

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 11th APRIL 2017
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT: Cllr Chris Draper Chairman
Cllr Pat Huntley-Chipper Vice-Chair
Cllr Dave Bennett
Cllr Karen Draper
Cllr John Luck
Cllr Yvonne Forrest
Cllr Sandra Bennett
Cllr Dave Cresswell
Mr Chris Fribbins Parish Clerk

In attendance 7 members of the public

1 1365 APOLOGIES FOR ABSENCE

None

2 1366 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)

The Vice-Chair and Cllr Sandra Bennett 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. Cllr Cresswell declared an interest in any item relating to Medway Clearance Services and did not take part in discussions or votes thereon.

3 1367 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14th MARCH 2017

4 1368 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1369 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

A resident expressed concern that the parish council web site was not working. It was identified that this was the former site that has now been de-commissioned.

www.allhallowskent-pc.gov.uk was working.

Trevor Bowley reported on work being carried out at Cross Park and the involvement of further volunteers. He would be attending Strimmer Training to help remove unwanted brambles.

6 1370 CLERK'S REPORT

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

a) Issues dealt with covered by agenda items

The car park map had been circulated around councillors and areas for possible restrictions identified. The Clerk will review and submit to Mark Johnson at Medway Council.

b) Landscape Partnership Scheme for the Hoo Peninsula (led by RSPB). - further meetings of the steering group held and had been attended by the Clerk.

A wider meeting had been arranged at Stoke Village Hall to review the progress and help firm up on issues and project selection.

- c) Annual Parish Meeting arrangements –WEDNESDAY 26th April 2017 at 7pm in Cross Park Pavilion. The Clerk had advised Medway Peninsula Ward Members and Kelly Tolhurst (MP Rochester and Strood). Kelly Tolhurst had tendered her apologies for the meeting and was unavailable this evening due to sickness. PCSO/s invited. Others to be followed up.
- d) Parish logo, being followed up with Medway Messenger who have a 50% discount on the service currently.
- e) The Clerk had asked Medway Clearance to remove some rubbish from the village hall and the Active cemetery – outstanding.

7 1371 GRANT REQUESTS

The updated grant request from the Allotments was noted, but deferred for further discussion about Jason Turner's offer. No update.
Cllr Y Forrest to follow up suggestion of water supply upgrade to other parts of the allotments.

8 1372 PLANNING

- a) **Medway Local Plan (2012 – 2035)** – Now that the consultation date had been moved, the clerk circulated a draft response and supplied some printed copies. Proposed Chair, Seconded Cllr S Bennet **AGREED for submission.**
- b) **Allhallows Plans for Comment**
MC/17/0938 Kingsmead Park – Details pursuant - Noted
MC/16/2616 6 Beatty Cottages, Stoke Road, Allhallows, ME3 9PE application for Lawful Development Certificate reported at March meeting – since declined by Medway Planning.

9 1373 HIGHWAYS AND FOOTPATHS

- a) Footpath Officers Report – There were a number of fly-tipping incidents (dealt with by Medway Council), especially Homewards Road.
- b) Cllrs had marked their suggested parking restrictions on the supplied map and this will be forwarded to Medway Council for their consideration.
- c) No verbal reports

10 1374 CROSS PARK – LAND MANAGEMENT ISSUES

A meeting is scheduled for the 26th April to agree final actions to designate the permissive path.

There could be possible work for Young Offenders.

11 1375 YOUTH CLUB/BRIMP REPORT

Numbers had increased during March, although significantly reduced in April due to the Easter Holiday. It was decided to remain closed on the 11th and 18th April and re-open on the 25th. More adult help/volunteers are required. The review of a second evening is still outstanding. The Clerk had issued an invoice to Medway Youth for the payment of the amount transferred to them by the former youth club.

Colyn Property Services had supplied an alternative quote for the labour required to fix wear and tear issues on the football arena.

BTD Electricals have agreed to change the failed floodlights on the football arena and the Clerk has supplied the replacement lights – fitting to be arranged.

Some internal decoration is underway.

The Chair is also in discussion with Bourne Leisure on road surfacing and street lighting for the Brimp Road.

12 1376 HEDGEROW AND GREEN SPACE DEVOLVED CONTRACT

Responsibility for the contract had transferred on the 1st April 2017. The Clerk had met with Turfsoil to discuss areas for maintenance. As there was no key available for the recreation ground, the Chair had arranged to remove that lock and replaced it with a general PAZ lock supplied by the Clerk.

