



**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 12<sup>th</sup> APRIL 2023**

**Cross Park Pavilion @6:40pm**

**PRESENT:**

Cllr Yvonne Forrest                      Vice Chair, in the  
Chair

Cllr Karen Draper  
Cllr Sue Morrice  
Cllr Rachelle Freeguard  
Cllr Trevor Bowley  
Cllr Len Lovatt

Mr Chris Fribbins                      Parish Clerk

Apologies:  
In attendance                      Cllr Chris Draper  
3

- 881            1    APOLOGIES FOR ABSENCE** Cllr Chris Draper - accident.  
Cllr Forrest took the Chair for the meeting.
- 882            2    DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**  
**Declarations of Interest** – Cllr Freeguard - Cross Park Association, Allotments  
**Audio Recording** – Cllr Morrice records the meeting for personal use.
- 883            3    TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 8<sup>th</sup> MARCH 2023** Proposed as a correct record, with an alteration of members of public in attendance from 2 to 3 by Cllr Freeguard, Seconded Cllr Morrice. All Agreed.
- 884            4    MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)** – It had been reported that a locked gate across the Public Right of Way towards Yantlett Creek had been chased up and unlocked, however it had occurred again. Cllr Forrest will follow-up again (the pedestrian access is separate from the main gate. The local farmer had reported that it was not him.  
**SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker):**  
A resident raised issues with the additional vans at Haven Holiday Park and the diversion of footpaths/Public Rights of Way during construction. In response, the diversion on the PROW was subject to a temporary diversion order, works subject to Planning permission, other footpaths were a matter for Bourne Leisure as the landowner, but will be clarified at a future liaison meeting.  
A resident reported issues with their neighbouring property. This was a neighbour dispute that the parish council were unable to get involved (no powers) and for the resident to take any (legal) action as they see fit.
- 885            5    CLERK'S REPORT**  
**a) Elections for Parish Council 4<sup>th</sup> May 2023**  
Nomination papers were validated for all current parish councillors apart from Cllr Lovatt who had moved to Hoo, there no other nominations received. Official notice received that:  
Cllrs Draper, Mrs Draper, Forrest, Morrice, Freeguard, Bowley elected unopposed w.e.f. 9<sup>th</sup> May 2023 (current councillors continue in post to that date). This would leave two vacancies, Cllr Lovatt expressed interest in remaining on the council if he was qualified (<3 miles from Parish Boundary) – Clerk to investigate.

**b) Annual Parish Meeting**

The Clerk suggested that the APM be delayed allowing Cllr Draper some more recovery time and to organise the event.

Proposed Cllr Mrs Draper, Seconded Cllr Morrice that that Annual Parish Meeting be delayed until 24<sup>th</sup> May 2023 7:15pm to allow some more recovery time for Cllr Draper, ALL AGREED.

886 6 **GRANT REQUESTS –**

**a) Allhallows Events Committee.** A response had been received from their committee (circulated to parish councillors) and responded to by the Clerk with an invite to attend a future meeting to discuss their requirements (they had raised an issue with the early start time of PC meetings, but it was explained that they would be able to take part later at the discretion of the Chair of the meeting).

887 7 **PLANNING****a) Planning Applications –****MC/23/0547 British Pilot Hotel Avery Way Allhallows Rochester Medway ME3 9QW**

Details pursuant to conditions 3 (materials) , 4 (foul water drainage) and 7 (electric charging) (*on planning permission MC/22/0015 - Construction of one x 4 bedroomed detached dwelling house with associated parking and landscaping*). NO COMMENT

**b) MC/23/0670 Allhallows Holiday Park Allhallows Caravan Park Allhallows Rochester Medway ME3 9QD**

Details pursuant to condition 6 (Archaeology) (*on planning permission MC/19/2202 for Reconfiguration of hardstanding bases and golf course to enable installation of 95 hardstanding bases (an uplift of 84 static caravans) with associated infrastructure (above and below ground), internal access road, pedestrian footpaths and landscaping*). NO COMMENT

**c) Medway Local Plan** No further update, publication of Draft and public consultation still further delayed and Local Plan will now revert to Regulation 18 and add another 18 months to 2 years to the process, which allows developers to choose their sites. A Call for Sites has also been raised, taking the Local Plan back a further stage – no update is expected until after the Local Elections. It would be expected that local landowners were likely to submit the same local land holdings again (perhaps others) for assessment and consideration on the Local Plan.

**d) Housing Infrastructure Fund** responses have been assessed by Medway Council and reported to the Cabinet. Costs have increased and shortcomings with road and rail solutions remain with uncertain additional funding required and s106 timescales. Freedom of information requests had been submitted to assess the process followed to date. Medway Council have 'paused' the railway infrastructure proposals due to cost escalation (post COVID) and lack of local support. There may be a further window in 2027 when new Networker replacements will be delivered (a battery option is being considered that would remove the need for any electrification of the branch to Hoo and the consequent cost of additional infrastructure to ensure safety of line electrification).

