



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 8th MARCH 2023

Cross Park Pavilion @6:30pm

PRESENT:

Cllr Yvonne Forrest Vice Chair, in the
Chair

Cllr Sue Morrice
Cllr Rachelle Freeguard
Cllr Trevor Bowley

Apologies:

Mr Chris Fribbins Parish Clerk

Cllr Chris Draper
Cllr Karen Draper
Cllr Len Lovatt

In attendance

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- 860 1 APOLOGIES FOR ABSENCE** Cllr Chris Draper, Cllr Karen Draper – Chris Draper, accident, Cllr Lovatt – unwell.
Cllr Forrest took the Chair for the meeting.
- 861 2 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**
Declarations of Interest – Cllr Freeguard - Cross Park Association, Allotments
Audio Recording – Cllr Morrice records the meeting for personal use.
- 862 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 8th FEBRUARY 2023** Proposed as a correct record, with an alteration of members of public in attendance from 2 to 3 by Cllr Morrice, Seconded Cllr Freeguard. All Agreed.
- 863 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):
A resident brought an issue with file gate being locked, preventing access on the Public Right of Way to Yantlett Creek, possibly by the Environment Agency, Cllr Forrest to follow-up.
Vehicles from Turners and British Pilot developments leaving mud on Avery Way – Turners had deployed a road sweeper lorry.
There was a query regarding the replacement of the pedestrian at gate at Cross Park. This had been delayed due delivery timescales but was is hand.
- 864 5 CLERK’S REPORT**
a) Elections for Parish Council 4th May 2023
Nomination papers circulated to councillors and available to members of the public on request. The electoral register number will be required in most cases, but the registers will not be supplied until March 27 (date of formal announcement of election). The Clerk can assist anybody that needs help in completing the forms.
b) Lease for Recreation Ground
The Recreation Ground is owned by Medway Council but leased to the Parish Council. The current lease expires in July 2023. Medway Council are offering a further lease on the same terms as currently (including the grass cutting responsibility remaining with Medway Council (currently delegated to the Parish Council as part of the Countryside Contract). Propose Cllr Freeguard and Seconded Cllr Bowley that the Parish Council agree to take on the new lease on the same terms as currently – **ALL AGREED**

A meeting to be arranged between the Parish Council and Medway Council to discuss our suggestions for further boundary works (at Parish Council cost).

- 865 6 **GRANT REQUESTS –**
a) Allhallows Events Committee Details regarding their expenditure and plans for events had been received, but the Parish Council still needed to discuss them and they would be invited to a future meeting to discuss this.
- 866 7 **PLANNING**
 a) **Planning Applications –**
MC/22/3018 Binney Farm Binney Road Allhallows Rochester Medway ME3 9PL
 Details pursuant to condition 11 (contamination) on planning permission – No Comment required.
MC/22/2969 Community Hall Avery Way Allhallows Rochester Medway ME3 9QG - Siting of a cold store unit to rear of Community Hall. Medway Planning had concerns regarding the appearance of the building and were minded to refuse, but had suggested a temporary use until plans for the new building have been submitted – Withdrawn by Parish Council. Agreed to note.
 b) **Medway Local Plan** No further update, publication of Draft and public consultation still further delayed and Local Plan will now revert to Regulation 18 and add another 18 months to 2 years to the process, which allows developers to choose their sites.
 c) **Housing Infrastructure Fund** responses have been assessed by Medway Council and due to be reported to the Cabinet. Costs have increased and shortcomings with road and rail solutions remain with uncertain additional funding required and s106 timescales. Freedom of information requests had been submitted to assess the process followed to date.
- 867 8 **HIGHWAYS AND FOOTPATHS**
 a) **Footpath Officers Report –**Cllr Bowley’s report to be circulated. Straw had been placed on some Cross Park footpaths to help access in very wet conditions currently (from the stables of a local resident). Brambles continue to be an issue, but some will need to remain for wildlife – to be assessed. As grass required 7 degrees/C for growth, this has been much slower this year, after considerable growth as early as February in previous years but will be required soon.
 b) **Verbal contributions** Cllr Freeguard reported issues regarding inconsiderate parking in St Davids Road (despite some yellow line restrictions).
- 868 9 **LOCAL REPORT/ISSUES**
 a) **Countryside Contract –** Due to later start of grass growth the contractor had not started work this year but will need to mobilise soon.
 b) **Street Cleaning –** Issues with waste accumulating at the rear of the Avery Way shopping parade continue and had been reported to Medway Council Environmental Services – they would remind the shop owners of their responsibilities.
 A number of serviceable components including an ambulance radio unit had been dumped in a gully, possibly stolen and dumped in Homewards Road, attempts continue to try and return these to the user, some dumped material includes names and addresses.
 c) **Active Cemetery –** No issues
 d) **General Issues –** Issues reported: None
- 869 10 **TELEPHONE BOX DEFIBRILLATOR –** Defibrillator and Bleed Control units have arrived, but waiting for electricity supply to be installed, by Medway Council (Highways) it will be published in Allhallows Life and Parish Website when fully commissioned.
- 870 11 **CROSS PARK IMPROVEMENTS (including s106)**
 a) **Car Park –** First stage of work completed – advance of s106 money from the Turners development received from Medway Council. A confidential item later in the agenda considered quotes for the addition of a base layer of tarmac on the car park, the entrance area, and the ramp to the football field. A preferred contractor had been identified, although others had submitted quotes, but there appeared to be some inconsistency on the depth of the tarmac layer proposed, so this was agreed, subject to clarification by Cllr Forrest, then the tender would be reviewed –

