

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 9th FEBRUARY 2016
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30 pm.**

PRESENT: Cllr Chris Draper Chairman
Cllr Mrs P Huntley-Chipper Vice-Chairman
Cllr Alan Marsh
Cllr Mrs Sandra Bennett
Cllr Mr David Bennett
Cllr Mrs Yvonne Forrest
Cllr Mrs Karen Draper
Cllr John Luck
Mr Chris Fribbins Parish Clerk

In attendance 1 member of the public +
Medway Cllr. Freshwater

1 APOLOGIES FOR ABSENCE

1066 None

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

1067 None

3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETINGS 12 JANUARY 2016

1068 Duplication of C Draper attendance removed and addition of specific named attendee Medway Cllr. Filmer. With amendments Proposed Cllr. K Draper, Seconded Cllr. P. Huntley Chipper - AGREED

4 MATTERS ARISING FROM THE ABOVE MINUTES NOT OTHERWISE ON THE AGENDA

1069 None

5 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1070

SUSPENSION OF MEETING FOR PUBLIC SESSION

Mr M Smith reported on waste being dumped behind the shopping parade. Medway Cllr. Freshwater – expressed concern regarding the current Medway Local Plan (2012-2035) requirement for 30,000 homes and the implication on the Hoo Peninsula. The plan is currently at the Issues and Options stage (and no specific sites have been allocated). In the meantime a shortage of allocated housing land has meant developers submitting applications on land not included in the current 2003 Local Plan – especially around Hoo and Chattenden. He felt that communities could identify sites where development could take place – this is part of the new Local Plan process, although that will not be adopted until 2018. Builders had indicated a preference for Green Field development, rather than Previous Developed Land (Brown Field) at private meetings as their costs were lower. He asked to be kept informed on the parish responses to the new Local Plan and would keep the parish informed of any information from the Medway Council side.

6 Appointment of Clerk1071 Following a special meeting on Friday 5th February at Cross Park Pavilion, two candidates were interviewed. It was agreed to recommend the appointment of the current interim Clerk, Chris Fribbins, at Spinal Column Point 26 from 18th February (completion of existing interim appointment). Proposed Cllr. K Draper, Seconded Cllr. S Bennett – AGREED.

The Chair and Vice Chair would ensure a contract of employment was drawn up and circulated for comment before issuing.

7

CLERK'S REPORT

1072 Update on issues and actions since the previous council meeting (not covered on Agenda)

- a) Events – correspondence had been received about celebrating the Queens 90th birthday – 21/4 Beacon Lighting and official birthday 11th June. The Rainbows Brownies and Guides are going to do a “Clean for the Queen” on the 4th, 5th and 6th March. (The parish beacon had been stolen many years ago, but although recovered by the police, it is not known where it is and if it could be recovered and re-installed in time (Port of London Authority were now land owners of the former water tower site)). It was felt that there was not enough time to arrange anything for April, but consideration could be given to a June event if people showed an interest.
- b) Annual Parish Meeting – Date agreed 26th April 7pm at Cross Park Pavilion
- c) A resident had written of her concerns with the bus timetable to Allhallows and Stoke/Grain direction. Details supplied by Medway Cllr. Filmer passed on.

8

GRANT REQUESTS

1074 Allhallows Guides/Brownies/Rainbows – Grant application forms and an email had been received regarding applications for grant support. Although there had been an agreement in principle to support hall hire costs, these applications were for support for craft activities and trips and the cost of a mobile storage cupboard. Proposed Cllr. Huntley-Chipper, Seconded Cllr. S Bennett to grant £500 AGREED. (funded from other grants budget)

9

ALLHALLOWS – Keeping it Tidy (Ongoing site clearance)

1075 Further work planned with Mr Baker, Medway Clearance, Bourne Leisure and the Parish Council to clear up the Avery Way ‘country side’. It was suggested that planting would be required once the site was cleared. Care to ensure land owners approval was received and that works were carried out with correct equipment and safety gear – to limit risk agreed.

10

ENVIRONMENTAL PRIORITIES FOR THE THAMES GATEWAY – Thames Estuary Partnership Conference

1076 The clerk will be attending the conference on 23rd February at Thames Gateway Port in Thurrock. There was an item on the agenda on Shelter’s competition entry on a ‘Stoke Harbour’ development. Clerk to report back.