888 8 **HIGHWAYS AND FOOTPATHS**

**a) Footpath Officers Report** –Cllr Bowley's report was circulated (and thanked for the detail and continued work that had been carried out by Cllr Bowley and others). Straw had been placed on some Cross Park footpaths to help access in very wet conditions currently (from the stables of a local resident) but had not solved the issue due to the persistent rainy conditions.

**b) Cross Park Tree Planting** – Issues with tree planting on the boundary of the events field and the 'countryside park' and behind the Avery Way Garages by the entrance 'ramp' were discussed. It was reported that the best time for moving these young trees would be in Autumn, although it was very unlikely that there would be any current bird nesting in the saplings.

**c) Verbal contributions** It was reported that Medway Councillor Crozer had met with a local resident about the removal of yellow lines by All Saints Church/Binney Road.

These lines had been placed on the request, and a great deal of chasing by the Parish Council. There has been no contact with the Parish Council regarding this.

- 889      9      **LOCAL REPORT/ISSUES**
- a) **Countryside Contract** – Visits to the Recreation Ground, Cross Park, and All Saints Church Yard had been carried out. The amenity areas, Avery and Shellduck Woods and Grass Verges were planned for April. The contractor will report to the Clerk and Cllr Mrs Draper when work is scheduled.
- b) **Street Cleaning** – Issues with waste accumulating at the rear of the Avery Way shopping parade continue and had been reported to Medway Council Environmental Services – this was to be chased up by the Clerk.  
It was reported that large NOx cylinders were now being discovered, although currently this is not a restricted drug (expected to change)
- c) **Active Cemetery** – No issues
- d) **General Issues** – Issues reported: Concern was raised about pavement and inconsiderate parking. This will be the responsibility of Medway Council as Kent Police are very unlikely to get involved (it was noted that Kent County Council had taken on additional powers relating to traffic offences from 1/2/23 in their area).
- 890      10      **TELEPHONE BOX DEFIBRILLATOR** – The power supply has been connected and the Defibrillator and Bleed Control Pack have now been 'activated' on the Circuit Online system and advertised on Facebook. A plaque has been placed in the telephone box to recognise the parish council and contributors to making this possible. Now complete.
- 891      11      **CROSS PARK IMPROVEMENTS (including s106)**
- a) Ad-hoc and planting by Cllr Bowley and team was discussed now that the car park and ramp to events field (to base level) has been completed (the top layer will be done when works on the additional, new building, has been completed. Planting to be reviewed.  
BT Openreach have been contacted about supplying a telephone/broadband link to the CP building were stalled because Turner's trench on the access road had not been extended across the road – it has now been completed to an access point adjacent to the new pedestrian gate, likewise a trench for an electricity supply. These are to be followed up.  
Cold Store arrangements for locating to southern wall of the building are required now that the kitchen changes are completed.  
Colyn Property Services have been requested to clear the gutters and down-pipes.
- 892      12      **YOUTH CLUB REPORT**
- a) **Youth Club Issues** – Community Pay-Back work continues on-site, but the Youth Club has been closed for Easter.
- b) **Extending Brick Store** – Further quote received, to be reviewed when Cross Park interim work complete.
- 893      13      **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**
- a) **ALLHALLOWS PACT** – Cllr Morrice – Meeting 6-Monthly. Nothing to report currently.
- b) **KALC (Medway)** – Cllr Morrice/Freeguard – Nothing to report.
- c) **Medway Council Rural Liaison** – Cllr Mrs Draper – meeting held in March.
- d) **Village Hall** – Cllr Lovatt/Forrest (sub) – Committee had met to discuss new responsibilities. Carpet Bowls equipment being returned to the Parish Council following the closure of the Bowls Club – equipment will continue to be stored at the Village Hall for the time-being.
- e) **Cross Park** – Cllr Freeguard – Café hours have been restored to Saturday/Sunday (9am-1pm) following the return of caravan owners after the winter break. There has been a request that Parish Councillors do not enter the kitchen when open/working.  
An issue had been reported with an unattended, incinerator fire on Cross Park land. There had been a claim that this land was in the ownership of residents on

the boundary of Cross Park, this is very unlikely and does not seem to be reflected in previous Deeds etc. of Cross Park, but the Clerk will check a 'sample' Avery Way property with the Land Registry.

Mega-Bounce events scheduled in August.

- f) **Village Fete** – Cllr Forrest – Arrangements continue. 500 Club draw renewed, some numbers still available.
- g) **Friends of All Saint's Church** – Cllr Forrest – Activities and regular café now in place.
- h) **Coronation Activities** – 'Dinosaurs,' Inflatable Pub, Inflatables, Fun Fair, DJ, Witches, Ponies. 'Coronation Medals' for local children 300 purchased. Estimated cost of waste dumpsters appears to be an issue - £256 for two. Some black sacks to be provided.

**894 14 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments** Cllr Forrest There was a suggestion that the Dog Bin at the allotments be relocated as it is not used. It is Medway Council provided and they will not relocate/empty it as they now ask for regular bins to be used. 2023 rents received.
- b) **Recreation Ground and Playpark** Cllr Morrice – Toddler Area gate fixed, reports of bikes in Recreation Ground and Cross Park, no further issues reports.
- c) **Bourne Leisure Liaison** Cllr C Draper – the Chair continues to consult with the site manager when available. Meeting to be arranged.
- d) **Peninsula East Primary Academy School Liaison** Chair – (Cllr Freeguard) No meeting.
- e) **Turners Group** – Further meetings had been held on-site re. works.

