



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 10th APRIL 2024

Cross Park Pavilion @6:30pm

PRESENT:

Cllr Chris Draper Chair

Cllr Yvonne Forrest

Cllr Karen Draper

Cllr Jean Sheaves

Cllr Sue Morrice

Mr Chris Fribbins Parish Clerk

Apologies:

Cllr Mrs Kim Wood

Cllr Trevor Bowley

In attendance

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- 199 1 **APOLOGIES FOR ABSENCE** Cllr Wood Holiday. Cllr Bowley Family (Medway Cllr Spalding)
- 200 2 **DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**
Declarations of Interest - None
Audio Recording – Cllr Morrice – Audio recording for personal use
- 201 3 **TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13th MARCH 2024** Proposed Cllr Mrs Draper, Seconded Cllr Sheaves as a correct record - All Agreed.
- 202 4 **MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)** – None
SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker):
Medway Cllr Chris Spalding has sent an apology for this meeting. The Ward improvement fund payment has been received from Medway Council.
- 203 5 **CLERK'S REPORT –**
- a) Medway Council have notified us that the notice of vacancy following the resignation of Linda Henderson has expired and the Parish Council is now able to co-opt. There has been interest from Mr Bateup who emailed Medway Council who advised him to contact the Clerk. The Parish Council will interview him before the next PC meetings who would then consider his application (date/time to be arranged).
 - b) Risk Assessment Proposed Cllr Forrest, Seconded Cllr Mrs Draper to agree latest version – All Agreed
 - c) Asset List Proposed Cllr Forrest, Seconded Cllr Morrice to accept latest version, but check play equipment listed (no impact on asset total) All Agreed.
 - d) Approval of AGAR Section 1 Annual Governance Report 2023/2024 Proposed Cllr Forrest, Seconded Cllr Mrs Draper to agree – All Agreed
 - e) Approval of AGAR Section 2 Accounting Statements 2023/2024 Proposed Cllr Forrest, Seconded Cllr Morrice to agree – All Agreed
- Internal Audit scheduled 24/5/24, public publication of AGAR 28/5/24
- 204 6 **GRANT REQUESTS –**

Mrs Lisa Newstead has requested a further grant towards the Cancer Research event on the 8th of June 2024 to fund the event. Proposed Cllr Mrs Draper, Seconded Cllr Forrest – All Agreed.

- 205 7 **PLANNING**
- a) **Planning Applications –**
- MC/24/0617** Construction of a part two, part single storey extension to rear 238 Avery Way, ME3 9QJ No issues – frosted windows may be required. Amended Plans for Cross Park Community Centre submitted (Larger footprint to accommodate larger changing rooms and officials’ room after comments from Kent FA/Football Foundation.
- b) **Medway Local Plan General Report –** Further Regulation 18 Consultation to be carried out – primarily for Community/Infrastructure Plans – resident’s panel formed and sessions for parish and unitary councillors in May. Target adoption still 2025.
- 206 8 **HIGHWAYS AND FOOTPATHS**
- a) **Footpath Officers Report –** Footpath condition continues to be poor due to weather conditions so limited use/inspection possible.
- b) **Verbal contributions –** Nothing further. St Lukes problems continue. Problems with potholes in village and on Ratcliffe Highway. Medway Council reporting lack of funds (even with new budget from 1/4/24).
- 207 9 **LOCAL REPORT/ISSUES**
- a) **Countryside Contract –** Sub-contractor issues have been identified and alternative arrangements now in place.
- b) **Street Cleaning –** Issues with shopping parade in Avery Way (use of forecourt for deliveries to grocery store
- c) **Active Cemetery –** Nothing to report, maintenance continues.
- d) **General Issues –** Telephone Box door issues, fixed by Colin Davis. Shelduck Woods (poor reinstatement by utility company after gas leak works). Hyde Housing properties are putting rubbish out early and being spread over the road. Boundary fencing an issue.
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- 208 10 **CROSS PARK IMPROVEMENTS (including s106)**
- a) **Update on works completed and outstanding.**
VAT Implications of s106 planned and carried out to be investigated
A VAT Consultant still to respond.
- b) **Consideration of Eastern Boundary High Tree Maintenance**
A quote has been received from M&L (Cross Park/Countryside Contractor) for tree work, access approved from Turners Homes (Kingsmead)- work to be scheduled.
- c) **Car Park signage/Café hours –** portable noticeboards purchased, but issues with high winds (30mph suggested ad upper limit but being exceeded). Signs to be fixed to entrance gates/wall, but less visible and un-noticed by drivers).
- d) **Rubbish dumpsters filling** as appropriate Haven road-worthy vehicle has had to be returned to lessor for repair. Chair arranging alternate one-off delivery of dumpsters to Haven. Further rubbish around pavilion and broken bench to be removed.
- e) **Main Pavilion Entrance Door –** Door closure equipment installed on the door but needs adjustment.
- f) **6 x New Picnic Benches** purchased for Cross Park Association (PC donation)
- g) **Poll Station –** Cross Park will be used as an additional polling station for the 2nd of May Elections for the Police & Crime Commissioner (the Village Hall will also continue to be used).
- 209 11 **YOUTH CLUB REPORT**
- a) **Youth Club Issues –** Community Payback activities continue (material cost only).
- b) **Extending Brick Store Expansion –** Estimates/Quotes received and Whose Hoo project funding application being progressed – suggestions for other Whose Hoo participants use of building and exhibition, storage and public access/IT

