

**Tunstall Parish Council**  
**MINUTES of the MEETING OF FULL COUNCIL held on**  
**Monday 29<sup>th</sup> September 2025 at 7.00pm**  
**Midwinter Room at St John the Baptist Church**

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

Also present: J Miller, Clerk.

**32. Open Forum** – There were none.

**33. Chair's Announcements**

Tunstall Parish Council is participating in all the Local Government Reorganisation meetings and any feedback that is required even though we have few councillors as this issue will affect us all for years to come.

Swale Borough Council has confirmed that there will be a formal Community Governance Review to consider area boundaries for town and parish councils in future. With the significant changes in demographics and housing of Tunstall, this will be an important review for the future of Tunstall Parish Council area and future ward areas.

A new Local Plan is in development - to be discussed at next parish council meeting as countryside gaps are being reviewed.

**34. Apologies** – there were none. Cllr Lehmann (KCC Councillor) sent his apologies.

**35. Minutes** - To sign and approve the minutes of the meeting of 12<sup>th</sup> May 2025.

It was **RESOLVED** to sign and approve the minutes of the meeting of 12<sup>th</sup> May 2025 as a true record of the meeting.

**36. Ward Councillors**

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

**37. Finance**

a) To review payments made in line with Financial Regulations

It was **RESOLVED** to approve the following payments:

| <b>Payee</b>     | <b>Budget</b> | <b>Amount</b> | <b>Detail</b>          |
|------------------|---------------|---------------|------------------------|
| J Barnicott      | Litterpicking | £ 116.51      | annual insurance       |
| HugoFox          | IT Costs      | £ 11.99       | Monthly Website fee    |
| Waveney IT       | IT Costs      | £ 37.30       | Monthly Mailbox charge |
| Unity Trust Bank | Bank Charges  | £ 6.00        | Bank charges           |
| J Barnicott      | Litterpicking | £ 163.11      | May and June           |

|                      |               |          |                            |
|----------------------|---------------|----------|----------------------------|
| HugoFox              | IT Costs      | £ 11.99  | Monthly Website fee        |
| Waveney IT           | IT Costs      | £ 37.30  | Monthly Mailbox charge     |
| AJ Gallagher         | Insurance     | £ 718.47 | Annual Insurance           |
| Mulberry Accountants | Annual Audit  | £ 357.00 | Internal audit services    |
| Unity Trust Bank     | Bank Charges  | £ 6.00   | Bank charges               |
| J Miller             | Poppy Wreath  | £ 22.24  | Poppy wreath reimbursement |
| J Barnicott          | Litterpicking | £ 86.17  | August                     |
| J Barnicott          | Litterpicking | £ 70.78  | July                       |
| HugoFox              | IT Costs      | £ 11.99  | Monthly Website fee        |
| Waveney IT           | IT Costs      | £ 37.30  | Monthly Mailbox charge     |
| Hugofox              | IT Costs      | £ 11.99  | Monthly Website fee        |
| Unity Trust Bank     | Bank Charges  | £ 6.00   | Bank charges               |
| Waveney IT           | IT Costs      | £ 37.30  | Monthly Mailbox charge     |

- b) To receive update on Barclays accounts.

It was noted that the Barclays accounts have been closed, and the funds have been transferred to the Unity Trust bank account.

- c) To receive update on annual governance and accountability return 2024-25

It was **RESOLVED** to receive and approve the completion of audit.

The Council asserted that it ensured an effective internal audit during the year, but the Internal Audit report was dated after the Annual Governance Statement. Due to being inquorate during 2024/25, the Council did not have opportunity to complete internal controls testing. In future, where a similar situation emerges, the Council will ensure that sufficient internal audit testing of the relevant year's transactions and controls has been completed before the Annual Governance Statement is approved and should delay the signing of the Annual Governance Statement accordingly if insufficient testing has been completed.

### 38. External Meetings Attended

- a) KALC Swale Area Committee – there had been no meetings since the last parish council.

*Cllr Burgess left the meeting at 7:26pm*

*Cllr Burgess re-entered the meeting at 7:29pm*

- b) Western Area Committee – Cllr Rich was unable to attend the September meeting – apologies were sent.
- c) Swale Joint Transportation Board – this will be removed from future agendas.
- d) KALC EGM – 19/06/2025 – Chair and clerk – feedback was positive.

- e) Parish Council Liaison Forum – 24/09/2025 – Cllr Rich – it was noted that this was a useful meeting.

**39. Councillor Vacancies – to receive update.**

There was no further update.

**40. Local Government Reorganisation - to receive update.**

It was noted that a Community Governance Review is being carried out in response to Local Government Reorganisation. It was **RESOLVED** to write to Swale Borough Council to confirm the wishes of the parish council for Tunstall to be reviewed in this process.

