

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on Monday 6 January 2020 in the Village Memorial Hall, Tunstall.

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 was County Councillor Andrew Bowles.

Cllr Hibben welcomed everyone to the meeting.

1. COUNCILLOR VACANCY

Cllr Hibben reported that there had been no applications had been received, but hoped the Christmas Tea may have inspired some residents to apply.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Susanne Earl (work); apologies accepted. Apologies had also been received from Ward Members Monique Bonney and Ward Member Paul Stephen; apologies noted.

3. DECLARATIONS OF INTEREST

Cllr Roberts declared pecuniary interest in item 11.iv as she is a close friend of one the tenderers.

4. MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 2 DECEMBER 2019

Item 7 was amended to read *“Due to the forthcoming General Election there is nothing to report.”*

Item 9. ii. Was amended to read *“Cllr Roberts said that she had looked at recent planning applications and things which the Parish Council were not highlighting as issues are being refused.”*

Item 9. Local Plan meeting was amended to read *“Flood land at risk would not be considered.”*

Item 15. ii. *“..especially idling cars outside the school and at peak times on Ruins Barn Road near the Science Park.”*

Cllr Burgess **PROPOSED** to accept the minutes as amended; **SECONDED** by Cllr Stephen: **AGREED UNANIMOUSLY**. Cllr Hibben duly signed the minutes as a true record of the meeting.

5. MATTERS ARISING FROM THE MINUTES

Christmas Tea

Cllr Hibben reported that the Christmas Tea had been a successful event and the Parish Council has received many letters and phone calls of thanks. There has been very positive feedback from residents with some saying they would be willing to pay. The School has said that it will help next year and that the children will be able to stay for the who event. The event has helped the Parish Council to engage with its residents. Some have asked for a Summer event and some have requested regular coffee mornings.

ACTION: Clerk to send letters of thanks to the Village Hall Committee for the free use of the Hall and also to the volunteers.

Christmas Tree Festival

Cllr Hibben thanked Cllr Earl for creating the Parish Council's entry to the Christmas Tree Festival.

War Memorial

Cllr Hibben said a meeting is being arranged with the vicar to discuss this matter.

Sign

KCCllr Bowles informed the Council that Paul Brand, KCC Highways Project Manager, is moving to another post.

Cllr Roberts said Mr Brand has now said the sign must go in the field as the verge is not wide enough.

KCCllr Bowles said there needs to be a site visit with an Officer.

Cllr Hibben said the Parish Council needs to lodge a complaint regarding the unacceptable amount of time that this matter has taken.

KCCllr Bowles said Kirsty Williams is the KCC Highways Manager, the complaint should be made to Michael Payne, KCC Cabinet Member for Highways.

ACTION: Cllr Hibben to draft complaint for Clerk to send.

Litter bin collection

Cllr Hibben informed Members that Swale Borough Council have said that there is no schedule on emptying public litter bins, however the contract with the contractor states that no litter or dog bin under the responsibility of Swale Borough Council, should be no more than $\frac{3}{4}$ full at any time.

Cllr Hibben said the litter bin in the layby near Doves Croft Road is often over-flowing.

Cllr Roberts said that she had reported the litter bin in Sterling Road was over-flowing. Other problems have been with the dog waste bin by the church, the litter bin outside Hales House and the litter bin by the bus stop in Sterling Road.

ACTION: Clerk to report

Second Stage Assessment of the Four New Garden Community Proposals

Cllr Hibben said the Parish Council has received a link to the committee papers.

Cllr Roberts said the papers do not add much to the Brett Associates report.

Cllr Roberts said the Strategic Housing Land Availability Assessment (SHLAA) will be discussed by the Local Plan Panel, there is no further consultation process at the moment.

Cllr Hibben confirmed that the Parish Council would ensure a presence at the next Local Plan Committee Meeting if the SHLAA is being discussed.

6. PUBLIC QUESTION TIME

No members of the public were in attendance.

7. VISITORS

i. Borough Councillors

SBCllr S Stephen reported that Swale Borough Council is currently drawing up its budget for 2020-21.

Cllr Hibben thanked SBCllr S Stephen for her report.

ii. County Councillors

KCCllr Bowles reported that the County Council starts its Full Council meetings next week.

Roger Gough, Leader of KCC, has launched a consultation on the next five-year County Plan.

Eric Hotson is leading the consultation with the Districts.

