



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11th JULY 2018 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS at 6:30pm

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

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

1 1717 APOLOGIES FOR ABSENCE

Cllr J Cook – unwell, Cllr C Cook – work, Cllr Lovatt – unwell, Agreed

2 1718 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 so can speak and vote on Cross Park Issues.

The Chair (Cllr C Draper), Cllr K Draper and Cllr Bowley declared an interest as their properties border Cross Park (the former dispensation was related to the Infill Project which has been rejected).

Audio Recording

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

3 1719 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13th JUNE 2018

Notes have been added to the official version to reflect comments made by Cllr J Cook at the meeting re.Grass Cutting.

4 1720 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1721 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

The state of the Street Cleaner's hut in the Village Hall Car Park was mentioned.

The guide leader reported on their recent change to use the Brimp rather than the Village Hall and that discussions were underway to investigate the set-up of a new Scout group.

Cllr Forrest arrived 18:45

6 1722 CLERK'S REPORT

Kerb/Footpath weeds/Grass Cutting. With the change to dry and hot weather grass was growing slower and the contractor has reverted to fortnightly cuts. Issues with the Shellduck/Avery Way and flower beds by the Post Office has been raised with the

contractor and work was underway. The contractor had trimmed the hedgerow in Binney Road recently after representations by local residents.

The importance of clearing the footpaths and gutters of weeds had also been stressed and the street cleaners advised of the worse areas (St Matthews, service road).

7 1723 CENTENARY OF END OF WW1

Cllr Forrest reported in the plans so far and that consideration was being given to large poppies on street lights/trees. Feasibility/prices to be investigated and reported to a future meeting.

8 1724 ALLHALLOWS VILLAGE HALL

- a) Village shed – there was concern about the condition of the caretaker's shed in the village hall car park. It is rarely used by the street cleaners, although there is some equipment stored in it. Proposed Cllr K Draper, Seconded Vice Chair that the shed be removed (equipment to be stored elsewhere in the interim) was AGREED
- b) The electrician for the parish council had reported that he had been requested to check the Village Hall for fire and emergency lighting compliance. The report had been considered and only basic work agreed (due to cost and their risk assessment). The building is insured by the Parish Council, as it was felt that the smoke detectors and emergency lighting may be insufficient for the size of the building. The Village Hall reported that they did have safety approval from Kent Fire and Rescue Service but were investigating and would report back to the parish council.

9 1725 GRANT REQUESTS

None

10 1726 PLANNING

- a) **Medway Local Plan (2012 – 2035)** – Response had been sent, next formal stage will be consultation on a Draft Plan in December 2018. The Clerk had discussions (as a member of Railfuture) with both Network Rail and Medway Council. Main issue will be the cost.
- b) **Allhallows Plans for Comment** – MC/18/0288 81 Additional Chalets at Allhallows Park (Kingsmead) and s106 towards extending Parish Council Community Facilities had now been registered and a response was submitted. Ownership of 2/3 of the access road was now formally acknowledged as well as the need for consultation on the works and access required should the application be approved.

11 1727 HIGHWAYS AND FOOTPATHS

- a) Parking Restrictions – Being followed up with the Medway Council Cabinet Member, although only the enforcement of current restrictions is in hand. The map of parking restrictions (yellow lines) has been re-submitted to Medway Council.
- b) Stile replacement (Pilot to Sea Wall) Adam Taylor (Medway Footpath Officer) is seeking funding from the Coastal Path (Grain to Woolwich) and Thames Path to Allhallows) and/or as part of the Rural Footpaths Improvement Programme.
- c) Footpath Officers Report – Cllr Bowley has been carrying out some checks. The Chair has met a local resident regarding issues at the Bourne Leisure site by the car park of the British Pilot where Bourne Leisure continued to store rubbish from the site and there was evidence of rats etc. This had been reported to Medway Council Environment Department but as private land, Bourne Leisure are responsible for clearing it.

