



ALLHALLOWS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 9th JANUARY 2019 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 Karen Draper
Cllr Trevor Bowley
Cllr Len Lovatt

In attendance Mr Chris Fribbins Parish Clerk
3 members of the public

1 1839 APOLOGIES FOR ABSENCE

None

2 1840 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 K Draper, reported that she was making audio recordings of the meeting for her personal use..

3 1841 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 12th DECEMBER 2018

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

4 1842 MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA)

None

5 1843 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION (15 minutes)

Queries raised about car parking restrictions in Allhallows – no progress, although chased multiple times and direct with the Medway Cabinet Member directly – resource issues. Expecting some progress.

Corner mirror removed/missing. Until recently these were not allowed and if reported to the Highways Department they would be removed. Since 2016 they could be allowed if the local authority had policy to allow them.

Private footpaths – motor bike issues. Police can issue Section 50 notice and if repeated bikes can be taken and crushed. Adam Taylor (Medway Footpaths) to be chased re. gates v stiles (looking for finance from Coastal Path work later in the year).

Allhallows Village Hall meeting was scheduled for 21/1/19, but were looking to move to 28/1/19 to present a award to Fiona Mason.

6 1844 CLERK'S REPORT

a) Nothing further to report, items on Agenda

- b) Community Award 2019 (to be agreed in Confidential Item at the end of the Agenda) Special local award to Fiona Mason Proposed Chair Seconded Cllr Forrest – **ALL AGREED**
- c) Spring Clean 2019 – request for possible sites – Allhallows Beach, Recreation Ground Hedgerows suggested.

7 1845 GRANT REQUESTS

- a) **The Allhallows Guides/Brownies/Rainbows** had submitted an application for £600 to fund resources and support for trips. Follow-up has been done – The Chair and Clerk had met with the Guides/Brownies/Rainbows at the Brimp. Accounts for the previous ‘guide year’ had been produce, but the **Brownie and Rainbow accounts are still awaited.**

8 1846 PLANNING

- a) **Medway Local Plan (2012 – 2035)** – A Medway Council Cabinet report has been agreed. Draft Plan consultation will now be delayed until June/July 2019 when the outcome of the £170m (Housing Infrastructure Fund) bid is known – due in . (This includes Road and Rail and Community Infrastructure).
Allhallows Plans for Comment –
- b) **MC/18/0288 Allhallows Golf Course Avery Way Allhallows Rochester ME3 9QF** Change of use of land for siting 81 park homes (includes s106 towards improvements at Cross Park). Amendments have been made to clarify access road ownership . Any access issues would be a matter for discussion with the parish council – probably going to Planning Committee in March/April.
- c) **MC/18/3181 Application for expansion/extension of Cross Park facilities** This has been submitted on behalf of the parish council by Turners Group to be decided alongside the additional chalets.

9 1847 HIGHWAYS AND FOOTPATHS

- a) **Parking Restrictions** – No further progress/response from Medway Council.
- b) **Footpath Officers Report** – Cllr Bowley provided a comprehensive report of footpath issues and the voluntary work of him and his wife, also other voluntary work at Cross Park, Recreation Ground and the Village Hall grounds.
Grassed area at front of Avery Flats is the responsibility of the owner, the grass area next to the bus stop (including the council noticeboard is managed by Turners Group.

Verbal contributions - None

10 1848 CROSS PARK ISSUES

- a) **Governance** – A formal meeting of the Charity still needs to be arranged to agree the detailed governance procedures and responsibilities. (Cllr Huntley-Chipper will follow-up with CPA). Rural Kent will be asked to help as part of the project management work – as part of the extension project.
- b) **Building/Land Issues**
Report from Cllr Bowley circulated
 - I. **Land Maintenance**
The contract has now changed to M&L Contractors. Performance to be monitored.
 - II. **Pavilion** – Electrical issues. The electrical inspection has been carried out and warnings still to be investigated/resolved. Access to the Allhallows Park (Kingsmead) is required to check the mains supply – additional contact identified and electrician to make contact. There were some problems with the rear shutter and the CPA have reported that they have somebody who will be able to inspect and resolve.

11 1849 YOUTH CLUB/YOUTH

- a) **Youth Club** – Numbers attending had been disappointing and the senior session on Tuesday is suspended for now, numbers at the younger session has grown

slightly. Training has finished.

- 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 – a meeting has been held with them but issues remain. To be followed up by email/letter.

12 1850 **THE BRIMP ISSUES**

- c) **Football Arena** – Provision of a MUGA court is being investigated and it is likely to be over £25k it will need to be advertised on the Contracts Finder portal – The Clerk to add a Design and Build proposal to come back to the parish council at the March meeting for discussion/approval and if sufficient funds a possible start in April.
- d) **Road and Lighting**
Slough Fort Preservation Trust will be looking for additional support from Bourne Leisure and to carry out improvements to the road in the spring.
- 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). Final skip to be filled by end of January.
- f) **Additional Usage**
Street Dance was trialled and has been suspended to 2019 to find ways of getting firmer commitments to improve numbers. The senior Youth Club will be trialled again when support from the youths and adults is confirmed.

13 1851 **RECREATION GROUND**

The inner lining has been replaced in the bin, by the zip wire. The lid would not fit the bin by the toddlers area due to long term damage, there was no inner lining. Agree to purchase a new base/inner lining and fitting kit to make use of the lid that we now have and replace the damaged bin (since delivery we have a spare inner lining so if the lid can be made to fit the old bin a replacement lid will give us an additional bin).

