

ALLHALLOWS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 12th JULY 2016
AT CROSS PARK PAVILION, AVERY WAY, ALLHALLOWS AT 6:30pm**

PRESENT: Cllr Chris Draper Chairman
Cllr Mrs P Huntley-Chipper Vice-Chairman

Cllr David Bennett
Cllr Sandra Bennett
Cllr Karen Draper
Cllr Yvonne Forrest
Cllr John Luck

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

1 To note the passing of Cllr Alan Marsh

1182 A minute's silence was observed

2 APOLOGIES FOR ABSENCE

1183 none

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

1184 Cllrs Pat Huntley-Chipper and Cllr S Bennet declared interests in items regarding Cross Park and did not take part in discussions or votes thereon. Cllr Luck as the council's representative on the Cross Park committee is entitled to take part in discussions and votes.

4 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 14th JUNE 2016

1185 Proposed Cllr. K Draper, Seconded Cllr. D Bennett – AGREED. Councillors reminded to forward suggested corrections **as soon as possible** so they can be incorporated in final version for signing.

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

1186 None

6 TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS

1187 See updates in appendix.

SUSPENSION OF MEETING FOR PUBLIC SESSION

Lisa Newstead raised concern about path from the Pilot to the Sea Wall. There are access issues with a buggy at the sea wall end.

Mr Harwood raise the issue of the Brimp Cleaner and councillors and clerk responded on the recent history of the issue and the current situation.

Issues were raised with verge cutting along Ratcliffe Highway and Stoke Road. The responsibility rests with Medway Council and the parish have been notified about the problems that their contractors were having keeping up with the current growth prompted by the wet and warm weather.

Mr Smith requested a list of dates for his cover in writing/post.

7 CLERK'S REPORT

1188 Update on issues and actions since the previous council meeting (not covered on Agenda)

a) Risk Assessment – The current risk assessment needs to be reviewed on an annual basis and it was noted that this had not been minuted last year, by the internal audit, Proposed Cllr. K Draper, Seconded Cllr D Bennett that the Risk Review policy be

approved and that the Finance and GP Advisory Committee would monitor and make suggestions for future changes.

- b) A lock has been fitted to the Recreation Field Gate in Shellduck Close.
- c) Correspondence list distributed.
- d) Web Site Upgrade Following the decision in May to switch the parish council web site The clerk and Mr Stanley will continue to plan a move to Hugo Fox. This will enable updates from the Clerk as well as Mr Stanley.

8 2015/2016 ANNUAL RETURN

- 1189**
- a) Exercise of Public Right to Examine – notices had been put on the web site (along with the return and on the notice boards, along with relevant pages). The period, set by the RFO (clerk) was 6th June to 10th July (by appointment) – no requests had been received.
 - b) It has now been submitted to the External Auditor, a response not due until August/September.

9 GRANT REQUESTS

- 1190**
- a) Allhallows Allotment Society - £1,500 sought towards £2,500 cost of a path in the allotments. Previous grants of £1,000 had been made but the company that had agreed to do the work had not carried it out (the £1,000 remains in the allotment account). Further quotes had been sought and replies awaited. Cllr Y Forrest to report back that further quotes required. Still waiting for further quotes.

10 1191 PLANNING

- a) MC/16/2383 St Davids Road, Allhallows, ME3 9PW – Construction of porch to front - following consultation by email a response of no objection was submitted.
- b) Pre-Planning Consultation - **PROPOSED BASE STATION INSTALLATION AT (201301) Ratcliffe Highway, Allhallows, Rochester, Kent, ME3 9PU.** This had been circulated to councillors by email (8/7). A response is due by 20/7. There was a preference for using existing infrastructure where possible. Comments to the Clerk, so a response can be sent.

11 1192 FINANCE AND GENERAL PURPOSES ADVISORY COMMITTEE

Committee met 8/7 and minutes circulated. They are looking at financial procedures, receipts & payments and risk assessment (including insurance). There are no decision making powers and recommendations will be passed to the council for consideration. As part of the Financial Regulations, records were passed to Cllr Forrest for the quarterly review.