support/assistance also suggested but looks likely that it will not meet the final Whose Hoo – Heritage Lottery Bid.

- c) **Brimp Site Usage** – Karate operating on Wednesdays, Football training for youths on Monday, Youth Club Tuesday and Allhallows Scouts plans progressing (initially Squirrels/Beavers/Cub). Brick Store usage continues for film making. Some issues with handover between organisations and cleaning requirements. There has been an air conditioner fault and external cable appears to have been chewed by an animal (so may need to be put in trunking).

210 12 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- a) **ALLHALLOWS PACT** – Cllr Morrice/vacancy– No further response.
- b) **KALC (Medway)** – Cllr Morrice/Cllr Forrest – Meeting discussed issues from various parishes, in particular future housing development. Next meeting 11/4/24.
- c) **Medway Council Rural Liaison** – Cllr Mrs Draper – Future meeting scheduled June 2024.
- d) **Village Hall** – Cllr Forrest – Bookings positive, Scouts Quiz, Medium Night, Mega Bounce in June.
- e) **Cross Park** – Cllr Bowley/Forrest – Rosy’s Tea Room now operating the Community Café (extended days/hours and further expansion of days/hours being considered). Accounts now up to date (to 31/12/23), trustee meeting to be arranged and annual report filed with the Charity Commission.
- f) **Friends of All Saint’s Church** – Cllr Forrest – Arrangements have been made for an event in High Halstow to recognise Rev Gwilt’s long term association and retirement (15/6 7:30). Gift purchased by Cllr Forrest. Councillors to indicate if they plan to attend. Hub café held on a regular basis and working party once a month. There is likely to be a need to expand the active cemetery – likely to need involvement of a land owner and change of use of adjacent agricultural land,

211 13 REPORTS FROM OTHER MEMBER RESPONSIBILITIES

- a) **Allotments** Cllr Forrest Majority of rents have been received. Lock problem with UK Power Networks resolved.
- b) **Recreation Ground and Playpark** Cllr Morrice/Bowley – Issues with poor weather and continual dog mess. Some minor equipment maintenance to be carried out by Colin Davis.
Recreation Ground lease. Still awaiting updated lease from Medway Council. The lease had been chased.
- c) **Bourne Leisure Liaison** Cllr C Draper – the Chair continues to consult with the site manager when available. The collection of the Haven waste dumpster had been paused due to issues with the Haven Road Worthy Vehicle until fixed (April) arrangement being made for the delivery of the waste to Haven in the meantime, Waste has built up at Cross Park due to this.
- d) **Peninsula East Primary Academy School Liaison** (Cllr Morrice) – Cllr Morrice has established contact with the school and is following up. Investigations into providing a “Nature Reserve” area on an adjacent Cross Park area.
- e) **Turners Group** – (Cllr C Draper, Forrest, Clerk) Liaison regarding implications of their development and works at Cross Park continue. There have been extended power problems for new residents and delays with UK Power Networks. Cllr Draper had followed up local issues. Sign board to be installed at entrance, including pointer to Cross Park.

