

ALLHALLOWS PARISH COUNCIL

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

PRESENT: Cllr Chris Draper Chairman
Cllr Mrs P Huntley-Chipper Vice-Chairman
Cllr David Bennett
Cllr Sandra Bennett
Cllr Karen Draper
Cllr Yvonne Forrest
Cllr John Luck
Mr Chris Fribbins Parish Clerk

In attendance 10 members of the public

1 APOLOGIES FOR ABSENCE

1220 None

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

1221 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.

3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 9th AUGUST 20161222 Changes to minutes 1207 'Cllr. Luck' may be able to help was changed to 'Mr Roger Rayfield'. 1217 'issues' changed to 'issued', Cllr Forrest 'proposed', change to 'seconded'. Proposed as a true record, as amended: Chair, Seconded Cllr. K, Draper – 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)**

1223 None

5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1224 See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mr Terry Gardner raised an issue with traffic at the top of Avery Way/Stoke Road/Ratcliffe Highway and the possibility of a mini-roundabout (the council had raised this with Medway Council, but rejected due to insufficient traffic/priority). Water Tower/Homewards Road, fly-tipping concerns. Verges appear to have been cut on one side of Homewards Road only. Path between golf course and caravans blocked. Brian Harwood questioned the need to construct paths at the allotments. Cllr Forrest reported that a 42m path was being proposed and that current track can be a problem. Elaine Skews, Victoria Ells and Fiona Mason attended on behalf of the Allhallows Fete to support a request for use of the recreation ground again in 2017. Mick Smith reported that the hexagonal slabs at the Post Office were unsafe, it is understood that these have now been fixed.

6 CLERK'S REPORT1225 Update on issues and actions since the previous council meeting (not covered on Agenda)
a) Vacancy for Parish Councillor – this had been advertised on the website and on the noticeboards. Medway Council were notified. **There have been no applications for**

an election, so the parish council is now able to co-opt somebody (ALL to identify possible candidate/s for interview at a future meeting).

- b) Correspondence – No comments
- c) Vandalism at the Brimp (Insurance Update) – The police had made contact that they had interviewed a 13-year-old Allhallows youth and he had confessed to causing the damage. Due to his age, he will not be prosecuted, but may need to do some ‘community payback’.
- d) Council website upgrade Following the decision in May to switch the parish council web site The clerk and Mr Stanley will continue the 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 – this is now active and points to the KCC provided site, invoice not yet received.
- e) Noticeboards
 - a) Noticeboard. The A0 External Noticeboard (Wall mounted/lockable/pin & staple). has been installed at the Avery Way shops (keys with the Clerk and the Chip Shop (for other posters, although priority given to parish council notices).
 - b) Upgrading of the noticeboard at the Kingsmead Bus Stop and a new location at the old village end be considered. The noticeboard at the Kingsmead Bus Stop is in a poor condition and needs to be replaced – **It was proposed by Chair and Seconded Cllr Forrest that approval be given to the installation of the same model as installed at the Avery Way shops, to replace the noticeboard at the Kingsmead Bus Stop. This to be mounted on the existing metal posts as proposed and quoted for by Colyn Property Services. AGREED.**
- f) Request to use Recreation Ground for Village Fete 24th June 2017 **Approval of request Proposed Chair, Seconded Cllr Forrest - AGREED**

7 **2015/2016 ANNUAL RETURN**

1226 Awaiting response from the external auditor (due in September)

8 **GRANT REQUESTS**

1227 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. **An additional request has been received regarding the water supply (estimated as a further £1,000). Cllr Forrest following up – item will be removed from agendas until more information received.**

9 1228 **PLANNING**

- a) Enforcement – Issues with buildings erected on the western boundary of Cross Park (in Avery Way) have been reported to Medway’s Planning Enforcement team and are being investigated by them.
- b) Height of fence at old Post Office to be checked by Clerk – appears to be too high

10 1229 **HIGHWAYS AND FOOTPATHS**

- a) Footpath Officers Report – No issues raised
- b) Cllr Luck reported on issues of fly tipping on Homewards Road and concern that the site used by Bourne Leisure was being misused and attracted other waste. Bourne Leisure had identified the issue, had put cameras in to monitor and had caught a former employee who had identified another person.

