

## **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 14<sup>th</sup> June 2017 at 6:30pm.**

**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**
3. **To receive and sign the minutes of the Parish council meeting 9<sup>th</sup> May 2017 and Annual Meeting 9<sup>th</sup> May.**
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.***  
**The PCSO Chris Price hopes to attend.**  
**Coastal Path Woolwich to Grain – Presentation by Natural England team**  
***Matters raised may be placed on the agenda for the next or subsequent meeting(s).***
6. **Clerk's Report (not elsewhere on the agenda)**  
Update on issues and actions since Council meeting 9<sup>th</sup> May 2017
  - Anti-Social Behaviour Issues
  - Landscape Partnership Scheme for the Hoo Peninsular (led by RSPB) Expression of interest submitted.
  - Parish Council Logo (Concepts circulated).
7. **Annual Report – to note progress**  
Annual Report Pack has been completed and sent to the External Auditor (PFK Littlejohn). Completed sections are now displayed on the web site and all three noticeboards (June 5<sup>th</sup> to July 15<sup>th</sup>)  
Internal Audit – Report to note  
Actions for consideration – Advisory Committees – suggesting review of membership to avoid 'All-Council'. Finance and General Purposes, Personnel Advisory Committees, Youth Club Committee  
Internal Control Policy to March 31<sup>st</sup> 2018 – Circulated for approval
8. **Grant Requests –**  
Allotments request outstanding (free construction of path offered & current grant will be sufficient for materials)  
Allhallows School – PTA Request (original request for Bouncy Castle at their fete likely to change)  
Allhallows Rainbows, Brownies, Guides – Allhallows Village Hall Hire £777 for 2017/18.
9. **Planning**
  - a) **Medway Local Plan – to be monitored**
  - b) **Allhallows Plans for comment**  
**MC/17/1231 89 AVERY WAY, ALLHALLOWS, ROCHESTER, ME3 9QW**  
Construction of a single storey front and rear extension and conversion existing garage to utility room (removal of existing conservatories)  
**MC/17/1876 BAYTREE FARM, STOKE ROAD, ALLHALLOWS, ROCHESTER, ME3 9PG**  
Construction of a side infill extension and porch with installation of juliet balcony to rear and dormer window to side; Construction of detached carport
10. **Highways and Footpaths**
  - Potential Parking Restrictions (awaiting feedback from Medway Council)
  - Footpath Officers Report
  - Verbal contributions from Councillors
11. **Cross Park Issues**
  - a) **Governance**

The Charity documents have been circulated to the Cross Park Association (CPA). Three initial trustees are required to submit the application for a Charity Incorporated organisation.

The initial worries are around the financial implications and some suggestions are:

- 1) To retain income from hall hire (c.£1,700 per year)
- 2) Land Management costs (Turfsoil contract) to remain with Parish Council
- 3) Buildings Insurance to remain with Parish Council (as Allhallows Village Hall)
- 4) Business Rates (at charity rate) to be paid by CPA.
- 5) Utility bills/boiler maintenance/cleaner responsibility/inspections (fire extinguisher/CCTV/Security Lighting) transferred to CPA
- 6) Annual Revenue Support to be offered to Allhallows Village Hall and CPA (£2,000pa each?)- support agreement could be drawn up (along lines of Cliffe/Cliffe Woods Halls with C&CWPC) – free use by parish when required (unless there is a standard paying booking).
- 7) License for use of Cross Park to be drawn up (to clarify responsibilities) – along the lines of the Brimp.

#### **b) Building/Land Issues**

- 1) Permissive Footpath

Awaiting details from Kingsmead Park

- 2) Country Park

The Country Park project has been accepted as a project as part of the Heritage Lottery Fund bid (expression of interest submitted at the end of May). This allows for consultant effort to investigate and report on options and future work to enhance the environmental value of the site.

- 3) Temporary Changing Rooms

Now boarded up – awaiting further progress. (CPA have grant funding to connect to electrical supply and water).

- 4) Pavilion

Main floodlight has failed. BTD electrical to investigate and fix.

