

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 8th NOVEMBER 2016
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT: Cllr Chris Draper Chairman
Cllr David Bennett
Cllr Sandra Bennett
Cllr Karen Draper
Cllr Yvonne Forrest
Cllr John Luck
Mr Chris Fribbins Parish Clerk

In attendance 8 members of the public

1 APOLOGIES FOR ABSENCE

1259 Cllr Pat Huntley-Chipper – unwell. Accepted, A get-well card to be sent by Clerk

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

1260 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 11th OCTOBER 2016

1261 Proposed as a true record by Cllr Forrest, Seconded Cllr Bennet. **ALL AGREED**

4 1262 CO-OPTION OF COUNCILLOR

Cllr K Draper proposed, Cllr D Bennett seconded that the item be considered in private at the end of the meeting – Clerk advised that this was not necessary as it can be discussed in public. 3 members for, three against, the Chair used his casting vote for – carried.

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

1263 None

6 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1264 See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Lisa Newstead reported concern about dogs being let off their leads at the recreation ground and generally keeping dogs under control. Clerk to contact the Medway Council Dog Warden about the issue and suggest additional signing – also an item for the next parish report in Village Voices.

John Price mentioned problems with external locks at the Brimp. Replacements to be sought and locks swapped for now.

Michael Smith/John Price reported some reluctance to clear dogs mess off of their designated routes (and in particular the Recreation Ground)

7 CLERK'S REPORT

1265 Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Correspondence – Emails distributed were listed, noted.

b) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). Meeting attended by Cllr Forrest and Clerk along with parish councillors from Grain and Hoo, and RSPB. This is a long term project/grant application that needs the involvement of the local community to be successful – most of the projects in Allhallows were suggested and the idea of a visitor centre for the peninsula at the former Red Cross Hall in Hoo was supported.

- c) Noticeboards
Upgrading of the noticeboard at the Kingsmead Bus Stop complete and suggestions for a new location at the old village is still being sought.
- d) Remembrance Sunday – Sunday 13th November at 10:45. Wreath has been received and passed to Chair/Cllr K Draper. A donation to the Royal British Legion Poppy Appeal for £100 as in previous years was suggested – to be added to the December Agenda.

8 GRANT REQUESTS

- 1266** No new applications (allotments request outstanding)

9 1267 YOUTH CLUB COMMITTEE

Issues had been identified at the Brimp:

Electricity supply – low voltage and insufficient to support lighting and heating. Clerk to report to UK Power Networks and follow-up.

Heating – Calor Gas heaters had been removed as a safety risk. Further heating required – Six further electric heaters to be purchased (Cllr Forrest/Clerk to research). Additional virement from Cross Park improvements suggested, if required.

Water Supply – Concerns about water supply, means no drinking water – water needs to be taken to the Brimp. Clerk to follow-up with Southern Water.

Portable Appliance Testing (PAT) to be carried out.

The youth club was scheduled for re-opening on Tuesday 15th November/Friday 18th November and then Tuesday/Friday sessions as before.

10 Finance Advisory Committee

- 1268** There was a need for the advisory committee to meet to discuss current year accounts and the first stages of the 2017/2018 budget.

Meeting scheduled for Tuesday 15th November, 6pm at Cross Park Pavilion (post meeting, rescheduled for Thursday 1st December)

11 PLANNING

- 1269** a) None

12 HIGHWAYS AND FOOTPATHS

- 1270** a) Footpath Officers Report – No issues raised
b) No verbal reports

13 1271 HEDGEROW MAINTENANCE CONTRACT – CONSIDERATION OF DEVOLVING SERVICE FROM MEDWAY COUNCIL

- a) Site meetings and discussions had been held with XXX (there had been no response from Turfsoil or Medway Norse to date. An idea of costs would be required for the council to consider taking in the contract.
- b) The quote for Avery Way Clearance was accepted at the October meeting, but there has not been any progress in identifying volunteers to carry out preparatory work yet. The Chair to make further arrangements.

14 1272 CROSS PARK – LAND MANAGEMENT ISSUES

Awaiting a report from Martin Hall (Medway Greenspaces) to identify options for managing the site. The Clerk also circulated copies of the former Four Parishes Project (2011).

Contact had been made with Turners Parks Group regarding the permissive path between Cross Park and the Recreation Ground and further site meetings are planned (10/11 at 11am).