**895 15 Annual Report - AGAR** – as circulated Proposed Cllr Forrest, seconded Freeguard t

**895a 15a To Agree Section 1 – Annual Governance 2022/23**

Proposed to agree Cllr Mrs Draper, Seconded Cllr Freeguard **ALL AGREED**

**895b 15b To Agree Section 2 – Accounting Statements 2022/23**

Proposed to agree Cllr Mrs Draper, Seconded **Cllr Freeguard ALL AGREED**

**896 16 FINANCIAL**

- a) **Finance Monitoring Reports (to 31 March 2023/Year End)** Financial reports were circulated, agreed to note.
- b) **Transfer from Current Account to Cashplus Account (Youth Club Debit Card)** £250 March
- c) **Income**  
Receipts March/April Noted VAT Refund £12,560 Received March  
**March**  
Youth Club Tuck/Subs £147  
Brick Store Hire £50  
BT Refund £20 VAT £3.33  
BT Refund £26.24 VAT £4.37  
VAT Refund 1/3/22-18/02/23 £12,560  
CashPlus Donation £68.56  
Bank Interest £83.39  
Allotments Annual Rents £220  
**April**  
None to date (will be received during the month)

d) **To make Note payments for April 2023.**

Proposed Cllr Freeguard, Seconded Cllr Bowley – All Agreed

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution 230401

John Price Salary/less PAYE	230402		
John Price Business Car Insurance	230402a	32.00	
John Price Hi-Vis Jacket	230403b	22.95	
Mick Smith Salary/less PAYE	230403		
Mick Smith (March Underpayment)	230403a	36.00	
HMRC PAYE	230404	626.74	
NEST Employee/Employer Pension	230405	75.69	
EDF Energy Brimp Electricity DD	230406	158.00	7.52
M&L Contracting Countryside Contract	1,591.66		
M&L Contracting Cross Park	316.66		
M&L Total payment	230407	2,289.98	381.66
National Broadband Cross Park 4G Internet	230408	54.00	9.00
Microsoft 365 Annual Fee	230324	59.99	10.00
Mortley Landscape CP Gate/Snagging	230321	3,742.40	623.73
Pro Build Services CP Kitchen Flooring	230322	1,032.00	176.00
Pro Build Services CP Wall Remove/Make Good	230323	2,525.00	505.00
SafePlay Toddler Gate Repair	230323	542.20	90.40
TJF Prop Servs Active Cemetery Grass C167	230409	160.00	
TJF Prop Servs Active Cemetery Grass C168	230410	160.00	
Chris Fribbins Youth Club Tuck/Equip	230411	40.21	
Colyn Prop Servs Street Cleaner Cover 3686	230412	268.98	
Colyn Prop Servs Street Cleaner Cover 3691	230413	176.36	
Colyn Prop Servs Village Hall LM 3679	230414	60.00	
Colyn Prop Servs Brimp LM 3680	230415	75.00	
Medway Council Brimp Business Rates	230413	497.75	
Fasthost Email Service Annual	230417	132.00	22.00
KALC Annual Meeting Lunch x 3	230418	15.00	2.49
ASDA Gillingham CASHPLUS YC Tuck/Equip	230419	47.25	
TESCO Strood CASHPLUS YC Tuck/Equip	230420	25.50	
TESCO Strood CASHOLUS YC Tuck/Equip	230421	20.00	
Just Bin Bags Street Cleaner Equip	230522	68.47	11.41
Trinity Surfacing CP Car Park	230423	26,376.23	4,396.04
KALC Annual Subscription	230424	555.10	92.52
Colyn Prop Servs Brimp LM 3697	230425	75.00	
Colyn Prop Servs Village Hall LM 3698	230426	60.00	

D/D Debit Card/Already Paid

- 897 **The exclusion of press and public to discuss personal staff and contract issues**  
Proposed Cllr Forrest, Seconded Cllr Mrs Draper – **ALL AGREED.**
- 898 17 **STAFFING ISSUES**  
Further discussions held with Colin Davis regarding parish council employment as Street Cleaner Cover, Village Hall, LM, Brimp LM and ad-hoc work. Pay arrangements agreed in principle w.e.f. 17<sup>th</sup> June 2023 (replaces contracted work). Proposed Cllr Mrs Draper, Seconded Cllr Morrice – outline terms of employment including Street Cleaner Cover and other duties.
- 899 18 **DATE AND TIME OF NEXT MEETING**  
The next meetings will be Annual Council Meeting Wednesday 10<sup>th</sup> May 2023 (Cross Park Pavilion 6:30pm), followed by the May Meeting of the Council  
The Annual Parish Meeting will be held on Wednesday 24<sup>th</sup> May, Cross Park, 7:15pm
- 900 19 **FUTURE AGENDA ITEMS**  
At 21:10 The Chair closed the meeting.

Signed as a correct record of the proceedings.  
Chair of Allhallows Parish Council