12 1193 HIGHWAYS AND FOOTPATHS

- a) Footpath Officers Report – Colin Davis reported on the path through the woodland in Avery Way. The highways department had carried out some initial work and Adam Taylor (Footpaths, Medway) had now completed the work.
- b) Speeding on Ratcliffe Highway was reported again (vehicles overtaking on narrow roads/bends)
- c) Stoke Road – Verge vegetation had become a highways safety issue and a resident had cleared one side themselves. The Chair to follow-up his concerns.
- d) The Chair had located previous correspondence about dedicating a public right of way between Cross Park and the Recreation Ground. It had reached the signing stage but had not been followed up. The Clerk had forwarded to Adam Taylor (Footpaths, Medway) to resurrect.
- e) White lines – response required from Medway Highways about the technical and policy issues of limiting centre white lines. Clerk to follow-up via Medway Councillor Filmer.
- f) Bus stop Kingsmead Park – raised by Cllr Forrest. This had been passed to Medway Councillor Filmer and was going to be checked by Medway Council to see if it could be replaced/improved.

- 13 1194 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**
- a) KALC (Medway)
Meeting soon (20/7).
 - b) Medway Council Rural Liaison – Next meeting September.
 - c) Police Liaison – Cllr Luck had reported on poor attendance at the recent meeting (5/7). discussions at the previous liaison meeting. There had been changes to Neighbourhood Watch responsibilities following the retirement of Mr Haddaway. He had also reported speeding, drugs @ Shellduck Close
 - d) Cross Park Association – meeting to be arranged, the clerk to submit model governance document for Charity Incorporated Organisation.
 - e) Friends of All Saint’s Church
Cllr S Bennett proposed Chair, Seconded Vice Chair to replace Cllr Marsh – Agreed.
- 14 1195 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**
- a) Allotments (Cllr Forrest) – nothing to report.
 - b) Recreation Ground and Playpark (Cllr Forrest and Vice Chair) ongoing - , Play equipment inspection to be arranged and training session to be arranged.
Suggested the Colin Davis could attend.
 - c) Bourne Leisure Liaison (Chair) – Contact made with Steve King, new manager, To be invited to next meeting.
 - d) Allhallows Primary School Liaison (Cllrs D & S Bennett) – school want to be involved in the community and allowed use of their car park for the Summer Fete (but not safe to use on school days)
 - e) Allhallows Youth Club (Cllr D Bennett) – nothing to report
- 15 1196 MANAGEMENT OF THE COUNCIL’S LAND AND PROPERTY**
- Meetings to be arranged
- a) Cross Park Pavilion.
There had been further vandalism to the proposed changing rooms (broken window). The potential football club are aware and will repair as necessary. A suggestion that wire window protection needs to be investigated by the football club. There are further delays in Medway Council releasing the S106 funds for this work – possible bridging loan (interest free) from the council could be considered.
 - b) The Brimp – contact made with arena supplier – a replacement pole has been ordered and they will visit to see what maintenance is required (still outstanding although this has been followed up.
The annual electrical inspection was now required and the insurance company had agreed the work to fix the football arena floodlights. There were two quotes BTD Electrical and Felcy Ltd. Subject to the Clerk clarifying the floodlights to be installed, the quote from BTD was accepted. This work would also include the annual inspection, removal of redundant fluorescent lights and re-wiring.
 - c) Village Hall – nothing further.
 - d) Notice Boards – Suggested solutions circulated. An A0 noticeboard at the Avery Way shopping parade was suggested (agreed with Chip Shop owner). Colin Davis had quoted for installation of noticeboard and parish council header board and removal of redundant a4 frames). The noticeboard at Kingsmead Park should also be replaced and a further location at the south end of the village could be identified to replace the one at the Village Hall that had rotted and had to be removed.
Shopping parade noticeboard to be put to the August meeting.
- 16 1197 FINANCIAL**

a) Bank Reconciliation June and Budget Monitoring

Reconciliation statement for June circulated (signed by the Chair) and selection of budget monitoring reports.

