



**ALLHALLOWS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 8<sup>th</sup> MAY 2024**

**Cross Park Pavilion @ 7:15pm (following the Annual Council Meeting)**

**PRESENT:**

Cllr Chris Draper	Chair
Cllr Yvonne Forrest	
Cllr Karen Draper	
Cllr Jean Sheaves	
Cllr Sue Morrice	
Cllr Trevor Bowley	
Cllr Mrs Kim Wood	
Mr Chris Fribbins	Parish Clerk

Apologies: None  
In attendance 2

- 001 1 APOLOGIES FOR ABSENCE (Medway Cllr Spalding)**
- 002 2 DECLARATIONS OF PECUNIARY INTEREST (DPI) AND OTHER SIGNIFICANT INTERESTS (OSI)**  
**Declarations of Interest - None**  
**Audio Recording – Cllr Morrice – Audio recording for personal use**
- 003 3 TO RECEIVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING 13<sup>th</sup> APRIL 2024** Proposed Cllr Mrs Draper, Seconded Cllr Sheaves as a correct record - All Agreed.
- 004 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):**  
Medway Cllr Chris Spalding has sent an apology for this meeting. The Ward improvement fund payment has been received from Medway Council.
- 005 5 CLERK’S REPORT –**
- a) As reported in April, Medway Council have notified us that the notice of vacancy following the resignation of Linda Henderson has expired and the Parish Council is now able to co-opt. The interest of Mr Bateup was noted and since that meeting there have been two further expressions of interest (item to be considered in Confidential Matters).  
Internal Audit scheduled 24/5/24, public publication of AGAR 3/6/24.
  - b) A1 size maps to be produced for Parish Council and Contractor for Countryside Contract village areas of responsibility (in addition hedge trimming Ratcliffe Highway Village Sign and Stoke Road to Allhallows Road).
- 006 6 GRANT REQUESTS – None**
- 007 7 PLANNING**
- a) **Planning Applications –**  
**MC/24/0811** Details pursuant to Condition 4 (external additional amenity structures) and Condition 9 (External Lighting) on planning permission MC/19/2202 for Reconfiguration of hardstanding bases and golf course to enable installation of 95 hardstanding bases (an uplift of 84 static caravans) with associated infrastructure (above and below ground), internal access road, pedestrian footpaths and

landscaping Allhallows Holiday Park Allhallows Caravan Park Allhallows Rochester Medway ME3 9QDb) DETAILS PURSUANT

**MC/24/0819** Neighbourhood consultation application for the construction of a single storey extension to rear. The details submitted are as follows: The extension will extend beyond the rear wall of the original dwelling by 5.99m The maximum height of the proposed extension from the natural ground level is 2.85m The height at eaves level of the proposed extension measured from the natural ground level is 2.85m 200 Avery Way Allhallows Rochester Medway ME3 9QJ

**MC/24/0746** Construction of a single storey front extension. 2 Beatty Cottages Stoke Road Allhallows Rochester Medway ME3 9PE

**MC/24/0307** Application for a Lawful Development Certificate (existing) for non-agricultural residential use Ranikhet Stoke Road Allhallows Rochester Medway ME3 9P HAS BEEN APPROVED

Agreed to note, no representations required.

- b) **Medway Local Plan General Report** – Further Regulation 18 Consultation to be carried out – primarily for Community/Infrastructure Plans – resident’s panel formed and sessions for parish and unitary councillors in May.

**Target adoption now 2026**

**008 8 HIGHWAYS AND FOOTPATHS**

- a) **Footpath Officers Report** – Footpath condition starting to improve. Meetings of Local Access Forum now being held and Medway PROW Officer investigating issues.
- b) **Verbal contributions** – Pothole repairs have been carried out but concern that nearby ones have not been repaired. Lines repainted at Haven entrance/exit.