Grass verges, shrub beds, rose beds and amenity grass identified. Turfsoil were very positive about their role. They prioritised the Recreation Ground and Churchyard

Grass Cutting as there had been rapid growth in recent weeks (done). *(since the meeting there had been further clarification of responsibilities for rubbish and dog bin emptying in the recreation ground, and this has been passed to our Street Cleaners to monitor and empty as necessary)*

13 1377

CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) KALC (Medway) – Next meeting to be held April 19th at Wainscott Memorial Hall – Vice Chair and Cllr Forrest to attend.
- b) Medway Council Rural Liaison – no meeting due.
- c) Police Liaison – Cllr Luck reported that the meeting on 21st March, 7pm, Hoo Village Hall had discussed a number of anti-social behaviour issues across the peninsula. Although a gap in PCSO numbers had been filled, their areas of responsibility had grown again.
- d) Village Hall – Cllr Forrest and the Chair were arranging to attend a future meeting.
- e) Cross Park Association – An AGM had been held (10/4) with the existing committee re-elected, but issues regarding future governance had not been addressed. An Easter fair was scheduled, but there would not be a Summer Fete.
Vice Chair to identify date for meeting to discuss future governance.
- f) Friends of All Saint's Church – Cllr S Bennett reported on issues addressed at their March meeting – St George's Day event to be held. Consideration of a multimedia system – would cost £10-20k due to listed building requirements and concern about two lime trees in the churchyard – previously supplied by Medway Council.

14 1378

REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) Allotments (Cllr Forrest) – Cllr Forrest to follow-up paving work and possible water supply changes. Allotment rents had been received in March and final two were passed to the Parish Council at this meeting.
- b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - Graffiti addressed by John Price. Some issues with youngster's equipment had been reported and Colyn Property Services resolved it. The same day there was vandalism to another item of equipment that had broken it. The broken parts were removed by the Clerk and passed via John Price to Colyn Property Services for fixing – this had been carried out the next day. The equipment will be inspected soon as part of the Annual Report (due in May, with Inspection Training in late April).
- c) Bourne Leisure Liaison (Chair) – The Chair is discussing various issues with Bourne Leisure and support has been very helpful and liaison very positive.
- d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – An appointment with the Head is being sought after Easter.

15 1379

MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- a) Allhallows Village Hall – meeting to be arranged.
- b) Cross Park Pavilion.
Governance issues to be discussed.
- c) The Brimp –
Issues addressed earlier on the Agenda 1375

16 1380

FINANCIAL

- a) Bank Reconciliation March and Budget Monitoring
Bank balances have been reconciled to 31st March Council Year End. Budget monitoring reports produced from the accounts package. A draft statement of reserves at year end was also circulated **NOTED**

- b) Receipts March
 Cross Park income £80
 Allotment rents £182.50
 Youth Club Subs/Tuck £144.76
 (Former Youth Club funds Invoice issued to Medway Youth £2,175 – outstanding)
- c) April - Bank Transfer Base Rate Tracker (deposit) to Community Account (current)
 £10,000 to be actioned by the Clerk.
- d) **To make payments as listed 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

Salary	Total	170401		
C Fribbins 12PAY, Paint, Floodlights		170302	£299.16	£49.86
<u>Caretakers/Street Cleaning</u>				

K Colyer Salary, Holiday Pay, Pension Contribution

		170403		
J Price Salary, Holiday Pay, less PAYE		170404		
M Smith (Relief Caretaker) 4hours, less PAYE		170405		
D Claughton (Cross Park) Pay, Plus PAYE		170406		
Z McCall (Lead Youth Worker) 13hours		170407		
HMRC	PAYE	170408	£214.02	
NEST Pension (employee+employers Mar)	D/D	170409	£27.92	

Invoices

Medway Council - Election Expenses May 2015	170410	£3,972.96	
Medway Council - Brimp Rates	170411	£435.43	
Medway Council - Cross Park Rates	170412	£1,864.00	
Kent Association of LC - 2017/18 Affil.	170413	£491.69	£81.95
Kent Association of LC - Course	170414	£36.00	£6.00
C&CW Parish (Paper Mar x 180)	170415	£0.90	
Rialtus Business Systems (ALPHA S/W)	170416	£139.20	£23.20
TJF Prop Maint (Cemetery C35)	170417	£105.00	
TJF Prop Maint (Cemetery C36)	170418	£105.00	
Colyn Property Services (Village Hall)	170419	£60.00	
D Bennett - Logo Comp. Prizes Chq 103845	170420	£21.00	£3.50
K Draper - Printer Toners	170421	£239.48	£39.91
K Draper Youth Club Tuck Rollers/Brushes	170422	£41.97	
Medway Clearance Services - Clearance	170423	£260.00	
EDF Energy (Brimp Energy Costs)	D/D 170424	£77.00	£3.67
Turfsoil (Cross Park Land Management)	170425	£568.20	£94.70
Allhallows VH (remainder 2016/17 Guides Grant)	170426	£50.00	

17 1381 **STAFFING ISSUES**

The Exclusion of Press and Public as personal issues regarding staff was to be discussed - Proposed Chair, Seconded Vice Chair AGREED

Appraisals held Wednesday 22nd March from 10:00am @ Cross Park Pavilion. Chair, Cllr Dave Bennett and Clerk to attended with – Mick Smith, and John Price. Kathy Colyer was unavailable and will be held 20/4 10:00.

