



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 14th NOVEMBER 2018 AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS at 6:30pm

PRESENT:	Cllr Chris Draper	Chairman
	Cllr Pat Huntley-Chipper	Vice-Chair
	Cllr Yvonne Forrest	
	Cllr Trevor Bowley	
	Cllr Len Lovatt	
In attendance	Mr Chris Fribbins	Parish Clerk
	12 members of the public	
	Ian Sears, Community Warden	

1 1800 APOLOGIES FOR ABSENCE

Cllr K Draper (Medical)

2 1801 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.

Audio Recording

Cllr C Draper, reported that he was making audio recordings of the meeting for his personal use and for Cllr K Draper.

3 1802 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 10th OCTOBER 2018

Proposed as a correct record by Cllr Forrest, Seconded Cllr Huntley-Chipper. AGREED

4 1803 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1804 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

Mr Ian Sears (Community Warden) along with residents of Avery Court had followed concerns that had been raised by parish councillors about the condition of Avery Court. Although this was a notable building (as the British Pilot) and part of the abandoned Allhallows-On-Sea project in the 1930s, its condition was poor and the grounds had a lot of rubbish, with reports of vermin. He had reported the conditions to the relevant department in Medway Council and was making arrangements with tenants and others to clear the landings and surrounding grounds of rubbish – he had organised a tipper lorry to clear large items on Saturday 23rd November 9:30 and was seeking volunteers from the residents and the community for the clear-up. The Chair agreed to contact PACT to see if they could advertise the activity.

A resident raised concerns about weed spraying in the Cross Park Sports fields/Plateau. There had been reports of local dogs feeling unwell and one had died. The activity had been ordered by the parish council as there was a significant encroachment of broad-leaved weeds. The work was in the hands of Turfsoil/Gavin Jones who sub-contracted the work to a specialist firm. The Chair reported that it was unlikely that the weed

spraying could have caused the problems, but agreed that he would contact Turfsoil (along with the Clerk) to identify the chemicals used and 'statement of work' and the results would be published on the council's website. There was discussion about notification of the spraying, but the actual date/time was in the hands of the contractor and there were a number of points of access (including gates in people's back fence) and it was important to ensure correct application and avoid chemicals that could cause problems.

6 **1805 CLERK'S REPORT**

The Clerk reminded councillors of the meeting at Grain Village Hall (21st November 3pm to 7pm) regarding the installation of a mains electricity feed/supply from Germany that was planned.

The Clerk reported the Xmas Tree event in the church during December and asked if the council were going to take part – suggested that the Youth Club would look into this.

Medway Council have informed us that there has been no call for election for the vacancy created by Cllr C Cook's resignation so the council may co-opt.

7 **1806 CENTENARY OF END OF WW1**

The events of Sunday had been received very well by residents. A special thanks to Mr Steve Proud.

The granite plaque from, Airfields of Britain Conservation Trust, to remember the WW1 airfield was unveiled. Thanks will be sent to ABCT.

Two bagpipe players had been in attendance first thing in the morning. Their fees were donated to Wisdom Hospice.

The beacon was going to be stored at Slough Fort, although the Chair is looking at getting a larger basket for the beacon.

The WW1 Memorial Bench is under construction and there has been a request for the Plaque wording – The Clerk had circulated a suggestion and that has been agreed. The bench will be installed in the churchyard (but remain a parish council asset).

The parish council's silhouette, installed at the entrance to the village, had been stolen. A replacement was donated by Mrs Sue Turner and installed by the Clerk.

8 **1807 GRANT REQUESTS**

a) **The Allhallows Guides/Brownies/Rainbows** had submitted an application for £600 to fund resources and support for trips. There was a concern that there had been significant support already in the current year – direct funding and support in kind in the free use of the Brimp for their Monday sessions. **Follow-up has not been done yet.**

b) **Slough Fort Preservation Trust** were likely to require financial support (and equipment) to improve the Brimp Road. Subject to a grant application £500 would be made available in principle.

9 **1808 PLANNING**

a) **Medway Local Plan (2012 – 2035)** – Next stage would be consultation on Draft proposals starting in December/January

b) **Allhallows Plans for Comment – MC/18/0288 81 Additional Chalets at Allhallows Park (Kingsmead)** awaiting planning report and submission to Medway's Planning Committee.
Cross Park Community Facilities – A planning application has been submitted and details required are being negotiated with the planning department so it has not been registered yet. There is some initial information in the parish council website and Facebook page.

