

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on Wednesday 12 August 2020

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

Also present was County Councillor Andrew Bowles

1. APOLOGIES FOR ABSENCE

Cllr Hibben welcomed everyone to the meeting.

Apologies had been received from Cllr Louisa Roberts (holiday) and Cllr Sarah Stephen (holiday); apologies accepted.

2. DECLARATIONS OF INTEREST

None were declared.

3. MINUTES OF THE MEETING HELD ON 6 JULY 2020

Cllr Burgess **PROPOSED** to accept the minutes of the meeting held on 6 July as a true record of the meeting; **SECONDED** BY Cllr Rich: **AGREED UNANIMOUSLY**. Cllr Hibben will sign the minutes when physical Council meetings are permitted.

4. MATTERS ARISING

Coffin Pond

Cllr Hibben reported that she and Cllr Roberts had met with the Kent Wildlife Trust at Coffin Pond and have been given options to improve the aesthetics of the area whilst ensuring wildlife is protected. Kent Wildlife Trust has suggested that they may be able to provide volunteers to assist with the removal of the duckweed which needs to be carried out in the autumn. Kent Wildlife Trust will contact Cllr Roberts on this point.

Working Party terms of Reference

Cllr Hibben said that this item will be considered in September. Councillors will peruse the draft document.

Sterling Road

Cllr Hibben said KCCllr John Wright has made a grant from his KCC Members' Fund.

Cllr Rich reported that she had checked the bark in Cranbrook Drive and this had been laid well. The area in Sterling Road has been cleared and the bark has been laid.

ACTION: Clerk to write a letter of thanks to Lewis Monger KCC Highways Soft Landscape Team.

Litter picker

Cllr Hibben informed Members that the litter picker has confirmed the fortnightly litter picks are sufficient although there was excessive litter at the top end of Ruins Barn Road which she has subsequently cleared in her own time. The area is not in the litter pickers remit.

Cllr Burgess said the Risk Assessment highlighted that the road should not be done.

Cllr Hibben said the litter issue could be taken up with Kent Science Park.

Newsletter

Cllr Hibben said the Parish Council is not in a position to produce and deliver a newsletter currently, due to manpower and Councillors' time being spent on other parish issues.

Cllr Rich said there is a notice on the notice board referring residents to the website which gives information to residents on accessing Parish Council meetings.

5. REPORTS FROM MEMBERS OF THE PUBLIC

No members of the public were present.

KCCllr Bowles reported that Kent County Council has recently approved the Kent and Medway Energy and Low Emissions Strategy which involves clean growth and delivers an affordable and secure energy supply for Kent and Medway. It also commits KCC to be carbon zero by 2030 instead of 2050.

KCCllr Bowles said that as part of the Kent Environment Improvement Strategy Working Group, we are looking at low carbon opportunities post-COVID-19 and how we can maintain the increase in walking and cycling.

KCCllr Bowles said that he was pleased that the M2 junction 5 improvements are going ahead, the expected date for an inquiry into this is late August and it will be scheduled after that. Hopefully there will soon be improvements for residents and businesses.

Home to School transport appeals have started, some will be held virtually and will be heard by the start of the school term.

Cllr Hibben thanked KCCllr Bowles for his report.

6. FINANCE

Cllr Hibben informed Members that PKF Littlejohns has agreed to an extension to 31 August for the Annual Governance and Accountability Return to be signed off

i. Annual Governance Statement

Councillors considered the Annual Governance Statement and **AGREED UNANIMOUSLY** to the signing of the statement. The statement was duly signed by Cllr Hibben and will also be signed by the Clerk.

ii. Annual Return for the Year Ended 31 March 2020

Councillors considered the Annual Return and **AGREED UNANIMOUSLY** to accept the accounting statement, this was duly signed by Cllr Hibben and will also be signed by the Clerk.

iii. To Certify exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Councillors **AGREED UNANIMOUSLY** to certify exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The certificate was duly signed by Cllr Hibben and will also be signed by the Clerk.

iv. Independent Internal Auditors Report

Cllr Hibben said the Risk Assessment will be reviewed in September. Budget monitoring will be implemented on a quarterly basis going forward. Details of the budget and the precept implications will be minuted clearer next year.

The Clerk said that she had given the Independent Internal Auditor proof of publication of notice and Annual Governance and Accountability Return was given

Cllr Hibben said the Council's GDPR policies will be reviewed.

v. Cheques raised and accounts

Chq No	Payable to	Reason	Amount
1477	Mossys	Regular planter watering and bark for Cranbrook Drive	£233.70

1478	Mrs W Licence	Salary and expenses	£477.93
1479	HMRC	PAYE	£125.80
1480	McCabe Ford Williams	Payroll fees	£14.04
1481	Mr D Buckett	Internal audit	£300.00
1482	CANCELLED		
1483	Mr J Barnicott	Litter Picking and gardening	£223.09
1484	Mrs M Hibben	Reimbursement of domain name fee	£130.80
1485	Mossys	Planter watering	£72.00

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

vi. To consider request from the Church for a grant towards WiFi provision

Cllr Hibben said the church has received quotations and the matter will be deferred to the September meeting.