b) Receipts

June (reconciled)		VAT
Turfsoil (refund for duplicate Feb payments)	£306.00	£55.00
Cross Park Hire	£205.00	
Village Hall Cleaner Recharge (Final)	£405.50	
Stoke Car Park Cleaner Recharge (Final)	£143.50	
Brimp Cleaner RECHARGE	£72.26	
EDF Energy Refund (D/D Overpayment)	£43.55	£2.07
Due in July		
Cross Park Hire	various	
Brimp Cleaner Recharge	£72.26	

c) To make payments as listed Proposed – Cllr K Draper, Seconded – Vice Chair that the payments as listed be paid was Agreed (the payments list was signed by two councillors)

C Fribbins Clerk Salary/Home Allowance/Mileage

Salary increase (backpay)

Total	ONLINE
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Caretakers/Street Cleaning

K Colyer	ONLINE
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Salary Increase (backpay)

J Price	ONLINE
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Salary Increase (backpay)

F Tomlin (The Brimp)	ONLINE
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D Claughton (Cross Park)

M Smith (Relief Caretaker, 3 Hours)	ONLINE
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Salary Increase (backpay)

Protective clothing

HMRC	PAYE	ONLINE	£198.81
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Invoices

C&CW Parish (Printing)	ONLINE	£28.80	
TJF Prop Maint (Cemetery C19)	ONLINE	£105.00	
TJF Prop Maint (Cemetery C20)	ONLINE	£105.00	
Turfsoil (48639) Cross Park	ONLINE	£510.10	VAT £85.00
Turfsoil (Allhallows VH)	ONLINE	£168.00	VAT £28.00
EDF Energy (Brimp Energy Costs)	D/D	£42.00	VAT £2.00

17 1198 STAFFING ISSUES**The Brimp Cleaner**

The council declared the position of Cleaner at the Brimp redundant and gave the Allhallows Youth Club notice of this change. The clerk had made contact with Medway Youth about the issue, and hoped that they could help resolve the issue of the youth club insisting on closure if the cleaner was made redundant, but this had been rejected by the youth club. After discussion, it was proposed by Cllr Forrest and seconded Cllr K Draper that the redundancy now be determined in light of the employment contract (one month notice on either side) Agreed.

If required a letter/leaflet can be prepared and delivered to all households explaining the decision and attempts to come to an agreement with the youth club and the need for community support for the youth club (adult volunteers especially), this would also contain other parish information. A budget of £100 was proposed Chair, Seconded Vice Chair – AGREED. A draft to be circulated to councillors before printing/distribution.

Cross Park

Staff changes are deferred until the governance issues have been addressed. The cleaner remains on the current terms and conditions for the time being.

18 1199 CROSS PARK ISSUES**a) Pathway between Cross Park and Recreation Ground**

A draft agreement document for a path between the two areas has been found and will be followed up with the Medway Council, Footpath Officer.

b) Illegal bonfires and fly-tipping

Concern was expressed by councillors about illegal bonfires, fly-tipping and dogs being allowed to foul the grounds. It was proposed by Cllr D Bennett and Seconded Chair that all households backing onto Cross Park (in Avery Way) regarding these concerns and seeking their cooperation and support – Agreed.

19 1200 Bouncy Castles (inflatables)

There had been an issue regarding permission for using a bouncy castle in the Cross Park Recreation Ground (at short notice < 24 hours), which was declined (although residents felt they had verbal permission earlier). It was stressed that appropriate Public Liability Insurance needed to be in place, and shown to the council before permission could be granted. Cllr Forrest Proposed and Seconded Cllr K Draper, that an inflatable policy document (laminated) be prepared for Cross Park and the council be prepared by the clerk – Agreed.

20 1201 DATE AND TIME OF NEXT MEETING

The next meeting will be on Tuesday August 9th 2016 at the Cross Park Pavilion, Avery Way, Allhallows at 6:30pm.