10 **1809 HIGHWAYS AND FOOTPATHS**

- a) Parking Restrictions – No further progress.
- b) Footpath Officers Report – Cllr Bowley continues carrying out checks – combined report on this and other voluntary work at Cross Park, Recreation Ground and the Village Hall grounds was submitted. A submission to the Rights of Way Improvement Plan is being drawn up..
- c) Weedkilling on pavements/gutter – A quote had been received from M&L Contracting to weed kill the village. The council discussed the effectiveness of this work and the responsibility of the street cleaners to remove weeds (even when weed-killed). The quote was for £1,200 + VAT for 3 visits. **Cllr Forrest proposed and Cllr Lovatt seconded that the quote be accepted on a call-out basis – AGREED.**
- d) Road Traffic Contingency issues – There had been a number of road traffic incidents that caused major blockages to local residents leaving the peninsula and returning. School buses were unable to get to Allhallows to pick up students (also bus failures). A draft contingency plan had been drawn up, but the traffic jams created by this incidents means that the plans cannot be put in place quick enough. Noted, any suggestions to be passed to Medway Council Highways.

11 1810 **CROSS PARK ISSUES**

- a) **Governance** – A formal meeting of the Charity needs to be arranged to agree the detailed governance procedures and responsibilities. (Cllr Huntley-Chipper will follow-up with CPA).

- b) **Building/Land Issues**

Report from Cllr Bowley circulated

- I. **Land Maintenance**

Weedkilling – Had been carried out by Gavin Jones.

The contract for land management (responsibility of the parish council was due to finish in November 2018. Two quotes have been received Gavin Jones (Turfsoil) current contractor and M&L Contracting. The details were discussed and the M&L quote included additional work and at a lower cost than Gavin Jones. **Proposed Cllr Forrest, Seconded Cllr Lovatt that the quote from M&L be accepted (£3,700 + Vat) on the basis of 16 complete cuts. AGREED.** Gavin Jones had quoted for £4,005 + VAT on the basis of 12 main cuts and reduced cuts in other areas.

- II. **Temporary Changing Rooms.** Now – passed to CPA.

III. **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. It was suggested that a PAT testing kit be purchased for use in the parish council properties, although this is not a regulatory requirement, it would be good practice for the parish council's building (access to and/or equipment is being investigated). Access to the Allhallows Park (Kingsmead) is required to check the mains supply – agreed in principle but detailed time/date to be agreed to complete the inspection. It has been determined that the CP mains feed is via the Golf Club, which gets its supply from Allhallows Park. The glass in the door of the western entrance door has been damaged due to it being blown back in high winds. It is still held together by the internal 'wiring in the glass) and is behind the shutter when the building is closed. Clerk to arrange a glazier to visit and quote and arrange a fix (if within financial limits).

IV. The Cleaner wef 30/10/18, was redundant and responsibility for cleaning moves to the CPA. A redundancy payment is included with the cleaners final payment (with P45).

12 1811 **YOUTH CLUB/YOUTH**

- a) **Youth Club** – Numbers attending had been disappointing and the senior session on Tuesday is suspended for now. Training is being carried out for Zoe McCall (Youth Worker), Peter Apostel and Lisa Newstead on Tuesday evenings. A Youth Committee meeting is still to be arranged (although an initial discussion would be held after the next youth club Wednesday session).
- b) **Guides/Brownies/Rainbows** – Activities are taking place on Monday evenings and further advertising. There are some issues about the cleanliness of the Brimp after their sessions and the storage of their equipment.

13 1812 **THE BRIMP ISSUES**

- c) **Football Arena** – This has been dismantled as agreed and some of the material will be used to fill the gap underneath the Brimp building, by the Youth Offending Team. An alternative use is being considered – either infill of the site or installation of a MUGA (depending on funds) indicative costs to be sought from suppliers. Topsoil had been identified but will be held in abeyance until the future of the site is agreed.
- d) **Road and Lighting**
A photocell and replacement of two faulty lights has been carried out so the roadway side is lit from dark to 9:30pm.
Slough Fort Preservation Trust also have a need for the Brimp Road access to their site and are discussing plans to carry out the work.
- e) **Brimp Clean-up**
The final skip is being filled (old council records that have been damaged by water will be disposed of (also a requirement of GDPR). Cllr Forrest is looking at this when time permits.
- f) **Additional Usage**
There have been some approaches about the use of the centre – Street Dance is being trialled (before the Youth Club on Wednesday evening). The senior Youth Club will be trialled again.
- g) **Use of the Brick Store**
The Chair was investigating possible uses for the Brick Store and looking at costs of running a 'music room' and the income that could generate.

14 1813 **RECREATION GROUND**

The spring chicken stopper has been replaced again but with a stronger glue. Cllr Forrest previously reported that a metal lining of a rubbish bin had been bent by vandals, the contents have now been set on fire. A replacement inner bin and lid for the bin outside the toddler play area will be purchased.

15 1814 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – Following the treatment of Cllr Forrest at the previous PACT meeting she was not willing to attend. With two outstanding vacancies (likely to continue to at least the May 2019 elections, and no volunteers it was agreed to notify PACT that the current liaison contacts would be the Chair and the Clerk. Discussed in confidential (**exclusion of Press and Public Proposed Cllr C Draper, Seconded Cllr Forrest – ALL AGREED**).
- b) **KALC (Medway)** – Cllrs Forrest and Huntley-Chipper were unable to attend the previous meeting.
- c) **Medway Council Rural Liaison** – Next meeting December.
- d) **Police Liaison** – Cllr Bowley unable to attend recent meeting.
- e) **Village Hall** – Next meeting December. Cllr Bowley reported that a drain downpipe had become detached from the wall.
- f) **Cross Park** – reported and discussed earlier in the Agenda.

