



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 13<sup>th</sup> SEPTEMBER 2017 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm

<b>PRESENT:</b>	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Sandra Bennett	
	Cllr Karen Draper	
	Cllr Yvonne Forrest	
	Mr Chris Fribbins	Parish Clerk
In attendance	7 members of the public	

**1 1493 APOLOGIES FOR ABSENCE**

Cllr Creswell (work), Cllr Dave Bennett (family), Proposed acceptance of Cllr Bennett's apology Cllr K Draper, Seconded Vice Chair **AGREED**

**2 1494 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**

The Vice-Chair and Cllr Mrs Bennett declared an interest in items regarding Cross Park and did not take part in discussions or votes thereon.

**3 1495 a) TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 9<sup>th</sup> AUGUST 2017**

Proposed as a true record by Cllr Forrest, Seconded Vice Chair. **ALL AGREED**

**b) TO RECEIVE AND SIGN THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING 30<sup>th</sup> AUGUST 2017**

With a minor change to minute reference (1492 b) Proposed as a true record by Chair, Seconded Cllr Forrest. **ALL AGREED**

**4 1496 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**5 1497 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix.

#### **SUSPENSION OF MEETING FOR PUBLIC SESSION**

Fiona Mason raised issues with the 'safety' barrier and bollard at the junction of Avery Way/Stoke Road and Ratcliffe Highway. The garden wall is also in a poor condition. Lisa Newstead reported the need to cut the grass and weeds at the Football Arena at the Brimp (clerk reported that this was currently locked out of use until the insurance company had approved the repairs, but this work should be carried out soon (*now done*)). Mick Smith reported that the bench had been moved in the recreation ground and appeared to have some positive benefits, although the contractor (Colin Davis) had had some hassle from local youths when moving it. A long term problem with a dark spot in the street lighting in St Lukes Way was reported – Medway Highways responsibility.

**6 1498 CLERK'S REPORT**

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

a) Notice of Vacancy displayed on the parish council website and all three noticeboards following the resignation of John Luck (*since heard that there has been no call for election, so the parish council co-opt*)

b) The Allhallows PACT group will meet on the 21<sup>st</sup> September. Cllr Forrest and the Clerk will attend the initial meeting on behalf of the parish council. A second councillor to be appointed.

c) Tree Inspections – Arrangements for an inspection of trees on parish council owned

land is pending, this will include the recreation ground where the parish council does have a responsibility in the lease, although not the owners. It will be followed up in September.

**7 1499 ANNUAL REPORT**

Annual report response from the external auditor has arrived and the final documents have been displayed on the website and noticeboards. The parish council wished to record their thanks to the Clerk for a clean report with no issues raised.

**8 1500 GRANT REQUESTS**

a) Allhallows Village Hall Committee have requested help with the increase in the business rates – suggested that this could be covered by an annual revenue support grant (later on the agenda).

**9 1501 PLANNING**

a) **Medway Local Plan (2012 – 2035)** – Continuing to monitor. I

b) **Allhallows Plans for Comment** - none

**10 1502 HIGHWAYS AND FOOTPATHS**

a) The Medway Officer responsible for parking restrictions has been off on long term sickness and has now returned to duties and is still catching up.

b) Footpath Officers Report – No report this month.

c) Verbal Reports – there was still concern about the state of the highway verges A site meeting was held with Turfsoil and they were reminded about the need to inform the parish when work is carried out. A flail run had been indicated for August (but has still not been done). Local maps had been produced by the clerk for clarification and checking by Medway Council. Medway Council had responded with their maps and extra hedge cutting in Binney Road (to the old railway) had been identified. It is still not clear how much of Ratcliffe Highway needs to be done as the recorded distance is much lower than expected (and payments are related to the length).

**11 1503 CROSS PARK ISSUES**

a) Governance – Charity registration forms completed, a final set of signatures required before it can be submitted.

b) Building/Land Issues

Trevor Bowley has produced his monthly report of work carried out and he had done some work in the recreation ground as well.

c) Permissive Path – still awaiting further details from Turners Park Group (who in turn are waiting for feedback from Medway Council Planning) – *now received*.

d) Country Park – Awaiting feedback from HLF on the lottery bid, now submitted.

Trevor Bowley was continuing to monitor and maintain the area – and produces a monthly report.

e) Temporary Changing Rooms –work by the Football Club had commenced on-site, and football has started. The building has been cleaned up and internal partitions completed – connection to water and electricity still to be done.

f) Pavilion - The contractor has returned to fix problems with the operation of the new shutter and spare keys supplied. There is a problem with the internal wiring that will need to be boxed in.

g) The CCTV recorder will need to be replaced (Clerk to arrange)

**12 1504 YOUTH CLUB/BRIMP REPORT**

More adult help has helped, but more is required to extend the facilities and sessions that could be provided. A special Halloween event is planned for October.

