

## TUNSTALL PARISH COUNCIL

### MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 15<sup>th</sup> October, 2014

#### Present:

Cllr L. Burgess – Chair

Cllr. P. Mitchell – Vice-Chair

Cllr. C. Browning

Cllr. A. Spicer

Cllr. I. Davison

Cllr. R. Spencer

Lynda Fisher, Clerk

PCSO, Paul Wilson

42 Members of the Public

Harry Wain, Galliford Try

Stuart Hardie, Galliford Try

Kate Hutchings, Headteacher, Tunstall School

Barry Walker, Governor, Tunstall School

Chris Main, Project Manager, KCC

David Gallagher, Diocesan Architects

#### Public Time

Prior to the Parish Council meeting the contractors, Galliford Try, gave a Powerpoint presentation on the proposals for operating the site once construction starts. They hope to be on site in December of this year with completion by October 2015. They will be working Monday to Friday, 8.00 a.m. to 6.00 p.m; 9.00 a.m. to 1.00 p.m. Saturday. No deliveries will be made through the village and any contractor ignoring the approved route (from Woodstock Road end into Tunstall Road) will be penalised; a Banks man will be on site to deal with all queries relating to traffic. Access gates to the site will be set back so that traffic does not queue on Tunstall Road; early Lorries will not be allowed to stack on Tunstall Road; all engines will be turned off when not in use and will be shrouded and noise levels will be taken on a daily basis. If any noisy work is necessary there will be a letter drop to residents. The site compound will be away from residents to stop any noise nuisance. The contractors will be taking photographs to ensure roads are being kept clean; there will be wheel washing facilities on site as well as dust suppression facilities. Newsletters will be issued on a regular basis to local residents, advising as to what is happening on site and any potential changes; they will also be using a 'Twitter' account. In addition to this Harry Wain's contact details will be on the site noticeboard so that he is available if residents have any problems. The company is a member of the 'Considerate Construction Scheme' which sets an industry code of practice, which covers the appearance of the site, how it looks and care for the community and the environment. They are audited twice throughout the year during the project.

Residents raised questions:

What happens if Lorries decide to take a short cut through the village or run over their working times – Harry responded this should not happen and signs will be erected to stop drivers taking the wrong route; if this does happen it should be reported to him.

Residents asked if the hedgerows are being kept – Harry responded these will only be removed from the entrances to the site. A resident asked how many trees were being removed – no actual response was given. Cllr. Spicer asked about the second crossing adjacent to 'the bank' – Harry responded the bank will be staying.

A resident stated that there are a number of vehicle restrictions on Tunstall Road as regards access for Lorries – Harry responded the site will be accessed off Woodstock Road. Lorries that ignore the approved route will be penalised.

A resident raised the issue of contractors not complying with instructions and asked how was this going to be enforced on site? The Project Manager responded that contact details will be displayed on the site noticeboard and Stuart Hardie will also give out his contact details, so that residents can raise any problems with them. He added that contractors will be contractually tied into a contract and if they break the terms they will lose money.

Residents asked about trees and replanting; will they be allowed to have any input – the response was that it will be a fluid programme and there are hopes that there will be an open forum for some comments. Residents would like mature trees and shrubs planted to give an immediate impact. The contractors mentioned that there is a tree maintenance contract for the first year.

Residents raised concerns regarding lighting and screening – the contractors responded that they are currently working with KCC to establish lighting and the proposal at present is that all lights will go off at 7.00 p.m. and on at 7.00 a.m; all lighting will be low level.

A resident asked if contract labour or sub-contractors will be used – response sub-contractors. The employer will be KCC and the contract will be between KCC and Galliford Try. It will be design and build; the structural engineers will be Campbell Reith and landscapers Lloyd-Bore.

A resident asked if the project runs over will the project time be extended – response: yes. Another resident asked if KCC will be issuing any penalties as regards the programme – response: yes.

A resident queried whether a working party could be formed to look at things such as landscaping; KCC responded that this was possible and members could take part in site meetings, provided the number of those attending is kept small.

KCC agreed that surface water is an issue; this will be contained on site so that it does not run off and affect adjacent land. Another resident asked what is going to happen as regards surface water as his property is directly opposite the site; what measures will be taken to stop his problem becoming worse – response: a temporary arrangement will be put on site.

A resident queried whether there are any plans to change the flow of traffic in Tunstall Road when the new school is open? Response: KCC will have S.106 money to make any improvements. A resident asked if a meeting can be arranged to discuss the roads when the school is finished – the team admitted that they had been through a very stringent discussion with Swale Borough Council.

Harry Wain gave out his mobile number for residents' use: 07800 511425.

The presentation was then closed and the Chairman opened the floor to residents for any other issues they wished to raise.

The Chairman thanked the contractors for their presentation and opened the floor to other issues.

A resident raised the problem of mourners getting into the Church. In the past the ceremonial gate was always used and the hearse would park on the roadway, adjacent to this, to take the coffin in through the gate. Now they have to park in the car park and then cross the road to gain access; this is somewhat dangerous because of the blind corners on this section of road. She asked the Parish Council if the two bollards could be removed as they prevent the hearse from parking next to the ceremonial gate. Clerk to contact Kent County Council regarding this. ***Action Clerk***

### **1. Welcome and Apologies**

The Chair welcomed everyone to the meeting; apologies were received from Cllr. Mills, due to work commitments.

