

# Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on  
Monday 1 March 2021

Present: Cllr Louisa Roberts (Chair), Cllr Vivien Rich, 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 one member of the public

Cllr Roberts welcomed everyone to the meeting.

## 1. COUNCILLOR VACANCY

Cllr Roberts said there were still two vacancies on the Council.

## 2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Lee Burgess (work) and Cllr Mavis Hibben (unwell); apologies accepted.

## 3. DECLARATIONS OF INTEREST

Cllr Roberts declared a pecuniary interest in item 8.i as a neighbour and friend.

## 4. MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2021

Cllr Rich said item 10.ii needs to be changed from *“This application claims that there are over 50 HGV movements a day”* to *“This application claims that there are over 50 HGV movements a week”*.

Cllr Stephen **PROPOSED** to accept the minutes as amended as a true record; **SECONDED** by Cllr Rich: **FOR-** Cllr Rich, Cllr Stephen, **AGAINST-** Cllr Roberts: **MOTION CARRIED.**

## MINUTES OF THE EXTRAORDINARY MEETING HELD ON 23 FEBRUARY 2021

Cllr Rich **PROPOSED** to accept the minutes as a true record; **SECONDED** by Cllr Stephen: **AGREED UNANIMOUSLY.**

## 5. MATTERS ARISING

The Clerk reported that the litter picker has agreed to have a Risk Assessment briefing by phone but the expert said a briefing by phone is not sufficient so is not prepared to do it and a Councillor can do the briefing if they wish.

*ACTION: Clerk to ask expert if he will carry out the briefing outside as soon as possible when permitted.*

## 6. REPORTS FROM MEMBERS OF THE PUBLIC

*The meeting was adjourned for the public time*

A resident said the plans for his extension are the same as other extensions in Sterling Road and after concurring with Swale Borough Council and neighbour the amendment is to revert back to brick and hanging tiles which is more in keeping with the street scene.

Cllr Roberts said the application had been discussed at the February meeting, the Council had received lots of objections. It is a very large extension and in this location there have been small scale conversions. There was concern regarding the Juliet balcony and the extension on the side.

The resident said the plans have duplicated other designs in the road and a Juliet balcony is considered the same as a window. A rear dormer could have been put in and this is allowed under permitted development.

*The meeting was reconvened*

## **7. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

SBCllr Bonney reported that the Local Plan Review Reg 19 is out to consultation and the deadline for comments has been extended to 30 April. Two Environmental Impact Assessments have been lodged and the deadline for these is 11 and 12 March, it is worth looking at the previous Environmental Impact Assessment which attracted many comments. There is a Quinn presentation on the Highsted Park proposal.

Milsted Parish Council has received the first draft of the Conservation Area Review and Tunstall Parish Council should receive their draft soon.

Cllr Roberts thanked SBCllr Bonney for attending the meeting and for her report.

*7.50pm SBCllr Bonney left the meeting.*

SBCllr S Stephen reported that Swale Borough Council is rolling out its COVID-19 grants and is ahead of other Councils with its programme.

There were issues with bins collections after the snow, there was reduced staffing and they were unable to catch up so tried to revert to the previous schedule. Communication was poor and there were mixed messages. This is being reviewed.

SBCllr S Stephen said the Swale Western Area Committee meets on 2 March and that she will put forward a proposal for walking and cycling routes. This would entail getting people involved and setting up routes with themes such as villages, history, produce and crafts.

Roads are looking shabby and signs are worn out, this is the responsibility of KCC Highways and Swale Borough Council needs to work together. Some pavements are crumbling and are a hazard to disabled people. There is also an issue regarding litter and this needs to be addressed.

Swale Borough Council and Kent County Council have been working well during the pandemic so this need to be expanded.

Cllr Roberts thanked SBCllr S Stephen for her report.

KCCllr Bowles said that he had submitted his report and that he is interested in the Swale Local Plan Review and he has attended two special meetings in affected parishes. The consultation is important to residents.

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

KCCllr Wright reported that he has been contacted about the closure of Sittingbourne Town Centre.

The snow, ice and salt bins have been of concern to residents. There have been requests for four salt bins in the division. The gritting protocol and road clearance schedule has not been available on the website. Some secondary routes were missed and contractors were chased. Highways issues need to be logged and if not dealt with reported to the County Councillor

## **8. PLANNING**

i. Address: Hales Cottage Tunstall Road Tunstall Sittingbourne Kent ME10 1YQ

Ref: 21/500400/LBC

Proposal: Listed Building consent for erection of single storey rear flat roof rear extension with internal alterations.

Ref. No: 21/500399/FULL

Proposal: Erection of single storey rear flat roof extension with pitched glazed lantern and internal alterations.