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

8. SPEED WATCH

Cllr Hibben said there is no Speed Watch until Spring

9. PLANNING

i. Ref: 19/506083/FULL

Address: 27 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Demolition of existing garage. Erection of part two storey, part single storey rear extension with roof alterations (Resubmission of 19/504308/FULL)

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

ii. Ref: 19/506218/FULL

Address: 72 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Conversion of part of existing garage to kitchen/diner, including part demolition and erection of a single storey rear extension.

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

iii. Swale Heritage Strategy

Cllr Roberts said the main issue is the problem of heritage assets being in poor and declining conditions. There is no VAT relief for works on heritage buildings. There needs to be an increase in grant making for Councils and there needs to be a quicker response from Swale Borough Council. A strategy needs to be resourced. There are existing heritage buildings and there may be more designated in the future but SBC have many heritage buildings "at risk" which cannot be managed effectively so no more can be added to the list currently. There is not a lot of agricultural focus in the strategy and much of this history has been lost. Swale Borough Council is no longer involved in Historic Swale.

Cllr Stephen said the Sailing Barge Museum is fully built and will open soon, there needs to be landscaping of the site.

Cllr Roberts said there is little publicity for these things, there is nothing about Swale's history or culture on Social Media. The Council should support the creation of a Heritage at Risk Officer role.

It was **AGREED UNANIMOUSLY** that Councillors would make individual responses to the consultation.

iv. Any other planning matter received by 6 January 2020.

Address: The Oast Tunstall Road Tunstall Sittingbourne ME9 8DX

Ref: 19/505384/LBC Proposal: Listed Building Consent for the proposed erection of an oak framed garden room extension to rear elevation.

Ref: 19/505383/FULL

Proposal: Erection of an oak framed garden room extension to rear elevation.

Cllr Roberts informed Members that the application had been refused.

Ref: 19/505364/FULL Address: 95 Sterling Road Tunstall Sittingbourne ME10 1SW

Proposal: Demolition of existing garage and conservatory. Erection of single storey side and rear extension.

Cllr Roberts informed Councillors that the application had been refused.

Ref: 19/505320/FULL Address: 1 School View Tunstall Road Tunstall ME9 8DX

Proposal: Single storey rear/side extension with car port.

Cllr Roberts informed Members that the application had been refused.

Ref: 19/505754/FULL Address: Blackthorn Tunstall Road Tunstall Sittingbourne ME10 1YG

Proposal: Erection of a part single storey, part two storey rear extension, insertion of 3no. rooflights and creation of a side dormer

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

10. FINANCE

i. Cheques raised and accounts

Chq No	Payable to	Reason	Amount
1433	CANCELLED		
1434	Mossys	Winter planting	£1099.20
1435	Newington Parish Council	Share of Clerks' Conference	£10.00
1436	Mrs J Barnicott	Litter Picking w/c 2/12/19 and 16/12/19	£124.66
1437	Mrs W Licence	Salary and expenses	£569.16
1438	HMRC	PAYE	£149.68
1439	Tunstall Village Hall	Room Hire- June – December 2019	£49.00
1440	Mrs M Hibben	Christmas Tea Expenses	£123.41

Councillors **AGREED UNANIMOUSLY** to the signing of the cheques.

ii. Budget 2020-21

Cllr Burgess **PROPOSED** to set a precept of £22,021 for 2020-21; **SECONDED** by Cllr Hibben: **4- FOR; 1- AGAINST: MOTION CARRIED.**

iii. Internet banking

Cllr Hibben said that in January 2019 the Council decided to open an online account with Unity Trust Bank but it was agreed to wait until the new Council, and new Councillors, before progressing this.

The Clerk said that the Administrator of the account, the Clerk, sets up the payments and when ratified by Full Council, two Councillors log in and release the payments.

Cllr Roberts said that this would create more work as the payment has to be released after the meeting whereas currently the cheques are signed at the meeting.

Cllr Burgess **PROPOSED** the Council keeps its current banking arrangement; **SECONDED** by Cllr Roberts: **AGREED UNANIMOUSLY.**

11. ADMINISTRATION

It was **AGREED UNANIMOUSLY** to adopt the Record Management Policy and the Data Protection Policy.

iv. To consider website provision

Cllr Roberts left the meeting for the discussion and decision on this item.

Cllr Hibben said the current website, which is hosted by KCC, is not compliant with the Accessibility Rules, and will be unavailable from 1 September. The Council needs to consider future website provision.

Councillors considered three quotations.

