

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 9th DECEMBER 2015
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30 pm.**

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

In attendance 3 members of the public

1 APOLOGIES FOR ABSENCE

1019 Cllr. Mr. Bennett - Work

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

1020 None

3 1021 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETINGS 14 OCTOBER, 11 NOVEMBER, 18 NOVEMBER 2015

1022 Queries raised. Cllr Luck asked that the minute regarding Allhallows Place should be altered to read Allhallows Place Touring Park – alteration made to minutes, Proposed - Cllr. Mrs Draper, Seconded - Cllr Mrs Huntley-Chipper minutes agreed as amended.

4 1023 MATTERS ARISING FROM THE ABOVE MINUTES NOT OTHERWISE ON THE AGENDA

1024 18/11 1016 – The Clerk has reported the appointment of Clerk (and Chairman) to Village Voices (VV) for the December edition (tight timescales). Adverts in VV, Medway Messenger and KALC website to be arranged.

5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1025 Actions C/18/2015/3, C/18/2015/5, C19/2015/4 Closed – ongoing responsibilities of Clerk.
C/23/2015/1 Closed – letter sent.
Unnumbered item Contacting Mr. Baker – done and actions planned.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mr Smith presented his latest timesheet. It is intended to get the hours worked as soon as possible after month end so that they can be included in the salary run with others. He also expressed concern about the replacement of bollards at the Avery Way Shops and hoped a safety rail could be installed instead. The Chairman reported that he had arranged for a speedy repair of the existing damaged bollards.

He was also concerned about yellow lines and their enforcement.

Mr. Price raised the issue about netting for the Brimp Ball Court – Clerk has included this in his report.

Ms. Soremekun reported that the village hall committee has indicated that two sets of village hall keys were in the possession of the parish council and one set should be returned (post meeting, one set has been located, but not a second).

6 CLERK'S REPORT

- 1026** The Clerk provided a report on the main issues dealt with since appointment - Noted
- 1027**
- a) An emergency call-out was required due to an electrical fault with the Brimp Ball Court Floodlights. Water had got into the electrics and tripped the electrical supplies. Contractor called out to fix. (call out fee £30, charge for repair £60, Total £90). The Chairman was kept informed. The repair may not solve the route cause and further problems could occur.
 - b) The wreath for Remembrance Sunday had been arranged by Cllr. Marsh. Cllr. Luck expressed concern that we might leave Marilyn Elmes out of pocket as no payment had been made. The clerk to resolve (*subsequent to meeting, contact made, payment not an issue as 'donation' goes to British Legion Poppy Appeal and the wreath cost is at the discretion on the council - a receipt will be provided on receipt of the cheque*)
 - c) The Brimp – Ball Court netting. A similar issue was raised in Cliffe & Cliffe Woods PC. Netting was considered over the ball court to stop balls going to the locked allotments. Concerns were raised over suitability and ongoing issues with this over the longer timeframe – rejected in favour of angled iron work on the top of the fencing at specific problem areas with netting in between. Options to be considered after site visits by the Clerk.

7 GRANT REQUESTS

- 1028** Allhallows Guides/Brownies/Rainbows – request for £570.00 for the cost of village hall hire 1/1/15 to 31/12/15. Grant (S137 expenditure) £570.00 Proposed – Cllr. Mrs Draper, Seconded – Cllr. Marsh – AGREED. The cheque would be made out to the Village Hall. The Guides/Brownies/Rainbows to be reminded that retrospective grants are not usually allowed and that they should prepare any grants for 2015/2016 (Jan-March 2016) early and then consider annual applications in line with the council year (April-March).

8 SITE CLEARANCE (top of Avery Way)

- 1028** Mr. Baker had indicated a willingness to clear the site and the Chairman had approached Medway Clearance (MC) for skips to do the work. MC had indicated that they would supply skips and carry out clearance works, free of charge, in turn for suitable local publicity. The Vice Chair will contact Village Voices to arrange a suitable date for the works and publicity (photos and article).
The Clerk to send a letter to residents at 2/4 Avery Way about keeping an eye on fly-tipping.

9 PLANNING

- 1029**
- a) No new planning applications this month.
 - b) Medway Local Development Framework
The Clerk reported on the latest position relating to the replacement for the Medway Towns Local Plan (2003). In the call for sites, the Allhallows Leisure Park had submitted plans for > 1,600 homes. This had been rejected during site evaluation, but only if certain issues could not be overcome (Four Elms Roundabout in particular). A map of the Allhallows proposal (from the very large LDF documents) was distributed. The next stage will be public consultation on the Issues and Options Statement which has recently been agreed by the Medway Council Cabinet, in January and February 2016 (which includes references to the site assessments). The Clerk to prepare an article for the next VV.
 - c) Rail on the Hoo Peninsula
The Clerk (as Railfuture – Kent Division Organiser) had submitted outline plans for re-introducing passenger trains to the Hoo Peninsula (via a chord at Hoo Junction) to link to the Medway Valley Line at Strood (via Higham) to Medway Council and others to see if there is support for a campaign. A single track already exists on the peninsula. Three/four coach trains would call at stations on the Hoo peninsula to serve Cliffe/Cliffe Woods, Hoo/Lodge Hill/High Halstow,

Allhallows/Stoke and Grain. A feasibility study is needed, and could be funded by Railfuture. It would probably be the mid-late 2020s before it could be operational.

