



Allhallows Parish Council

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TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend a MEETING OF ALLHALLOWS PARISH COUNCIL at the Cross Park Pavilion, Avery Way, Allhallows, on Wednesday 14th March 2018 at 6:30pm.

Councillors and members of the public are reminded that discussion of confidential information (i.e. personal matters and contract tenders must not be discussed in the open meeting and at any time the council may need to exclude press and public on a temporary basis to discuss these).

AGENDA

1. **To note apologies for absence**
2. **Declarations of Interest of any item on the agenda and notification of audio recording or filming**
3. **To receive and sign the minutes of the Parish Council meeting 14th February 2018**
4. **Matters arising from minutes (not on Agenda or in Action Points)**
5. **To note the updates on the action points from previous meetings**
6. **Councillor Vacancy**

Three residents have shown an interest and were due to be informally interviewed on Friday 9th March. Power to co-opt rests with the council – Recommended that decision to co-opt is moved and if agreed than a secret ballot of the interested parties is recommended.
7. **Cross Park On-line Survey Results**

The results of the survey have been circulated by email and published on the parish council website (1st March) and distributed to councillors,

 - a) **Recommendations are required on the next steps.**
 - b) Further analysis of the results is available – including text replies, this will remain anonymous). At the time the Agenda was published there were no further postal surveys received (only two in total). A further letter was also received – which was against the Woodland Creation proposal. Councillors can ask to access the data and ask for further analysis – contact the Clerk.
 - c) Lessons learned –
 - a. Leaflet Production/Village Voices – there had been no recommendation that the leaflet be ‘approved’ or proof-read by all the parish councillors and in the light of continued mis-interpretation of the contents, that may have proved difficult. Publication of the leaflet and mention in Village Voices was aimed at giving notice about the Land Logical Presentation at the Cross Park Pavilion and notify all about the two key projects - including those without internet with contact details (post and phone) for their views.
 - b. Further online information was held back until the day after the presentation to encourage attendance (and was published the day after, along with the survey).
 - c. Online Survey was launched the day after the presentation. After some initial technical issues and in response to suggested changes from two residents, the survey remained active until the early hours of 1st March. There had been a request for paper copies of the survey, but at six pages it would have exceeded the agreed budget for the exercise, with delivery extra. It would not have been possible to identify households without online access and could have led to high wasted costs. Some paper copies were made available in the last week of the consultation – but at the time of Agenda there had been none returned.
 - d. The timescale for the exercise was limited, as was the budget.

SUSPENSION OF MEETING FOR PUBLIC SESSION

15 minute session: To receive questions and comments from the public.

Matters raised may be placed on the agenda for the next or subsequent meeting(s).

8. **Clerk's Report (not elsewhere on the agenda)**

Update on issues and actions since Council meeting 14th February 2018.

- Tree inspection complete and updated report circulated (Cllr Bowley update)
- Any other items to report that do not appear elsewhere on the Agenda
- Annual Parish Meeting – Arrangements.
- Access to Council Buildings – Clarification. No councillor has automatic access to any property owned by the parish council unless arrangements are made beforehand. The Cross Park Pavilion – Hall Bookings and access are handled by the Vice-Chair (Cllr Huntley-Chipper). There are no booking arrangements for the Brimp currently and any normal request for its use would fall to the Clerk (with possible consultation with the Chair) – it is likely that access would need to be accompanied for either building – for Health & Safety as well as Security and Insurance Purposes. Arrangements need to be agreed in advance of any publicity for third party groups (Partners). Although the principle of access to the Brimp

was agreed for PACT at a previous meeting – this did not infer anytime or unaccompanied and still needed to be agreed in advance.

9. **Grant Requests For Consideration**

- i) The Guide/Brownies/Rainbows have raised a request for assistance in purchasing a flag and supporting day to day running costs. The grant application form/s are awaited and will be distributed if received. In March/April we should be receiving an application for hall hire costs at the Village Hall.
- ii) End of WW1 Celebrations (Cllr Forrest to report and seek approval for an expenditure budget).

10. **Planning**

a) Medway Local Plan – Site allocations are included in the next phase consultation (Mid March – May). The Church Commissioners field (west side of Avery Way) is included – there is also support for a passenger service to a new station at Kingsnorth.

A meeting for Chairs and Clerks has been arranged for the 20th March (5:30pm), followed by a session for all parish councillors who wish to attend (6:30pm) at Gun Wharf.

b) Allhallows Plans for comment – None

11. **Highways and Footpaths**

- Potential Parking Restrictions (No progress to report)
- Footpath Officers Report – Colin Davis has reported that due to work commitments he will not be able to carry this out and future and suggests a replacement is found at the May Annual Council Meeting.
- Verbal contributions from Councillors

13. **Cross Park Issues**

a) Governance

Awaiting a date for a meeting of the new charity.

b) Building/Land Issues

The monthly report from Trevor Bowley has been circulated.

i) **Cross Park Woodland Proposal (Land Logical)**

Recommended that the council review and decide next steps for each of the Cross Park Projects

ii) **Turner's Proposed s106 Agreement (Permissive Footpath/Sport/Community Facilities)**

- A planning application has now been submitted including the s106 proposals for Cross Park facilities (they have suggested Tennis facilities OR Bowling green as an option. The plan has not been registered yet so does not have a planning reference (it will be notified when it does)
- *The Planning Application details are a separate issue and will need to be addressed separately when submitted (although some pre-application information may become available during discussions).*
- The parish council is requested to agree the next steps.

iii) **Temporary Changing Rooms**

(a Cross Park Association Project/Cross Park FC). There has been no further progress on the connection of services.

v) **Pavilion**

The December meeting approved the engagement of our electrician to test the power and re-wire the shutters to overcome the problems of the main circuit tripping after external power cuts – action plan agreed with electrician and a date for this has been agreed to also fit a room thermostat and carry out an electrical inspection.

