needs to be arranged to agree the detailed governance procedures and responsibilities. (Cllr Huntley-Chipper will follow-up with CPA). Rural Kent will also be able to help as part of the project management work – as part of the extension project.
- b) **Building/Land Issues**  
Report from Cllr Bowley circulated
  - I. **Land Maintenance**  
**Weedkilling** – Had been carried out by Gavin Jones.  
details of work carried out by a specialist sub-contractor and chemicals used has been published on the parish website.
  - II. **Temporary Changing Rooms.** Now – passed to CPA.
  - III. **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. Access to the Allhallows Park (Kingsmead) is required to check the mains supply – agreed in principle but detailed time/date to be agreed to complete the inspection. It has been determined that the CP mains feed is via the Golf Club, which

gets its supply from Allhallows Park. (the Chair to liaise with Sandra Goodhew regarding access for our electrician)

The glass in the door of the western entrance door had been damaged due to it being blown back in high winds and is now fixed.

**12 1830 YOUTH CLUB/YOUTH**

**a) Youth Club** – Numbers attending had been disappointing and the senior session on Tuesday is suspended for now, numbers at the younger session has grown slightly. Training is being carried out for Zoe McCall (Youth Worker), Peter Apostel and Lisa Newstead on Tuesday evenings.

An informal Youth Committee meeting has now been held and there is a structure for moving forward. Involvement from the Guides/Brownies/Rainbows is required. Peter Apostel was prepared to take a more leading role if expenses for travel were available when necessary (committee agreed in principle).

**b) Guides/Brownies/Rainbows** – Activities are taking place on Monday evenings and further advertising. There are some issues about the cleanliness of the Brimp after their sessions and the storage of their equipment – a meeting has been held with them but issues remain.

**13 1831 THE BRIMP ISSUES**

**c) Football Arena** – This has been dismantled as agreed and some of the material will be used to fill the gap underneath the Brimp building, by the Youth Offending Team. An alternative use is being considered – either infill of the site or installation of a MUGA (depending on funds) indicative costs to be sought from suppliers. Topsoil had been identified but will be held in abeyance until the future of the site is agreed.

**d) Road and Lighting**

A photocell and replacement of two faulty lights has been carried out so the roadway side is lit from dark to 9:30pm.

Slough Fort Preservation Trust also have a need for the Brimp Road access to their site – they are looking to carry this out in the new year if financial support can be agreed (£1,000 from the parish council pledged)

**e) Brimp Clean-up**

The final skip is being filled (old council records that have been damaged by water will be disposed of (also a requirement of GDPR). Cllr Forrest is looking at this when time permits.

**f) Additional Usage**

There have been some approaches about the use of the centre – Street Dance was trialled (before the Youth Club on Wednesday evening) but numbers were not sufficient and it has been suspended to 2019 to find ways of getting firmer commitments. The senior Youth Club will be trialled again when support identified.

**g) Use of the Brick Store**

The Chair was investigating possible uses for the Brick Store and looking at costs of running a 'music room' and the income that could generate.

**14 1832 RECREATION GROUND**

The spring chicken stopper has been replaced again but with a stronger glue, but still not stayed in place – not a safety issue.

Cllr Forrest previously reported that a metal lining of a rubbish bin had been bent by vandals, the contents have now been set on fire. A replacement inner bin and lid for the bin outside the toddler play area has been purchased and had been delivered to a previous clerk – arrangements made to collect.

**15 1833 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – The PACT was notified of the parish council representatives (Chair and Clerk) and the reason for this (vacancies for councillors and upcoming elections My 2019) but they still refused to accept/allow the Clerk to attend. The Chair had fed this back to Medway Cllr Filmer and the MP.
- b) **KALC (Medway)** – Cllrs Forrest and Huntley-Chipper – nothing to report.
- c) **Medway Council Rural Liaison** – Cllr K Draper reported on the December meeting – including a further presentation on the Grain to Germany electricity supply project.
- d) **Police Liaison** – Cllr Bowley – nothing to report.
- e) **Village Hall** – Meeting was December 10<sup>th</sup>.. Cllr Bowley had reported that a drain downpipe had become detached from the wall and it has now been fixed.
- f) **Cross Park** – a new cleaner has been appointed with new responsibilities.
- g) **Friends of All Saint's Church** – A replacement liaison is required – Cllr Forrest has been carrying this out. There are a series of social activities planned. The WW1 bench has arrived and has been stored by FoAS until they are able to install.

