



## ALLHALLOWS PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> SEPTEMBER 2019

**AT CROSS PARK PAVILION, OFF AVERY WAY, ALLHALLOWS, at 6:30pm**

**PRESENT:** Cllr Chris Draper Chairman  
 Cllr Pat Huntley-Chipper Vice-Chair  
 Cllr Yvonne Forrest  
 Cllr Karen Draper  
 Cllr Len Lovatt  
 Cllr Carol Cook  
 Cllr Sue Morrice  
 Cllr Trevor Bowley  
 Mr Chris Fribbins Parish Clerk

In attendance 2 members of the public

**87 1 APOLOGIES FOR ABSENCE**

None.

**88 2 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**

The Vice Chair Cllr Huntley-Chipper is the parish council's representative on the Cross Park Association, but a trustee of the Cross Park Association so she declared her interest in matters regarding Cross Park and would take no part in discussions if there was voting regarding the site. The Chair and Cllr K Draper declared an interest in the planning application of Bourne Leisure (MC/19/1820) as owners of a caravan on the site.

**Audio Recording**

Cllrs Mrs Draper and Morrice indicated that they were recording audio for their own purposes.

**89 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14<sup>th</sup> AUGUST 2019** Proposed as a correct record by Cllr Forrest, Seconded Cllr Mrs Draper. **AGREED**

**90 4 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)**

None

**91 5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**

See updates in appendix. Brimp Road marked as complete so now will be removed.

**SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker)**

A representative of Bourne Leisure attended and discussed work being carried out on the site and issues regarding the large vehicle parking issues in the roads outside the leisure park.

**92 6 CLERK'S REPORT**

**a) Fun Fair Request** – The fun fair that visited earlier in the year have asked for permission to run a small fair on the weekend of 11/10 to 13/10 with an evening fair of Friday, all day on Saturday and afternoon of Sunday. They were willing to make a £200 contribution (which could be allocated to the Youth budget). Proposed Cllr Forrest and seconded Cllr Lovatt that permission on the proposed conditions be approved. A leaflet would be produced for the households in streets bordering the recreation ground.

- b) **KALC Training Courses** – A course had been booked for Cllr Cook and Morrice directly with KALC and not through the clerk who had been trying to confirm why one councillor was re-booking a course that she attended in July. She reminded the meeting that the previous course was cancelled on the day of the Councillor Conference and the two councillors had decided to attend the main conference instead – reported verbally previously, but not minuted. Councillors were reminded that they cannot commit the council to expenditure and needed to go through the Clerk.

Cllr Morrice reported that she was now unable to attend the Dynamic Councillor course in Frindsbury Extra and that will be cancelled.

- c) **Appointment of Relief Caretaker/Street Cleaner** – The Chair and Cllr Forrest interviewed, along with the Clerk on 23<sup>rd</sup> August and due to holidays coming up for the two existing Caretaker/Street Cleaner filled the vacancy and put in place handover working with the current staff w.e.f. Monday 2<sup>nd</sup> September 2019. Marion Eades has experience of the caretaker role at Allhallows Park (Kingsmead). Hours would be ad-hoc, as required, at the same rate/grade as the existing caretakers.
- d) **Financial Regulations** – A draft version with values added has been circulated to councillors. Final comments required by the end of September so that a version can be submitted to the October meeting for adoption.

93 7 **GRANT REQUESTS –**

wHOO CARES – Re-consideration of the grant application. Cllr Cook, seconded Cllr Morrice to grant £400, to wHOO Cares on putting to the vote was LOST

94 8 **PLANNING Responses/Actions**

- a) **Allhallows Plans for Comment –** I  
**MC/19/2202 Allhallows Holiday Park, Allhallows Caravan Park, Allhallows, Rochester ME3 9QD** Reconfiguration of hardstanding bases and golf course to enable installation of 95 hardstanding bases (an uplift of 85 static caravans) with associated infrastructure (above and below ground), internal access road, pedestrian footpath and landscaping (A holding objection has been submitted by the Clerk). Proposed Cllr Forrest, Seconded Cllr Lovatt, that the application be supported by express concern regarding the car parking issues generated by enforcing the large vehicle policy outside of the Holiday Park. ALL AGREED.
- b) **Medway Local Plan (2012 – 2035) No update to report.** The production of the Local Plan has been further delayed waiting for the HIF bid decision.

