



Allhallows Parish Council

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TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend a MEETING OF ALLHALLOWS PARISH COUNCIL at the Cross Park Pavilion, Avery Way, Allhallows, on Wednesday 9th May 2018 to follow Annual Meeting.

Councillors and members of the public are reminded that discussion of confidential information (i.e. personal matters and contract tenders must not be discussed in the open meeting and at any time the council may need to exclude press and public on a temporary basis to discuss these).

AGENDA

1. To note apologies for absence
2. Declarations of Interest of any item on the agenda and notification of audio recording or filming
3. To receive and sign the minutes of the Parish Council meeting 11th April 2018
4. Matters arising from minutes (not on Agenda or in Action Points)
5. To note the updates on the action points from previous meetings

SUSPENSION OF MEETING FOR PUBLIC SESSION

15 minute session: To receive questions and comments from the public.

Matters raised may be placed on the agenda for the next or subsequent meeting(s).

6. **Great War Events 2018**
Cllr Forrest has requested an Agenda item to discuss the purchase and storage of a Beacon for the 2018 and future events. The estimated cost is £360 plus VAT. It is suggested it is stored at Slough Fort where it can be on display rather than stored. If approved it can be purchased by the Parish Council and VAT reclaimed.
7. **Clerk's Report (not elsewhere on the agenda)**
Update on issues and actions since Council meeting 11th April 2018.
 - Tree inspection complete and updated report circulated (Cllr Bowley update)
 - Any other items to report that do not appear elsewhere on the Agenda
8. **Grant Requests For Consideration**
 - i) The Guide/Brownies/Rainbows have raised a request for assistance in purchasing a flag and supporting day to day running costs. The grant application form/s has been received (£500) but a further request for over £700 for hall hire costs is also expected before the meeting. Councillors views will be needed – also if there is any consequential impact on the £2,500 annual revenue support grant (budgeted and listed for payment this month). There had been a suggestion that the Guides no longer existed, but it has been confirmed that they are operating.
 - ii) Football Club - £500 for running costs
9. **Planning**
 - a) **Medway Local Plan** – Current stage consultation period has been extended to 25th June. A draft response will be circulated before the June meeting and amended/agreed as necessary.
 - b) **Allhallows Plans for comment** –
MC/18/0288 Additional 81 residential chalets, Allhallows Park (Kingsmead) including access arrangements over shared roadway and s106 for additional community facilities. Planning comments required. The applicants have been asked to correct their planning submission to indicate the access road that is in the parish council's ownership as it was shown as in their ownership.
10. **Highways and Footpaths**
 - a) Potential Parking Restrictions (The responsible Medway Officer has now left the authority)
 - b) Footpath Officers Report – New footpath officer to be appointed at the Annual Meeting.
 - c) Stile replacement still required (accessibility for people with limited mobility. There are now two projects potentially active in the area – The Coastal Path Project (Grain to Woolwich) and the Thames Path to Allhallows, which are likely sources of funding.
 - d) Verbal contributions from Councillors
11. **Cross Park Issues**
 - a) **Governance**
The Clerk had had a brief meeting with the Charities Trustees and re-circulated the draft license agreement, no comments received.
 - b) **Building/Land Issues**
The monthly report from Trevor Bowley has been circulated.
 - i) **Turner's Proposed s106 Agreement (Permissive Footpath/Sport/Community Facilities)**
 - A planning application has now been submitted including the s106 proposals for Cross Park facilities (they have suggested Tennis facilities OR Bowling green as an option. MC/18/0288).
 - *The Planning Application details are a separate issue and will need to be addressed separately when submitted (although some pre-application information may become available during discussions).*
 - The parish council is requested to agree and consider whether to seek (paid) advice from Rural Kent .

ii) Temporary Changing Rooms

(a Cross Park Association Project/Cross Park FC). There has been no further progress on the connection of services (quotes to be sought) – awaiting a quote (or two) on cost of service connection.

iii) Pavilion

- Electrical works have been carried out. Emergency lighting installed in both toilets, Further emergency light to be installed in Kitchen/corridor (quote awaited)
- An electrical inspection faults (non-critical) investigation/fix quote awaited.
- Following the safety issues at the April meeting – Brush strips added to both shutters to the car park to prevent bird nesting material causing a blockage (invoice on payments list).
- Quote awaited for putting all three door shutters on same switch so that they raise when entering the building.
- Further consideration to be given to a crash bar on the hall exit to the car park.
- A report of a blocked gutter has been received and volunteer or paid labour is still required.