*Cllr Roberts left the meeting during the discussion of this item and Cllr Rich took the Chair.*

Cllr Rich said there were no reasons to object to the proposal and there are no neighbour comments. The matter will be left with the Conservation Area Officer with regards to the LBC and any neighbour comments.

*ACTION: Clerk to advise Swale Borough Council that the comments are not from a quorum of Councillors.*

*Cllr Roberts returned to the meeting*

ii. Ref: 21/500138/FULL

Address: 115 Sterling Road Tunstall Sittingbourne Kent ME10 1SW

Proposal: Erection of part single, part two storey side and rear extension including Juliet balcony, together with roof alterations to create first floor with front and rear dormers.

Councillors considered the amendments to the proposal and the numerous representations previously received from residents.

It was **AGREED UNANIMOUSLY** to that the Council's previous comments still stood.

iii. Ref: 20/503707/HYBRID

Address: Kent Science Park Shimmin Road Sittingbourne Kent ME9 8BZ

Proposal: Hybrid planning application consisting of - Outline planning permission (with all matters reserved except access) for commercial development, accesses and roads, parking, associated services, infrastructure, earthworks and landscaping - Full planning permission for the erection of a manufacturing facility, associated parking, services, infrastructure, landscaping and earthworks.

Councillors considered the amended additional information and noted that the applicant had responded to concerns about the Area of Outstanding Natural Beauty, size, scale and landscaping. Concern was raised regarding light and air pollution; traffic; highways; it will only create 100 jobs; and whether it is the right place for the proposal.

It was **AGREED UNANIMOUSLY** to object to the amendments.

*ACTION: Cllr Roberts to draft response.*

iv. Ref: 21/500237/FULL

Address: 186 Sterling Road Tunstall Sittingbourne Kent ME10 1ST

Proposal: Demolition of rear chimney and erection of single storey rear and side pitch roofed extension with rooflights.

Councillors considered the application and noted that the area is losing bungalows. Concern was raised regarding the scale of the proposal and that it doubled the footprint of the house.

It was **AGREED UNANIMOUSLY** to object to the proposal.

*ACTION: Cllr Roberts to draft response.*

v. Ref: 21/500819/EIASCO

Address: Highsted Park Land South and East Of Sittingbourne Kent

EIA Scoping Opinion - for proposed development of up to 8,000 residential dwellings and up to 33.2 Ha of commercial floorspace/land, retail, learning, non-residential institutions and community uses, the provision of open spaces, woodland and greenspace, highways and infrastructure works, including new junctions to the M2 and the A2, and associated link/relief roads at land to the south and east of Sittingbourne.

Cllr Roberts informed members that this was the first stage of the process. It is an Environmental Scoping Opinion request of Swale Borough Council, it is the first of many stages. The issue of dark skies should be highlighted; the link to the climate change agenda; the loss of the best and most versatile agricultural land; water, drainage and aquifers; the setting of the AONB; high-sensitivity of the landscape development; and historic landscaping.

*ACTION: Cllr Roberts to draft response.*

## 9. LOCAL PLAN REVIEW (REG 19)

Cllr Rich reported that she and Cllr Roberts have read documents and reports and have also listened to Local Plan Panel meetings over the past eighteen months. It has been a transparent process.

*Item deferred to April meeting.*

## 10. FINANCE

### i. Accounts and cheques raised

Chq No	Payable to	Reason	Amount
1521	Mrs J Barnicott	Litter picker	<b>£132.30</b>
1522	Staff	Salary	<b>£115.40</b>
1523	Staff	Salary and expenses	<b>£506.80</b>
1524	HMRC	PAYE	<b>£129.20</b>
1525	KALC	Training	<b>£276.00</b>
1526	McCabe Ford Williams	Payroll fees	<b>£42.12</b>
1527	Mr D Buckett	Additional Fee	<b>£50.00</b>

Cllr Roberts **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Rich: **AGREED UNANIMOUSLY.**

The Clerk said that the Council has a problem as one Councillor is ill there is only one signatory for the cheques. KALC has advised that more signatories are required. The Internal Auditor has said all Councillors should be on the mandate and if the Council is unable to sign the cheques it cannot continue to function. The Internal Auditor has suggested either the banking mandate be changed to one signatory or the Clerk be added but this is not good practice.

Cllr Roberts said that she will also sign the cheques this month.

The Clerk said that going forward the issue needs to be reviewed and all Councillors should consider being on the mandate which is something the Internal Auditor has been advocating for a long time. The Council has almost had a crisis here.

Cllr Rich said there was no reason why salary cannot be paid by Standing Order.