10

HIGHWAYS AND FOOTPATHS

1030

- a) Footpath Officers Report (August/September/October/November) – circulated Noted.
- b) Speeding vehicles on Avery Way. A traffic count had been done at the end of October with 1,651 vehicle movements recorded on 25/10 (details will be circulated). Bourne Leisure have indicated that they could fund improvements to the interactive speed signage in Avery Way. Further counts could be considered.
- c) Parking issues – there has been communication with Mark Johnson about the introduction of parking restrictions, and enforcement, in Allhallows. A site visit to possible locations and attendance at a future parish meeting will be organised by the Clerk (he is currently looking at proposals in Stoke). There are particular problems at the school (since the gates were locked and parents could no longer drop-off and pick-up in the grounds due to safety concerns).
- d) Issues with the Arriva services to Allhallows (and Stoke, St Mary Hoo and High Halstow) were reported. This is causing some hardship as people cannot get to and from work on public transport. Recent route changes have by-passed these areas and some residents are finding their journey time is four hours into Strood and back as they have to travel to Grain and then back. Cllr. Luck suggested a regular mini-bus to connect with the more frequent services at Hoo.
A strike by Arriva drivers was also planned.
- e) Cllr Phil Filmer (Medway Council local ward councillor and cabinet member responsible for transport) to be invited to the next meeting to discuss our concerns.

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CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

1031

- a) KALC (Medway)
No meeting, next one in February 2016..
- b) Medway Council Rural Liaison
Met on Tuesday 8 December. Discussed plans for rolling out high speed broadband to rural areas (government scheme run by BT) and already looking at how 'hyper-speed' could be rolled out.
Police/PCSO reporting – emphasising the need to report incidents on 101 and get a crime number.
LDF issues also presented (see 1029b)
- c) Police Liaison
Cllr Bennett attended last meeting. Next one conflicts with our next parish council meeting.
- d) Village Hall
Met 2/12. Fund raising and hall bookings are going well. Xmas sleigh being prepared, Christmas Tree is in church. Considered acquiring a bouncy castle for hirers, but some concerns about insurance. VV update sent.
- e) Cross Park Association
Cllr Luck unable to attend last meeting.
- f) Friends of All Saint's Church
Fund raising events held. Looking at Arts Council grants – using the village hall next year. Christine Hubbard performed, free of charge. A lavatory has been installed at the church (£400 required for full installation).

12

VILLAGE HALL

Turfsoil contract to maintain the grounds was started 18/11.

13

MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

1036

a) Cross Park Pavilion

Consideration given to extension for changing facilities. A container has been delivered on site as a temporary measure but still needs foundations dug and services connected. One outside light faulty and another needs to be adjusted to a better angle.

Charitable Status being considered.

b) The Brimp

Electrical problem reported in Clerk's report. Proper fix still required (and may have been more cost effective if carried out at the time).

c) Village Hall

A quote was requested from Turfsoil regarding Leaf clearing. This will be passed to the Village Hall committee for their consideration.

d) Notice Boards

Apart from the two at the post office/shop (although these are probably too small) the one opposite the British Pilot and the one at the Village Hall are in a very poor state (the one at the Village Hall is also facing the wrong way since the gate was locked). One door and the Allhallows PC sign had fallen off. The village sign is in the custody of the Clerk. Clerk to investigate replacement notice boards.

14

CORRESPONDENCE (list of emails received circulated)

1037

Agreed that the Clerk identifies significant correspondence for forwarding by email and reporting at future meetings.

15

ALLHALLOWS PLACE TOURING PARK – TO RECEIVE UPDATE

1038

No problems reported, councillors will continue to monitor.

16

FINANCIAL

1039

Banking arrangements

Clerk has completed Bank mandate forms and submitted them. Awaiting confirmation that this has been carried out. Clerk added to signatories, previous clerks removed. Address changed to 42 Quickrells Avenue, Cliffe, Rochester, Kent, ME3 7RB

1040

Bank Reconciliation

Unable to carry out bank reconciliation as the bank statements for September and October are missing – replacements will be ordered (and transactions downloaded from online banking) as soon as the mandate changes are implemented.