14 1852 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **PACT** – The PACT was notified of the parish council representatives (Chair and Clerk) and the reason for this. The Clerk is still unable to attend. The Chair gave his apologies for not being able to attend
- b) **KALC (Medway)** – Cllrs Forrest and Huntley-Chipper – nothing to report, next meeting likely in February..
- c) **Medway Council Rural Liaison** – Cllr K Draper reported that the next meeting in March has been postponed because of the elections in May and the possibility of new parish councillors.
- d) **Police Liaison** – Cllr Bowley – nothing to report (the police had reported that this body was treated as a PACT for the Hoo peninsula by them).
- e) **Village Hall** – Next meeting was likely to be 28th January.
- f) **Cross Park** – Nothing further to report.
- g) **Friends of All Saint's Church** – The WW1 bench is in the church and will be installed outside the church. .

15 1853 **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) – The interim head will be continuing to September, Lisa Newstead is hoping to arrange a liaison meeting with the Parish Chair.
- e) **Allhallows Fete Committee** – Nothing further.

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FINANCIALa) **2019/2020 Budget**

This estimates the income and expenditure based on historic values and discussions at the adhoc Finance and General Purposes Committee and December Parish Council meetings. The aim is to ensure adequate funding for future commitments and spend. The actual decision to spend, and setting of any charges, are a matter for future Council meetings.

Recommendation – the circulated Final Budget for 2019/2020 is agreed (there is scope for amendments if necessary) Proposed Chair, Seconded Cllr Forrest **ALL AGREED.**

b) **2019/2020 Precept**

The precept is collected on the basis of every residential property in the parish and the actual individual dwelling is calculated on the basis of the Council Tax Band (A to H). The council tax is calculated for Band D with bands A – C paying less and bands E – H paying more, The current Band D (2018-2019) is £103.87 (£2 per week) . The suggestion is a 3% increase to £107 (£2.06 per week). (note that the actual value of Band D is set by Medway Council to collect the precept demand from the parish council after the other bands are set – they are a fixed percentage of Band D, a figure can change and there has been a reduction in recent years, so more has to be paid by the smaller number remaining (due to the loss of residential properties at the Allhallows Leisure Park).

Recommendation – The Precept for 2019/2020 be set at £51,417 a 3% increase Proposed Cllr K Draper, Seconded Cllr Bowley **ALL AGREED,**

- c) Finance Monitoring Reports – Circulated and noted
- d) Receipts November

Youth Club Tuck/Subs	£103.27
Youth Club Street Dance	£6.00
HMRC VAT 1/3/18-30/11/18	£5,040.83
Bank Interest	£38.91

- e) To make January payments Proposed – Cllr Forrest, seconded – Cllr Huntley-Chipper 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	190101		
Kathy Colyer Salary/less PAYE and pension	190102		
John Price Salary/less PAYE	190103		
Mick Smith Cover+Homewards (39 hours)	190104		
Zoe McCall Youth Club 24 hours+32 miles	190105		
HMRC PAYE	190106	244.51	
NEST Employee/Employer Pension	190107	65.30	
EDF Energy Brimp Electricity DD	190108	70.00	3.33
EDF Energy Brimp Electricity Qtr**	190109	-94.41	
M&L Contracting Countryside Contract	190110	1,878.00	313.00
TJF Prop Maint Active Cemetery	190111	105.00	
Kent County Supplies Black Sacks*	190112	36.24	6.04
*Previous Credit Note Partialy used			
** deducted from account balance			

- 17 1855 **STAFFING ISSUES**
Exclusion of Press and Public moved Chair, Seconded Cllr Forrest **ALL AGREED**
 due personal information discussions
- a) Street Cleaner**
 Concern was expressed about time keeping and timesheets. Options for the future of the service were discussed and improvements sought. Clarification to the individual responsibilities was discussed with possible changes to be discussed with the cleaners.
- b) Youth Worker**
 A response has been received from Medway Youth about the effectiveness of the training. Some local issues to be followed up with the Council's Youth Worker to establish a long term strategy.
- c) Dumpster**
 Draft drawings have been prepared, and site location maps produced by the Clerk. These have been submitted to Medway Planning to seek advice on whether planning permission is required.
- d) Community Award 2019 (carried over from Agenda item 6b)**
 Two nominations for the 2019 Award were proposed – the council agreed the nomination which will be notified to the Kent Association of Local Councils (KALC) and awarded at the Annual Parish Meeting in April.
- 18a 1856 The Clerk reported on the early arrangements for the May elections and that information will be added to the parish council website and updated through the run-up to the 2nd May, with links to Medway Council's information.
- 18b 1857 **DATE AND TIME OF NEXT MEETINGS**
 The next meeting will be Wednesday 13th February 2019 6:30pm at the Cross Park Pavilion, Avery Way, Allhallows.
- 19 1858 **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. Ian Sears (Medway Council Rural Community Warden may be able to help)	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). Utility supply trench needs to be filled in better. No doors (screwed in place)	Vice Chair Clerk/JC PASSED TO CPA and/or CROSS PARK EXTENSION
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	Clerk/Chair

		map of the area is being recirculated to identify locations that should benefit from double yellow lines. NO RESPONSE FROM MEDWAY	
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. Rural Kent appointed to help with ‘project management’ if approval granted.	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. Drawings sent to Dave Harris (Medway Council Planning) to see if planning permission is required.	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. Trying to arrange a visit to Allhallows Park (The mains feed)	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. Slough Fort are now investigating getting the work completed (perhaps with grant funding from the Parish Council), £1,000 granted by PC towards work which should be complete by Spring 2019.	Clerk/Church Commissioner’s Agent