95 9 **HIGHWAYS AND FOOTPATHS**

- a) **Parking Restrictions** – Parking Tickets have been issued to vehicle owners who have been parking on the new double yellow lines and other illegal places.
- b) **Footpath Officers Report** – Cllr Bowley reported on his clearance works. Cllr Bowley's report was circulated.
- c) **Verbal contributions** – Cllr Morrice reported that some residents had complained about horses on the footpath, apparently out of control and in front gardens eating plants. close to cars on the drives and queried how the law stands on the control of horses on the public highway. (*the Highway Code says "You MUST NOT take a horse onto a footpath or pavement, and you should not take a horse onto a cycle track. Use a bridleway where possible. Equestrian crossings may be provided for horse riders to cross the road and you should use these where available"*)

96 10 **CROSS PARK ISSUES**

- a) **Building/Land** **Issues**  
 Cllr Bowley's monthly report was circulated.
- b) **Pavilion** –The Pavilion is now due for a further electrical inspection (last was 2017) the mains supply in Allhallows Park (Kingsmead) will be checked at the same time.

97 11 No item

98 12 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – Re-opened this evening following the summer holidays. 30+ youths had been attending the Summer Activities in the recreation ground (part funded by the parish council).

99 13 **THE BRIMP ISSUES**

- a) **Football Arena** – Now looking a levelling and grassing the site. (Medway Cllr Filmer is a possible source for funding this).  
 b) **Additional Usage** – still looking for possible uses.  
 c) **Brick Store** – Uses for the store are now being sought. The interior has been painted by the Youth Offenders Team.

100 14 **RECREATION GROUND**

Play equipment repairs have been carried out by Colyn Property Services. There has also been an approach regarding the possible use of the Recreation Ground as a base for a youth team. There is likely to be a need to extend the pitch length and move the goal posts back into new sockets, the old ones will need to be buried/covered to make them safe. The Clerk will continue to liaise with them, if it progresses, it will not be to the end of the current football season. As part of the checking it was confirmed that the previous youth club had relocated to the school. There had been several reports of glass around the relocated 'weed bench' and this had been reported to the caretaker/street cleaner for that area. Cllrs Forrest and Hunley-Chipper had cleared this when it had not been removed.

101 15 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **ALLHALLOWS PACT** – Chair and Cllr Morrice – It was reported that PCSOs and the Medway Community Officer were no longer attending the meetings.  
 b) **KALC (Medway)** – Cllrs Cook and Morrice – No meeting  
 c) **Medway Council Rural Liaison** – Cllr Mrs K Draper – No meeting  
 d) **Police Liaison** – Cllr Bowley – next meeting 1<sup>st</sup> October 2019.  
 e) **Village Hall** – Cllr Lovatt – arrangements being made for a News Years Eve party.  
 f) **Cross Park** – Cllr Huntley-Chipper the pavilion continues to be booked on at least four days a week and the football pitch on Sundays.  
 g) **Village Fete** – Cllr Forrest – An initial meeting to form a fete committee was held 10/9ld and with sufficient support for a fete on 20<sup>th</sup> June 2020. Some assistance may be required from the parish council but the event is anticipated to mainly be financially self-sufficient.  
 h) **Friends of All Saint's Church** – Cllr Forrest – Nothing further to report.

102 16 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – No issues.  
 b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) nothing further.  
 c) **Bourne Leisure Liaison** (Cllr C Draper) – No meetings. Improvement Plans are being worked on. Contact from them has indicated that are willing to help with work around the parish in the Autumn – The Shellduck amenity land, Cross Park and the Recreation Ground are likely areas that will need some work.  
 d) **Allhallows Primary School Liaison** (Chair) – Some summer construction work appears to have been carried out, although without planning permission.  
 e) **Turners Group** – nothing further to report.

17 **No item**

103 18 **Shellduck Land**

- a) The planning application for the waste storage compound has been resubmitted with further negative comments from residents in Shellduck Close. Clarification of the proposal has been submitted by the Clerk. Now awaiting a decision.

- b) Medway NORSE have completed a series of clearances around both the northern and southern sites. Clarification on the standards required on the site has been sought by the Clerk and a site meeting will be organised.

