

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on Monday 6 July 2020

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

Also present were County Councillor Andrew Bowles, County Councillor John Wright, Ward Councillor Monique Bonney and Ward Councillor Paul Stephen.

Cllr Hibben welcomed everyone to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Susanne Earl (work); apologies accepted.

2. DECLARATIONS OF INTEREST

Cllr Burgess declared a non-pecuniary interest in item 9.ii.

3. MINUTES OF THE MEETING HELD ON 1 JUNE 2020

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 1 June as a true record of the meeting. Cllr Hibben will sign the minutes when physical Council meetings are permitted.

4. MATTERS ARISING

Coffin Pond

Cllr Hibben informed Members that the Council is waiting to hear back from Kent Wildlife Trust, staff have been furloughed.

Bark for Cranbrook Road

Cllr Rich said there needs to be six to eight bags of bark.

ACTION: Clerk to request Mossys to deliver and lay the bark.

5. REPORTS FROM MEMBERS OF THE PUBLIC

No members of the public were present.

6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

SBCllr S Stephen reported that Cllr Roger Truelove, Leader Swale Borough Council, has sent a detailed report to all Parish Councils on how Swale Borough Council has dealt with the last few months during the pandemic and that Swale Borough Council is planning the recovery period now. Parish Councils will be sent information soon on the Area Committees which commence in September. Temporary High Street closures for Sittingbourne, Faversham and Sheerness are in place to help with social distancing, queuing, and for cafés and restaurants obtaining licences for street furniture. SBCllr P Stephen will become Mayor at the Mayor Making Ceremony on 15 July which will be held remotely.

Cllr Hibben thanked SBCllr S Stephen for her report.

SBCllr Bonney reported that there is another Swale Local Plan Panel meeting due and the agenda and minutes will be published later in the week. Following the High Street closures

the towns have been reasonably busy. Local businesses eligible for the Business Rate Relief Grants have been contacted, the first round is closed and there will be a second round.

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

KCCllr Bowles reported that the Government has announced financial aid for the culture sector and this includes small music venues, for some public houses this is a main revenue stream. Kent County Council has announced a new campaign *Moving Forward For Kent* and this is to provide relief for businesses. The campaign has been signed off by KCCllr Roger Gough, Leader, and KCCllr Mike Whiting, Cabinet Member for Economic Development, the aim is try to salvage the economy and to move forward. There has been a meeting of the Kent Flood Risk Management Committee, which includes Kent County Council, the Environment Agency and Swale Borough Council, looking at river and coastal flooding. The biggest problem in the Swale East Division is run off from the fields.

KCCllr Bowles reported that he has been in a meeting with Helen Whately MP and Gordon Henderson MP.

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

KCCllr Wright said that he has asked Helen Whately MP and Gordon Henderson MP about funding for Councils and also about the changes being made to the planning system. Bulletins have been forwarded to the Clerk for your information, it is a fast moving situation and likewise at Medway Hospital. Ashford and Medway have been high infection areas for COVID-19 but not as bad as other areas in the country. The virus has not gone away and everyone must please follow the Government rules. Grant funding for projects is available from the members' Fund.

ACTION: Clerk to apply for a grant for the bark in Sterling Road.

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

7. FINANCE

i. Cheques raised and accounts

Cllr Hibben informed Members that the invoice for the planting and watering of the planters was received the day after the last Council meeting so this was paid out of meeting to ensure there was no delay in paying the contractor.

Chq No	Payable to	Reason	Amount
1471	Mossys <i>Paid out of meeting</i>	Planter replanting and watering	£1123.20
1472	Mrs W Licence	Salary and expenses	£480.41
1473	HMRC	PAYE	£124.80
1474	Mr J Barnicott	Litter Picker	£132.30
1475	McCabe Ford Williams	Payroll fees	£14.04

It was **AGREED UNANIMOUSLY** to the signing of the cheques.

Cllr Hibben said the audit has not been completed.