- 15 1273 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**
- a) KALC (Medway) – Meeting on 26th October had discussed general Medway Peninsula Parish issues and the Four Elms Roundabout (Sans Pareill/Medway Tunnel) Highways Improvement proposals.
 - b) Medway Council Rural Liaison – Next meeting December 6th in Frindsbury Extra.
 - c) Police Liaison – Next meeting Tuesday 15th November. A number of local issues to be raised by Cllr Luck.
 - d) Cross Park Association – No further meeting arranged.
 - e) Friends of All Saint’s Church – Meeting 26th October.
- 16 1274 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**
- a) Allotments (Cllr Forrest) – liaison continuing.
 - b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - issues ongoing with regard to dog’s mess.
 - c) Bourne Leisure Liaison (Chair) – Chair has followed up now that the Summer Season had finished and there were encouraging signs of support for the parish council.
 - d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – there had been no interest in the logo design competition to date. Brownies/Guides had shown an interest.
 - e) Allhallows Youth Club (Cllr D Bennett) – nothing further to report.
- 17 1275 MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY**
- e) Cross Park Pavilion.
Invoices supplied to Medway Greenspaces by the CPA as requested, but they had requested a more detailed invoice which had been done, still waiting for the grant. A light to the western side was faulty (suspected to be a broken sensor) – Clerk has asked for a quote from BTB Electrical.
Use of the Cross Park Site for a Medway Aces event has been discussed further and the interest has been confirmed. A meeting between local residents, British Pilot, Golf Club, Parish Council and Cross Park Association has been suggested to firm up details in January 2017.
 - f) The Brimp – contact made with arena supplier, but still no date for an inspection. Repairs to the external lighting and the Annual Electrical Inspection has been completed.
- 18 1276 FINANCIAL**
- a) Bank Reconciliation October and Budget Monitoring
Bank balances have been reconciled for October. Budget monitoring reports produced from the accounts package and the separate spreadsheet were distributed.
 - b) Receipts September
Cross Park Hire - £170.00, Zurich Insurance Claim £120.00
 - c) To make payments as listed Proposed – Cllr K Draper, Seconded – Cllr Y Forrest that the payments as listed be paid – ALL AGREED (the payments list was signed by two councillors, proposer and seconder)
- | | | |
|--|-------|---------------|
| C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE | | VAT |
| Salary | Total | ONLINE |
| C Fribbins Land Registry Search x 2 | | ONLINE £12.00 |
| <u>Caretakers/Street Cleaning</u> | | |
| K Colyer Salary, Holiday Pay, less PAYE | | ONLINE |
| J Price Salary, Holiday Pay, less PAYE | | ONLINE |

J Price	jacket/hoody/trousers	ONLINE	£51.40	
D Claughton	(Cross Park) Pay, Plus PAYE	ONLINE		
M Smith	(Relief Caretaker) 6 hours, less PAYE	ONLINE		
HMRC	PAYE	ONLINE	£183.57	
Invoices				
C&CW Parish	(Printing SEPT Extra)	ONLINE	£10.00*	
C&CW Parish	(Printing OCT)	ONLINE	£28.00	
TJF Prop Maint	(Cemetery C27)	ONLINE	£105.00	
Turfsoil	(48897) Cross Park	ONLINE	£850.68	VAT £141.78
Turfsoil	(48898) Allhallows VH	ONLINE	£268.80	VAT £44.80
Turfsoil	(48915) Street Weedkilling	ONLINE	£390.00	VAT £65.00
KCS Commercial	(Black Sacks Street Clean)	ONLINE	£51.84	VAT £8.64
British Gas	(Cross Park Energy)	D/D	£95.31	VAT £4.54
EDF Energy	(Brimp Energy Costs)	D/D	£38.00	VAT £1.81

* after discussion with C&CWPC

d) **Contracts**

- a. **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. Proposed Chair, Seconded Cllr Forrest, that the contract be extended AGREED.**
- b. **Allhallows Village Hall** – This contract with Turfsoil has not been extended. A quote has been received from Colyn Property Services, a further quote is expected from TJF Property Maintenance.

19 1277 **CO-OPTION OF COUNCILLOR**

- a) **The exclusion of press and public was proposed Chair, Seconded Cllr Forrest Chair AGREED to enable discussion on the co-option of a councillor and business regarding staff performance was being discussed.**
- b) Mr David Cresswell was interviewed informally by councillors. **Proposed Cllr K Draper, Seconded Cllr D Bennett to appoint Mr Cresswell to the vacancy for a councillor – AGREED**
- c) Cllr Cresswell signed the Acceptance of Office Declaration and countersigned by the Clerk. Declaration of Pecuniary Interest Forms to be completed by Cllr Cresswell and returned to the Clerk.

20 1278 **STAFFING ISSUES**

Further letters had been sent regarding the need to carry out dog's mess clearance at the Recreation Ground. There was continued concern by councillors about the clearance of the gutters.