12 1728 CROSS PARK ISSUES

- a) **Governance** – The Cross Park Association have now agreed, in principle, the license agreement for the property. Amendments to the license agreement were proposed:
 - 2.12 Maintenance of the trees, shrubs and bushes on the property would move from a CPA responsibility to 4.5 Council' Covenant.
 - 3.19 Parish Council priority access (free of charge) to be limited to meetings of the

parish council, rather than the broader meetings, exhibitions and events, (in light of the annual revenue grant of £2,500 per annum). – To be kept under review. Proposed Cllr K Draper and seconded Cllr Forrest, that the license terms, as amended, be agreed and offered for signing by CPA and the parish council w.e.f. 1st August – AGREED.

b) **Building/Land Issues**

Initial clearance of the gutter by Cllr Bowley identified a further problem. Colyn Properties had cleared the down-pipe but further problems underground has been found. Pr

c) **(Turner’s Proposes s106 Agreement) Permissive Path/Sport/Community Facilities** – Further discussion required if planning application approved. Awaiting the planning decision.

d) **Temporary Changing Rooms** (CPA Project)– Hoo Vets were still looking for a pitch to use in the peninsula, but could not because of the lack of changing rooms. There had been no further progress (despite a grant). Proposed Chair, Seconded Cllr Forrest that the Cross Park FC be given notice to remove the building if no progress during July/August – AGREED.

e) **Pavilion** – Electrical issues . The electrical inspection has been carried out and warnings to be investigated. Additional emergency lighting has been installed and a check of smoke detectors and emergency lighting carried out. The door shutters had now been put on one control so that when the pavilion is accessed all three door shutters will be raised.

f) **Blocked Pavilion Gutter** – still to be actioned. Cllr Bowley has cleared the gutter but the downpipe is still blocked (Colyn Properties had investigated and the blockage goes into the ground pipe so further work required). Colyn Properties to continue the investigation and repair.

13 1729 **YOUTH CLUB/YOUTH**

a) **Youth Club** – There had been advertising at the School summer fair, but attendance at the younger sessions is still low. There had been no attendance from the older age group (*since then 18 older youths had attended on one evening*). Medway Youth (Strood Youth Centre) continue to work with the Youth Club to promote attendance and will be advertising and seeking names at the youth summer events arranged at the Recreation Ground (financially supported by the parish council) with the aim of establishing sessions in early September. Further work is planned to clear up the site and carry out an internal clean. External site clearance, the completion of external painting and removal of waste/redundant equipment from brick shed is planned.

b) **Guides/Brownies/Rainbows** – Have now moved to the Brimp. A cooker point and cooker are being organised. There is investigation into possible use by Scouts.

14 1730 **THE BRIMP ISSUES**

a) **Football Arena** – Investigations into alternative uses had not progressed. ITSAGOAL had checked the arena when they delivered the youth goals and had suggested using a carpet (a short term solution) and the possibility of them advertising it for 2nd hand use and removing it.

b) **Road and Lighting**

Following the meeting with the Church Commissioner’s agent regarding the road, there has been no update and the Clerk is continuing to chase.

15 1731 **RECREATION GROUND**

There had been some minor bonfires by “the bench” area. The Sycamore tree has been removed.

16 1732 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) **PACT** – No meeting, next one end July.
- b) **KALC (Medway)** – No meeting, to be scheduled.
- c) **Medway Council Rural Liaison** – Next meeting in September.
- d) **Police Liaison** – Cllr Bowley had attended the meeting in Hoo. A ‘police surgery’ is also held on the same date – a one to one with police and community safety officers from Medway Council.
- e) **Village Hall** – meeting held in June. Issue with street cleaner’s shed and emergency lighting/smoke detectors discussed previously.
- f) **Cross Park Association** – covered elsewhere.
- g) **Friends of All Saint’s Church** – no report.

17 1733 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) **Allotments (Cllr Forrest)** – Allotment holders had expressed thanks for providing the path and additional water point.
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.
- c) **Bourne Leisure Liaison** (Cllr J Cook) – no report.
- d) **Allhallows Primary School Liaison** (Cllr C Cook) – no report.