The Clerk said the Independent Internal Auditor is conducting the internal audit remotely and all papers have been sent to him. The Auditor has not had chance to look at the papers yet.

ii. To consider request from Swale Citizens Advice for a grant

Cllr Burgess **PROPOSED** to make a grant of £150.00 to Swale Citizens Advice; **SECONDED** by Cllr Rich: **AGREED UNANIMOUSLY**. (cheque no 1476)

8. WORKING PARTIES

Cllr Hibben said Working Parties will help progress projects and can have non-Councillors members.

ACTION: Councillors to carefully consider the draft documentation already distributed and to forward comments in order that the document could be ratified at the next meeting.

Deferred to next agenda.

SBCllr Bonney and SBCllr P Stephen left the meeting

9. PLANNING

i. Ref: 20/502302/NMAMD

Address: 38 Sterling Road Tunstall Sittingbourne Kent ME10 1SL

Non Material Amendment for the reduction in depth of rear extension subject to 19/506270/FULL ((Resubmission of 19/504385/FULL)

Cllr Mitchell reported that the application has been approved.

ii. Ref: 20/502599/AGRIC

Address: Grove End Farm Bredgar Road Tunstall ME9 8DY

Proposal: Prior notification for a new portal framed agricultural building for storage of grain and agricultural machinery. For its prior approval to: - Siting, design and external appearance.

Cllr Burgess left the meeting for this item and did not take part in the discussion or vote on this matter

Councillors considered the application and understood and respected the need to build a new grain store which will also accommodate high value farm machinery and agreed that this area should continue to be protected from future development. The site is next to a public footpath and bridleway adjoining, so a storage barn will increase safety for the farm equipment. In commenting on this application councillors wanted to ensure the development would remain in farming use. Councillors discussed some residents' concerns relating to possible increased traffic.

ACTION: Cllr Roberts to draft the response.

iii. Any other planning matter received by 6 July 2020

Ref: 20/502119/FULL

Address: 169 Sterling Road Tunstall Sittingbourne Kent ME10 1ST

Proposal: Erection of a single storey rear extension.

Cllr Roberts informed Members that the application has been permitted.

Ref: 20/501844/FULL

Address: 52 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Erection of a part single storey, part two storey rear extension with roof alterations

Cllr Roberts reported that the application has been refused.

Ref: 20/501748/FULL

Address: Hawthorne Cottage Oakwood Farm Ruins Barn Road Tunstall Kent ME9 8AA

Proposal: Demolition of existing stables and outbuildings and erection of new barn and stable outbuilding.

Cllr Roberts informed Members that the application has been refused.

Ref: 20/501831/LBC

The Coach House Tunstall Road Tunstall Sittingbourne Kent ME10 1YQ

Proposal: Listed Building Consent for installation of a wood burner stove and associated flue.

Cllr Roberts informed Members that the application has been permitted.

Cllr Hibben thanked Cllr Roberts for her report. Cllr Hibben thanked Councillors for engaging in the Swale Local Plan Panel meetings in order to keep abreast of how future plans could affect the Parish.

Cllr Roberts said that Transport Modelling was on the agenda of the last Swale Local Plan Panel meeting, Swale Borough Council stated that there was a critical point but there were no show-stoppers regarding transport modelling in terms of development for either the 776 houses per annum or 1054. This is not the perception of residents who say the roads are too busy. The model can be interpreted in a variety of different ways.

10. HIGHWAYS

i. To receive an update

Cllr Burgess reported that all issues raised previously have now been completed: the blocked gullies in Cranbrook Drive and Tunstall Road and the remarking on Park Drive has been carried out. The Bredgar Road repairs (Ref: 506435) have been completed. There are three outstanding issues which are being investigated: the bus stop damage and the shrubs on Sterling Road. New faults logged are the hedge obstruction in Bredgar Road which is being investigated as a matter of urgency; an order has been raised to repair the sign by the school; tree overgrowth in Sterling Road and Park Drive over the pavements and this is being investigated.