County Cllr. Roger Truelove and Borough Councillors were not in attendance and have not been since May 2013.

### **2. Declarations of Interest and Dispensations**

There were no declarations of interest. A Dispensation has already been granted to all Members relating to Tunstall School.

### **3. Minutes of the Previous Meeting**

Proposed by Cllr. Davison and seconded by Cllr. Spencer the Minutes of the Monthly Parish Council Meeting held on the 8<sup>th</sup> September, 2014, were agreed by Members and signed as a true transcript.

#### 4. Matters Arising from the Minutes

1. **South and South East in Bloom** – Cllr. Mitchell was extremely pleased to advise that Tunstall had received a Bronze Award for its entry in the South and South East in Bloom Competition; Clerk to circulate/display copies of the Certificate. Cllr. Mitchell is still looking for 8-10 volunteers (including a Parish Council representative to keep the Council updated) to form a group to organise Tunstall's entry for following years. He also hopes that the Parish Council will sponsor Tunstall's entry into the competition. It was agreed the group will need a logo, perhaps use the Millenium Sign near Coffin Pond? Possibly involve the Kent Wildlife Trust and to talk to the organiser of Swale in Bloom; Clerk to obtain contact details. Clerk to write to 'TUGs' asking if Cllr. Mitchell can attend one of their meetings to give a presentation on South and South East in Bloom. **Action: Cllr. Mitchell/Clerk**
2. **WW1 Memorial** – Still researching this; keep on the Agenda.
3. **Christmas Tree Festival, Tunstall Church** – Agreed to purchase a potted six foot tree (root ball). Cllr. Spicer will make poppies to decorate the tree to commemorate the centenary of WW1. Once the festival has finished the Council will seek permission to site the tree in the area of land adjacent to Coffin Pond. **Action: Cllr. Burgess/Spicer**
4. **DCLG Consultation on Planning** – Comments by Cllr. Spicer noted.
5. **The Accessible Britain Challenge – letter from the Minister of State for Disabled People: PROW response** – Clerk advised that Public Right of Way Officer is happy to look at any Kissing Gates that make access difficult for disabled and other users.

#### 5. Planning

1. **New Applications:** None
2. **Determined Applications:** None

#### 6. Finance

1. **KALC Training – Finance and Openness and Transparency** – Agreed Clerk to attend the Finance Conference at a cost of £18 (quarter of original cost); Clerk to attend the Openness and Transparency training at a cost of £6.25p (quarter of the original cost) and Cllr. Spicer to attend the same training at the full cost of £25. **Action: Cllr. Spicer/Clerk**
2. **Annual Return 2013/14 – Completion of Year end External Audit** – Clerk advised that the Annual Return for the year ended 2013/14 has been signed off by the External Auditor and she has posted the necessary notice advising of the completion.
3. **Church Clock Maintenance** – Cllr. Browning raised the issue of the church clock, which is not working at the present time. As the Parish Council normally pays for the annual service (not repairs) she assumes that we will not receive an invoice for this until after the clock is back in working order; Clerk to contact Gillett and Johnston regarding this. **Action: Clerk**
4. **Accounts and Cheques raised at this meeting – Proposed by Cllr. Davison and seconded by Cllr. Spicer**, the following cheques were signed and the accounts to the 30<sup>th</sup> September, 2014, approved.

Date	Cheque	Details		Amount
15.10.14	1019	Cancelled	Cancelled	-
15.10.14	1020	L. Fisher	Expenses – Telephone; home as office, Stationery, Stamps - August	£27.62p
15.10.14	1021	H.M. Revenue & Customs	Tax – August 2014	£48.20p
15.10.14	1022	McCabe Ford Williams	Quarter to September Payroll Preparation	£39.00p
15.10.14	1023	PKF Littlejohn LLP	External Audit year end 31 <sup>st</sup> March, 2014	£120.00p

Four Cheques in total plus one cancelled.

Paid by Standing Order – Clerk’s Wages, September, 2014: £192.84p

7. **WW1 Memorial** – See 4.2 above.

8. **Correspondence**

1. **Doves Croft Litter Bin** –There has been a problem with the litter bin being filled up with black sacks of rubbish until it is overflowing and adjacent fly tipping. Swale Cleansing to monitor the situation for a month and if no improvement Members agreed to request that the bin is removed. **Action: Clerk**
2. **KALC L & D Update, Late Summer 2014 – Openness and Transparency** – Noted.
3. **Community Warden Consultation** – Agreed Clerk to write supporting the existing system and staffing. **Action: Clerk**
4. **Damage to verges and Footpath issues, new School site** – Clerk referred to correspondence received. Members agreed that the Parish Council cannot take any action as this matter is at present being dealt with by Kent County Council Footpaths.
5. **DCLG Consultation - Planning and Travellers** – Clerk to re-circulate and bring back to the November meeting for discussion. **Action: Clerk**

9. **Any Other Matters Arising**

1. On behalf of the Parish Council the Chair thanked the new PCSO, Paul Wilson, for attending the meeting.
2. Cllr. Spicer reported that brick and earth has been dumped at a site in Ruins Barn Road; Clerk to report to Swale Cleansing. **Action: Clerk**

10. **Next Meeting(s)**

The next Monthly Meeting will take place on Monday 3<sup>rd</sup> November, 2014, commencing at 6.45 p.m. in the Midwinter Room, St. John the Baptist Church, Tunstall.

**The meeting closed at 9.45 p.m.**