11

PLANNING**1077**

- a) Medway Local Plan
Cllr. Forrest and the Clerk attended a meeting on 16th January for parish councils, environmental and amenity groups regarding Medway’s Local Plan. Further, limited, consultation events are planned for the Issues and Options phase – no specific development sites are being identified at this stage. A draft response was circulated – Cllrs. Moved Chair, Seconded Cllr. Marsh that the Chair/Clerk be authorised to submit a response to Medway Council before the close of consultation to include any further feedback and comments from Cllrs. AGREED.
- b) Proposal to extend the existing Outer Thames Estuary Special Protection Area Will be monitored – current SPA covers much of the local Thames coast and this is further east.
- c) MC/15/4063 34 Shellduck Close – construction of single storey rear extension.
MC/16/0029 The Barn at Dagnam Farm, Ratcliffe Highway – Prior notification of a proposed change of use from agricultural building to residential (C3).
Response of no objection sent for both applications by the clerk as response required before the date of this meeting – initial draft sent to councillors and response based on comments received (No Objection).

12

HIGHWAYS AND FOOTPATHS

- 1078 a) A228 Diversionary Routes. A document had been produced by Medway Council regarding the use and signing of diversionary routes should the A228 on the Hoo Peninsula be blocked. It was felt that this would be inadequate for HGV traffic (and lead to other routes being used instead). Clerk to feedback concerns.
- b) Footpath Officers Report – report produced and would be circulated by email. It had been noticed that fly tipping had reduced.
- c) Cllr. Marsh highlighted issues regarding late night parking of a Hamburger Stall at the British Pilot. This is an issue for Medway Environmental Health department.

13

CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES

- 1079 a) KALC (Medway)
No meeting, next one in February 2016.
- b) Medway Council Rural Liaison – next meeting in March will be followed by a meeting for all parish councillors – invite will be sent by Medway Council soon.
- c) Police Liaison
The meetings are taking place every 8 weeks with the next in March. No agenda and minutes appear to be sent out. Cllr. Luck to follow up to see if dates for their meetings can be changed to avoid our parish council meetings.
- d) Village Hall
Nothing to report.
- e) Cross Park Association
Due to meet soon.
- f) Friends of All Saint's Church
'Audience with Henry 8th' event planned for 20th February.

14

MANAGEMENT OF THE COUNCIL'S LAND AND PROPERTY

- 1080 a) Cross Park Pavilion
The repair of outside lights is ongoing – a new 30 Watt LED floodlight had proved to be faulty and would need a replacement. Smaller side lights had been ordered and would be fixed.
£1,500 was expected from Medway Cllr. Filmer towards work to connect up the temporary building to services.
- b) The Brimp
The Brimp Floodlight fault had been inspected by the electrician who recommended no further action at present.
- c) Village Hall – there was discussion about the garage located on the village hall site which had been placed there by a pre-school group that no longer used the hall, although it is being used to support a High Halstow pre-school.
- d) Notice Boards – Re-use of a previous site at the shopping parade had been discussed with the owner, who has agreed in principle. Options to be drawn up and discussed with him (currently there are six A4 'noticeboard' frames left over from the previous off-licence premises), any replacement would need to be shatter proof.
- e) The council want to discuss plans for the ongoing management, maintenance and improvement with the Brimp, Cross Park and Village Hall committees. The clerk to arrange special meetings in the coming months.

15

CORRESPONDENCE (list of emails received circulated)

- 1081 Key correspondence had been forwarded by email or included on the Agenda. Notification of correspondence to be kept under review.

16

FINANCIAL

1082 Bank Reconciliation January

Reconciliation statement for January circulated.

Budget Monitoring

Issues identified :-

Cash income of £121 in July had not been itemised – grouped as Cross Park Income.

Concerns were raised with some variance figures and totals in the reports – it was agreed to check these and arrange an informal meeting to bottom out issues with the reports – Friday 19th February 15:00 at the Cross Park Pavilion.

A local authority accounting package would also be demonstrated for possible acquisition at the March meeting.

Nb. Cllrs S & D Bennett left the meeting at 9:40pm

1083 Receipts

Medway Council - Cross park Hall Hire £22.50

To make payments Proposed – Cllr Mrs Draper, Seconded – Cllr Marsh that the payments as listed be paid was Agreed.