**009 9 LOCAL REPORT/ISSUES**

- a) **Countryside Contract** – Sub-contractor issues have been identified and alternative arrangements now in place. There does seem to be an improvement in quality since this has been done.
- b) **Street Cleaning** – Issues with shopping parade in Avery Way (use of forecourt for deliveries to grocery store – issues continue.
- c) **Active Cemetery** – Nothing to report, maintenance continues.
- d) **General Issues** – Repairs to Shelduck/Alley fencing have been carried out by Hyde Housing (fencing to Shelduck entrance to Recreation Ground still outstanding. Chicken shop now closed.

**010 10 CROSS PARK IMPROVEMENTS (including s106)**

- a) **Update on works completed and outstanding.**  
VAT Implications of s106 planned and carried out to be investigated  
A VAT Consultant still to respond.
- b) **Consideration of Eastern Boundary High Tree Maintenance**  
Carried out by M&L Contracting.
- c) **Car Park signage/Café hours** – portable noticeboards purchased, but issues with high winds (30mph suggested ad upper limit but being exceeded) continue. Signs to be fixed to entrance gates/wall, to be arranged.
- d) **Rubbish dumpsters** now being emptied, and a further dumpster has been provided by Rose’s Tea Rooms.
- e) **Poll Station** – Cross Park was used as an additional polling station for the 2<sup>nd</sup> of May Elections for the Police & Crime Commissioner (the Village Hall also continues to be used).
- f) **Paved Area** – a small, paved area will be constructed behind the pavilion this weekend, may need to be extended.
- g) **Tree Topping** – carried out.

**011 11 YOUTH CLUB REPORT**

- a) **Youth Club Issues** – Community Payback activities continue (material cost only). Tidy-up of hall, rooms and storage continue. Attendance picked up after holidays. Fire inspection and remedial actions completed.

- b) **Extending Brick Store Expansion** – There has been limited support from the Whose Hoo Heritage Lottery Fund project and the project has been withdrawn. Replacement funding is required (although longer term S106 may be a source).
- c) **Brimp Site Usage** – Karate operating on Wednesdays, Football training for youths on Monday, Youth Club Tuesday and Allhallows Scouts now active (initially Squirrels/Beavers/Cub). Brick Store usage continues for film making. Some issues with handover between organisations and cleaning requirements. Air Conditioning repaired.

**012 12 CONTRIBUTIONS FROM REPRESENTATIVES ON EXTERNAL BODIES**

- a) **KALC (Medway)** – Cllr Morrice/Cllr Forrest – Meeting discussed issues from various parishes, in particular future housing development. Next meeting 15/5 7:30pm.
- b) **Medway Council Rural Liaison** – Cllr Mrs Draper – Future meeting scheduled June 2024.
- c) **Village Hall** – Cllr Forrest – No meeting.
- d) **Cross Park** – Cllr Bowley/Forrest –Trustee meeting to be arranged and annual report filed with the Charity Commission.
- e) **Friends of All Saint’s Church** – Cllr Forrest – Arrangements have been made for an event in High Halstow to recognise Rev Gwilt’s long term association and retirement (15/6 7:30). Volunteer activities scheduled on a regular basis.

**013 13 REPORTS FROM OTHER MEMBER RESPONSIBILITIES**

- a) **Allotments** Cllr Forrest All rents now received. Clearance of rubbish to be carried out Proposed Cllr Morrice, Seconded Cllr Mrs Draper, that £100 be authorised for Medway Clearance Services.
- b) **Recreation Ground and Playpark** Cllr Morrice/Bowley – Youths found digging a hole in the recreation ground – reported to parents.  
**Recreation Ground lease.** Still awaiting updated lease from Medway Council. The lease had been chased.
- c) **Bourne Leisure Liaison** Cllr C Draper – the Chair continues to consult with the site manager when available. The collection of the Haven waste dumpster had been paused due to issues with the Haven Road Worthy Vehicle until fixed (April) arrangement being made for the delivery of the waste to Haven in the meantime, Waste has built up at Cross Park due to this.
- d) **Peninsula East Primary Academy School Liaison** (Cllr Morrice) – Cllr Morrice has been liaising with the school regarding ‘nature’ facilities at Cross Park for the school. An area behind Cllr and Mrs Draper’s property has been identified as it had been cleared of brambles previously for wildlife and could be used by the school and some minor public restrictions could be put in place for their security, whilst remaining part of the Cross Park land. ALL AGREED.
- e) **Turners Group** – (Cllr C Draper, Forrest, Clerk) Liaison regarding implications of their development and works at Cross Park continue. Development has been slow and thresholds for release of further s106 monies to Cross Park have been delayed.