21 FUTURE AGENDA ITEMS

1202 None

At 09:25pm Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

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 15/7/15. Contact made 11/07/16. Responsibility transferred to Tim England, Awaiting response.	
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. Details of proposed notice board agreed with Chip shop owner and circulated at mtg 12/7. Colin Davis had quoted for removal of old small poster frames and installation of new board and parish header board. Approval to be sought at August meeting.	
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 as necessary.	
C/2015/1080e	Clerk to propose a schedule for discussion of The Brimp, Cross Park, Village Hall with their relevant committees	Priority given to Brimp, although meeting held with Village Hall Committee	
C/2015/1111a	Involve local community in designing a logo for the council – Village Voices, school. Clerk to initiate	Village Voices article written (DONE), School to be contacted.	Clerk SB/DB
C/2015/1111b	Clerk to include a recommendation for future web site provision to the May meeting	Item agreed. Hugo Fox solution and allhallowspc.gov.uk Clerk to liaise with Clive Stanley (C/2016/1148/C). Hugo Fox issues overcome and now able to progress.	Clerk/C Stanley
C/2015/1111g	Cross Park/Recreation Ground/Cemetery Tidy Up – ALL to identify team. The clerk to liaise with Julie Laker (SSE-Grain) re some possible volunteer work	Outstanding	ALL
C/2015/1120(2)	Clerk to liaise with staff regarding changes and carry out appraisals with Chair/Vice Chair or other councillor	Appraisals complete for Caretakers (joint with Chair/Cllr. D Bennett. Cleaners outstanding –	Clerk

		awaiting resolution of issues	
C/2016/1151/C	Report damaged road name Allsaints Road, corner of Binney Road	Replacement ordered by Medway – backing also in poor condition	Clerk
C/2016/1153/B	Brimp Football Arena Service/maintenance review with supplier	Contact made, visit being arranged	Clerk
C/2016/1157	Discuss governance issues with Cross Park Pavilion Management Committee	tba	Clerk
C/2016/1164	Mr Bowling Cross Park Issues	Contact details to be forwarded to clerk Clerk to write about 'planting' and moth survey	Vice Chair Clerk
C/2016/1164	Allhallows Bourne Leisure concerns	Chair to follow-up. New manager in place, Chair has made contact.	Chair
C/2016/1165/e	Vandalism at the Brimp	Electrician quotes and Insurance claim processing. Insurance have given permission to proceed with work. Agreed quote from BTB Electrical, clerk to confirm floodlights listed and authorise.	Clerk
C/2016/1166	Annual Return 2015/2016	Internal Audit COMPLETE Notice of Public Rights DONE Submit to External Auditor No requests to view accounts received.	
C/2016/1167	Allotments Society – Grant for Path	Further quotes to be sought – waiting for response	YF
C/2016/1169	Footpath issues at Avery Way Woods	Awaiting response from Adam Taylor (Medway Footpaths Officer). Work carried out in two parts, now complete.	Clerk/Colin Davis
C/2016/1179	Zebra crossing in Avery Way	Medway Councillor Filmer to be contacted	YF
C/2016/1191b	Pre-consultation for proposed base station installation	Clerk to respond by 20/7 on Cllrs views	Clerk
C/2016/1193c	Verge Clearance – Stoke Road	Chair to follow-up concerns	Chair
C/2016/1193d	Establishment of path between Cross Park/Recreation Ground	Clerk to follow-up with Medway Council	Clerk
C/2016/1193e	White lining issues	Clerk to follow-up with Medway Council (Cllr Filmer)	Clerk
C/2016/1194	Cross Park Governance	Clerk to pass a draft constitution to the committee for their review	Clerk

C/2016/1195	2016 Playground Inspection/Training to be arranged.	Clerk to arrange	Clerk
C/2016/1196b	Agree electrical inspection and repairs to Brimp (BTD Electricals)	Clerk to arrange	Clerk
C/2016/1196d	Brimp Cleaner Redundancy, F Tomlin, Youth Club to be notified.	Leaflet to residents to be prepared, circulated for review and delivery	Clerk
C/2016/1199	Cross Park bonfires, fly tipping and dog mess	Letter to residents bordering the parks to be prepared, circulated for review and delivery	Clerk
C/2016/1200	Inflatable/Bouncy Castle Policy to be printed/laminated		Clerk