12. Youth Club/Brimp Report

A meeting has been held with Medway Youth and more volunteers have come forward to offer an older youth session on Mondays from 5:30 to 7:30 (Medway Youth supported for up to six months to help it get established. Initial session planned for 14th May.

a) Football Arena

Four quotes have been received to install artificial grass (ranging from c.£7.5k to £14k) Decision required on next steps. Alternative uses for the site have been suggested but will cost more in the short term and financial demands this year are running ahead of the core budget, although there are some funds available.

b) Road and Lighting

The road lights side lights are now repaired, but a quote expected to put them on the same circuit as the courtyard/football arena to help arrival and departure.

A meeting has been held with the Church Commissioner's Land Management Agent, Slough Fort Restoration and the Clerk. There is agreement, in principle, to the road being repaired (with focus on Brimp Building to Fort Entrance). Plant to be supplied by Bourne Leisure, voluntary labour by Slough Fort and limited funding from Parish Council. There is urgency on behalf of the fort as Bourne Leisure want to restrict access to the fort through the holiday park.

c) Hot Water Supply in Kitchen/Toilets

The electrician has installed a socket for the power for the toilets (water heater). Further quotes are required to provide and fit the water heater and the auto-flush for the boy's urinals.

d) Quotes are being sought for the roof of the brick shed at the Brimp. Need to proceed as water leakage is significant.

e) Internal Decoration

The Youth Offending Team have now completed a major internal decoration exercise, including some lighting replacements and are now moving to the outside – on materials only basis as before.

13. Recreation Ground –

a) Any issues to report?

b) Play Equipment – The cable/zip wire supplier (Produlic) – initial inspection has declared it safe to use,

c) Play Equipment – Balance bar has been broken (vandalism). Colyn Properties have made it safe and the Clerk has ordered a replacement (to reclaim VAT) for Colyn Properties to fit.

d) Tree Replacement – quote received from Tree Surgeon, who carried out inspection to remove Sycamore that is causing tree damage (to be considered/agreed)

14. Contributions from Representatives (2017/2018) on external bodies

- PACT (Cllrs Forrest/C Cook)
- KALC Medway Area (Cllrs Forrest and Huntley-Chipper (Vice Chair))
- Rural Liaison (Cllr. K. Draper) – A special meeting, for all councillors, to discuss Dementia Care and Medway's new Code of Conduct held in April. (Clerk is seeking clarification on the new Code of Conduct before presenting it to councillors for consideration).
- Police Liaison (Cllr Bowley)
- Village Hall (Cllr. Forrest)
- Cross Park Association (Cllr Huntley-Chipper)
- Friends of All Saints Church (Cllr C Cook)

15. Reports from other member responsibilities (subject to changes at the Annual Meeting)

- Allotments (Cllr. Forrest)
- Recreation ground and playpark (Cllrs. Forrest and Huntley-Chipper (Vice Chair)).
- Bourne Leisure Liaison (Cllr. C Draper (Chair))
- Allhallows Primary School Liaison (Cllr C Cook)

16. **Financial**

a) **Annual Report**

The report will be circulated by email after the Finance Advisory Committee (3/5) for agreement in principle. It will then go to the Internal Auditor and when returned signed by the council, displayed on noticeboards and the web site and sent to the external auditors. Pauline Bowdery (Clerk at Bearsted PC) has agreed to carry out the internal audit.

b) **Finance Monitoring Reports** not available until 2017/18 has been closed

c) **Receipts and Payments schedule** circulated for approval (to be circulated/updated before the meeting)

Nb. If personal payments **need** to be discussed the Press and Public will need to be excluded

17. **Staffing Issues**

nb. If personal issues need to be discussed the Press and Public will need to be excluded.

a) **Dumpster** for Street Cleaners (site location and preparation required) - daily waste for collection on Fridays. Street cleaners say only one dumpster is required. Agreement on siting required and options appear to be Shellduck Land or their sheds at Brimp and the Village Hall.

b) **A draft employment contract** has been drawn up for the basis of further discussion with the street cleaners.

c) **Salary Review 2018**

Street Cleaners National Joint Committee Recommendation 2% had been assumed, but SCP 14 has been increased from £8.722 per hour to £9.190 per hour by 5.37%. The street cleaning budget will cover this, although there will be some reduction in extra hours flexibility. New rate has been assumed for April payroll but needs to be confirmed. If it is changed adjustments will be made in the May pay.

18. **Date of next meetings –**

Parish Council Meeting, Wednesday 13th June @ Cross Park Pavilion (6:30pm) – subject to confirmation at the Annual Meeting.

19. **Future agenda items**

Chris Fribbins, Clerk to the Council 3rd May 2018