104 19 **FINANCIAL**

- a) Finance Monitoring Reports (to 31 August) Circulated and noted  
Receipts August - None
- b) To make September payments **Proposed – Cllr Forrest, seconded – Cllr Morrice 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	190901		
John Price Salary/less PAYE/Holiday	190902		
John Price Hi-Vis Jacket	190902a	23.44	
Mick Smith Salary/less PAYE/Cover/Holiday	190903		
Zoe McCall Youth Club (3.25 Hours BH)	190904		
HMRC PAYE	190905	344.99	
NEST Employee/Employer Pension	190906	64.82	
EDF Energy Brimp Electricity DD	190907	81.00	3.86
M&L Contracting Countryside Contract		1,565.00	
M&L Contracting Cross Park		308.33	
M&L Total payment	190908	2,248.00	374.67
TJF Prop Maint Active Cemetery	190909	105.00	
TJF Prop Maint Active Cemetery	190910	105.00	
Colyn Property Services VH Maintenance	190911	60.00	
Colyn Property Services VH Maintenance	190912	60.00	
Business Stream Allotment Water Install	190914	22.41	
KALC Dynamic Councillor Course YF	190915	72.00	12.00
KALC Clerks Course CF	190916	72.00	12.00
KALC Annual Finance Course CF	190917	72.00	12.00
KALC Transport Course CF	190918	72.00	12.00
KALC Dynamic Councillor Course SM/CC	190919	72.00	12.00
+Lisa Newstead YC Tuck ASDA/Booker	190920	50.58	6.90
+Online Playgrounds Play Equipment Spares	190921	52.80	8.80
<b>Paid previously, to note + corrected amount</b>			

- c) **Debit Card** – as approved previously a parish council debit card has been arranged for the clerk – card details and pin code have been issued to the Chair in a sealed envelope.
- d) **Land Management Contracts** – The contract for Cross Park Land Management and the Active Cemetery Land Management are due for renewal in November. It is likely that TJF Property Services may involve a cost increase – Councillors would prefer to continue with TJF if possible. Details to be reported at the October meeting. It was recommended that three quotes be sought for the Cross Park contract.

**Exclusion of Press and Public: Proposed Chair, Seconded Cllr Huntley-Chipper ALL AGREED due to personal information discussions (items 20)**

105 20 **STAFFING ISSUES**

It was suggested that play equipment monitoring training be organised for the street cleaners and Colyn Property Services, if required. The last sessions were 2017 and the new street cleaner will also require training.

It was proposed that a formal meeting be arranged with one of the street cleaners to discuss/action performance issues – Chair, Cllr Forrest and Clerk. Proposed Cllr Cook, Seconded Cllr Morrice – ALL AGREED

**106 21 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be Wednesday 9<sup>th</sup> October 2019 at 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.

**107 22 FUTURE AGENDA ITEMS – None**

At 20:50 pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>ACTION</b>
OCTOBER 17 (discussed at November & December meeting)	Cross Park – Community Facilities	Turners Group proposing permissive path/Bowling Green/Community Centre extension to Pavilion and permanent Changing Rooms as part of a s106 agreement for an extension to their residential park. Agreement in principle awaiting further details, Follow-ups underway with Turners. Turners report planning application submitted MC/18/0288. Further meeting with Turners Group who are looking to submit a planning application for the community facilities on behalf of the parish council. Rural Kent appointed to help with 'project management' if approval granted. Permission for 81 chalets now agreed, <b>awaiting update on development from Turner Group</b>	<b>Chair/Clerk</b>
FEBRUARY 17 C2017/1594	Street Cleaning	Site and dumpster required for street cleaners' bags until collected Site identified at Shellduck/Avery Way junction – details to be followed up. Drawings required so that consultation with Medway Planning can be done. Drawings sent to Dave Harris (Medway Council Planning) to see if planning permission is required. Planning Permission required – papers sent to John Liddiard. Planning application refused. <b>Now re-submitted.</b>	<b>Clerk following up with Street Cleaners Chair/JC</b>
AUGUST 18 C2018/1749c	Cross Park Electricals	An electrical inspection faults (non-critical) investigation is outstanding and will be scheduled soon. BTD have carried out maintenance work. Trying to arrange a visit to Allhallows Park (The mains feed)	<b>Clerk</b>