Football Arena – the arena remains locked out of use. The Clerk had discussed with the insurance company and it is likely that we are covered. The site visit was carried out by ITSAGOAL who installed the arena and an estimate has been received and passed to the insurance company – work to be carried out when approval from the insurance company received–Proposed Cllr Forrest, Seconded ViceChair-AGREED

Repair to the Brimp Road was being chased by the Chair, in discussion with Slough Fort.

Road Lighting on the Brimp – two lights are not functioning and two have broken glass (one still working) – electrician will investigate before the nights draw in (late September). Bourne Leisure were still reluctant due to vandalism they were getting. Quotes/arrangements for maintaining the grassed areas still to be sought as required when the football arena repaired (Clerk).

CCTV Repairs/upgrade to be carried out (minute 1506).

**13 1505 RECREATION GROUND**

a) Anti-social behaviour has been prevalent around the bench at the north-west corner and it has now been moved. The situation to be monitored.

**14 1506 CCTV REPAIR/UPGRADE**

Three companies had been approached for a quote for repairs/upgrades at both Cross Park and The Brimp. Maze (no reply), Aardvark Electronic Security and Knight Security Systems. After discussion of the quotes it was Proposed Chair, Seconded Cllr Forrest, that Aardvark Electronic Security be appointed to :

- 1) Move Brimp CCTV recorded to Cross Park and install an additional camera to rear.
- 2) Install new recorder at The Brimp, new hi-def camera to Football Arena, use former football arena camera to fix faulty unit in courtyard.

Agreed

**15 1507 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) KALC (Medway) – no meeting held, next likely in October
- b) Medway Council Rural Liaison – Next meeting 18/7 (*since cancelled and December meeting postponed to January 2018*)
- c) Police Liaison – no report
- d) Village Hall – no report
- e) Cross Park Association – Following the resignation of Cllr Luck, it was agreed to appoint the Vice Chair – Cllr Huntley-Chipper to the role.
- f) Friends of All Saint's Church – Next meeting 2/10/17.

**16 1508 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) Allotments (Cllr Forrest) – Work on the path is still ongoing.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing.
- c) Bourne Leisure Liaison (Chair)–The Chair continuing to liaise with them. The railing on the sea front was in a very poor condition and responsibility is now clear – Bourne Leisure.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – Nothing to report, trying to arrange.

**17 1509 MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY**

Follow-up meetings with relevant committees to be arranged (Cross Park is current priority to get governance in place, the Allhallows Village Hall meet 27/9, CPA met with the council on 31<sup>st</sup> August.

**18 1510 FINANCIAL**

- a) A meeting of the Finance & General Purposes Advisory Committee will be held at 4pm on Thursday 5<sup>th</sup> October at the Cross Park Pavilion.
- b) Monitoring reports produced on expenditure to date/Bank Reconciliation etc. noted
- c) Receipts August  
Medway Council Street Cleaning Contract £14,552.40  
(a payment for the highway and greenspace maintenance has also been received in September - £25,713.40)

- d) Bank Transfer Base Rate Tracker A/C to Current A/C £5,000
- e) To make payments Proposed – Cllr Forrest, Seconded – Cllr D Bennett that the payments as listed be paid. – ALL AGREED (the payments list was signed by the proposer and seconder)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution		VAT	
Salary	Total		
	170901		
C Fribbins Floodlight for Brimp	170902	50.74	8.46
Kathy Colyer Salary/less PAYE and pension	170903		
John Price Salary/less PAYE	170904		
John Price Safety Shoes	170904b	13.04	2.61
Mick Smith 51 hours	170905		
Mick Smith HiVis Polo Shirt	170905b	9.96	1.66
Denise Claughton CP Cleaning	170906		
Zoe McCall Youth Club 13.75 Hours	170907		
HMRC PAYE	170908	304.07	
NEST Employee/Employer Pension	170909	28.30	
C&CWPC Paper Costs	170910	2.50	
PFK Littlejohn External Audit	170911	360.00	60.00
Colyn Property Serv Village Hall 2142	170912	60.00	
Colyn Property Serv Village Hall 2162	170913	60.00	
Colyn Property Serv Bench Reloc 2157	170914	287.00	
TJF Property Maint Active Cemetery C45	170915	105.00	
Turfsoil Countryside Maint	170916	1,902.54	317.09
Turfsoil Cross Park Land Mngmnt	170917	660.00	110.00
EDF Energy Brimp Electric DD	170918	119.00	5.95
Chris Fribbins Cross Park Light	170919	14.50	
Cube Plumbing Cross Park Annual Maint	170920	120.00	20.00
TJF Property Maint Active Cemetery C46	170921	105.00	
Village Hall Annual Revenue Grant	170922	1,777.00	
Transfer to Base Rate Tracker	170901T	30,000.00	

- f) Allhallows Village Hall Revenue Support – following the previous decision to award an annual grant to both village halls, the amount for 2017/18 was £2,500 – grant already allocated for Guides/Brownies/Rainbows – total £1,777. Payment proposed Cllr K Draper, Seconded Cllr Forrest – Agreed
- g) Cross Park Association – proposed to pay CPA an annual revenue support grant of £2,500. A figure for 2017/2018 to be calculated when charitable status approved and responsibilities agreed.

