

Tunstall Parish Council
MINUTES OF THE ANNUAL PARISH MEETING
Held at the Midwinter Room at St John the Baptist Church
Monday 20th May 2025 7.00pm

Present: Cllr Lee Burgess; Cllr Vivien Rich; Cllr Larissa Reed

Also present: J Miller, Clerk.

Apologies: Cllr Rich Lehmann.

1. Annual Reports

a) Chairman

We are pleased to be meeting here for our second Annual Parish meeting in May since our inquorate period in 22/23. And this after a full year of parish council meetings addressing issues for Tunstall. Again, current parish councillors have stayed in place to ensure TPC continues at this time, as a statutory consultee in local plans and that it represents in Borough, Area and KALC meetings. TPC's administration is now running smoothly with finances in place for normal council business.

We do expect significant changes from the Devolution Review running to the end of 2025 and we will be pressing Swale BC to review TPC boundaries in relation to other PCs and the potential creation of a Sittingbourne Town council in the new Unitary approach. And to take account of the makeup of Tunstall residents, particularly in Tunstall Urban, which has changed in recent years.

In the interim, current TPC councillors plan to ensure that TPC is part of all relevant discussions in this key period of change and that our Conservation Area, the Countryside Gap and our historic rural position on the edge of the town is fully taken into account.

b) Borough Councillors – there were none.

c) County Councillor – Cllr Lehmann sent a report advising of his active approach at the Highsted Park inquiry.

2. Questions from electors – there were none.

Meeting closed at 19:15pm

Tunstall Parish Council
MINUTES of the ANNUAL MEETING OF THE COUNCIL to be held on
Monday 20th May 2024 at 7.15pm in the
Midwinter Room at St John the Baptist Church

Present: Cllr Lee Burgess; Cllr Vivien Rich; Cllr Larissa Reed

Also present: J Miller, Clerk.

Apologies: Cllr Rich Lehmann.

1. To elect a Chairman

It was **RESOLVED** to appoint Cllr Rich as Chairman.

2. To receive the Chairman's Declaration of Acceptance of Office

The declaration was duly signed.

3. To elect a Vice Chairman

It was **RESOLVED** to appoint Cllr Burgess as Vice Chairman.

4. Apologies for absence

There were none. Apologies were received from Kent County Councillor Rich Lehmann.

5. Declarations of Pecuniary and Non-Pecuniary Interest

Cllr Reed declared an interest as Chief Executive of Swale Borough Council.

6. Approval and signing of minutes of meeting of 24th March 2025

7. To consider appointing any new committees

8. To appoint representative to external bodies

a) KALC – Cllr Rich

It was **AGREED** to remove the following appointments to external bodies.

b) School Liaison

c) Police Liaison

d) Village Hall Committee

e) Speed watch

It was noted that the Local Council's Liaison Forum is a very useful forum.

9. To review Standing Orders

It was **RESOLVED** to approve the Standing Orders.

10. To review Financial Regulations

It was **RESOLVED** to approve the Financial Regulations.

11. To review inventory of land and assets

It was **RESOLVED** to approve the inventory of land and assets.

12. To confirm all insurance arrangements

It was **RESOLVED** to confirm all insurance arrangements.

13. To review subscriptions

(a) Kent Association of Local Councils

It was **RESOLVED** to continue subscribing to Kent Association of Local Councils.

14. To review complaints procedure

It was **RESOLVED** to approve the complaints procedure.

15. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

It was **RESOLVED** to approve the councils policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

16. To review the council's policy for dealing with the press/media.

It was **RESOLVED** to approve the councils policy for dealing with the press/media.

17. To review the council's employment policies and procedures.

It was **RESOLVED** to approve the council's employment policies and procedures. The new sexual harassment policy and training.

18. To review the council's expenditure incurred in 2024/25 under s137 of the Local Government Act 1972.

It was **RESOLVED** to review the council's expenditure incurred in 2024/25 under s137 of the Local Government Act 1972

19. To determine meeting dates up to and including the next annual meeting.

Monday 8th September 2025, Monday 10th November 2025, Monday 9th March 2025, Monday 11th May 2026.

20. Open Forum – Public Participation Session – there were none.

21. Ward Councillors

a) To receive updates from county and borough members – there was none.

22. Finance

a) To review payments made in line with Financial Regulations

	Gross	Net	Details
J Miller	£ 8.35		Postage reimbursement
Various	£ 991.04		Staff Costs
J Barnicott	£ 169.26		Litter Pick April
Hugo Fox	£ 11.99	£ 9.99	Website subscription
Waveney IT	£ 37.30	£ 6.22	Mailbox monthly charge

b) To receive update on Barclays accounts.

It was noted that Barclays had not followed any of the instructions in the letter that the council was advised to write by Barclays. A further letter will be sent.

c) Annual governance and accountability return 2024-25

i. To review the system of internal control

- It was **RESOLVED** to review the system of internal control.
- ii. To review the effectiveness of the system of internal control.