Cllr Rich **PORPOSED** to use HugoFox which offers a free website for Parish Councils, **SECONDED** by Cllr Burgess: **AGREED UNANIMOUSLY**.

Cllr Rich **PROPOSED** the Council should have a .gov.uk domain name at a cost of £109 for an initial 2 year registration period; **SECONDED** by Cllr Hibben: **AGREED UNANIMOUSLY**.

Cllr Roberts returned to the meeting.

12. REVIEW OF MEETING VENUE

Item deferred to February meeting.

13. PARISH COUNCIL NEWSLETTER

Cllr Hibben said the next Newsletter will be distributed in February and articles will be needed by the end of the month.

ACTION: Councillors to send articles to the Clerk by the end of January.

14. REPORTS FROM MEMBERS

Cllr Roberts said there was a presentation about scam awareness at the KALC Swale Area Committee meeting.

Cllr Rich said there was also a presentation from the Forestry Commission.

Cllr Hibben said that she and Cllr Roberts will attend the Five Parishes meeting on 29 January.

15. HIGHWAYS

Cllr Burgess said that he will circulate a report to Members.

Cllr Roberts said that she had logged a new call regarding the BBI entrance in Broad Oak Road as there is a massive puddle across the road. The potholes which have been reported have been repaired quickly. The hedge in Sterling Road is still on the schedule. The drains by The Den have been dug out and further work is needed.

16. ENVIRONMENT

i. To receive an update

ii. Sterling Road soft landscaping

Cllr Rich reported the contractors have completed the work in Sterling Road early, the area has been strimmed and the hedge will be cut back by another contractor.

Cllr Hibben said an article could be put in the Newsletter to get residents involved.

ITEM FOR FEBRUARY AGENDA.

iii. Coffin Pond

Cllr Hibben said Coffin Pond was a drainage area and, although KCC does not take responsibility for it they made it into a pond.

Cllr Burgess said it was a culvert before it was a pond.

Cllr Roberts said that if it is staying as a wildlife pond there should be a ramp to enable amphibians to climb out of the pond. Cleaning and replenishing the pond will not work.

Cllr Rich said Kent Wildlife Trust could be contacted for advice.

ACTION: Clerk to contact Kent Wildlife Trust.

iv. To consider request to maintain memorial bench in Hearts Delight Road

Cllr Rich said that she had looked at the bench and found that there is not much undergrowth.

ACTION: Cllr Rich and Cllr Roberts to cut back the vegetation and investigate the memorial seat with a view to any further developments.

17. CORRESPONDENCE

1. 03.12.19: KCC Cold weather alert

2. 03.12.19: Copy of letter sent to resident by Cllr Wright regarding the traffic in Ruins Barn Road

3. 07.12.19: 13th Bromley Company of the Boys' Brigade thank you for donation
4. 11.12.19: Cllr Wright notification to changes in rail services
5. 14.12.19: Resident email of thanks for the Christmas Tea and suggestion the Parish Council might organised regular coffee mornings
6. 16.12.19: Cllr Wright- KCC pothole data
7. 16.12.19: Tunstall Evening WI thank you for donation
8. 17.12.19: Resident email of thanks for the Christmas Tea
9. 20.12.19: Cllr Wright- KCC pothole data
10. 24.12.19: NALC Chairman's open letter to all Councillors
11. 30.12.19: Resident letter of thanks for the Christmas Tea
12. 30.12.19: Resident request for the Parish Council to maintain a memorial bench in Hearts Delight Road
13. 02.01.20: Kent Police- details of Police Surgery in Bredgar

18. ANY OTHER MATTERS ARISING

Cllr Rich said that she had attended a presentation by the Woodland Trust. The Council needs to carry out a tree survey.

ACTION: Cllr Rich to look into this and report back.

KCCllr Bowles said The Men of Trees might be able to give help with a survey.

Cllr Hibben said there is a sign by the old school playing field requesting dogs be kept on leads.

Cllr Burgess said a dog had killed three chickens.

19. KALC COMMUNITY AWARD 2019

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

KALC Community Award

Councillors **AGREED UNANIMOUSLY** to give the KALC Community Award to a resident)

Cllr Hibben said the award will be presented at the Annual Parish Meeting.

It was agreed to hold the Annual Parish Meeting on Monday 27 April at 7.30pm.

ACTION: Clerk to book the hall.

DATE OF NEXT MEETING: Monday 3 February 2020 7.30pm.

There being no further business, the meeting closed at 9.33pm.

Signed as a true record of the meeting

Chair

Date: 3 February 2020