- g) **Friends of All Saint's Church** – A replacement liaison is required – Cllr Forrest has been liaising re. the WW1 activities and may be able to do this.

16 1815 **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 meeting
 d) **Allhallows Primary School Liaison** (vacant) – no report. Arrangements to follow-up on liaison are needed. Chair still organising with the assistance of Lisa Newstead.
 e) **Allhallows Fete Committee** – Meeting arranged for January 2019 to see if there is sufficient volunteers to run the Fete in 2019 – rearranged for 4th December.

17 1816 **FINANCIAL**

- a) Finance Monitoring Reports – Circulated and noted
 b) Receipts October
- | | | | |
|--------------------------------|------------|---------------------|--|
| Bank Transfer from Deposit A/C | £10,000.00 | | |
| Youth Club Tuck/Subs | £57.90 | | |
| | £27.17 | | |
| NORSE Greenspace Contract | £21,427.83 | - Received November | |
- c) To make November payments Proposed – Cllr Forrest, seconded – Cllr Bowley 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	181101		
C Fribbins Bagpipe Player payment	181101a	50.00	
C Draper Bagpipe Player payment	181101a	50.00	
C Fribbins Youth Club Tuck etc.	181101b	56.86	5.84
C Fribbins Black Sacks for MS	181101c	21.99	3.67
Kathy Colyer Salary/less PAYE and pension	181102		
John Price Salary/less PAYE	181103		
Mick Smith Cover+Homewards (19 hours)	181104		
Denise Claughton CP Cleaning + Redundancy	181105		
Zoe McCall Youth Club 26.5 hours+160 miles	181106		
HMRC PAYE	181107	248.01	
NEST Employee/Employer Pension	181108	71.53	
EDF Energy Brimp Electricity DD	181109	70.00	3.33
M&L Contracting Countryside Contract	181110	1,878.00	313.00
Colyn Prop Servs VH LM	181111	60.00	
Colyn Prop Servs VH LM	181112	60.00	
Colyn Prop Servs VH LM	181112a	60.00	
TJF Prop Maint Active Cemetery	181113	105.00	
TJF Prop Maint Active Cemetery	181114	105.00	
Gavin Jones/Turfsoil CP LM	181115	727.32	121.22
K Draper (Remembrance Day)	181118	21.97	
K Draper (YC Tuck etc.)	181116a	25.16	
British Legion Poppy Appeal Wreath	181118 CHQ	100.00	
BTD Electrical Removal of Football Lights	181119	115.00	
North Kent Cleaning Serv Brimp Deep Clean	181120	492.00	82.00

18 1817 **STAFFING ISSUES**

- a) **Street Cleaner Cover**
 Mick Smith .
- b) **Dumpster**
 Draft drawings still required to consult with Medway Planning re. the Dumpster location.

19 1818 DATE AND TIME OF NEXT MEETINGS

The next meeting will be Wednesday 12th December 2018 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.

20 1819 FUTURE AGENDA ITEMS - None

At 9:52 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
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. - Ian Davison (Surrey Hill Solicitors) can advise.	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 started (July 17). Changing rooms now refurbished - water and electricity to be <i>connected. -no progress.</i> Quote received to be sought for work to bring it into use (£5,500). Work to start within two weeks. Need to determine what will be done. Work has start with connection to the Pavilion electricity completed. Water and Electricity supply connected (no proper doors currently)	Vice Chair Clerk/JC
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) – awaiting feedback (followed up with Cllr Filmer) Medway Council parking enforcement has been in the village and ticketing vehicles. Officer responsible has now left the authority. Issues being followed up with Medway Cllr Filmer, A large map of the area is being recirculated to identify locations that should benefit from double yellow lines.	Clerk/Chair

JULY 17 C2017/1458	Allhallows School Parking	To discuss parking suggestions with Medway Council	Chair
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.	Chair/Clerk
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.	Clerk following up with Street Cleaners Chair/JC
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.	Clerk
AUGUST 18 C2018/1751d	Brimp Road	A meeting has been held with the Church Commissioner's Land Management Agent, Slough Fort Restoration and the Clerk. There is agreement, in principle, to the road being repaired (with focus on Brimp Building to Fort Entrance). Plant to be supplied by Bourne Leisure, voluntary labour by Slough Fort and limited funding from Parish Council. There is urgency on behalf of the fort as Bourne Leisure want to restrict access to the fort through the holiday park. – The Church Commissioner's agent are still investigating responsibilities and there still has been no further response and Slough Fort are now investigating getting the work completed (perhaps with grant funding from the Parish Council)	Clerk/Church Commissioner's Agent