11 1230 **HEDGEROW MAINTENANCE CONTRACT – CONSIDERATION OF DEVOLVING SERVICE FROM MEDWAY COUNCIL**

From information received from Medway Council, there did appear to be an issue of getting the work done within the budget set by them. Tender for Allhallows work schedule to be carried out to identify costs to be carried out by Clerk.

12 1231 CROSS PARK – LAND MANAGEMENT ISSUES

A site meeting had been held with Mr Trevor Bowley, Vice Chair, Cllr Luck and the Clerk to discuss land management issues at Cross Park. Mr Bowley had been carrying out planting and maintenance works on the site for some years. Trees had been planted around the site and more were being 'grown-on' in his back garden. Some planting had been cut by the contractor as it was not easy to see and/or avoid. Plans to manage the bank between the two access slopes would also impact local planting and planting will need to be moved. There was an ongoing problem with communication about works being carried out, and lack of approval for these works, this could be managed by the Cross Park Association and other residents encouraged to take part as well. The Clerk has been in contact with Kent Wildlife Trust and Medway Greenspaces, who were prepared to advise on land management issues (and possible support for a management plan and designation. With the opening of a permissive path between Cross Park and the Recreation Ground, it would also become more accessible by the residents of the village and improve access to the seafront. A site meeting will be arranged by the clerk for KWT, Greenspaces, Mr Bowley and councillors to discuss site issues, ideas and future maintenance – early October possible.

Issues with goal posts were raised (*confirmed after meeting that this applies to net fixings and re-moveable posts*).

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.

13 1232 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Next meeting not yet scheduled.
- b) Medway Council Rural Liaison – Cllr K Draper attended. There were presentations from NFU (to be circulated) and local police services – additional PCSOs due to be recruited. Mental health was an issue on the peninsula. Anti Social Behaviour had increased by 50%. The issue of takeaway litter was discussed, with possibility of marking bags with car registration number.
- c) Police Liaison – No meeting, next one will be September.
- d) Cross Park Association – meeting took place on Tuesday 16/8 with priority given to the upcoming fun day. The fun day was appreciated, although attendance had not been as high as hoped. Further work on advertising is needed for 2017.
- e) Friends of All Saint's Church – meeting took place 12/9. There is a performance of Those Magnificent Men and their Flying Machines (Applause) coming up after the previous performance of 'An Audience with Will Shakespeare'. There are plans for a historic exhibition soon – and interpretation noticeboards outside (as these benefit the whole community it is something that could be financially supported by the council.

14 1233 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – liaison continuing. There appeared to be a need for additional allotment land to satisfy demand. Chair to speak to Phil Johnson about some of his land (*since meeting, no land available*).
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - issues have been raised regarding dogs mess. Collection/disposal bags are reported to be available free of charge from the local shops and Library.

- c) Bourne Leisure Liaison (Chair) – Contact proving difficult with new manager, Steve King. Chair following up and suggesting he attend a future council meeting.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – no action on the logo during the school holiday, but will be followed up by end of September.
- e) Allhallows Youth Club (Cllr D Bennett) – nothing to report. Attendance at the Special AGM was declined for Cllr D Bennett and the Clerk. Since then Mr Skudder has given notice of the close of the Allhallows Youth Club from 30th September, quoting decision made at their AGM in May, if the cleaner was made redundant. Meeting arranged with the Clerk for the return of the Brimp to the Parish Council. It is understood that the constitution of the former youth club designates the transfer of all assets to Medway Youth for the benefit of youth provision and they have been contacted about the transfer of these assets to the new youth club, subject to affiliation to Kent Youth.

In accordance with the previous wish for the youth provision to continue, and even enhanced, the clerk has had discussions with Mr Peter Apostle, Medway Youth and Young Kent with the aim of getting a new youth club in place as soon as possible. The suggestion is that, initially, a Youth Committee would be created to get the youth club operating again, but steps then taken to create the youth club as a Charity Incorporated Organisation (CIO), with ongoing councillor liaison.

Proposed Cllr K Draper, Seconded Cllr Luck that a Youth Committee be established and the delegated authority be granted to the Chair/Vice Chair and Cllr D Bennett to approve a terms of reference for the committee and call an initial meeting, AGREED. The committee to also comprise three local residents involved in establishing the new youth club, affiliation with Medway Youth and to make arrangements for the transfer of the assets of the former youth club from them to the new youth committee/youth club and re-launch youth club evenings. It is intended to create a stand-alone youth club as a CIO to take on responsibility for the youth club as soon as practical. A site visit to be arranged before the October meeting of the council.

