

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on Monday
5 October 2020

Present: Cllr Mavis Hibben (Chair), Cllr Lee Burgess, Cllr Vivien Rich, Cllr Louisa Roberts and Cllr Sarah Stephen: and Mrs W Licence (Clerk).

Also present were County Councillor John Wright and Ward Member Monique Bonney

Cllr Hibben welcomed everyone to the meeting.

Cllr Hibben asked everyone to turn their thoughts to Maisy Mayne, a pupil of Tunstall School, who was tragically taken from the family recently.

1. APOLOGIES FOR ABSENCE

All Members were present.

Apologies had been received from County Councillor Andrew Bowles (holiday); apologies noted.

2. DECLARATIONS OF INTEREST

None were declared.

3. MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2020

Cllr Roberts **PROPOSED** to accept the minutes of the meeting held on 7 September as a true record of the meeting; **SECONDED** by Cllr Burgess: **AGREED UNANIMOUSLY**. Cllr Hibben will sign the minutes when physical Council meetings are permitted.

4. MATTERS ARISING

Councillor Vacancy

Cllr Hibben said there are still two vacancies for Tunstall Urban and the Council can co-opt. It is important to progress this.

Cllr Roberts said the Council could put some more "Your Parish Needs You" posters on the notice boards.

ACTION: Clerk to send Cllr Roberts posters.

Tree in Sterling Road

Cllr Hibben said Lewis Monger, KCC Soft Landscape Team, has changed roles but he had referred the tree issue to another team.

ACTION: Clerk to chase

Ponds & hedgerow submission

Cllr Hibben said it is important for the Council to make a submission and guidance is being sought from SBCllr Mike Baldock.

Cllr Steven said that she will liaise with SBCllr Baldock. It is a lot of work involving looking at old maps. Swale Borough Council is encouraging feedback on environmental matter.

Coffin Pond

Cllr Hibben informed Members that she and Cllr Roberts had met with volunteers from the Kent Wildlife Trust. The pond has been sympathetically improved to aid the wildlife. Marsh

marigolds have been planted and the bull rushes have been sympathetically tidied back; debris has been removed from the bottom; grass has been removed from the centre of the pond and duckweed has been removed.

Cllr Roberts said the pond looks cleaner. Kent Wildlife Trust will come back next year to monitor the pond, they also found frogs in the pond. There were six people working for about four to five hours, they have put a significant amount of work into the clearance.

Cllr Roberts **PROPOSED** the Council make a grant of £250 to the Kent Wildlife Trust; **SECONDED** by Cllr Rich: **AGREED UNANIMOUSLY**.

Cllr Roberts said that now the pond has been cleared it will be less likely that animals will jump in, also the area where the pond has been cleared will make it easier for animals to get out of the pond.

The Clerk said that she had received a phone call from the neighbour who was concerned about the mess around the pond.

Cllr Roberts said the weeds have to stay near the pond for fortyeight hours to allow any creatures to go back into the pond. The plants will rot away and will be removed if necessary.

Local Green Spaces submission

Cllr Hibben said the submission has been sent to Swale Borough Council.

Hugo Fox website

The Clerk reported that she has contacted HugoFox about the accessibility button and they are looking into this. An Access statement will be requested.

ACTION: Clerk

Armistice Sunday

Cllr Hibben reported that it is not possible to have the usual service at the Village Hall, the vicar has suggested a simple service for the laying of the wreaths with six people.

ACTION: Cllr Hibben to lay a wreath on behalf of the Parish Council.

5. REPORTS FROM MEMBERS OF THE PUBLIC

No members of the public were present.

6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

SBCllr Bonney said that she has sent information regarding Government advice regarding what is an important hedgerow.

SBCllr Bonney said she attended the Quinn Estates presentation.

Cllr Hibben thanked SBCllr Bonney for attending and for her report.

KCCllr Wright reported that the main issue in September had been home to school transport appeals and getting the appropriate transport for pupils.

Since the summer blitz, pot holes have been less of a problem. The only planned road works is a major one at Snips Hill.

There are ongoing issues regarding social distancing and healthcare. Medway Hospital is ensuring it is prepared for any second wave of COVID-19 infections. Swale is mid table in regards to COVID-19 cases in Kent and low compared to Leister and other areas in the north of the country. The message remains that people should keep their distance; wear a mask; and sanitise and wash hands regularly.

Cllr Hibben thanked KCCllr Wright for attending and for his report.

SBCllr S Steven reported the town centre recovery is ongoing and a work in progress. Tunstall has been put forward to the Area Committee for a Conservation Area Review and information is needed to support this.

It was **AGREED UNANIMOUSLY** to form a Working Party to draft a submission.