Cllr Forrest to contact councillors with an update if required. ALL AGREED
The access road had been resurfaced by Turner's development and some trunking for electricity/telephone installed up to the Cross Park entrance. The chair is identifying a digger to flatten/distribute the soil that had been excavated by the works (with our contractor), but his accident may delay this work.

A replacement pedestrian/disabled access to Cross Park had been identified and the current contractor was advanced funds (£700) to acquire the gate and he would install and make-good the entrance as an extension to the current car park work.

- b) **Extension/Building** – Initial design requirements forwarded to design firm, large A0 size drawings supplied – comments to be fed back to the design firm.
- c) **Kitchen extension** – Work to remove the wall around the storeroom has been completed (the ceiling and flooring made good). Cross Park Association will be arranging for upgraded extractor fan, commercial dishwasher and serving/worktable to be supplied and installed.
- d) **Electricity supply** Awaiting confirmation of UK Power Network's estimate to install Cross Park electricity supply (currently supplied by Turner's site). Turner's electrician will also liaise with UKPN.
- e) **Meeting** Initial meeting held regarding planting that had been done by volunteers and other issues. Proposed Cllr Forrest, Seconded Cllr Morrice that a further meeting be arranged ALL AGREED

871 12 **YOUTH CLUB REPORT**

- a) **Youth Club Issues** – Community Pay-Back work continues on-site.
- b) **Extending Brick Store** – Further quote received, to be reviewed when Cross Park interim work complete.

872 13 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **ALLHALLOWS PACT** – Cllr Morrice – Meeting 6-Monthly. Nothing to report currently.
- b) **KALC (Medway)** – Cllr Morrice/Freeguard -
- c) **Medway Council Rural Liaison** – Cllr Mrs Draper – meeting due the week following this meeting.
- d) **Village Hall** – Cllr Lovatt/Forrest (sub) – Committee and responsibilities changed agreed after resignation of Kath Cooper.
- e) **Cross Park** – Cllr Freeguard – Café hours to be restored to Saturday/Sunday (9am-1pm) following the return of caravan owners after the winter break. Two part time kitchen assistants to be hired to share load on the two days.
- f) **Village Fete** – Cllr Forrest – Arrangements continue. 500 hundred club draw continued.
- g) **Friends of All Saint's Church** – Cllr Forrest – Activities and regular café now in place.
- h) **Coronation Activities** – 'Dinosaurs', Inflatable Pub, Inflatables, Fun Fair, DJ, Witches, possibly Ponies. Suggestion of 'Coronation Medals' for local children being investigated, possibly 500 required. Estimated cost of waste dumpsters appears to be an issue - £256 for 2.

873 14 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments** Cllr Forrest Nothing to report.
- b) **Recreation Ground and Playpark** Cllr Morrice – Safeplay have investigated repair to toddler entrance gate and identified further work required to access mechanism for repair.
- c) **Bourne Leisure Liaison** Cllr C Draper – the Chair continues to consult with the site manager when available. Meeting to be arranged.