15 1234 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- g) Cross Park Pavilion.
It appears that the S106 money is not available, but Medway Greenspaces have agreed to an identical donation on receipt of an invoice. It was agreed that this would be raised by Cross Park Association and money transferred to them to enable the utility connection works to be carried out.
- h) The Brimp – contact made with arena supplier, but still no date for an inspection. Repairs to the external lighting and the Annual Electrical Inspection was carried out today (13/9). A quote had been received from Turfsoil for the management of the grassed areas and weed killing of the hard surfaces. Suggested that TJF Property Maintenance to asked to quote – Clerk to action.

16 1235 FINANCIAL

- a) Bank Reconciliation August and Budget Monitoring
Bank balances have been reconciled for August. Budget monitoring reports produced from the accounts package and the separate spreadsheet were distributed. The clerk reported that PAYE elements of pay are in the process of being moved to the respective budget heads and a negative amount entered on the PAYE code (this will resolve towards zero when payments are made to HMRC).

b) Receipts
August – None.

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

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE				
Salary	Total	ONLINE		
C Fribbins XL Displays Noticeboard		ONLINE	£126.00	£21
C Fribbins Slinders Florist Chairs Allow		ONLINE	£50.00	
<u>Caretakers/Street Cleaning</u>				
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, Safety Shoes £20.99)		ONLINE		
HMRC	PAYE	ONLINE	£396.07	
<u>Invoices</u>				
C&CW Parish (Printing)		ONLINE	£28.80	
TJF Prop Maint (Cemetery C23)		ONLINE	£105.00	
TJF Prop Maint (Cemetery C24)		ONLINE	£105.00	
Colyn Prop Serv (Noticeboard Install)		ONLINE	£45.00	
TOP2BOTTOM (Cross Park Steps)		ONLINE	£2,376	VAT £398
Turfsoil (48799) Cross Park		ONLINE	£510.10	VAT £85.00
Turfsoil (48800) Allhallows VH		ONLINE	£168.00	VAT £28.00
Colyn Prop Serv (Playground Repairs Labour)		ONLINE	£132.00	
Produlic Ltd. (Playground Repair Parts)		ONLINE	£481.80	VAT £80.30
British Gas (Cross Park Energy)		D/D	£113.63	VAT £5.41
EDF Energy (Brimp Energy Costs)		D/D	£38.00	VAT £1.90

d) **Contracts**

- a. **TJF PROPERTY SERVICES** had agreed the extension on the Active Cemetery Contract for a further year on the same terms. They had suggested a one-off clearance of the Hedges at £180. **Proposed Cllr Forrest, Seconded Vice Chair that the quote for up to £180 be accepted – AGREED.**
- b. **TURF SOIL** a site meeting was held with the Chair, Cllr Luck and the Clerk at Cross Park (12/9) to discuss the present and future contract arrangements. The current contract was subject to a 2% increase (first increase for three years) and as requested a further item to manage the grass bank (7 times a year) at £40 per visit, seven times a year had been added. **Proposed Chair, Seconded Cllr Forrest that the quote be accepted was AGREED with one against.** It was noted that this year's work would need to be kept under review – and in the light of further discussions about land management of the area.
- c. **Weed spray hard surfaces of 10 streets (4 times a year)** - contract will also expire at the end of September. Turfsoil to be asked to provide a quote for this work.

- d. **Scrub clearance works at Cross Park** – this was for one-off works @ £1,775 in 2015. This work should be done annually and could be done by volunteers.
- e. **Allhallows Village Hall** – This contract will expire in November. It was noted that only one visit to cut back the hedges was only once per year (£105), although additional visits can be requested at that price.

17 1236 STAFFING ISSUES

- a) **Pensions** – the staging date for notifying staff of pension options is due on 1st November. The council have been registered with NEST for the provision of any pensions requested. A letter will be sent to all staff, by the clerk, giving them the ability to opt-in if required this month. None qualify for automatic enrolment.

The exclusion of press and public was proposed Chair, Seconded Vice Chair AGREED as business regarding a member of staff's performance was being discussed.

- b) **Cross Park Cleaner** – The clerk to contact the cleaner regarding issues raised.