7. FINANCE

i. Cheques raised and accounts

Chq No	Payable to	Reason	Amount
1492	Mossys	Planter watering	£72.00
1493	Upchurch Parish Council	Share of Clerks Conference	£8.33
1494	Mrs W Licence	Salary and expenses	£477.26
1495	HMRC	PAYE	£125.60
1496	Mrs J Barnicott	Litter Picker	£132.30
1497	CPRE	Subscription	£36.00

Cllr Burgess **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Hibben.
Cllr Roberts said that she would prefer not to be signing cheques as she had some outstanding queries on budget and Risk Assessment and the Statement of Internal Control.
The Clerk said that this should not stop the cheques being signed as the cheques are for what the Council has contracted to do and it is in the budget.
Cllr Roberts said that she was not going to take legal responsibility for this.

Accounts

Cllr Roberts asked if the budget could have a forecast column included reflecting the decision made and expenditure.
Cllr Rich asked where sick pay falls in this, how is the sick pay sorted out in this?
The Clerk said this will be discussed with Cllr Hibben.
Cllr Rich said that it needs to be on there, it all needs to be on there.
Cllr Roberts said there also needs to be a bank reconciliation.
ACTION: Clerk to update and circulate

ii. Statement of Internal Control

Cllr Hibben said that Cllr Roberts had raised a query and the Clerk was going to contact the Independent Internal Auditor.
The Clerk reported that she has emailed the Independent Internal Auditor but he is currently away and will deal with it on his return.
Cllr Roberts asked that this is chased by a phone call if the Auditor does not respond.

iii. Risk Assessment

Cllr Hibben said that Cllr Roberts still had some outstanding matters on the Risk Assessment.
The Clerk said that she and Cllr Roberts were going to liaise regarding this.
Cllr Roberts said the Risk Assessment needs to be considered by a wider group. A review is involving a wider group and getting some internal controls in place.
Cllr Hibben said there could be a Working Group to look at the Risk Assessment.
Cllr Rich said there needs to be two meetings, one for a smaller group to put together a proposal and a full one once there is something to look at. KALC ought to be able to provide processes on this.
The Clerk said she will contact KALC and that she can also ask the Independent Internal Auditor who has seen the Risk Assessments over the years and will flag up concerns in his reports.

Cllr Roberts said the Auditor did flag things in his report and he can go through those things with the Council and also some of the sections where he made no comment and explain the importance of them all to us.

Cllr Rich said the Internal Auditor could join the Zoom meeting.

Cllr Roberts **PROPOSED** to have a Zoom meeting with the Internal Auditor, for him to go through the internal audit findings and we have a question and answer session. It is not about the Risk Assessment per se but about risk management within the Council. **AGREED UNANIMOUSLY.**

8. PLANNING

i. Ref: 20/504004/TPOA

Address: Shady Nook Tunstall Road Tunstall Sittingbourne Kent

Proposal: TPO Application for 1 x (T1) Sycamore - Tree is a twin stemmed from approx 1m above ground level - Remove northerly limb which leans over adjacent road.

Councillors considered the application and had no comment to make.

ii. Ref: 20/503963/FULL

Address: The Oast Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Erection of a single storey, oak framed garden room extension to rear elevation (resubmission of 19/505383/FULL)

Councillors considered the application and had no comment to make save that neighbours' comments be taken into account.

iii. Ref: 20/503964/LBC

Address: The Oast Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Listed Building Consent for erection of a single storey, oak framed garden room extension to rear elevation (resubmission of 19/505384/LBC)

Councillors considered the application and had no comment to make save that neighbours' comments be taken into account.

v. Any other planning matter received by 5 October 2020

Ref: 20/503121/FULL Address: The Den Tunstall Road Tunstall Sittingbourne ME9 8DX

Proposal: Erection of motor home shelter with associated driveway

Cllr Roberts reported the application has been approved.

Ref: 20/503283/LAWPRO

Address: 46 Sterling Road Tunstall Sittingbourne Kent ME10 1SL

Proposal: Lawful Development Certificate for proposed hip to gable roof alteration to create a loft conversion with rooflights to front and rear

Cllr Roberts informed Councillors that the application has been approved.

Ref: 20/503432/FULL

Address: 3 Ruins Barn Road Tunstall Sittingbourne Kent ME10 4HS

Proposal: Erection of a new garage to replace existing garage and shed destroyed by fire

Cllr Roberts reported the application has been approved.

Ref: 20/503694/FULL

Address: 102 Sterling Road Tunstall Sittingbourne Kent ME10 1SN

Proposal: First floor rear extension with roof alterations. Creation of additional driveway.

Cllr Roberts informed Councillors that a decision is yet to be made.

Ref: 20/503846/FULL

Address: 25 Ruins Barn Road Tunstall Sittingbourne Kent ME10 4HS

Proposal: Erection of a single storey, white UPVC conservatory to the rear of the property.

Cllr Roberts reported that a decision is yet to be made.

Ref: 20/503707/HYBRID

Address: Kent Science Park Shimmin Road Sittingbourne Kent ME9 8BZ

Proposal: Hybrid planning application consisting of - Outline planning permission (with all matters reserved except access) for commercial development, accesses and roads, parking, associated services, infrastructure, earthworks and landscaping - Full planning permission for the erection of a manufacturing facility, associated parking, services, infrastructure, landscaping and earthworks

Cllr Roberts said that there have been quite a few additional comments from residents; Milstead Parish Council has objected; Bredgar Parish Council has given a provisional response; Highways England have submitted a damning report

Cllr Hibben thanked Cllr Roberts for her report.