It was **RESOLVED** to approve the statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk duly signed.

- iii. To approve the internal audit report 2024-25

It was noted that the internal audit report is being prepared and will be reviewed at the next meeting.

- iv. To approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025.

It was **RESOLVED** to approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025.

The clerk to read out the assertions and the council answered.

The Chair of the meeting and the clerk duly signed and dated the document.

- v. To approve the Annual Governance Statement for 2024-25, Section 2 of the AGAR for the year ending 31 March 2025.

It was **RESOLVED** to approve the Annual Governance Statement for 2024-25, Section 2 of the AGAR for the year ending 31 March 2025.

The Chair of the meeting and the clerk duly signed and dated the document.

- vi. To approve the supporting Bank Reconciliation as at 31 March 2025 and the explanation of significant variances from last year (2023-24) to this year (2024-25).

It was **RESOLVED** to approve the supporting Bank Reconciliation as at 31 March 2025 and the explanation of significant variances from last year (2023-24) to this year (2024-25).

23. External Meetings Attended

- a) KALC Swale Area Committee – Cllr Rich attended.
- b) Western Area Committee
- c) Swale Joint Transportation Board
- d) Cllr Rich also attended the Hollingbourne Parish Meeting and the Swale Biodiversity Training.

24. Councillor Vacancies – to receive update.

There were no further updates.

25. Clerk Vacancy – to receive update.

In view of the small number of councillors in place at Tunstall Parish Council and the calls on their voluntary time in this change period, it was **RESOLVED** to ask the experienced temporary clerk to stay in place, delaying our new clerk recruitment until we understand the potential requirements of the new arrangements under devolution.

Cllr Reed left the meeting at 8:00pm

26. Planning Applications for consideration

- a) Application: 25/501545/LAWPRO Officer: Luke Simpson
Address: 735 Guillat Avenue Kent Science Park Sittingbourne Kent ME9 8GU Proposal: Lawful Development Certificate for proposed installation of a nitrogen generator package to the east of the building.
It was **RESOLVED** no comment.
- b) Application: 25/501581/FULL Officer: Mandi Pilcher
Address: 38 Chegworth Gardens Sittingbourne Kent ME10 1RH
Proposal: Erection of a single storey side extension, loft conversion into an habitable space with rear dormer, front rooflight and changes to the fenestration.
It was **RESOLVED** no comment.
- c) Application 25/501328/REM Officer Simon Greenwood 25
Proposal: Approval of reserved matters (appearance, landscaping, layout and scale sought) for the erection for 290 homes, including affordable housing, together with associated landscaping, open space, equipped play, earthworks, and other associated infrastructure pursuant to 22/505646/OUT (allowed at appeal APP/V2255/W/23/3333811). Land At Ufton Court Farm Tunstall Sittingbourne Kent ME10 1XF
It was **RESOLVED** to comment the following:

Ufton Court has outline planning permission following appeal. This application is now the reserved matters - the details. There are multiple documents under this application including comments from various statutory consultees and residents. Tunstall councillors have viewed these documents/comments but would like to understand in greater detail the site layout and particularly the landscaping design which will be important Green space in relation to the countryside gap and its relationship to the Tunstall conservation area. It is also difficult to view this type of information on screen. Tunstall councillors would like to see full sized paper versions of the landscaping areas, the proposed timescale of planting and initial 5 year management plan. We suggest that the best way to understand this would be by councillors walking the site (with these full size plans) with the planning consultants for this application, and the Swale planning officer if available, as soon as possible so that with that knowledge we can make final comments in our role as statutory consultee.

Cllr Reed rejoined the meeting at 8:12pm

- 27. Village Events** – There was a VE Day commemoration event in the parish with refreshments at the village hall.

Cllr Burgess left the meeting at 8:21pm

28. Village Sign – Feedback from residents suggests that a black ironwork sign to replace the old painted sign by the pond is suitable. It was **RESOLVED** to investigate potential sign providers and installers.

Cllr Burgess re-entered the meeting at 8:23pm

29. Speed watch - To receive update. The reports were reviewed, and sincere thanks were noted to Brian and the team for all their efforts.

30. Correspondence and Matters for Information

- a) To consider Swale Borough Council CCTV partnership initiative for Tunstall.
- b) To note gas network repairs to Ruins Barn Road.
- c) Invite to Swale Borough Council Local Government Reorganisation workshops 5th and 14th June 2025 – Cllr Rich and Cllr Burgess will attend.
- d) Invite to Kent Association of Local Councils EGM to discuss Local Government Reorganisation – Cllr Rich will attend.

31. Date of next meetings: these were agreed at the meeting as follows:
Monday 8th September 2025, Monday 10th November 2025, Monday 9th March 2026, Monday 11th May 2026.

Meeting closed at 8:30pm