16      1834      **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 C Draper) – no meeting
- d) **Allhallows Primary School Liaison** (vacant) – no report. Arrangements to follow-up on liaison are needed. Chair still organising with the assistance of Lisa Newstead.
- e) **Allhallows Fete Committee** – The 4<sup>th</sup> December meeting arranged for January 2019 to see if there is sufficient volunteers to run the Fete in 2019 – rearranged for 4<sup>th</sup> December. It was decided that the fete would not be run in 2019, alternative events are being investigated.

17      1835      **FINANCIAL**

- a) Finance Monitoring Reports – Circulated and noted
- b) Receipts October
 

Youth Club Tuck/Subs	£58.40
Youth Club Street Dance	£7.50
Countryside Maintenance Contract	£21,427.83
- c) **To make November payments Proposed – Cllr Forrest, seconded – Cllr K 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	181201		
C Fribbins Youth Club Tuck etc.	181201a	8.05	
Kathy Colyer Salary/less PAYE and pension	181202		
John Price Salary/less PAYE	181203		
John Price Boots	181203a	24.99	4.17
Mick Smith Cover+Homewards (44 hours)	181204	316.36	
Zoe McCall Youth Club 27.5 hours+96 miles	181205		
HMRC PAYE	181206	270.55	
NEST Employee/Employer Pension	181207	68.42	
EDF Energy Brimp Electricity DD	181208	70.00	3.33
M&L Contracting Countryside Contract	181209	1,878.00	313.00
Colyn Prop Servs VH LM	181210	60.00	
Colyn Prop Servs Notice Board Maint	181210a	25.00	
TJF Prop Maint Active Cemetery	181211	105.00	
TJF Prop Maint Active Cemetery	181212	105.00	
Gavin Jones/Turfsoil CP LM FINAL	181213	385.56	64.26

Gavin Jones/Turfsoil Weedkilling CP	181213a	492.00	82.00
K Draper (YC Tuck/Brimp Keys)	181214	21.97	
P Apostel Pebbles for YC	181214a	7.16	1.19
P Apostel Youth Club Tuck	181214b	3.99	
Glasdon Replacement inner bin and lid	181215	210.58	35.10
South East Glass & Glazing CP Door Glass	181216	149.00	
British Gas Cross Park Heating ERROR	181217	63.36	3.02
Medway Skips Brimp Clearance	181218	195.00	39.00

- 18      1836    **STAFFING ISSUES**  
**Exclusion of Press and Public** moved Chair, Seconded Cllr K Draper ALL AGREED due to personal information discussions
- a)      **Street Cleaner**  
Concern was expressed about time keeping and timesheets. Position to be monitored closely. This also affects the quality of the work.  
There was a clash of Christmas 2019 bookings between the cleaners – KC had booked this on previous years (at least 15) and JP had requested 2019 for the first time On the basis of first come, first served basis, JP would be entitled to book this for 2019.  
There had been a request for refund of work clothing by KC. It has been refused as no receipt can be supplied. Clothing purchased would need to conform with Health and Safety recommendations.
- b)      **Youth Worker**  
The Chair to liaise with Strood Youth Club (Medway Youth)  
Medway Youth may be able to provide additional assistance for the youth club – based on £10 per hour.
- c)      **Dumpster**  
Draft drawings have been prepared, but the site location drawings are required – The Clerk will see what can be produced from GIS maps and then the consultation with Medway Planning can take place.
- 19      1837    **DATE AND TIME OF NEXT MEETINGS**  
The next meeting will be Wednesday 9<sup>th</sup> January 2019 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.
- 20      1838    **FUTURE AGENDA ITEMS - None**  
At 9:52 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
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. Work has start with connection to the Pavilion electricity completed. Water and Electricity supply connected (no proper doors currently). <b>Utility supply trench needs to be filled in better.</b>	Vice Chair Clerk/JC <b>PASSED TO CPA and/or CROSS PARK EXTENSION</b>
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 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.	Clerk/Chair

		<b>NO RESPONSE FROM MEDWAY</b>	
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	<b>Chair</b>
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. Further meeting with Turners Group who are looking to submit a planning application for the community facilities on behalf of the parish council. <b>Rural Kent appointed to help with 'project management'</b>	<b>Chair/Clerk</b>
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. <b>Drawings required so that consultation with Medway Planning can be done.</b>	<b>Clerk following up with Street Cleaners Chair/JC</b>
AUGUST 18 C2018/1749c	Cross Park Electricals	An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. BTD have carried out maintenance work.	<b>Clerk</b>
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. Slough Fort are now investigating getting the work completed (perhaps with grant funding from the Parish Council), £1,000 granted by PC towards work which should be complete by Spring 2019.	<b>Clerk/Church Commissioner's Agent</b>