7. PLANNING

i. Ref: 20/503006/FULL

Address: 11 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Erection of single storey rear and side extension (Resubmission of 20/500242/FULL)

Councillors considered the proposal and had no comment to make save that the views of neighbours be taken into account.

ii. Ref: 20/503010/LAWPRO

Address: 11 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Lawful Development Certificate for a proposed hip to gable conversion with enlargement of rear dormer

Councillors considered the proposal and had no comment to make save that the views of neighbours be taken into account.

iii. Ref: 20/503121/FULL

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

Proposal: Erection of motor home shelter with associated driveway.

Councillors considered the proposal and had no comment to make and agreed the matter be left to the expertise of the Conservation Officer.

iv. Ref: 20/503103/TCA

Address: Hales House Tunstall Road Tunstall Sittingbourne

Proposal: Conservation area notification to reduce height of one Eucalyptus to 18m and remove one limb overhanging neighbouring garden in Hales Road; Removal of leader limb of Box Elder to below failure scar, leaving remaining height of 8m. Removal of one limb overhanging neighbour garden, crown thin by 30%; Crown lift one Yew to 1m, plus reduction from 8x3m to 6x3m.

Councillors considered the proposal and had no comment to make.

v. Ref: 20/503278/LBC

Address: The Coach House Tunstall Road Tunstall Sittingbourne, Kent ME10 1YQ

Proposal: Listed Building Consent for a proposed ground floor chimney breast for a log burner and associated flue (installation of wood burner and flue listed building consent granted 20/501831/LBC)

Councillors considered the proposal and had no comment to make and agreed the matter be left to the expertise of the Conservation Officer.

vi. Any other planning matter received by 12 August 2020

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 Hibben informed Members that the application had been withdrawn.

8. CORRESPONDENCE

1. 07.07.20: KCC video carephone launch
2. 09.07.20: Kent & Medway dermatology services update
3. 09.07.20: Kent County Council Autumn budget consultation
4. 13.07.20: KCC Director of Public Health response to national media reports re Ashford and Folkestone
5. 14.07.20: Marie Curie letter of thanks
6. 14.07.20: KALC Swale Area Committee minutes
7. 15.07.20: The British Red Cross letter of thanks
8. 20.07.20: Swale Borough Council Independent Review Panel report
9. 21.07.20: KALC Chief Executive Bulletin
10. 21.07.20: Swale Borough Council request for information on ponds and hedgerows
11. 22.07.20: Swale Borough Council Terms of Reference of the Area Committees, membership details and meeting date
12. 23.07.20: Kent County Council Public Satisfaction Survey on highways and transport services
13. 23.07.20: Kent County Council Invicta Summer Academy
14. 27.07.20: Kent County Council Integrated Children's Services
15. 27.07.20: Kent County Council: Adult Education free taster sessions
16. 28.07.20: NALC CEO Bulletin
17. 28.07.20: KALC Swale Area Committee appointments for AGM
18. 28.07.20: Swale Joint Transportation Board request for agenda items
19. 28.07.20: Kent County Council Scrutiny Committee presentation
20. 29.07.20: Swale Borough Council Economic Improvement Strategy 2020-2023 – consultation
21. 30.07.20: NALC consultation - EPC4 – Communities framework & the devolution white paper
22. 31.07.20: Kent County Council COVID-19 update
23. 31.07.20: KALC training event- supporting well-being and mental health through and past covid-19
24. 04.08.20: KALC Newsletter
25. 04.08.20: Neighbourhood Watch bulletin
26. 04.08.20: KCC Highways- temporary road closure, A2 Sittingbourne
27. 06.08.20: NHS Kent and Medway CCG - Community Bulletin shielding alert
28. 07.08.20: Swale Borough Council Housing allocations policy consultation
29. 11.08.20: NALC CEO bulletin
30. 11.08.20: Swale Borough Council Call for Sites to be submitted as proposed Local Green Spaces

Cllr Hibben said the consultation on proposed Green Spaces will be on the September agenda.

Cllr Rich said the consultation on housing allocation is quite specialist and asked if the Council would normally comment on it.

Cllr Hibben said it will be considered at the September meeting to allow Members to read the document.

Cllr Rich said that she will start plotting information on ponds and hedgerows on a map.

ACTION: Clerk to check the deadline for information.

9. ANY OTHER MATTERS ARISING

Cllr Hibben said two Councillors have resigned since the last meeting, the Clerk has informed Swale Borough Council and notices have been posted/

10. DATE OF NEXT MEETING

Monday 7 September 2020 at 7.30pm

There being no further business, the meeting closed at 8pm.

Signed as a true record of the meeting

Chair

Date: 7 September 2020