**014 14 FINANCIAL**

- a) **Finance Monitoring Reports** – Reports not produced as 2023/2024 financial year will not be closed until the Internal Audit has been completed and entries for 2024/2025 to date entered. Bank balances noted. Invoices for Medway Norse to be raised for Street Cleaning and Countryside Contract.

b) **Income**

Receipts April/May

**April**

Ward Improvement Fund (Cllr Sparling)	£325.00
Ward Improvement Fund (Cllr Spalding)	£100.00
VAT Refund 01/03/24-31/03/24	£530.09
Allotment Rents	£220.00
YC Tuck/Subs	£45.00
YC Brimp Rent	£50.00
Medway Council Precept	£85,000.00

**May**

YC Tuck/Subs	£76.00
YC Brimp Rent	£50.00

c) **Transfer Current to Base Rate Tracker £60,000.00**d) **To make/Note payments for April 2024.**

Proposed Cllr Wood, Seconded Cllr Morrice – All Agreed

C Fribbins Clerk Salary/Home Allowance/Mileage/less PAYE and pension contribution

240501			
John Price Salary/less PAYE	240502		
Mick Smith Salary/less PAYE	240503		
Colin Davis Salary/Less PAYE	240504		
Colin Davis	240504b	16.96	
HMRC PAYE	240505	691.40	
NEST Employee/Employer Pension	240506	79.82	
EDF Energy Brimp Electricity DD	240507	153.00	7.29
M&L Contracting Countryside Contract	1,591.66		
M&L Contracting Cross Park	316.66		
M&L Total Payment	240508	2,289.98	381.88
National Broadband Cross Park Broadband	240509	54.00	9.00
Lisa Newstead YC Tuck/Equipment	240419	94.64	
Amazon CP Foam Tape	240421	3.98	0.66
Fasthosts Web/Email Hosting Debit Card	240422	145.20	24.20
Karen Draper APM Chair's Buffet	240510	132.32	
Mike's Maindrain Brimo Cesspool Empty	240511	198.00	35.00
InknToner Toner Cartridges for Printer	240513	67.90	13.58
Cool Tech South East Brimp A/C fix	240514	576.00	96.00
Kent LVA LN Personal Licence Course	240515	109.05	
Cross Park Association Annual Rev Grant	250516	2,500.00	
Allhallows Village Hall Annual Rev Grant	250517	2,500.00	
TJF Property Servs Active Cemetery Grass	250518	160.00	
M&L Contracting Services CP Tree Topping	250519	2,640.00	440.00
TJF Property Servs Active Cemetery Grass	250520	160.00	
Phoenix Fire Alarms CO/Brimp	250521	2,106.00	351.00
K Draper Brimp Maint	250522	37.90	

D/D Debit Card/Already Paid \*\* Corrected after meeting

**The exclusion of press and public to discuss personal staff and contract issues**Proposed Cllr Forrest (Chair) Seconded Cllr Mrs Draper– **ALL AGREED.**

015 15

**STAFFING ISSUES**

No issues

015B 15B

**PARISH COUNCIL VACANCY**

Three expressions of interest have been received. All three to be interviewed on 22<sup>nd</sup> May, from 6:30pm at Cross Park, all councillors invited to informally interview the candidates. When confirmation of interest received, these will be presented to the

June meeting of the Parish Council for a decision on whether to co-opt and if agreed, which candidate.

**016 16 DATE AND TIME OF NEXT MEETING**

The next meeting will be the June Meeting of the Council Wednesday 12<sup>th</sup> June 2024 (Cross Park Pavilion 6:30pm).

**017 17 FUTURE AGENDA ITEMS**

None, at 21:43 The Chair closed the meeting.

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