Staff performance issues discussed. Suggestions on splitting responsibilities/rota differently would need to be discussed with councillors and staff concerned. (Personnel Advisory Committee).

Pay 2017/2018

The NALC/SLCC recommended pay increases from 1st April 2017 are :-
 Street Cleaner/Caretakers £8.566 per hour to £8.722 per hour (1.82%)
 Clerk £13.325 to £13.488 per hour (1.22%)

Cross Park Cleaner – Paid at National Living Wage so increases from £7.20 per hour to £7.50 per hour (4.17%).

Youth Worker pay to be considered after probationary period

Proposed – Cllr K Draper, Seconded Cllr D Bennett that the recommended increases be applied from 1st April 2017 - AGREED

18 1382 DATE AND TIME OF NEXT MEETINGS

The next meeting will be on Tuesday 11th April 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

Annual Parish Meeting – Wednesday 26th April 2017 at the Cross Park Pavilion, Avery Way, Allhallows at 7pm.

19 1383 FUTURE AGENDA ITEMS

None

At 10:25 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
JANUARY 16 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
APRIL 16 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 produced some designs. A further one awaited and to be reviewed in January. Results forwarded by Cllr S Bennett – the three winners had their prizes – NOTED. Clerk has followed up the production of a logo with Kent Messenger (a 50% discount is offered)	Clerk SB/DB
APRIL 16 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 16 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 held with Street Cleaners DB/Clerk to discuss ongoing issues. Follow-up letter sent to street cleaners December. Improved monitoring and staff suggestions sought. 2017 appraisals arranged for March/April 2017. JP/MS complete, KC to schedule.	Clerk

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.	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. To be followed up by the allotments society who have previous grant funding that would cover materials.	YF
JUNE 16 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 in 2017/18 financial year – Drop kerbs installed – no order received for Zebra Crossing – Chair to follow-up with Cllr Filmer and Medway Council.	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 arranged to finalise details.	Chair
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 to be arranged by CPA with Clerk.	Clerk/Vice Chair
AUGUST 16 C/2016/1214b	Playground Inspection	Training has been organised for April 25th – Cleaners, Colin Davis + Cllr or C&CWPC)	Clerk
SEPTEMBER 16 C/2016/1228b	Fencing at Old Post Office	Height checked and referred to Medway Planning for enforcement investigation.	Clerk

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.	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 to be recommended by Chair/Cllrs.	Clerk/Chair/Cllrs
SEPTEMBER 16 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. Medway Council have withdrawn the free poop bags.	ALL
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),	Vice Chair Clerk
SEPTEMBER 16 C/2016/1234b	Brimp Land Management	TJF to be asked to quote for work. Awaiting Quote. Not urgent pending	Clerk
NOVEMBER 16 C2016/1277c	Declaration of Pecuniary Interests	Forms to be completed by Cllr Cresswell and returned to the Clerk. STILL AWAITED – now being chased by Medway Council.	DC
DECEMBER 16 C2016/1287b	Kent Community Award 2017 Nominations	Nominations sought. Agree the parish nomination at the January 2017 meeting. Final list circulated for email 'vote' on nomination. Nomination agreed and forwarded to KALC – to be announced at APM.	ALL
DECEMBER 16 C2016/1287d	KALC Free Defibrillator	Clerk to accept offer. Vice Chair to liaise with Doctor's Surgery – Hoo Practice Manager agreed on the placing of the defibrillator. Details of	Clerk/Vice Chair

		precise location and connection to electricity to be agreed. Quote for install by BTD Electrical agreed, now to be scheduled.	
DECEMBER 16 C2016/1297a	Offer of Modular Building(s)	Turners Parks Group offer for Cross Park to be followed up.	Chair
FEBRUARY 17 C2016/1334	Planning/Local Plan	Draft Response to be compiled by Clerk and presentation to March 17 meeting. Presentation given to meeting. Response due 17/4/17 (after next meeting). Due to changes to the consultation end date, a draft was agreed at the April meeting and submitted by the Clerk,	Clerk
FEBRUARY 17 C2016/1335	Highways and Footpaths	Issues with parking and on grassed areas and verges to be taken up with Medway Council – site meeting being arranged Meeting held, marked up map to be returned to Mark Johnson (Medway) . Future responsibility for grass verges/amenity grass now parish council w.e.f. 1/4/17.	Clerk/Chair
APRIL 17 C2016/13275	Youth Club Committee	Review '2 nd ' Evening, older youth provision, Water Supply, Young Kent Advisories (DBS/E, First Aid Cover) etc.	Youth Committee