

Tunstall Parish Council

Minutes of the Extra-Ordinary Meeting of Tunstall Parish Council on Monday 6th December at 7pm Present: Cllr Louisa Roberts (Chairman); Cllr Lee Burgess; Cllr Vivien Rich;

1. APOLOGIES FOR ABSENCE

There were none. Councillor John Wright sent apologies.

2. DECLARATIONS OF INTEREST

There were none.

3. FINANCE

a) The following BACS payments were **APPROVED**:

| | Payee | Amount | Net | VAT | Description |
|--------|------------------------------------|---------------|------------|------------|----------------------------------|
| 200038 | B Cook | 33.99 | | | Remembrance Refreshments |
| 200039 | W Licence | 418.26 | | | Wages December |
| 200040 | PCC | 25.00 | | | Christmas tree festival donation |
| 200041 | J Miller | 287.50 | | | Locum Clerk Cover November |
| 200043 | Kent Association of Local Councils | 42.00 | 35.00 | 7.00 | Training Course |
| 200044 | HMRC | 116.20 | | | PAYE December |
| 200045 | W Licence | 10.33 | | | November expenses |
| 200046 | Tunstall PCC | 60.00 | | | Church Hire Fees |

b) To approve bank reconciliation October.
It was **RESOLVED** to approve the September and October bank reconciliations.

c) To note budget position November 2021
It was **RESOLVED** to note the November 2021 budget position.

d) To consider appointing an external data protection officer £180 + VAT per year.
It was **RESOLVED** to consider this in January 2022.

4. PLANNING CONSULTATION UPDATES

a) To note response to Local Plan submitted – noted.

b) To note response to Conservation Area Review submitted – noted.

c) To note Cllr Rich attending planning enforcement meeting at Swale Borough Council offices – noted.

5. PLANNING APPLICATIONS FOR REVIEW

a) Application Reference: 21/506273/FULL Proposal: Erection of single storey rear extension. Address: 39 Park Drive Sittingbourne Kent ME10 1RW.
It was **RESOLVED** no comment save neighbours' comments are taken into account.

- b) Application Reference: 21/506094/FULL Proposal: Demolition of existing conservatory to rear and erection of a replacement single storey rear extension. Location: 30 Blandford Gardens Sittingbourne Kent ME10 4HW. It was **RESOLVED** no comment as this has been allocated to Tunstall PC in error by SBC.

6. GOVERNANCE AND ADMINISTRATION

- a) To consider adding statement to website following recommendations of Civility and Respect working group.
This will be covered in the website review next year.
- b) To consider Microsoft '.gov.uk' mailboxes for all councillors and clerk at cost of £120+VAT then £19+VAT per month.
It was **RESOLVED** that in order to protect and future-proof the council's email data and ensure compliance with the relevant legislation Microsoft '.gov.uk' mailboxes will be set up for clerk and councillors.
- c) To consider purchase of new laptop to value of £500 + VAT.
It was **RESOLVED** to report back on the legal requirements of ownership, storage, insurance etc. for the laptop as a capital equipment purchase.
- d) To consider budget and precept 2022-23.
Budget headings shall be reviewed and a final draft presented at the next meeting.
- e) To consider co-option process for councillor vacancies.
It was **RESOLVED** to re-advertise for the councillor vacancies and include in future newsletter.
- f) To note Subject Access Request response sent.

7. CORRESPONDENCE

- a) To consider request from Marie Curie South East of £100 to light up a lantern
It was **RESOLVED** to donate £100.00 to Marie Curie (without lantern) and £100.00 to Macmillan under the Local Government Act 1972 s137.

Pursuant to section 1(2) of 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.

8. STAFFING MATTERS

- a) To receive update and agree actions
It was noted that the current action plan continues subject to agreed deadlines.
Archive storage shall be investigated to store all parish council data.

There being no further business the meeting closed at 8.30pm.

Signed..... Date.....