212 14 FINANCIAL

a) **Finance Monitoring Reports (to 31/3/24 End of Year) – Reports Noted.** Bank Reconciliations signed.

b) **Income**

Receipts March/April

March

Youth Club Tuck/Subs	£45.00
Youth Club Tuck/Subs	£50.33
Youth Club Tuck/Subs	£60.00
Youth Club Tuck/Subs	£43.50
YC Brimp Rent	£50.00
YC Brimp Rent	£20.00
Bank Interest	£253.32
VAT Refund 01/04/23-29/02/24	£10,604.83
Transfer Current to Base Rate	£10,000

April

Ward Improvement Fund (Cllr Sparling)	£325.00
VAT Refund 01/03/24-31/03/24	£530.09
Allotment Rents	£220.00

c) **To make/Note payments for April 2024.**

Proposed Cllr Sheaves, Seconded Cllr Morrice - All Agreed

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution	240401			
John Price Salary/less PAYE	240402			
Mick Smith Salary/less PAYE	240403			
Colin Davis Salary/Less PAYE	240404			
HMRC PAYE	240405	726.00		
NEST Employee/Employer Pension	240406	76.33		
EDF Energy Brimp Electricity DD	240407	153.00	7.29	
M&L Contracting Countryside Contract	1,591.66			
M&L Contracting Cross Park	316.66			
M&L Total Payment	240408	2,289.98	381.88	
National Broadband Cross Park Broadband	240409	54.00	9.00	
TJF Property Services Active Cemetery	240410	(-120)40.00		
Medway Council Brimp Rates	240411	523.95		
John Price Boots	2024	240302B	28.48	
Kent Air Ambulance Donation	2024	240315	350.00	
Amazon Noticeboard	2024	240316	217.50	16.32
Lisa Newstead Donation Cancer Trust	2024	240318	1,000.00	
Malewarebytes Virus Software	2024	240324	29.99	5.00
C Fribbins Instantprint A1 Posters	240319	27.14	4.52	
Phillip Williams Electrical Inspections	240320	250.00		
Cross Park Association Donated Benches	240321	720.00	120.00	
Booker Limited YC Tuck/Equip CASHPLUS	240323	79.57		
Home Bargains YC Tuck/Equip CASHPLUS	240324	20.50		
Amazon Plastic Pouches	240322	24.91	4.17	
Rialtas Accounting Software	240412	230.40	38.40	
Rialtas Asset Software	240413	198.00	33.00	
TJF Property Services Active Cemetery	240414	160.00		
Karen Draper Community Payback Brimp	240415	105.13		
Amazon Business A/C CP Door Closure	240416	18.46		
Kent ALC Annual Subscription	240417	532.24	88.71	
Lisa Newstead Cancer Research Event 2 of 2	240418	500.00		
D/D Debit Card/Already Paid ** Corrected after meeting				

The exclusion of press and public to discuss personal staff and contract issues

Proposed Cllr Forrest (Chair) Seconded Cllr Mrs Draper– **ALL AGREED.**

213 15

STAFFING ISSUES

No issues

214 16

DATE AND TIME OF NEXT MEETING

The next meeting will be the Annual Meeting of the Council Wednesday 8th May 2024 (Cross Park Pavilion 6:30pm), followed by the May Meeting of the Parish Council.

215 17

FUTURE AGENDA ITEMS

None, at 21:55 The Chair closed the meeting.

Signed as a correct record of the proceedings.
Chair of Allhallows Parish Council