18 1237 DATE AND TIME OF NEXT MEETING

The next meeting will be on Tuesday October 11th 2016 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

17 FUTURE AGENDA ITEMS

1236 None

At 09:55pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	Cleared
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 to be issued to identified firms based on worksheet from Medway Council	Clerk
DECEMBER 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. Noticeboard at Avery Way Shops agreed – Installed. Replacement of Noticeboard at Kingsmead Bus Stop. Clerk to arrange purchase and installation (Sept 2016)	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
FEBRUARY 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.	
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.	Clerk SB/DB
APRIL C/2015/1111b	Clerk to include a recommendation for future web site provision to the May meeting	Item agreed. Hugo Fox site created and AllhallowsKent-pc.gov.uk allocated. Clerk to liaise with Clive Stanley to create new website and switch.	Clerk/ C Stanley
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	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett.	Clerk

	carry out appraisals with Chair/Vice Chair or another councillor	Cleaners outstanding – awaiting resolution of issues. Cross Park Cleaner remains. Contact to be made.	
MAY C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit awaited	Clerk
MAY C/2016/1157	Discuss governance issues with Cross Park Pavilion Management Committee	tba	Clerk
JUNE C/2016/1164	Mr Bowley Cross Park Issues	Contact details forwarded to clerk. Clerk to write about 'planting' and moth survey 210 Avery Way.	Clerk
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.	Chair
JUNE C/2016/1165/e	Vandalism at the Brimp	Electrician quotes and Insurance claim processing. Work authorised and being carried out 13/9, arranging access with Youth Club to also carry out annual inspection. 13 yr-o confessed to damage.	Clerk
JUNE C/2016/1166	Annual Return 2015/2016	Internal Audit COMPLETE Notice of Public Rights DONE Submitted to External Auditor, awaiting response.	
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.	YF
JUNE C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted	YF
JULY C/2016/1191b	Planning Application for proposed base station installation	Clerk responded (14/9 application refused by Medway). CLOSED	Clerk
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.	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/2016/1195	2016 Playground Inspection/Training to be arranged.	Inspection carried out, repairs made by Colin Davis. Training to be organised.	Clerk
JULY C/2016/1196d	Brimp Cleaner Redundancy, F Tomlin, Youth Club to be notified.	Youth Club notified in July (redundancy from 13/8) Leaflet to residents to be prepared, circulated for review and delivery when outcome of Youth Club response known. (9/16) now Pending set-up of a replacement club. Youth committee to be formed as an	Clerk Chair Vice Chair DB (Mr Apostle)

		interim step for a new youth club to start. Site meeting to be arranged before The October meeting.	
JULY C/2016/1200	Inflatable/Bouncy Castle Policy to be printed/laminated	Outstanding.	Clerk
AUGUST C/2016/1212b	Binney Road, Verge Cutting	To be checked	JL
AUGUST C/2016/1214b	Playground Inspection	Training to be organised October	Clerk
AUGUST C/2016/1217	Street Cleaning Performance	Cleaner's street schedule was distributed. Performance to be monitored.	Clerk ALL
SEPTEMBER C/2016/1225a	Parish Councillor Vacancy - the parish council able to co-opt somebody	ALL to identify possible candidate/s for interview at a future meeting.	ALL
SEPTEMBER C/2016/1228b	Fencing at Old Post Office	Height to be checked for possible reference to Medway Planning for enforcement	Clerk
SEPTEMBER C/2016/1230	Hedgerow Maintenance – devolution from Medway Council	Tender for Allhallows work schedule to be carried out to identify costs.	Clerk
SEPTEMBER C/2016/1231	Cross Park Land Management Issues	Clerk to arrange site meeting for councillors/KWT/Medway Greenspace/Mr Bowley	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 considered for specific properties in Avery Way.	Clerk/Chair
SEPTEMBER C/2016/1233e	Dogs mess on Recreation Ground	Poop collection bags should be available from local shops (free of charge).	ALL
SEPTEMBER C/2016/1234a	Cross Park – Changing Rooms	CPA to issue invoice to access funding from Medway Greenspaces and get utilities connected.	Vice Chair
SEPTEMBER C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work	Clerk
SEPTEMBER C/2016/d	Contracts	Cross Park – approved. Street Weed Spray/Village Hall for review in October	ALL
SEPTEMBER C/2016/b	Cross Park Cleaner	Letter to be sent regarding discussions (13/9)	Clerk