It was agreed that a meeting be arranged by the clerk with all three street cleaners and Cllr D Bennett. (subsequently arranged for Monday 28th November 10am, Cross Park)

21 **ANY OTHER BUSINESS previously notified.**

1279 None

22 **DATE AND TIME OF NEXT MEETING**

1280 The next meeting will be on Tuesday December 13th 2016 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

23 **FUTURE AGENDA ITEMS**

1281 None

At 09:45pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

Action Point	Details	Review	ACTION
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 issued to identified firms based on worksheet from Medway Council Awaiting responses Site meeting held with possible contractor	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). Noticeboard delivered and installed.	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 issues, 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. No interest reported. Contact had been made with the Guides/Brownies and they had shown interest – being followed up.	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. New site has been created and switch carried out – old site points to new site. CLOSED	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 carry out appraisals with Chair/Vice Chair or another councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding – awaiting resolution of issues. Cross Park Cleaner remains. Contact to be made. Letters issued to staff regarding issues. Meeting to be arranged with Street Cleaners DB/Clerk to discuss ongoing issues.	Clerk
MAY C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit awaited. Clerk still chasing.	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. Contact made and discussions underway about future work.	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. Following summer season, there has been support from the holiday park.	Chair
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. Still waiting for further quotes.	YF
JUNE C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted. YF and others suggesting possible locations for consideration. Agreement had been received from Medway Council for a crossing.	YF
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. Being followed up with Turner Park Group – site meeting arranged.	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/2016/1200	Inflatable/Bouncy Castle Policy to be printed/laminated	Outstanding.	Clerk
AUGUST C/2016/1212b	Binney Road, Verge Cutting	To be checked. This does not appear to have been carried out. Reported – response that a further cut is still outstanding, along with other areas of concern.	JL
AUGUST C/2016/1214b	Playground Inspection	Training to be organised December or Spring.	Clerk
SEPTEMBER C/2016/1228b	Fencing at Old Post Office	Height to be checked for referred to Medway Planning for enforcement investigation.	Clerk
SEPTEMBER C/2016/1230	Hedgerow Maintenance – devolution from Medway Council	Tender for Allhallows work schedule 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. Meeting took place, awaiting feedback from KWT/ Medway Greenspaces on options.	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). Following up with Cleaners along with use of barrows and recreation ground dog's mess clearance on recreation ground.	ALL
SEPTEMBER C/2016/1234a	Cross Park – Changing Rooms	CPA to issue invoice to access funding from Medway Greenspaces and get utilities connected. Done.	Vice Chair
SEPTEMBER C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work. Awaiting Quote.	Clerk
SEPTEMBER C/2016/1235/d	Contracts	Cross Park – approved. Street Weed Spray - approved/Village Hall to be placed elsewhere.	ALL
SEPTEMBER C/2016/1236/b	Cross Park Cleaner	Letter to send regarding discussions (13/9). No reply, further letter sent regarding requirements for Friday PM/ Monday AM cleaning.	Clerk
OCTOBER C/2016/1245	£250 Grant offered to Friends of All Saints	FoAS to be contacted re. offer – Offer accepted will let us have sight of invoice when ordered.	Clerk
OCTOBER C2016/1246	Youth Club	Accounting Changes Agreed - DONE Volunteers to meet up for initial Youth Committee, restart agreed 15/11	Clerk Chair/YF

OCTOBER C2016/1249/b	Avery Way Hedgerow	Quote accepted, volunteers required for preparation.	Chair All
OCTOBER C2016/1254	Cross Park Broken Light	Referred to Electrician for Quote/Repair	Clerk
OCTOBER C2016/1256	Medway Aces use of Cross Park	Further details required Liaison with CPA, residents, golf club, British Pilot in January.	Chair/JL Clerk
NOVEMBER C2016/1267	Brimp Issues after return to Parish Council	Issues had been identified at the Brimp: Electricity supply – low voltage and insufficient to support lighting and heating. Clerk to report to UK Power Networks and follow-up. Heating – Calor Gas heaters had been removed as a safety risk. Further heating required – Six further electric heaters to be purchased (Cllr Forrest/Clerk to research). Additional virement from Cross Park improvements suggested, if required. Water Supply – Concerns about water supply, mean no drinking water – water needs to be taken to the Brimp. Clerk to follow-up with Southern Water. Portable Appliance Testing (PAT) to be carried out. The youth club was scheduled for re- opening on Tuesday 15th November/Friday 18th November and then Tuesday/Friday sessions as before.	Clerk/ Chair/ Youth Club Committee
NOVEMBER C2106/1268	Finance Advisory Committee	There was a need for the advisory committee to meet to discuss current year accounts and the first stages of the 2017/2018 budget. Meeting scheduled for Tuesday 15th November, 6pm at Cross Park Pavilion (post meeting, rescheduled for Monday 1st December)	Clerk/ALL
NOVEMBER C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk.	DC