The Clerk said the issue is not just about paying staff but also contractors and HMRC. Non-payment of contractors is a civil matter and they may withdraw their services or may take legal action. HMRC non-payment is a criminal matter. This is a serious problem.

Cllr Roberts **PROPOSED** for the discussion to be moved to a closed session at the end of the meeting: **AGREED UNANIMOUSLY.**

Cllr Roberts said the Council has been discussing internet banking for a long time and this would be a way of paying salaries.

The Clerk said that Councillors had asked to be able to input their own details into Unity Trust Bank, the bank has said that while this can be done the information will be visible to all Councillors. It is not done on an individual basis.

*9pm KC Cllr Wright left the meeting*

## 11. WEBSITE

The Clerk reported that the domain name has been linked to the website and the planning tracker and accessibility button are working.

*ACTION 1: Clerk to populate the website.*

*ACTION 2: Clerk to ask EIS what happens to the Google search*

Cllr Roberts **PROPOSED** that the Clerk to have a .gov.uk email address; **SECONDED** by Cllr Rich: **AGREED UNANIMOUSLY**.

*ACTION: Clerk to ascertain position of Councillor email addresses.*

## **12. AMENDMENT TO HR TERMS OF REFERENCE**

Cllr Roberts **PROPOSED** to adopt the amended HR Terms of Reference, allowing substitution of Members; **SECONDED** by Cllr Rich: **AGREED UNANIMOUSLY**.

Cllr Roberts **PROPOSED** Cllr Rich be substitute Member; **SECONDED** by Cllr Stephen: **AGREED UNANIMOUSLY**.

## **13. HIGHWAYS**

There was no report.

## **14. ENVIRONMENT**

There was nothing to report.

## **15. REPORTS FROM MEMBERS**

Cllr Roberts reported that she had attended the Five Parishes Group to discuss the Local Plan Review, the Highsted Park Environmental Impact Assessment and another potential piece of work. There is a proposal to use Wyvern Heritage Consultancy to do the Landscape Sensitivity review.

Cllr Rich said the Parish Council should wait for the Conservation Area Review.

Cllr Roberts informed Members that she had listened to the Local Plan Panel meeting and that she will attend the Swale Western Area Committee meeting on 2 March.

## **16. CORRESPONDENCE**

1. 04.02.21- KCC: Farming Economy Short Focused Inquiry draft report
2. 04.02.21- KCCLr Wright: Virtual meeting on quality priorities at Medway Hospital
3. 04.02.21- KALC Newsletter
4. 04.02.21- Kent & Medway CCG: Kent and Medway Covid-19 vaccine update
5. 08.02.21- Swale Borough Council: Local Plan review consultation
6. 08.02.21- KALC COVID-19 - Financial Support Package Local Councils & remote meetings copy correspondence
7. 09.02.21- KALC: workshop on the KCC Road Safety Strategy consultation
8. 10.02.21- Kent Resilience Forum: media release working together to minimise traffic disruption
9. 10.02.21- KCC: media release: Kent Mum Shares Mental Health Tips in Campaign Support
10. 12.02.21- KALC SAC meeting papers for 9 March
11. 15.02.21- KCC Highways: Notice of Temporary Road Closure Orders for Wren's Road and Hearts Delight Road
12. 15.02.21- KALC: details of courses
13. 16.02.21- KCCLr Bowles: Newsletter
14. 18.02.21- KALC CEO: bulletin
15. 22.02.21- NALC CEO: bulletin
16. 22.02.21- Kent Wildlife Trust: newsletter
17. 23.02.21- Swale Borough Council: Western Area Committee meeting details
18. 23.02.21- KCC: COVID-19 update
19. 26.02.21- SBC: Census support for residents
20. 26.02.21- KALC: Model Design Code consultation

### **17. ANY OTHER MATTERS ARISING**

Cllr Rich asked that an item be on the next agenda to look at how often meetings should be and ways of working.

### **18. ANNUAL PARISH MEETING**

The Clerk informed Councillors that the Annual Parish Meeting must be held between 1 March and 1 June.

Cllr Roberts **PROPOSED** that the Annual Parish Meeting and the Annual Parish Council meeting be held via Zoom on 5 May: **AGREED UNANIMOUSLY**.

### **19. DATE OF NEXT MEETING**

**Wednesday 7 April 2021** at 7.30pm

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of financial matters.

Cllr Roberts suspended Standing Orders.

#### ii. Audit

The Clerk reported that the dates for the external audit have not yet been published.

Cllr Roberts **PROPOSED** to engage David Buckett as Internal Auditor; **SECONDED** by Cllr Rich: **AGREED UNANIMOUSLY**.

There being no further business the meeting closed at 10.18pm.

Signed as a true record of the meeting

Chairman

Date: 7 April 2021