

NEWINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Newington Village Hall on 31 May 2022

Present: Cllr Richard Palmer (Chairman), Cllr Tony Mould (Vice Chairman), Cllr Ruth Brown, Cllr Steve Godmon, Cllr Stephen Harvey, Cllr Elaine Jackson, and Cllr Eric Layer; and Mrs Wendy Licence (Clerk)

Also present was one member of the public

Cllr Palmer welcomed everyone to the meeting.

1. ELECTION OF CHAIRMAN

Cllr Harvey **PROPOSED** Cllr Palmer for the office of Chairman; **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**. Cllr Palmer was duly elected Chairman and signed the Declaration of Acceptance of Office in the presence of the Clerk.

2. ELECTION OF VICE CHAIRMAN

Cllr Palmer **PROPOSED** Cllr Mould for the office of Vice Chairman; **SECONDED** by Cllr Jackson: **AGREED UNANIMOUSLY**. Cllr Mould was duly elected Vice Chairman and signed the Declaration of Acceptance of Office in the presence of the Clerk.

3. COUNCILLOR VACANCIES

Cllr Palmer informed Members that James Morgan has resigned from the Council. Cllr Palmer reported that advice from Swale Borough Council is that the Parish Council is under no obligation to co-opt Councillors. It was understood that an applicant was not proceeding with his application.

4. APOLOGIES FOR ABSENCE

All Members were present. Apologies had been received from County Councillor Mike Baldock (at another meeting) and Ward Councillor Alan Horton (at another meeting); apologies noted.

5. DECLARATIONS OF INTEREST

None were declared.

6. TO APPOINT COMMITTEES, COMMITTEE CHAIRMAN AND VICE CHAIRMAN

Amenities Committee

Cllr Mould **PROPOSED** Cllr Jackson as Chair; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**.

Cllr Harvey **PROPOSED** Cllr Layer as Vice Chairman; **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to appoint the following to the Committee: Cllr Brown, Cllr Harvey and Cllr Mould.

Planning Committee

Cllr Palmer **PROPOSED** Cllr Harvey as Chairman; **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**.

Cllr Harvey **PROPOSED** Cllr Palmer as Vice Chairman: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to appoint the following to the Committee: Cllr Brown, Cllr Godmon, Cllr Layer and Cllr Mould.

Finance Working Party

Cllr Palmer **PROPOSED** Cllr Godmon as Chairman: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to appoint Cllr Palmer as Vice Chairman.

It was **AGREED UNANIMOUSLY** to appoint the following to the Working Party: Cllr Jackson, Cllr Mopuld and the Clerk as Responsible Finance Officer.

Cemetery Working Party

It was **AGREED UNANIMOUSLY** to appoint Cllr Layer as Chairman.

It was **AGREED UNANIMOUSLY** to appoint the following to the Working Party: Cllr Harvey, Cllr Mould and Mr Mel Harris.

HR Working Party

It was **AGREED UNANIMOUSLY** to appoint Cllr Jackson as Chair.

It was **AGREED UNANIMOUSLY** to appoint the following to the Working Party: Cllr Layer, Cllr Mould and Cllr Palmer.

7. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

i. To confirm - Representatives on the KALC Swale Area Committee

It was **AGREED UNANIMOUSLY** that Cllr Harvey and Cllr Palmer be the Parish Council's representative at KALC meetings.

ii. To confirm - Representative on the Swale Western Area Committee

It was **AGREED UNANIMOUSLY** that the representative would be appointed on an ad hoc basis as and when necessary.

iii. Parish Highways Improvement Plan

It was **AGREED UNANIMOUSLY** to appoint Cllr Palmer, Cllr Mould, Cllr Harvey and Cllr Layer to the group.

iv. Air Quality Management

It was **AGREED UNANIMOUSLY** to appoint Cllr Palmer, Cllr Mould, Cllr Harvey and Cllr Layer to the group.

v. To confirm and update - Councillors areas of Interest

It was **AGREED** to confirm Councillors areas of interest:

School Governors- Cllr Mould

Village Hall: Cllr Palmer

Roads and Pavements: Cllr Harvey, Cllr Jackson and Cllr Layer

Allotments: Cllr Layer

Friends of Newington Recreation Ground: Cllr Harvey, Cllr Layer, Cllr Mould and Cllr Palmer.

Defibrillator: Pavilion and Recreation Ground- Mr R Jackson; High Street- Cllr Palmer.

Grants and external funding: Cllr Palmer.

ACTION: Clerk to send Committee and Councillor interest details to Cllr Mould for the Village Voice.

8. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26 APRIL 2022

It was **AGREED UNANIMOUSLY** to accept the minutes as a true record of the meeting. Cllr Palmer duly signed the minutes as a true record.

9. MATTERS ARISING FROM THE MINUTES

Cllr Harvey reported that following the full response from Michelle Matthews regarding the Parish Highways Improvement Plan, he had thanked her for her response.

10. PUBLIC QUESTION TIME

No matters were raised

11. VISITORS

i. Borough Councillors

Cllr Horton sent the following report:

For the Annual Meeting, I have no update except to pass on my congratulations to the Parish Council for an excellent year and I look forward to working with them in the coming year.

