

Tunstall Parish Council

Minutes of the Parish Council Meeting held on Monday 6 November 2017 in the Midwinter Room, St John the Baptist Church, Tunstall.

Present: Cllr Roger Sills (Vice Chairman), Cllr Lee Burgess, Cllr Brian Cook Cllr Ian Davison, Cllr Wendy Harwood, Cllr Mavis Hibben and Cllr David Nutting; and Mrs W Licence (Clerk).

Also present was KCCllr John Wright.

Cllr Sills welcomed everyone to the meeting and advised everyone of the emergency evacuation procedures.

REPORTS FROM MEMBERS OF THE PUBLIC

KCCllr Wright reported he had given £1500 to Tunstall School towards the new play equipment.

There had been a meeting with the new Kent Science Park director and KCCllr Wright was assured the company was committed to keeping the Science Park as it is; retaining the current planning permissions; encouraging sustainable travel and looking for sustainable links with regards to cycle paths. Eighteen hundred people work at the site. A new light might be installed on Ruin Barns Road near the turning into the park.

The ArrivaClick service is proving to be effective.

Cameras are being installed at the Sittingbourne Memorial Hospital to gauge how many people are on the site and how long they stay.

KCCllr Wright reported he has helped residents regarding issues with school places and school travel.

Cllr Sills thanked KCCllr Wright for attending the meeting and for his report.

1. ELECTION OF CHAIRMAN

Cllr Sills proposed a vote of thanks to Cllr Burgess for his sterling work as Chairman over the years and for leading the Council through difficult times. Cllr Sills **PROPOSED** Cllr Cook as Chairman; **SECONDED** by Cllr Burgess: **AGREED UNANIMOUSLY**.

2. APOLOGIES FOR ABSENCE

Apologies for absence has been received from KCCllr Andrew Bowles (at another meeting), SBCllr Derek Conway (at another meeting) and SBCllr George Samuel (at another meeting): apologies accepted. There had been no response from SBCllr Monique Bonney and Councillors requested she be specifically invited to the next meeting.

3. DECLARATIONS OF INTEREST

None were declared.

4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2 OCTOBER 2017

Cllr Sills requested that item 11 Highways be amended to read "Alan Blackburn" instead of "Alan Blackman"

Cllr Davison **PROPOSED** to accept the minutes of the meeting of 2 October 2017, as amended, as a true record of the meeting; **SECONDED** by Cllr Burgess: **AGREED UNANIMOUSLY**. Cllr Cook duly signed the minutes of the meeting a true record.

5. MATTERS ARISING FROM THE MINUTES

M2 junction 5 consultation- Cllr Cook thanked Cllr Sills for submitting the response to the consultation.

Cllr Sills **PROPOSED** to write to Chris Grayling, Secretary of State for Transport expressing concerns about the M2 junction 5 option; **SECONDED** by Cllr Hibben: **AGREED UNANIMOUSLY**.

Poppy Wreath- Cllr Cook will take the poppy wreath to the Village Hall.
 Christmas Tree Festival- Councillors agreed a budget of £40 for Cllr Burgess to purchase a tree.

6. NEIGHBOURHOOD WATCH

Cllr Sills reported to Members that the Neighbourhood Watch briefings were being received and the Clerk has put them on the website. Cllr Sills said he was unable to upload the documents onto the website.

ACTION: Cllr Sills to send the reports to the Clerk to add to the website.

7. SPEED WATCH

Cllr Cook informed Members the latest report from Speed Watch did not include all the sessions in Tunstall due to a glitch in the system when it was changed from the old manual inputting. Recent sessions have been successful and two motorists have had hand delivered letters from the police. All vehicles recorded exceeding the permitted speed are always reported to the police.

8. PLANNING

Ref: 17/505254/FULL

Address: White Acres, Hearts Delight Road Tunstall ME9 8JA

Proposal: Proposed first floor rear extension and rooflight

Councillors considered the application and had no comments to make on the proposal.

9. ENVIRONMENT

Councillors considered the quotations to replant the floral displays. Cllr Nutting **PROPOSED** to accept the tender from Mossys for £446; **SECONDED** by Cllr Davison: **AGREED UNANIMOUSLY**.

Cllr Cook thanked Cllr Burgess for removing the dead plants from the planters.

ACTION 1: Clerk to contact Fulston Manor for a quote to water the planters.

ACTION 2: Cllr Burgess to obtain a second quote.

10. FINANCE

11. Chq. No	Payable to	Reason	Amount
1238	Tunstall PCC	Hire of Midwinter Room: Parish Council meeting	£15.00
1239	Mrs W Licence	Salary and expenses	£444.98
1240	HMRC	PAYE	£118.00
1241	KALC	Finance Conference	£72.00
1242	CPRE	Subscription	£36.00
1243	Mr B Cook	Noticeboard lock H&S stickers for planters Plaque Total	£10.20 £28.08 £30.95 £69.23
1244	J Johnson	Litter picker	£285.00

Councillors considered the cheques raised and Cllr Hibben **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Burgess: **AGREED UNANIMOUSLY**.

12. ADMINISTRATION

i. To adopt terms of reference for HR Committee

Cllr Sills **PROPOSED** Cllr Harwood to be Chairman of the HR Committee; **SECONDED** by Cllr Nutting: **AGREED UNANIMOUSLY**.