18 1734 FINANCIAL

As previous financial year is still open no monitoring reports are available.

- a) Finance Monitoring Reports – Circulated and noted

- b) Receipts May

Allotment Rents	£12.50
Youth Club Subs/Tuck	£38.27
Cross Park Hire	£135.00
Bank Interest	£43.41
Bank Transfer	£20,000.00

- c) **To make June payments Proposed – Cllr Forrest, seconded – Cllr Lovatt that the payments as listed be paid (excluding grant for Football Club). – ALL AGREED** (the payments list was signed by the proposer and seconder)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution	180701		VAT
C Fribbins ASDA Storage/Filing Box	180701b	6.00	
C Fribbins Printerland Toners for Printer	180701c	254.41	42.40
Kathy Colyer Salary/less PAYE and pension	180702		
Kathy Colyer Hi-Vis Hoodie	180702b	15.00	
John Price Salary/less PAYE	180703		
Mick Smith 3 hours	180704		
Denise Claughton CP Cleaning	180705		
Zoe McCall Youth Club 13.75 hours	180706		
HMRC PAYE	180707	178.31	
NEST Employee/Employer Pension	180708	65.30	
EDF Energy Brimp Electricity DD	180709	88.00	4.40
KentWildlifeTrust Annual Sub(overpayment)	180710	-25.00	
M&L Contracting Countryside Contract	180711	1,878.00	313.00
Colyn Prop Servs VH LM £60-£55 overpayment	180712	5.00	
Colyn Prop Serve VM LM	180713	60.00	
TJFPropMaint ActiveCemetery 105-105 duplic	180714	0.00	
TJFPropMaint ActiveCemetery 105-90 overpay	180715	15.00	
Gavin Jones/Turfsoil Cross Pk LM	180716	410.04	68.34
BTD Electrical Brimp Emergency Lights/Test	180717	460.52	
BTD Electrical Cross Pk Emerg Lights/Test	180718	494.40	

- 19 **1735 STAFFING ISSUES**
- a) Dumpster**
 May require planning permission, drawings to be completed for checking with Medway Planning.
- Street Cleaner – Employment Contract Review**
- b)** Initial meetings held 9th July with individual street cleaners (9/7) a further joint meeting is proposed 23/7 to finalise the contract.
- 20 **1736 DATE AND TIME OF NEXT MEETINGS**
- The next meeting will be Wednesday 8th August 2018 at the Cross Park Pavilion, Avery Way, Allhallows.
- 21 **1737 FUTURE AGENDA ITEMS - None**
- At 9:20 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
JULY 16 C/2016/1194	Cross Park Governance	Clerk has passed on a draft constitution to the committee for their review. To be discussed with CPA – meeting held with CPA with Clerk. Draft charity application now being reviewed – three initial trustees required. Final proposals to be discussed with CPA now agreed in principle and charity application has been sent off. Charity status confirmed, License agreed – confirmed by the parish council and now needs to be signed by both parties (wef 1/8/18).	Clerk/Vice Chair/CPA
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).	Vice Chair Clerk
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.	Clerk/Chair

		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.	
MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Rd repairs. Chair to follow-up Clerk following up with the Church Commissioner's Management Agent.	Chair/Clerk
JUNE 17 C2017/1435	Brimp Report	The Chair to check with Bourne Leisure about arrangements for twice yearly water inspection and if it can extend to the other sites). (Brimp/Cross Park) No feedback	Chair
DECEMBER 17 C2017/1561a	Tree Inspections	Inspection carried out work required being reviewed and carried out by Trevor Bowley where possible. The Brimp tree has been removed (a medium to long term suggestion in the report). There is an issue with a sycamore at the recreation ground as the roots are a trip hazard. Quote from Trees Surgeon approved, Clerk/Cllr Bowley to follow up with tree surgeon. Now removed	T Bowley Clerk
JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	Chair
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	Chair/Clerk
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. Plan to be drawn up to check if planning permission is required.	Clerk following up with Street Cleaners Chair/JC