I see that this is also a regular meeting. I do not have an update for the meeting, the past month has been very quiet from a Newington perspective, there are some planning issues that the Parish Council may wish to discuss, if that is the case Stephen is welcome to call anytime.

SBCllr Palmer reported that he had assisted a few residents with issues and had contacted Optivo.

12. PLANNING

i. To receive an update

Ref: 22/501005/FULL 77 High Street, Newington ME9 7JJ

Proposal: Erection of 10 no. detached C3 dwellinghouses with repositioned vehicular access from public highway.

Cllr Harvey informed Members that a decision is yet to be made.

Ref: 22/500887/FULL 77 Playstool Road, Newington ME9 7NL

Proposal: Erection of rear conservatory (retrospective).

Cllr Harvey reported that the application has been refused.

Ref: 22/501123/FULL Gwelo Farm, 164 Bull Lane, Newington ME9 7NB

Proposal: Rendering to the front property, 50% of the north elevation and 50% of the south elevation.

Cllr Harvey reported that the application has been permitted.

Ref: 22/500944/LDCEX Chesley Farm, Bull Lane, Newington ME9 7SJ

Proposal: Lawful Development Certificate (Existing) for use of land for B8 storage use.

Cllr Harvey said the application has been permitted.

Ref: 22/500540/FULL Digswell, Lower Hartlip Road, Hartlip ME9 7SX

Proposal: Demolition of 2no. commercial premises (Use Class E) and removal of residential mobile home and erection of 5no dwellings together with associated parking and landscaping.

Cllr Harvey reported that the application has been refused.

Ref: 22/500275/OUT Land South Of London Road, Newington

Proposal: Outline planning application for up to 135 dwellings with the retention of existing farm buildings, new public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point (Access being Sought).

Cllr Harvey informed Councillors that a decision is yet to be made.

Ref: 21/506740/FULL 125 Bull Lane, Newington ME9 7NB

Proposal: Erection of a building for 4no. stables, tack and feed rooms (as an alternative to the stables granted permission under application reference SW/05/0672).

Cllr Harvey said the application has been permitted.

Ref: 21/505722/OUT 128 High Street, Newington ME9 7JH

Proposal: Outline application for demolition of existing residential dwelling and erection of up to 46 residential dwellings, including affordable housing, with access from A2 High Street (Access only being sought).

Cllr Harvey informed Members that a decision is yet to be made.

Ref: 21/504028/FULL Land At School Lane, Newington ME9 7JU

Proposal: Erection of 25no. residential dwellings and the provision of a 20 space staff car park and 20 space pupil pick-up/drop-off area for Newington C of E Primary School, together with associated access, landscaping, drainage and infrastructure works.

Cllr Harvey informed Councillors that a decision is yet to be made.

Appeal to the Planning Inspectorate

Ref: 21/504980/FULL 33 The Willows, Newington ME9 7LS

Proposal: Retrospective application for conversion of garage to habitable space, including minor external alterations involving changing of garage door to window, matching the existing material.

PINS Reference Number: APP/V2255/D/22/3290924

Cllr Harvey reported that a decision is yet to be made.

Ref: 21/501791/PIP Land At 164 Bull Lane, Newington ME9 7NB

Proposal: Permission in Principle for the erection of a detached two storey sustainable self-build or custom building dwelling with new access onto Bull Lane.

PINS reference: V2255/W/21/3286759

Cllr Harvey informed Councillors that a decision is yet to be made.

Not in Newington

Ref: 21/501839/OUT Land Off Otterham Quay Lane Upchurch

Proposal: Outline application for up to 74no. dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point. (All matters reserved except for means of access).

Cllr Harvey reported that the application has been refused.

Foxchurch, near Bobbing (information only)

Appin Land 'The team are now working to finalise the plans. Before submitting a planning application to Swale Borough Council, we want to hear your thoughts' consultation events

Cllr Harvey said there has been no official update.

ii. Ref: 22/502410/FULL

Address: 8 School Lane Newington Sittingbourne Kent ME9 7LB

Proposal: Erection of a first-floor front extension (Resubmission 21/501252/FULL).

Item deferred to Planning Committee meeting.

iii. Ref: 20/505059/FULL

Address: Willow Trees 111 High Street, Newington ME9 7JJ

Revised proposal: Retention of existing chalet bungalow with amended residential curtilage and erection of 10 dwellings (7 x three bedrooms and 3 x four bedrooms) with associated access, parking, amenity, and landscaping

Item deferred to Planning Committee meeting.

Ref: 22/502474/LBC 53-57 High Street, Newington ME9 7JJ

Proposal: Listed Building Consent for part reconstruction and repairs to boundary wall (Works Part Completed).53-57 High Street Newington Kent ME9 7JJ

Ref: 22/502473/FULL 53-57 High Street, Newington ME9 7JJ

Proposal: Part reconstruction and repairs to boundary wall (Part Retrospective).

Cllr Harvey said the application had been received by the Council too late for this agenda and will be considered at the Planning Committee meeting.

It was **AGREED UNANIMOUSLY** to have a Planning Committee meeting on Friday 17 June at 7pm at the Pavilion.

