



**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 12th AUGUST 2020**

**ONLINE on (ZOOM) 18:30**

**PRESENT:** Cllr Chris Draper                      Chairman  
Cllr Karen Draper  
Cllr Yvonne Forrest  
Cllr Sue Morrice  
Cllr Trevor Bowley  
Cllr Len Lovatt  
Mr Chris Fribbins                      Parish Clerk

Apologies:  
In attendance

None

- 319      1      **APOLOGIES FOR ABSENCE**  
Cllr Cook, Cllr Huntley-Chipper
- 320      2      **DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**  
**Declarations of Interest**  
**Audio Recording** - Cllr Karen Draper, Cllr Morrice for Personal Use
- 321      3      **TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 8<sup>th</sup> JULY** Proposed as a correct record by Cllr Mrs Draper, Seconded Cllr Forrest.  
**AGREED.**
- 322      4      **MATTERS ARISING FROM THE ABOVE MINUTES (NOT OTHERWISE ON THE AGENDA) - None**
- 323      5      **TO NOTE UPDATES ON THE ACTION POINTS FROM PREVIOUS MEETINGS**  
  
See updates in appendix.
- SUSPENSION OF MEETING FOR PUBLIC SESSION (30 minutes, up to 10 minutes per speaker):** None.
- 324      6      **CLERK'S REPORT**  
  
a) **The Brimp Access Road**  
The Slough Fort Preservation Trust (SFPT) requested a site meeting of the Clerk and Chair to fully explain the Trust's request, they wanted to improve the security of the Fort when nobody was on-site. The operational issues for the Youth Club and possible activities at the Youth Centre had been explained to them. Meeting was scheduled. It was not clear if the Church Commissioners agents were aware and had given permission (there may be other owners of the road, with a minor ownership and rights of access)
- 325      7      **Chair's Report on Complaint**  
  
The Chair reported a complaint he had received in accordance with the Complaints Procedure. The resident and Parish Councillor of Hoo St Werburgh had raised an official complaint against the Clerk regarding the handling of a copy of an email sent to Cllr Alan Jarrett (Leader, Medway Council) and the Clerk's denial of a request for individual councillors email addresses (due to GDPR). The Chair found no grounds for the complaint and the letter had been reported to the Parish Council at the July meeting in any case. The resident was notified of the Chair's conclusion. Cllr Mrs Draper Proposed

and Cllr Forrest Seconded that the Chair's report be noted and actions agreed. ALL AGREED.

326 8 **COVID-19 – Coming out of Lockdown UPDATE**

The Clerk updated the council on the further relaxation of restrictions on the use of council premises. The restriction on holding Parish Council meetings (face to face) is still in force, although two people could be present (Say Clerk and Chair) at a location as long as the proceedings are still broadcast online for other councillors and members of the press and public. This is not practical because there is no Broadband facility available. Although Cross Park Pavilion and the Brimp Youth Centre could be used, there are still strict social distancing rules and further risks that need to be managed (separate entrance/exit, additional cleaning, protection for any staff etc.). It is expected that the rules may be relaxed further during August/September so preparations for opening should start.

327 9 **BRIMP DEVELOPMENTS**

- a) **Progress of football arena** – The grass is continuing to seed/grow and will need cutting, although the weather had been dry/sunny with little rain. The Clerk has sought a quote to re-instate the floodlighting of the area, but that had been delayed due to COVID-19. The quote will be reported when received for decision.
- b) **Verbal Report on Brimp progress.** There has been an initial clearance/tidy-up of the Youth Centre, but more to do.
- c) **Extension of Brick Store** – Medway Planning had been approached by the Clerk to get an initial view of the proposal to insure there were no listed building They had requested drawings of the proposals – John Liddiard has drawn up outline plan and they have been sent to Medway Planning, no response. The Clerk had made contact with the person interested in using it as a recording/rehearsal studio. Their activities had been significantly affected by the COVID-19 restrictions. They would be expecting a very low rental for use, but they have recording studio equipment that could be used – discussions continue.
- d) **Electrical Inspection of the Brimp** – There are some outstanding faults, repairs and enhancements required and they have been passed to the electrician for action when his personal restrictions due to COVID-19 restrictions on the need to look after his children is relaxed (e.g. their return to school)

328 10 **GRANT REQUESTS**

There had been no requests, although there had been a request from Friends of All Saints for the production of a leaflet for VJ75 day activities at the Church and distribution around the village. This fell within the Clerk's delegated power and after discussing with the Chair a leaflet was designed, printed and arrangements for delivery are in-hand via Cllr Forrest. Print cost 2-sided 4 colour A5 sheet £35.99. There will be some cost associated with distribution by the Street Cleaner cover.