- d) **Peninsula East Primary Academy School Liaison Chair** – (Cllr Freeguard) No meeting.
- e) **Turners Group** – Further meetings had been held on-site re. works.
- 874 15 **Annual Risk Assessment Review** – as circulated Proposed Cllr Forrest, seconded Freeguard that the Risk Assessment be accepted – ALL AGREED
- 875 16 **Asset List Review** – as circulated Proposed Cllr Forrest, seconded Cllr Freeguard that the Asset List be agreed, the Clerk to make additional changes if necessary – ALL AGREED
- 876 17 **FINANCIAL**
- a) **Finance Monitoring Reports (to 28 February 2023)** Financial reports were circulated, agreed to note.
- b) **Transfer from Current to Base Rate Tracker** £45,000 following receipt of s106 funds from Medway Council.
- c) **Transfer from Current Account to Cashplus Account (Youth Club Debit Card)** £250
- d) **Income**
 Receipts February/March Noted Initial payment of Turner's s106 Payment received
February
 Youth Club Tuck/Subs £272.00
 Turners initial s106 (from Medway Council) £51,800
March
 Youth Club Tuck/Subs (to date) £332.00
- e) **To make Note payments for March 2023.**
 Proposed Cllr Forrest, Seconded Cllr Freeguard – All Agreed
 C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution
- | | | | |
|--|----------|----------|--------|
| | 230301 | | |
| John Price Salary/less PAYE | 230302 | | |
| Mick Smith Salary/less PAYE | 230303 | | |
| HMRC PAYE | 230304 | 474.14 | |
| NEST Employee/Employer Pension | 230305 | 65.82 | |
| EDF Energy Brimp Electricity DD | 230306 | 158.00 | 7.52 |
| M&L Contracting Countryside Contract | 1,591.66 | | |
| M&L Contracting Cross Park | 316.66 | | |
| M&L Total payment | 230307 | 2,289.98 | 381.66 |
| National Broadband Cross Park 4G Internet | 230308 | 54.00 | 9.00 |
| Turtle Engineering Paediatric Pads | 230222 | 150.00 | 25.00 |
| GL Rollin Face Painting Coronation | 230223 | 100.00 | |
| 12Pay Payroll Software | 230224 | 87.60 | 14.60 |
| BT Customer Cross Park Broadband | 230225 | 20.00 | 3.33 |
| Dino2Hire Coronation | 230226 | 200.00 | |
| The Air of the Dog Inflatable Pub | 230227 | 99.00 | |
| C Fribbins re Wickes Community Payback | 230309 | 46.56 | 7.76 |
| AAC Group Brimp Aircon inspection | 230310 | 216.00 | 36.00 |
| Tesco Stores YC Tuck CASHPLUS | 230228 | 35.65 | |
| Bracket Plus YC TV Bracket CASHPLUS | 230229 | 54.99 | |
| C Fribbins Equipment for Community Payback | 230311 | 22.00 | |
| CASHPLUS Transfer from Current | 230312 | 250.00 | |
| Mortley Landscape Services Gate Advance | 230313 | 700.00 | |
| Malwarebytes – PC Antivirus Software | 230314 | 29.99 | 5.00 |
| Safeplay – Toddler Gate Repair | 230315 | 542.40 | 90.40 |
| Colyn Property Servs – Village Hall LM | 230316 | 60.00 | |
| Colyn Property Servs – YC/Brimp LM | 230317 | 75.00 | |
| TJF Property Servs – Active Cemetery Hedge | 230318 | 280.00 | |

TJF Property Servs Active Cemetery Grass	230319	160.00
Pavel Tree Care - Tree Removal Cross Park	230320	300.00
D/D Debit Card/Already Paid		

- 877 **The exclusion of press and public to discuss personal staff and contract issues**
Proposed Cllr Forrest, Seconded Cllr Freeguard – **ALL AGREED.**
- 878 18 **STAFFING ISSUES** Outline proposal to employ Colin Davis to carry out works previously contracted to COLYN PROPERTY SERVICES. Street Cleaning cover at same rate as Street Cleaners, other work at rate to be negotiated with Clerk as tools etc. required to be supplied by him. Starting date to be agreed with him.
Proposed Cllr Morrice, Seconded Cllr Freeguard **ALL AGREED**
- 870 11 **Cross Park Car Park – Tarmac Base Coat**
(cont.) (cont.) Quotes had been received for this work and accepted in principle.
Proposed Cllr Morrice, Seconded Cllr Forrest that the quote from Mortley Landscape Services be approved, subject to clarification on depth of tarmac to be applied. Cllr Forrest to advise councillors if this changed the quotes meaning an alternative supplier is required, if no objections, would be accepted due to the urgency of the works to protect the reconstructed base from damage – **ALL AGREED**
- 879 19 **DATE AND TIME OF NEXT MEETING**
The next meeting will be Wednesday 12th April 2023 (Cross Park Pavilion 6:30pm).
- 880 20 **FUTURE AGENDA ITEMS**
At 21:20 The Chair closed the meeting.

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