Cllr Hibben informed Members that she has been made aware of a possible planning breach on application no 20/501398/FULL, a resident has contacted the Planning Officer to clarify their concerns.

HIGHWAYS

Cllr Burgess reported that the footpath by the school has been reported as damaged (520664) and it has been programmed for work. Street lights need to be repaired at the top of Tunstall Road and the top of Park Drive; the order has been raised to repair them. There was a fallen tree at the top of Sterling Road and that has been programmed to be removed.

Cllr Hibben said that one of the bollards at Coffin Pond has been hit.

Cllr Roberts said there is a missing bollard and there are two at a precarious angle. Cllr Roberts will report the matter.

9. ENVIRONMENT

i. To receive an update

Cllr Hibben said the soil need to be removed from the planter so that it can be moved to allow the memorial seat to be replaced.

ii. To consider quotation to replant the planters

Cllr Hibben **PROPOSED** to accept the quotation from Mossys for £876 to replant the planters. Cllr Rich asked that the planters be more sustainably planted, usually evergreens are put in for the Winter and then taken out in the Spring. What we are doing is not sustainable. The planters by the school need to be low and not as high as they are. The planter opposite the old school is by the builders is that in the appropriate place? It could be moved to the Village Hall.

Cllr Rich asked if the Council was going to check with KCC Highways to ensure it is OK to put the bench back.

Cllr Hibben said the seat has been there for a long time.

Cllr Burgess said that he will talk to the contractor about long-term sustainability of the planters. The bench has always been there, someone had moved the planter, which was unnecessary. The area should be returned to the status quo.

Cllr Rich asked if the planter opposite the old school should be emptied and moved, it could go to the village hall.

Cllr Burgess said the Council had looked at putting it near the village hall but there were too many services for the planter to be sited there, there was also an issue with sightlines. It was put in its current position to cover up where the telephone box was.

Cllr Rich said that at the moment the builders are shoveling things around it and having the planter opposite the contractor who is replenishing it is slightly dodgy.

Cllr Burgess said the planter was there before the contractor bought the school so there was no conflict. The builders will not be there forever.

Cllr Rich said the Council should leaves things as they are this time and review everything in the Spring.

Action: Cllr Burgess to liaise with contractor.

10. CHRISTMAS TREE FESTIVAL

Cllr Hibben said the vicar is keen for the Festival to go ahead, the Council will decide nearer the time if it is able to participate.

11. REPORTS FROM MEMBERS

Cllr Hibben reported that she had attended the virtual presentation by Quinn Estates on the Highsted Park proposal, the planning application will be submitted in Spring.

ACTION: Clerk to circulate the link to the presentation to Councillors.

Cllr Hibben said a Working Party might be needed so the Council is in a position to evaluate the plans.

ACTION: Working Party Terms of Reference for November meeting

12. CORRESPONDENCE

1. 08.09.20- Kent Police & Crime Commissioner: survey on roads enforcement and safety
2. 09.09.20- Kent Resilience Team: Newsletter
3. 10.09.20- KCC Waste Management Team: KCC Members newsletter
4. 11.09.20- KCC Media release: Kent Funded Mental Health Films to feature on BBC
5. 11.09.20- KCC media release: Text Support Service Reminder for World Suicide Prevention Day
6. 11.09.20- Kent County Council: adoption of the Kent Mineral Sites Plan and the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30.
7. 14.09.20- KCC pothole data
8. 14.09.20- KALC flyer of events
9. 18.09.20- Pillory Barn: Quinn Estates consultation on Highsted Park
10. 23.09.20- KCC Adult Social care: Residential and Nursing Care Survey
11. 24.09.20- NHS Kent and Medway CCG: Community News
12. 28.09.20- KALC SAC: draft minutes
13. 29.09.20- KALC Finance Conference

13. ANY OTHER MATTERS ARISING

Cllr Rich reported that she had attended the KALC/ CPRE conference about the new planning regime. It was very useful and all the documents are on the KALC website. CPRE is submitting a petition.

Cllr Rich said that she and Cllr Roberts had taken part in the consultation about the algorithm which has asked for that to be reviewed.

Cllr Roberts said that there is a debate on Thursday in the House of Commons about the new planning regime.

KCCllr Wright informed the Council that all County Councillors have signed a letter to Ministers and to all the Kent MPs raising concern that the algorithm that has been produced is flawed. Kent MPs have also written to the Minister as well. There is a lot of discontent over what is being proposed. The algorithm and the numbers are too high for the South East. It seems perverse that those districts which have done well with the housing numbers are being penalised by the algorithm.

SBCllr Bonney said that she has also responded to the Government consultation.

14. DATE OF NEXT MEETING

Monday 2 November 2020 at 7.30pm

Cllr Hibben thanked everyone for attending the meeting.

There being no further business, the meeting closed at 9.10pm.

Signed as a true record of the meeting:

Chair

Date: 2 November 2020.