A quote has been received to add an electric motor to the main entrance shutter (with manual override). The original fitter has quoted £723.27.

The British Gas CarePlan renewal has been received £447.73 – alternatives are being investigated.

#### 12. **Youth Club/Brimp Report**

More adult help/volunteers are still required but attendance and adult cover is increasing. Looking to organise a meeting or drop-in sessions to help identify requirements from adults and youngsters.

##### **Football Arena**

Parts to repair missing panel and door have been ordered (the larger refurbishment deferred for further investigation into a cheaper solution and possible playing surface replacement) John Price has been carrying out some repairs to the netting to make it more secure (with some help from the Clerk and Mick Smith). Lighting is fully operational. The Chair has arranged cutting of the grass and weed removal across the site via Bourne Leisure.

##### **Brimp Access**

The main combination lock failed and had to be cut off -it was replaced (free of charge) by Blakes.

##### **Fire Extinguisher/Fire Blanket Inspection**

No replacements required, although there will need to be replacements next year.

##### **Water Inspection**

There are notices about the quality of the water supply to the Brimp and instructions to only use bottled water for drinking, even in kettles. An inspection has been carried out and confirmed that there is direct mains water, although as seldom used taps, they need to be flushed through before use. Samples were taken and the report is awaited. (The company also recommend a bi-annual inspection for legionella etc. which could be extended to Cross Park to make it more cost efficient).

#### 13. **Recreation Ground**

There have been two fires that have resulted in the Fire Brigade being called (on each occasion they have cut the lock and it has had to be replaced – a key now been delivered to the Grain Fire Station). There has been concern by some residents about the cutting of trees on the boundary with Johnson's Field – which was carried out by Johnson's workers. The Chair has spoken to him and he has reported that he is having to defend his boundary from unauthorised access (including damage to his crops). Some ASB is happening around the bench at the far corner of the Rec (by the school end) the 'weed bench'. Following a suggestion from the Chair a quote has been requested from Colyn Property Services to move the bench into the open.

#### **Play Equipment**

The playground inspection report has been passed to Colyn Property Services – required parts have been identified and ordered by the Clerk (VAT can then be reclaimed). Colyn Property Services to schedule when parts arrive.

#### **Road and Lighting**

There has been approval of a £500 donation towards repairs to the road, awaiting update from Bourne Leisure. The Chair has some indicative quotes for lighting and will liaise with Bourne Leisure about cost of fitting.

#### 14. **Hedgerow and Green Space Devolved Contract**

The contract continues to settle down as areas covered by the contract are refined and clarified.

#### 15. **Contributions from Representatives (2017/2018) on external bodies (subject to changes at the Annual Meeting)**

- KALC Medway Area (Cllrs Forrest and Huntley-Chipper (Vice Chair))
- Rural Liaison (Cllr. K. Draper)
- Police Liaison (Cllr. Luck, Substitute Cllr. D Bennett)
- Village Hall (Cllr. Forrest)
- Cross Park Association (Cllr. Luck) – Suggest there next meeting discusses governance
- Friends of All Saints Church (Cllr S Bennett)

#### 16. **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)) – (graffiti on play equipment has been cleaned off). Inspection training carried out, Annual Inspection arrange for May.
- Bourne Leisure Liaison (Cllr. C Draper (Chair))
- Allhallows Primary School Liaison (Cllrs. D & S Bennett)

#### 17. **Management of Council's Land and Property**

Follow-up meetings with relevant committees to be arranged

#### 18. **Financial**

- Finance Monitoring (to be circulated before meeting)
- To make payments – online payment and cheque list (to be circulated before the meeting, final version at meeting)

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

#### 19. **Staffing Issues**

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

Street Cleaning Responsibilities

Cross Park Cleaner

Youth Worker

#### 20. **Date of next meetings –**

Parish Council Meeting, Wednesday 12<sup>th</sup> July 2017 (2nd Wednesday) @ Cross Park Pavilion, 6:30pm

#### 21. **Future agenda items**

*Chris Fribbins*, Clerk to the Council

7<sup>th</sup> June 2017