329 11 **INTERNET/BROADBAND ACCESS AT CROSS PARK/THE BRIMP**

The Chair had still not had any response from the local Openreach engineer.

330 12 **PLANNING**

- a) **Allhallows Planning Applications** – None
- b) **Medway Local Plan** – No update

331 13 **HIGHWAYS AND FOOTPATHS**

- a) **Parking Restrictions** – Nothing further, although residents had raised issues about parking in the St Davids Road parking area with vans etc. being parked for extended periods due to more working from home (COVID-19). Reporting for enforcement to be considered via the Chair and Medway Cllr Filmer. It was agreed that the Chair, Cllrs Forrest, Morrice and the Clerk would arrange a visit to check parking issues.
- b) **Footpath Officers Report** – Cllr Bowley reported on his continuing clearance works in Cross Park, Recreation Ground, Shellduck Woods, Avery Way Wood (Path) and footpaths. The footpath sign (FP12) was laying down on the ground and he had reported it to the Medway Footpaths Officer. There had also been continued concern regarding the condition of styles to the sea wall and a kissing gate replacement was

being sought. (The parish council kissing gate was too large for the location and may be better used when Cross Park joins the Recreation Ground).

- c) **Verbal contributions** – Cllr Bowley had provided a detailed report that had been circulated.

The Chair reported on the possible closure of Homewards Road is still being investigated, with the possibility of a Temporary Traffic Regulation Order in the first instance. He also reported that the road surface of Avery Way had been investigated by the Medway Council Highways Department and no issue found. It was agreed that it did not look good as it had large areas of tarmac on the concrete road and areas of tarmac had been worn away (usage and differential movement between the two surfaces). They were unable to action any repairs.

The resident of the former Rose and Crown had raised the issue of a ‘safety mirror’ opposite the close from the former public house to aid exiting. This would need the approval of the Church authorities (and is a listed building), the Medway Council process for approving these mirrors is not clear and they have been discouraged in the past. The Chair to raise with Medway Cllr Filmer regarding these mirrors.

332 14 **CROSS PARK ISSUES**

- a) **Governance Issues** – The Clerk has written to Cllr Huntley-Chipper (as the Cross Park Liaison for the Parish Council, regarding the formalising of trustee/secretary and bank signatories. The Charity Commission filing is also showing as non-conforming as annual returns have not been made. As a ‘corporate trustee’, on behalf of the Parish Council, the clerk would have expected to be involved in the discussion regarding trustee changes. There was also interest in using the pavilion for a café and there had been interest shown by others to join the trustees and help run/develop the facilities. A trustee meeting has been requested but no feedback yet.
- b) **Expansion of Facilities** – This has now been confirmed by Turners Group. A detailed schedule is awaited. No update.
- c) **Building/Land Issues** - Cllr Bowley’s monthly report was circulated. Boundary issues remain to be followed up.
- d) **Electrical Inspection** – To be scheduled (electrician COVID-19 personal issues). He had also been requested to replace the east facing domes on the CCTV cameras, as they had fogged up, and adjust the front light that covered the entrance so that it came on and stayed on later when unlocking/locking up.
- e) **Planning Status of Cross Park** – Medway Planning have been contacted about the status of Cross Park and the benefits of designation. Still awaiting feedback, to be chased.

333 15 **YOUTH CLUB/YOUTH**

- a) **Youth Club –Future Planning** – Shut down due to lockdown. A session to clean up the Youth Centre had been carried out, further work to be done (COVID-19 restrictions still in force, but relaxation expected soon).

334 16 **THE BRIMP ISSUES**

- a) **Electrical Inspection** – Electrical issues in the Brick Store have been resolved and the bill sent to the Builder who carried out the fitting out. Further issues remain in the main building.

335 17 **CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **ALLHALLOWS PACT** – Cllrs Cook and Morrice – No meetings.
- b) **KALC (Medway)** – Cllrs Cook and Morrice – No meetings.
- c) **Medway Council Rural Liaison** – Cllr Mrs K Draper – No meetings.
- d) **Village Hall** – Cllr Lovatt – No meetings.
- e) **Cross Park** – Cllr Huntley-Chipper – No meetings.
- f) **Village Fete** – Cllr Forrest – No meetings.

- g) **Friends of All Saint's Church** – Cllr Forrest – There had been discussions about activities on VJ75 day (leaflet creation/delivery) and the COVID-19 guidelines limiting any indoor activity and needing to manage social-distancing outdoors.