Issues were found with salaries paid to four staff in September – cheques were supplied to staff as well as standing order payments for the same amount. One cheque has been returned, one other reported as returned but not seen, two others had been paid in but the money refunded – all to be reconciled when statements received. One staff member has amounts outstanding – to be rectified in January pay. A cheque had been raised for a Play Area Safety Inspection training course which had not taken place – the organisation has re-paid the amount and the cheque has been paid in. Although the council's computer records and files had not been updated since August 2015, it looks like records are available to correct this and the council's finances are secure.

Cllr. Forrest raised issues with the amounts reported for cheques raised at the September meeting and the actual amounts indicated on the cheque stubs. This will

be reconciled as soon as statements have been received and reported back.

- 1041** To make payments Proposed – Cllr Huntley-Chipper, Seconded – Cllr Mrs Draper that the payments as listed be paid was Agreed.

C Fribbins Clerk Salary	cheque 103715
M Smith Payment for hours	cheque 103716
HMRC Due for November	cheque 103717 £230.40
Turfsoil Grounds Maintenance Village Hall (OCT)	cheque 103718 £226.80
Turfsoil Cross Park (OCT)	cheque 103719 £510.00
Turfsoil (Line Marking Initial)	cheque 103720 £252.00
Turfsoil (Line Marking OCT)	cheque 103721 £144.00
Barnard Electrical Serv (Brimp Emergency)	cheque 103722 £90.00
Allhallows Village Hall (Guide Hall Hire Grant)	cheque 103723 £570.00
TJF Property Maintenance (Active Cemetery)	cheque 103724 £105.00
Maze (The Brimp annual CCTV Maintenance)	cheque 103725 £90.00
J Price (All weather wear)	cheque 103726
Salaries by Standing Order	
K Colyer	
J Price	
F Tomlin	
D Claughton	
British Gas (Cross Park Gas Bill)	Direct Debit £184.83

The contract for white lining at Cross Park was not required and would be terminated with immediate effect. payments Proposed – Cllr Huntley-Chipper, Seconded – Cllr Mrs Draper was Agreed.

- 1042** Budget Monitoring Report (any issues identified)

The cashbook and computer files have not yet been updated but income and payments made since 18/11/15 have been recorded and stored ready to enter when previous income and payments have been reconciled with the bank statements.

- 1043** 2016/2017 Budget Strategy

Work to reconcile current year expenditure and forecast balance for 1/4/16 is required (as soon as access to Barclay's Bank mandate changes have been actioned). Potential for extra spend in 2016/2017 to match-fund the further development of Cross Park Pavilion.

Clerk to present budget options for informal meeting 5/1/2016 at Cross Park Pavilion (subsequently moved to 6/1). The report to also include indicative costs to residents. The decision on budget and precept will be made at the January Parish Council meeting.

- 17 1044** **DATE AND TIME OF NEXT MEETING**

The next meeting will be on Tuesday 12 January 2016 at 6.30pm at the Cross Park Pavilion, Avery Way, Allhallows

- 18** **FUTURE AGENDA ITEMS**

- 1045** - None notified

At 21.30pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

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Date:.....

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. Chase response	
C/23/2015/5	Parish Clerk to write to Village Hall Committee to request the cleaner's employment contract with regard to Cross Park.	Letter to Lola Soremekun 18/8/2015, Letter again sent 05/10/15. Clerk to follow-up with Lola/Cllr Marsh.	
C/2015/992	A resident had expressed concern about local parking. Clerk to send a letter updating him on council position and actions.		
C/2015/1027b	The Clerk to contact Marilyn Elmes about payment for the Remembrance Day Poppy		
C/2015/1027c	The Clerk to review options for consideration to contain footballs at the Brimp Ball Court.		
C/2015/1028	The Vice Chair will contact Village Voices to arrange a suitable date for the works and publicity (photos and article).		
C/2015/1028 (ii)	The Clerk to send a letter to residents at 2/4 Avery Way about keeping an eye on fly-tipping.		
C/2015/1029	The Clerk to prepare an article for the next VV on Medway LDF local implications		
C/2015/1030c	A site visit to identify possible locations for parking restrictions and attendance at a future parish meeting will be organised by the Clerk.		
C/2015/1030e	The Clerk to invite Cllr Phil Filmer (Medway Council local ward councillor and cabinet member responsible for transport to the next meeting to discuss our concerns.		
C/2015/1036d	Clerk to investigate replacement notice boards.		
C/2015/1040	Clerk to carry out an urgent bank reconciliation to be done for August/September/October/November. Findings to be circulated to Councillors as soon as possible.		
C/2015/1043	Clerk to prepare budget options for briefing and discussion at meeting Tuesday 5th January 2016 6:30pm at Cross Park Pavilion (following the meeting moved to Wednesday 6th January)		