A report of a blocked gutter has been received and volunteer or paid labour is still required.

14. **Youth Club/Brimp Report**

Additional volunteers have come forward, but more are Medway Youth will be supporting the youth club with two/three staff and a youth from Allhallows (until he goes to University).

a) **Football Arena**

As agreed at the February meeting, the arena has remained locked to public use and only available for supervised youth – **TO BE KEPT UNDER REVIEW BY THE COUNCIL**

ITSAGOAL did suggest that an 'astroturf' flooring and paving blocks around the arena should be considered as the flooring has aged and there are holes in the surface and can be slippery when wet. Cllr J Cook/Clerk are seeking options.

b) **Road and Lighting**

The road lights are now repaired. The plans to surface the road have been postponed by Bourne Leisure due to vandalism, but the Chair/Cllr J Cook are identifying costs for road material and the Youth Offending Team and volunteers (including Slough Fort Volunteers) will lay it.

c) **Heating/Air Conditioning**

This has now been installed and has proved effective. The electricity bill will increase (being monitored by the smart meter)

d) **Hot Water Supply in Kitchen/Toilets**

The hot water supply has been installed in the kitchen and the electrician will put a socket for the power for the toilets), the Chair will organise a plumber and identify a heater.

e) **Internal Decoration**

The Youth Offending Team have been carrying out the internal decoration, but the poor weather has interrupted the work, so there is still more to do.

15. **Recreation Ground –**

a) No issues raised

b) Play Equipment – The cable/zip wire supplier (Produlic) – an initial adjustment of the wire will be tried (Colin Davis contacted).

c) The new Lease forms (for an extension from 1/4/18) have been signed and returned to Medway Council.

16. **Contributions from Representatives (2017/2018) on external bodies**

- PACT (Cllrs Forrest/C Cook)

The Clerk has been refused access to the Allhallows PACT Facebook Group and was denied the ability to substitute for Cllr Forrest when she was unable to attend the last meeting at short notice. If present, the Clerk could have discussed the booking of the Brimp for a future meeting. Arrangements for substitution should be discussed/agreed. It is normal protocol that the representatives are chosen by the organisation attending, not the body they are attending.

- KALC Medway Area (Cllrs Forrest and Huntley-Chipper (Vice Chair))
- Rural Liaison (Cllr. K. Draper) – the March and open meetings were postponed due to weather concerns. A special meeting to discuss the Local Plan has been scheduled for 20th March 6:30pm, Gun Wharf.
- Police Liaison (Cllr Bowley)
- Village Hall (Cllr. Forrest)
- Cross Park Association (Cllr Huntley-Chipper)
- Friends of All Saints Church (Cllr C Cook)

17. **Reports from other member responsibilities (subject to changes at the Annual Meeting)**

- Allotments (Cllr. Forrest)
- Recreation ground and playpark (Cllrs. Forrest and Huntley-Chipper (Vice Chair)).
- Bourne Leisure Liaison (Cllr. C Draper (Chair))
- Allhallows Primary School Liaison (Cllr C Cook)

18. **Financial**

- Finance Monitoring Reports circulated
- There has been a suggestion from a local resident that the monthly Council Detail (or similar) report be published on the parish council web site. At present the annual report is published (an audit requirement) and the annual budget work sheet is published voluntarily – however the latter report has been misused to attack the Clerk as having received 50% more pay (extra hours), when there has been no increase in hours, no excess hour claims or increases above the nationally agreed 1% per annum on that agreed on appointment!
- Receipts and Payments schedule circulated for approval
Year-end is 31st March

Nb. If personal payments **need** to be discussed the Press and Public will need to be excluded

19. **Staffing Issues**

nb. If personal issues need to be discussed the Press and Public will need to be excluded.

- Two complaints have been received regarding the Clerk. The Chair has carried out an investigation and will report. Performance of the Clerk is an issue for the parish council to consider.
- Two complaints about the handling of the public session at the February meeting by the Chair have been referred to the Monitoring Officer (Medway Council) in accordance with the parish council Code of Conduct and the Complaints Procedure. Any update will be reported.
- There have been complaints about the delivery of the Cross Park leaflet in late January. These do appear to be unfounded and there has been witnesses to some of the delivery which has been raised.
- A draft employment contract will be drawn up by the Clerk for approval by the parish council (before this meeting) as a model for further consultation with the street cleaners (including Mick Smith)

20. **Date of next meetings –**

Parish Council Meeting, Wednesday 11th April 2018 (2nd Wednesday) @ Cross Park Pavilion, 6:30pm

Annual Parish Meeting Wednesday 25th April @ Cross Park Pavilion, 7:30pm

21. **Future agenda items**

Chris Fribbins, Clerk to the Council 8th March 2018