*Cllr Reed withdrew from the meeting at 7.45pm*

*Cllr Burgess declared a non-pecuniary interest in item c.*

**41. Planning Applications for consideration**

- a) APPLICATION REF: 25/503319/FULL Hip to gable loft conversion with front and rear dormers and erection of a single storey rear infill extension with rooflights. 42 Roseleigh Road Sittingbourne Kent ME10 1RS

It was noted that this application had been approved. The parish council had no comment.

- b) APPLICATION REF: 25/503245/FULL Erection of single storey front extension with garage conversion into habitable space. Ahwahnee Tunstall Road Tunstall Kent ME10 1YG

It was noted that this application had been approved. The parish council had no comment.

- c) APPLICATION REF: 25/502816/FULL Erection of a single storey rear extension to the existing building to provide additional storage space, retrospective planning permission for the relocation of 8no. car parking spaces and 3no. additional car parking spaces. Agrovista Grove End Farm Bredgar Road Tunstall Kent ME9 8DY

It was **RESOLVED** to comment the following:

This barn is sited in the rural Tunstall Farmlands designation area and the important, well used, Coast to Downs footpath crosses the farmyard amongst busy vehicle movements.

The original application for change of use for this barn in 2021 had careful conditions put in place before approval was given at committee - in particular, a restriction to agricultural products only, specific opening hours and permanent, substantive signage to protect pedestrians crossing the farm. As this is an extension to that original barn, we assume that these conditions automatically apply here and request that they be reiterated before permission is granted.

The original 2021 application also included a detailed traffic report replacing lorry movements then with the new Agrovista vehicle movements. We do not understand, therefore, why additional parking

places are requested/justified in this application without reference to that report particularly as additional vehicles seem to have returned to site in the meantime.

However, AS LONG AS the original conditions from the 2021 permission are repeated and maintained on this new application, then we do not object to this extension as we wish to support the rural farming economy.

- d) Application: 25/503274/FULL Address: 6 Roseleigh Road Sittingbourne Kent ME10 1RR Proposal: Erection of a 7ft tall closeboard fence along two boundaries of the property (retrospective). It was **RESOLVED** to make no comment.
- e) 25/501328/REM Land at Ufton Court – to receive any updates  
It was **RESOLVED** to make the following comments:  
TPC requested a site visit after our last meeting. A director from the developer, the agent, the landscape designer and SBC planning officer attended giving TPC access to the whole site so that we could view and understand the lay out and landscape plans in detail.  
The SBC officer was very helpful in signposting us to all the relevant documents under various application numbers, particularly in landscape, environment and layout and in requesting further information or explanations where required. TPC put significant time and effort into viewing and understanding these and was satisfied that the appropriate attention and consultation had been applied.

This REM application has been granted linking in all the specific plans and requirements and all can be viewed on the mid Kent planning portal. TPC will seek to meet the director from the development and site manager to establish the future stages and timing.

We request that a specific condition is put in place that no construction traffic come through Tunstall Conservation Area at any time so that this can be enforced if needed.

It was **RESOLVED** to thank Cllr Rich for her tirelessly diligent efforts with reference to the Ufton Court planning application.

*Cllr Reed rejoined the meeting at 8:13pm*

- 42. **Village Events** - To receive update.  
The forthcoming Remembrance service was noted, and Cllr Rich shall lay a wreath on behalf of the parish council.
- 43. **Village Sign** – To receive update.  
Cllr Rich reported that following further research a cost is being obtained for the village sign. The heritage officer [jhilmilkisore@swale.gov.uk](mailto:jhilmilkisore@swale.gov.uk) shall

be contacted to arrange a site visit to review the updating of the village sign by Coffin Pond. Providers of black forged signs will be investigated.

44. **Speed watch** - To receive update.  
A Speedwatch report was received which will be added to the website. Brian was thanked for all of his hard work and the parish council wished him well on his forthcoming move.
45. **Village Greener** – To receive update.  
It was **RESOLVED** to dispose of the planters on Sterling Rd and Cranbrook Drive due to the ecological challenges in maintaining them. The outstanding review of the greenery spaces with Kent County Council will be followed up. County Councillor Lehmann shall be copied into correspondence.
46. **Local Heritage List** – to consider nominations of buildings or structures to add to the Local Heritage List.  
It was noted that the important buildings within the parish are already listed.
47. **Correspondence and Matters for Information**  
a) To consider any motions for KALC AGM – there were none suggested.  
b) To note emails from residents concerning overflowing bins. It was **RESOLVED** to write to Swale Borough Council to remind waste services that all the bins in Tunstall are for collection, the parish council upgraded them to more attractive receptacles.
48. **To review budget forecast and precept for 2026-27**  
The budget forecast was reviewed and a discussion will be held at the next meeting.  
*Cllr Burgess left the meeting at 8:41pm*  
*Cllr Burgess re-entered the meeting at 8:42pm*
49. **Date of next meetings:** Monday 10<sup>th</sup> November 2025 followed by Monday 9<sup>th</sup> March 2025, Monday 11<sup>th</sup> May 2026.

*Meeting closed at 8.45pm*