Cllr Hibben thanked Cllr Burgess for his report.

Cllr Hibben said that there are a lot of pot holes between the village hall and the Bredgar Road.
ACTION: Councillors to log faults on the KCC Highways portal.

ii. Parish Highways Improvement Plan Consultation

Cllr Hibben thanked Cllr Mitchell for the sterling work that he has undertaken on the Parish Highways Improvement Plan.

Cllr Mitchell said that he has drafted an initial list which will need to be reduced for public consultation. Sarah-Jayne Ellcock, KCC Highways Schemes Project Manager Swale, has said that she would like to have a copy of the list and expects one or two projects to be completed each year. Ms Ellcock is willing to attend a Parish Council meeting.

KCCllr Bowles asked to be included in the circulation of the list and that some of the work might be fundable by KCC Members' Grant.

Cllr Mitchell said that any scheme the Parish Council proposes will need management and consultancy and KCC Highways charges for this service. KCC Highways does not guarantee completion of works.

Cllr Stephen said this could be dealt with by a Working Party.

Cllr Hibben said that there is no Working Party yet.

Cllr Roberts said an Extraordinary meeting of the Council would also be able to take forward the Highways Improvement Plan.

Cllr Rich asked how residents would be brought into this.

Cllr Roberts said that there has to be a consultation.

The Clerk said ideally the list needs to be whittled down to about eight, as discussed and then put to residents. It would be pertinent to ask residents if they have anything else to add to the list. The important thing is to engage with residents and get them onboard. The Parish Council's money will be used to fund this and there may be an increase in precept.

Cllr Hibben said the consultation would have to be through the Newsletter.

Cllr Mitchell said a list of eight would take up a lot of the Newsletter.

Cllr Roberts said there could be an insert in the Newsletter.

The Clerk said that when Upchurch Parish Council ran their consultation, it was sent out in the local parish magazine, not a Council magazine, and it was reduced to A5 size giving the location and the problem with a box for residents to rank in order of priority. Solutions are not needed on the consultation; the consultation is to ascertain what residents are concerned about and then it is up to the Parish Council to put forward solutions. So that will cut down the document that goes out.

ACTION 1: Councillors to submit comments to Cllr Mitchell by end of the week.

ACTION 2: Clerk to circulate the consultation document from Upchurch Parish Council.

Cllr Mitchell said a Parish Highways Improvement Plan is a living document and will be reviewed periodically.

11. ENVIRONMENT

Cllr Hibben informed Members that KCC Landscaping has said that the bark for Sterling Road will be laid by the end of the month.

Cllr Hibben said a resident has raised concern about a tree in Sterling Road, this has been reported to Lewis Monger, KCC Highways Soft Landscape team, who has referred the matter to the Tree Team.

Cllr Roberts said the resident has also contacted her about the matter.

ACTION: Clerk to contact Lewis Monger confirming that no response has been received from the Tree Team. Clerk to inform Cllr Roberts of any response.

12. REPORTS FROM MEMBERS

KALC Swale Area Committee

Cllr Rich informed members that there had been a virtual meeting of the KALC Swale Area Committee. There was a report from Kent Police Chief Inspector Alan Rogers. Remote meetings were discussed and the platform for virtual meetings is the decision for each parish Council. Some Councils have started to meet in halls again as some members could not take part in remote meetings. Cllr Rich proposed that Tunstall Parish Council continued with Zoom meetings until the end of the year.

Cllr Rich said Parish Highways Improvement Plans were also discussed and there was concern as to whether there was any new money for this.

Cllr Rich said that she had asked for a speaker on how things might be done in three or four years time and KALC said that the Dynamic Councillor training delivers this.

SBCllr Stephen said that Swale Borough Council is looking at how it meets on a rolling basis. KCCLlr Bowles said that Kent County Council is not expected back in County Hall until September or possibly December. The Government legislation allows remote meetings until May 2021 and this can be rescinded.

Cllr Hibben said that residents need to be informed that the Parish Council is meeting remotely.