336 18 **REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments (Cllr Forrest)** – Nothing to report (allotments do not have any COVID19 restrictions other than social distancing).
- b) **Recreation Ground and Playpark** (Cllr Forrest and Vice Chair) The Annual Inspection has been sent to Colyn Property Services and Colin Davis is carrying out any repairs and investigating other issues with the Clerk.
- c) **Bourne Leisure Liaison** (Cllr C Draper) – No meeting due to lock down.
- d) **Allhallows Primary School Liaison** (Chair) – Now limited opening due to Covid-19 until after the summer holidays
- e) **Turners Group** – Turners have indicated that they will be progressing their plans now that Covid-19 restrictions are being eased.

337 19 **SHELLDUCK LAND UPDATE**

- a) Proposed Cllr Forrest, Seconded Cllr Morrice that a quote be requested from COLYN Property Services to install a gate for the Street Cleaners Dumpster at the northern end of the woods. ALL AGREED. The Clerk is requesting permission from Medway Council. Planning Permission for a fenced area had been turned down on appeal.

338 20 **FINANCIAL**

- a) Finance Monitoring Reports (to 31 July) Financial reports were circulated, all agreed to note.  
Receipts July/August Noted.
- b) **To make payments for August Proposed – Cllr Forrest, seconded – Cllr Mrs Draper that the payments as listed be paid. – ALL AGREED** (the payments list will be signed by the proposer and seconder later)

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution	200801		
C Fribbins Justbinbags Street Clnrs	200801a	22.00	3.67
C Fribbins Bin Hoop/Pickers x 2	200801b	49.34	4.56
John Price Salary/less PAYE	200802		
Mick Smith Salary/less PAYE	200803		
Marion Eades Cover MS/JP	200804		
HMRC PAYE	200805	359.77	
NEST Employee/Employer Pension	200806	67.76	
EDF Energy Brimp Electricity DD	200807	102.00	4.86
M&L Contracting Countryside Contract		1,591.66	
M&L Contracting Cross Park		316.66	
M&L Total payment	200808	2,289.98	381.66
TJF Prop Servs Active Cemetery	200809	160.00	
TJF Prop Servs Active Cemetery	200810	160.00	
Colyn Prop Servs Village Hall LM	200811	60.00	
Colyn Prop Servs Village Hall LM	200812	60.00	
Colyn Prop Servs Village Hall LM	200813	60.00	
Direct Fire Protection Brimp Fire Insp	200814	93.64	15.60
Kent Wildlife Trust Annual Sub	200815	50.00	
John Liddiard Architect Service Shellduck	200816	700.00	
Online Playgrounds Play Equipment Spares	200817	27.00	4.50
Proludic Play Equipment Spares	200818	56.44	20.00
The Sign Studios COVID19 Notices P-Area	200819	72.00	12.00
PKF Littlejohn External Annual Audit	200820	480.00	80.00

Instantprint VJ75 Leaflets 1,000 200821 35.99 0.83  
 Paid previously, to note  
 \*\*On receipt of Invoice

- c) Cllr Forrest has reported to the Clerk/Chair of findings of the quarterly audit (April/May/June). Some minor reporting issues to follow up (Clerk;s Home Allowance) but no financial issues.

**339 21 STAFFING ISSUES**

The exclusion of press and public to discuss personal staff issues was moved by the Chair and seconded by Cllr Mrs Draper – **ALL AGREED**

- a) The Chair raised concern about the operation of the Street Cleaning work in specific areas and that he had reported this and followed up via Cllr Forrest and the Clerk. The specific issue that had been raised in recent days would be monitored closely over the next day and reviewed on Monday 17<sup>th</sup> to see if further action is needed to improve the cleaning.
- b) Salary increases for 2020/21 had not yet been agreed, When approved they will be backdated to 1<sup>st</sup> April 2020. There had not been agreement with one of the unions although the staff-side had agreed an offer.

**340 22 DATE AND TIME OF NEXT MEETINGS**

The next meeting will be Wednesday 9<sup>th</sup> September 2020 at 6:30pm online using ZOOM (Meeting Number and Meeting Password will be supplied, further detailed joining instructions available from the Clerk up to 5pm on the day of the meeting)

**341 23 FUTURE AGENDA ITEMS – None**

At 21:20 The Chair Cllr Chris Draper closed the meeting.

Signed as a correct record of the proceedings.

Chair of Allhallows Parish Council

<b>Action Point</b>	<b>Details</b>	<b>Review</b>	<b>ACTION</b>
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. Permission for 81 chalets now agreed, <b>awaiting update on development from Turner Group</b>	<b>Chair/Clerk</b>
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. Planning Permission required – papers sent to John Liddiard. Planning application refused. Now re-submitted but <b>refused again. Appealed</b>	<b>Clerk</b>
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) Now incorporated in a formal electrical inspection in January 2020 – <b>Inspection to be completed after 'lockdown'</b>	<b>Clerk</b>