Councillors agreed that the HR Committee should consist of three Members with the Chairman of the Council, as line manager to the Clerk, attending Committee meetings as an ex-officio member with voting rights. The meetings will be held in the Midwinter Room or other suitable room.

Cllr Burgess **PROPOSED** to adopt the Terms of Reference; **SECONDED** by Cllr Sills: **AGREED UNANIMOUSLY**.

ii. To adopt a disciplinary procedure

iii. To adopt grievance procedure

iv. To adopt a dignity at work policy

v. To adopt a sickness and absence policy

vi. To adopt an equal opportunity policy

It was agreed for the HR Committee to consider the policies to recommend to the next Full Council meeting.

13. PARISH COUNCIL MEMBERSHIP

Councillors reviewed the number of Councillors on the Parish Council giving consideration to the recent boundary changes and **AGREED UNANIMOUSLY** not to pursue increasing the number of members.

14. REPORTS FROM MEMBERS

Cllr Nutting reported to Members that the Village Hall progresses satisfactory.

The KALC AGM is on Sat 18 November and no one is available to attend on behalf of the Parish Council.

15. HIGHWAYS

Cllr Hibben reported work will start on Coffin Pond in January and it will be scheduled to coincide with the gas works in the village. KCC has agreed the specification of the bollard for Coffin Pond.

Cllr Nutting said he would seek clarification on the diversions when gas is installed in Hearts Delight Road and the road closures due to work on Coffin Pond.

Cllr Hibben reported the white lines have been refreshed in Hearts Delight Road. The bollards on the Doves Croft estate is being dealt with by the management company. The lines throughout the village are in a poor state and will be refreshed in the Spring of 2018.

Cllr Nutting said that some of the planted areas in the urban areas are maintained by residents. Consideration could be given to maintaining other areas or to clear it as a one-off exercise.

Cllr Cook said residents could be consulted to see if they would be interested in helping to maintain the soft landscaping areas.

ACTION: Clerk to consult with KCC to find out if the Parish Council carried out landscaping work in Sterling Road, whether KCC would still retain liability.

The Clerk reported she has contacted the Conservation Officer several times requesting agreement to replace the street light and also for information regarding a Conservation Appraisal but has had no response.

ACTION: Clerk to contact Mark Radford, CEO Swale Borough Council.

16. FOOTPATHS

The Clerk advised she has contacted KCC Public Rights of Way concerning the footpath adjacent to Tunstall House.

17. PARISH COUNCIL NEWSLETTER

Cllr Sills said it was intended for the Winter edition to be distributed before Christmas but it might be better to do this in January.

18. KALC COMMUNITY AWARDS 2018

Cllr Cook said the Award is to recognise someone who has made a significant contribution to the local community.

Councillors agreed to consult with residents.

19. CORRESPONDENCE

1. 05.10.17: DCLG Consultation - Disqualification Criteria for Councillors and Mayors- *circulated*
2. 05.10.17: DCLG consultation on "Planning for the right homes in the right places".. *circulated*
3. 10.10.17: KALC 70th Annual General Meeting 9.30am- 2pm *circulated*
4. 11.10.17: KALC Crime Prevention and Safety Conference at Ditton Community Centre 7 December 2017 9:30- *circulated*
5. 11.10.17: KALC Community Awards Scheme 2018- *circulated*
6. 12.10.17: KCC Community bus awayday. Invitation to attend on 2 November (Hilton Hotel Maidstone) or 9 November (Ashford International Hotel) 10am- 3pm- *circulated*
7. 12.10.17: KCC Consultation of the proposed changes to Meadowfield School, Swanstree Avenue- *circulated*
8. 16.10.17: Victim Support letter of thanks- *circulated*
9. 23.10.17: SBC Draft Statement of Community Involvement 2017- *circulated*
10. 23.10.17: KALC Parish News- *circulated*
11. 23.10.17: Cllr Bowles' Newsletter- *circulated*
12. 01.11.17: Swale Borough Council - Landscape Designation Review- *circulated*

20. ANY OTHER MATTERS ARISING

Cllr Nutting informed Members that he has liaised with Mrs Panton regarding the memorial plaque and she would prefer there not to be a fuss as it has been four years since Mr Panton's death.

Cllr Cook said that this could be carried out jointly with the plaque for Mr Clancy in January.

Cllr Hibben said she has spoken to the Sittingbourne Extra News and they want to know when Mr Clancy's plaque will be dedicated. Representatives from the school could be invited

Cllr Harwood reported the works have been completed in the church.

Cllr Sills said he had not seen a report from Tunstall Parish Council in the Sittingbourne Extra News.

The Clerk said she had emailed the report a week after the meeting.

Cllr Sills said there still had been nothing in the newspaper.

ACTION: Clerk to check when the report was sent.

Cllr Sills said that he was standing down from the position of Vice Chairman with immediate effect.

21. DATE OF NEXT MEETING

Monday 4 December, 6.45 pm, Midwinter Room, St. John the Baptist Church, Tunstall

There being no further business, the meeting closed at 8.58pm.

Signed as a true record of the proceedings

Chairman Date 4 December 2017