C Fribbins	Clerk Salary		
	Postage	£15.75	
	Mileage	£1.75	
			103739

Caretakers/Street Cleaning

K Colyer	Standing Order		
J Price	Standing Order		
Brimp Cleaner			
F Tomlin	Standing Order		
Cross Park/Village Hall Cleaner			
D Claughton	Standing Order		
HMRC	PAYE	103740	£197.42

Invoices

TJF Cemetery Maintenance for Jan 13	103741	£105.00	
TJF Cemetery Maintenance for Feb 4	103742	£105.00	
KALC (Chair's Conference) (Training)	103743	£72.00	VAT £12
Felcy Ltd. (Cross Park Maintenance)**	103744	£205.00	
C&CW Parish (printing Dec/Jan)	103745	£56.00	
Southern Water (Allotments)	103746	£31.23	
Accounting Workshop (Payroll)	103747	£39.60	VAT £6.60
EDF Energy (Brimp Energy Costs)*	D/D	£42.00	VAT £6.21
1 st Allhallows Brownies (Grant- other)	103748	£500.00	

* contract end - default would have been increase, lower rate agreed.

** cheque to be held until work completed.

17 1085 **DATE AND TIME OF NEXT MEETING**

The next meeting will be on Tuesday 8 March 2016 at 6.30pm at the Cross Park Pavilion, Avery Way, Allhallows

18 **FUTURE AGENDA ITEMS**

- 1086**
- Stoke Car Park Recharge
 - Cross Park Pavilion

At 21.55pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Action Point	Details	Review	Cleared
C/21/2015/3	Parish Clerk to contact Simon Swift at Medway Council to obtain more information on the responsibilities of running our own hedges and verges contract.	Email sent 14/7/15 Response received 15/7. Medway Greenspaces being transferred to Norse. To discuss in March	
C/2015/1027c	The Clerk to review options for consideration to contain footballs at the Brimp Ball Court.	Ongoing	
C/2015/1030c	A site visit to identify possible locations for parking restrictions and attendance at a future parish meeting will be organised by the Clerk.	Clerk chasing with Mark Johnson, Medway Council. His current workload means this may not be for 12 months.	
C/2015/1036d	Clerk to investigate replacement notice boards. Re-use of a previous site at the shopping parade would also be investigated.	Initial research complete – ongoing. Contact Chip shop owner who has agreed in principle to using the blank wall at the shops.	
C/2015/1051	The Clerk would update the concerned resident (and Cllr Forrest) on the current proposals and status for Stoke Parish in Medway's Local Plan.	Maps supplied	Closed
C/2015/1053	Clerk Recruitment – a) A previous applicant had asked to be considered if the role came up again – clerk to contact her. b) Chair/Vice Chair to receive job applications and recommend procedure for appointment to a special meeting (to be arranged).	a) Unable to locate contact details b) Chair/Vice Chair arranged interviews for two candidates. Recommended appointment at Council meeting 9/2 - Agreed	Closed
C/2015/1056a	Medway Local Plan Issues and Options Consultation - The Clerk would produce a draft response before the next council meeting, for comment and then agreement at the February meeting.	Draft comments compiled. Agreed comments to Clerk/Chair before end of February – and then submit.	
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	
C/2015/1057c	Cllr Mr Bennett suggested a mini-roundabout was required at the junction with Stoke Road. Clerk to raise with Medway Council	Ongoing	
C/2015/1058c	Police Liaison conflicts with parish council meetings Cllr Luck to follow up with their committee to try and move future dates.	Cllr. Luck has confirmation of dates – every 8 weeks. March meeting will not clash. He will attend and follow up on future dates.	Closed
C/2015/1059a	Cross Park internal and external lighting fault - The clerk would identify a local	Electrician from Grain is carrying out the work. New external light was	

	electrician, get a quote and get the work done.	faulty, to be fixed along with other external light. Internal lights fixed.	
C/2015/1071	Contract of employment to be drawn up by Chair/Vice Chair and circulated for information/comments.		
C/2015/1072b	Clerk to contact local organisations for attendance/reporting at the Annual Parish Meeting 26/4		
C/2015/1076	Clerk to report back on Environmental Priorities for the Thames Gateway conference 23/2		
C/2015/1077a	Clerk/Chair to submit response to Medway Local Plan – Issues and Options following comments/observations from councillors.		
C/2015/1078a	A228 Diversionary routes, Clerk to feedback concerns to Medway Highways		
C/2015/1080e	Clerk to propose a schedule for discussion of The Brimp, Cross Park, Village Hall with their relevant committees		