**19 1511 STAFFING ISSUES**

The exclusion of press and public to allow discussion of personal staff matters, moved Chair, Seconded Vice-Chair All Agreed

Issues with Street Cleaning discussed. It was agreed to allocate 3x15 extra hours to Mick Smith to assist in getting the gutters cleared as an initial trial and consideration be given to extra hours during the summer months in future years. Proposed Cllr K Draper, Seconded Cllr Forrest – All Agreed.

Traffic cones may be required to protect street cleaners when working on the field side of Avery Way.

Denise Claughton has been updated on the discussions being held with Cross Park Association and possible implications on her post.

**20 1512 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be on Wednesday 11<sup>th</sup> October 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

**21 1513 FUTURE AGENDA ITEMS**

None

At 9:10 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
MAY 16 C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit carried out and flooring/goal end nets replaced. A further quote and visit is now awaited to fix wear and tear to other panels and to fit a new 'door'. A lighting fault with all four floodlights. Inspected and lights to be purchased and then electrician will install free of charge. Quote re. Football arena to be followed up and alternatives sought. Colyn Property Services have quoted for the labour – accepted. Parts to be ordered from Itsagoal for install. Spec of steel parts to be sought to see if they can be supplied locally. Parts supplied, but incorrect. Spec of steel parts now understood. Supplier collected parts and arrange replacement. Since this there has been significant vandalism and more parts will be required – Police informed, there are CCTV pictures and offenders interviewed – details now with Youth Offending Team. ITSAGOAL have visited and a quote for repairs is awaited. The correct Panel has now been delivered. <b>Awaiting approval from insurance company before authorisation to repair issues to ITSAGOAL.</b>	Clerk
JUNE 16 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. Jason Turner has suggested free install if materials purchased (offer is still open) To be followed up by the allotments society who have previous grant funding that would cover materials. Jason had not followed up yet. Agreed to go with Colyn Property Services Quote.	YF
JULY 16 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 – being followed up with Medway Council Footpath Officer/Turners Group. Further meeting held to finalise details. To be part of a planning application.	Chair
JULY 16 C/2016/1194	Cross Park Governance	Clerk has passed on a draft constitution to the committee for	Clerk/Vice Chair/CPA

		their review. To be discussed with CPA – meeting held with CPA with Clerk. Draft charity application now being reviewed – three initial trustees required. <b>Final proposals to be discussed with CPA now agreed in principle charity application to be sent off.</b>	
SEPTEMBER 16 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 when time permits. Clerk reminds Martin Hall. Now part of Heritage Lottery Fund Bid. Land Logical also had proposals for the land – meeting arranged. <b>Information/advice/site meeting in Stone to be scheduled.</b>	Clerk
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.	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 not started and portacabin subject to further vandalism and was boarded up. Work started (July 17).	Vice Chair Clerk
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF/Colyn Property Services/Turfsoil to be asked to quote for work. (area currently locked out of use due to vandalism) <b>Land management has been carried out by volunteers</b>	Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk. <b>STILL AWAITED</b> – now being chased by Medway Council.	DC
DECEMBER 16 C2016/1297a	Offer of Modular	Turners Parks Group offer for Cross Park to be followed up.	Chair

	Building(s)		
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) – <b>awaiting feedback</b>	Clerk/Chair
MAY 17 C2017/1415	Brimp Report	£500 allocated towards cost of Brimp Rd repairs. Chair to follow-up	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 extended to the other sites). (Brimp/Cross Park)	Chair
JUNE 17 C2017/1429a	Anti-Social Behaviour	Letter sent on behalf of Chair to Police/Crime Commissioner/MP/Councillors re problems with lack of support. Responses circulated. PACT issues to be addressed and invite to attend parish council. Two councillor positions offered – initially Cllr Luck. Meetings to be arranged with Police etc. <b>Cllr Forrest and the Clerk attended first meeting 20/9, report back at October meeting.</b>	Chair/Clerk/ <b>All</b>
JULY 17 C2017/1450c	Tree Inspections	Names of potential inspectors to be provided to clerk and estimates sought when leaves drop.	ALL/Clerk
JULY 17 C2017/1455vi	Cross Park CCTV recorder replacement	To be carried out (HD camera to be considered on changing room side) Site visits for suppliers to quote completed. <b>Quotes from two supplier received – selected AARDVARK ELECTRONIC SECURITY – work scheduled.</b>	Clerk
JULY 17 C2017/1458	Allhallows School Parking	To discuss suggestions with Medway Council	<b>Chair</b>