

Tunstall
MINUTES OF THE ANNUAL PARISH MEETING
Monday 20th May 2024 7.00pm

Present: Cllr Lee Burgess; Cllr Vivien Rich; Cllr Larissa Reed; Cllr John Wright.
Apologies: Cllr Rich Lehmann.

1. Annual Reports
a) Chairman

The Chairman stated:

We are pleased to be meeting here for our first Annual Parish meeting in the month of May for three years due to periods of being inquorate and difficulties with a vexatious resident. Our Ward Councillors have been reticent to take the usual stand in role in this situation.

Current parish councillors have stolidly stayed in place to ensure Tunstall Parish Council continues, representing the village in Borough, Area Committee and KALC meetings. Swale BC has supported us throughout, including the returning officer becoming a Tunstall parish councillor for 23/24.

Through our quorate meetings in December and March 2023, and with support from our experienced locum clerk, we have been able to re-set TPC's administration and finances ready for continuing normal council business. We look forward to inviting residents to come forward with confidence to become councillors later in 2024.

b) Borough Councillors

There were none.

c) County Councillor

Cllr Wright apologized for not being able to attend the last meeting. Kent County Council has had a difficult time with the budget and the forthcoming budget will be tough. Pothole blitz is underway and the inconvenience of utilities not cooperating with road closures and noted that there are moves to ensure that this is a true emergency. It was also noted that the road closure signs often aren't removed in a timely manner. Cllr Wright has been instrumental in the Sheppey Academy and is working with social care matters.

2. Questions from electors

There were none.

Tunstall Parish Council

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL 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; Cllr John Wright.

Apologies: Cllr Rich Lehmann.

1. To elect a Chairman

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

2. The Chairman duly signed the Chairman's Declaration of Acceptance of Office

3. To elect a Vice Chairman

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

4. Apologies for absence

There were none. County Councillor Lehmann had sent apologies.

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 March 25th 2024

It was **RESOLVED** to approve and sign the minutes of the meeting of March 25th 2024.

7. To consider appointing any new committees

It was **RESOLVED** not to appoint any new committees.

8. To appoint representative to external bodies

It was **RESOLVED** to appoint the following councillors:

- a) **KALC** – Cllr Rich.
- b) **School Liaison** – none.
- c) **Police Liaison** – none.
- d) **Village Hall Committee** – none.
- e) **Speedwatch** – Brian Cook operates the Speedwatch group.

9. To review Standing Orders

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

10. To review Financial Regulations

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

11. To review inventory of land and assets

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

12. To confirm all insurance arrangements

It was **RESOLVED** to review the insurance arrangements.

13. To review subscriptions

(a) Kent Association of Local Councils

It was **RESOLVED** to review the subscriptions.

14. To review complaints procedure

It was **RESOLVED** to review 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 review the 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 review the council's policy for dealing with the press/media.

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

18. To review the council's expenditure incurred in 2023/24 under s137 of the Local Government Act 1972.

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

It was **RESOLVED** to continue with the quarterly meetings as follows:
23rd September 2024, 16th December 2024, 17th March 2024, 19th May 2024 at 7pm at St John's Church.

20. Open Forum – Public Participation Session

There were none.

21. Ward Councillors

a) To receive updates from county and borough members.

There were none from the Borough Councillors, County Councillors asked what support they could offer to the parish council and

22. Clerk Vacancy

a) To consider next steps

It was **RESOLVED** to discuss the next steps at the September meeting.

23. Litterpicking

a) To consider insurance at £106.54

It was **RESOLVED** to contribute towards £100 the litterpicking and to remind the litter picker of the restrictions to only picking 30mph zones. The litter bin collections will also be monitored.

24. Finance

a) To review payments made in line with Financial Regulations

	Gross	Details
Various	499.74	Staff Costs
Waveney IT	37.30	Monthly Mailbox charges
J Barnicott	155.79	Litter Picking
Hugo Fox	11.99	Website subscription
AJ Gallagher	718.03	Insurance renewal
KALC	699.24	Annual Subs

b) To receive and approve bank reconciliation as of 31st March 2024.

It was **RESOLVED** to approve the bank reconciliation as of 31st March 2024.

c) To receive and approve budget position as of 31st March 2024

c) Annual governance and accountability return 2023-24

i) To consider and approve the statement of internal control for the year ending 31st March 2024.

It was **RESOLVED** to approve the statement of internal control for the year ending 31st March 2024.

ii) To approve the Annual Governance Statement for 2023-24 Section 1 of the AGAR for the year ending March 2024.

It was **RESOLVED** to approve the Annual Governance Statement for 2023-24 Section 1 of the AGAR for the year ending March 2024

iii) To Approve the Accounting Statement for 2023-24 Section 2

It was **RESOLVED** to Approve the Accounting Statement for 2023-24 Section 2.

25. External Meetings Attended

- KALC Swale Area Committee – Cllr Reed, Cllr Burgess and Cllr Rich all attended.
- Western Area Committee – there had not been a meeting since the last parish council meeting.
- Swale Joint Transportation Board – there were none.

Cllr Rich also attended the Hollingbourne Annual Meeting on 22/04/2024.

Cllr Rich also attended a briefing meeting on Article 4 on 07/05/2024.

Cllr Rich has been attended Make Space For Nature workshops.

26. Future External Meetings

- KALC Swale Area Committee – Cllr Reed – 21/05/2024
- Western Area Committee – Cllr Rich 03/07/2024

Cllr Reed withdrew from the meeting.

27. Planning Applications for consideration

APPLICATION REF: 24/501431/FULL PROPOSAL: Erection of a shed.

ADDRESS: 1 School View Tunstall Road Tunstall Kent ME9 8DX

It was **RESOLVED** no comment.

Application No: 22/505646

Cllr Rich attended the virtual meetings on the appeal for this application at Swale House recently and can report Swale Borough Council robustly defended their refusal of this application. We await the inspectors decision.

Cllr Reed re-entered the meeting.

28. Village Events

- a) To receive update

Tunstall Village Hall has completed an extension of the WW1 war memorial to remember those who gave their lives in WW2 and subsequent conflicts. This well constructed and respectful memorial is in place in readiness for a service at the memorial on 2nd June for the 80th Anniversary of D-Day. There will also be a beacon lit on 6th June 2024. Thank you to Cllr Wright Kent County Councillor for Tunstall Urban who gave a significant contribution to the cost of the new brick work.

It was **RESOLVED** that the parish council make a donation to the village hall of £250 towards cost of this memorial – an important focal point every November.

It was **RESOLVED** to make a future similar donation to Tunstall Church should they carry out works to the war memorial in the church for the same purpose.

29. Speedwatch

- a) To receive updates.

It was **RESOLVED** to note the recent Speedwatch report and to encourage residents to join the initiative.

30. Correspondence and Matters for Information

- a) To note correspondence received.

31. Date of next meetings: 23rd September 2024, 16th December 2024.

Meeting closed at 20:21pm

Signed.....

Date.....

DRAFT