Cllr Roberts said that it is important to get the message across, remote meetings are so much more accessible.

Cllr Rich said information needs to be put on the notice boards and residents need to be informed of how they can join a meeting.

13. NEWSLETTER

Cllr Hibben said the Parish Council needs to work on a Newsletter.

ACTION: All Councillors to submit articles to Cllr Hibben as soon as possible.

14. CORRESPONDENCE

1. 03.06.20- KALC Newsletter
2. 04.06.20- KCC Member Briefing on the Environment June 2020
3. 05.06.20- KCC Highways pot hole update
4. 10.06.20- Swale Borough Council: Consultation from LGA on member code of conduct
5. 11.06.20: KCC Highways: Temporary Road Closure – Stockers Hill, Rodmersham – 5th July 2020
6. 11.06.20: KCC Highways: Temporary Road Closure – Swanton Street, Bredgar – 8th July 2020
7. 11.06.20- KCC press release Carers Week
8. 12.06.20- KCC press release. KCC waives table and chair fee for businesses
9. 12.06.20- NALC Newsletter
10. 12.06.20- KCC Highways pot hole update

11. 15.06.20- KCC Highways: Urgent Road Closure – High Street, Sittingbourne – 15th June 2020
 12. 15.06.20- request from resident for litter picking equipment
 13. 17.06.20- KALC CEO Bulletin
 14. 18.06.20- KCCllr Bowles's Newsletter
 15. 22.06.20- Letter from Cllr Roger Truelove, Leader Swale Borough Council
 16. 25.06.20- KCC Highways: A2 Key Street Interchange Traffic Signals - Notification of Works
 17. 26.06.20- Swale Borough Council: Anti-idling campaign
 18. 29.06.20- KALC Virtual meetings workshop
 19. 30.06.20- KALC Newsletter
 20. 30.06.20- KCC Highways: Temporary Pedestrianisation – High Street, Sittingbourne – from 6th July 2020
 21. 30.06.20- KALC website accessibility workshop
 22. 01.07.20- KCC Media release: Campaign Launched to 'Protect Kent and Medway'
 23. 02.07.20- KCC Briefing note to Members – Libraries
 24. 03.07.20- Kent Police Rural Task Force report
 25. 06.07.20- KCC press release- Travel Saver
 26. 06.07.20- NHS Kent and Medway CCG Community Bulletin
 27. 06.07.20- KCC Highways pot hole update
 28. 06.07.20- Medway Hospital Chief Executive message
 29. 06.07.20- KCC Highways- Swale Highway Works Programme
- Cllr Rich asked if the contractor should litter pick more.
ACTION: Clerk to ask contractor for her comments.

Cllr Roberts said Councillors should respond to the Local Government Association consultation on the member code of conduct. Councillors are all bound by the Code of Conduct, this is just an enhancement and adds more depth to an existing principle. KCCllr Bowles said that when this was changed, it removed sanctions and all that can be done is to ask a Councillor to apologise.

15. ANY OTHER MATTERS ARISING

Cllr Roberts asked for an update on the Planning Tracker on the HugoFox website. The Clerk said that HugoFox had been using a separate company to deliver the Planning Tracker but they are now no longer involved. HugoFox is trying to learn how to link the Planning Tracker.

Cllr Rich said that she had been concerned that HugoFox were not delivering the Planning Tracker and that she had phoned other Parish Councils about this. Cllr Rich said that she had asked at the KALC Swale Area Committee if they had carried out due diligence and was told that this was down to Parish Councils. HugoFox promised the Planning Tracker in their literature, the Parish Council needs to ask for written confirmation that they are developing it and what date they expect to deliver it.

The Clerk said that she had spoken to HugoFox who explained the situation and they have been asked to put it in writing.

16. DATE OF NEXT MEETING

Monday 3 August 2020 at 7.30pm

There being no further business the meeting closed at 9.15pm

Signed as a true record of the meeting

Chair

Date: 12 August 2020