Cllr Palmer thanked Cllr Harvey for his report.

Cllr Mould asked for an update on the Swale Local Plan.

Cllr Palmer said that it is currently going out to public consultation.

Cllr Harvey said Boxted Lane needs to be a Rural Lane.

ACTION: Clerk to chase KCC.

13. AMENITIES COMMITTEE

i. To receive the minutes of the Amenities Committee meeting held on 24 May 2022 and consider the recommendations

Cllr Jackson reported that the PCSO had attended the meeting and had given a full report. The Community Warden thinks the quad bikes are entering the Recreation Ground at the top gate and along the track. The grassing cutting is affecting the Football Club and there will be a meeting with the contractor. Members of the running club have been consulted regarding the adult exercise equipment. There needs to be another post at the Community Woodland and a quote is being obtained.

Cllr Jackson thanked Cllr Harvey for liaising with the Youth Club who have kindly agreed to organise the children's races at the Jubilee Fete.

Cllr Layer said he had met with the contractor for the Cemetery following complaints; the contractor said his mower had broken. The area needs to be cut and must not be allowed to grow so high. The work has been done and it looks fine now. The situation will be monitored. Cllr Jackson said the preparations for the Jubilee Fete are progressing well. The Clerk will send out "save the date" letters for the Village Celebration on 8 September, to groups within the village after the fete.

Cllr Jackson reported that the contractor is currently replacing the rest of the Pavilion compound fence. A fence panel has been taken along the track. It was quickly made safe and a contractor has been instructed to repair it.

Cllr Harvey said the panel was cut out leaving sharp strands either side, the company does not have a replacement panel in stock but it is hoped it will be fitted next week.

ii. To consider quotation for notice board

Cllr Godmon asked if the notice board needs to be replaced or could it be refurbished.

ACTION: Cllr Godmon to seek advice.

Cllr Palmer **PROPOSED** that a quote be obtained to refurbish the notice board and if not possible then the recommendation from Amenities for a notice board from Greenbarnes for £681.60, be accepted: **AGREED UNANIMOUSLY**. Cllr Jackson and Cllr Godmon to liaise.

iii. To consider quotation for Pavilion ceiling plates over heaters

It was **AGREED UNANIMOUSLY** to accept the quote from RJ Moss Ltd for £880.

ACTION Clerk to ascertain clarification on the strips.

iv. Facilities Management Annual Risk Assessment

Deferred to next meeting

14. SWALE BOROUGH COUNCIL LAND AT CAR PARK TRACK ENTRANCE

Cllr Harvey said the land is from the pavement to the field gate which has a Public Right of Way going along it, it was recently re-laid by Swale Borough Council. It would be beneficial for the Parish Council to take ownership as this is before the track the Council currently owns. There is also another strip of land at the top of Orchard Drive which leads to the vehicular gate to the Recreation Ground and this land would be beneficial to the Parish Council as it protects the access to the Recreation Ground. There is also the land where the old public toilets were.

It was **AGREED UNANIMOUSLY** to apply to adopt the land.

ACTION: Clerk to make the request to Swale Borough Council.

15. ALLOTMENTS

Cllr Layer reported that there are two vacant plots at the allotments. The agents have been requested to have the hedges and trees cut back from along the track.

16. VILLAGE VOICE AND MEDIA

Cllr Mould said the next edition will lead with an article about the Jubilee Fete; there will be planning; new Councillor details; Concert Party; the Wickham Charity; bingo; Parish Room hire details; Parish Council website; PCSO details and surgery; Newington History Group; library home delivery; Councillor vacancy; and the Councillor page will be amended.

17. MY COMMUNITY VOICE

Details to be included in the Village Voice.

18. FINANCE

i. Cheque list: to consider invoices for payment

Cllr Godmon said three payments had been paid out of meeting: Dash UK wanted payment before processing the order for the Jubilee mugs; Zurich- the insurance was due on 1 June and current insurer increased the cost by 20%. Other quotes were obtained and considered by the Finance Committee and it was agreed to change insurers and pay out of meeting to ensure cover is in place for the fete. The Council now has a three-year long-term agreement which is £284 cheaper than last year's cover. Also, a refund of pavilion deposit was agreed by Amenties.

Cllr Harvey asked that next year the insurance details could be given to Full Council for approval before the end of cover.

The Clerk explained that she had chased the current insurer for a quote and when it was found the insurer had increased its quote by 20% other quotes were obtained.

Payee	Reason	Amount
Dash UK Ltd <i>Paid out of meeting</i>	Jubilee mugs	£1062.00
Zurich Town & Parishes <i>Paid out of meeting</i>	Insurance	£1,546.97
Mrs CM Smith <i>Paid out of meeting</i>	Pavilion deposit refund	50.00
DCK Accounting	Payroll fees - April	£36.00
Maylow Construction	Recreation Ground fence works	£615.60
Maylow Construction	Recreation Ground fence entrance	£1,792.80

Mr A Mould	Lanyard and card holder	£6.99
Mrs E Jackson	Jubilee expenses	£141.97
Staff	Salary	£728.11
HMRC	PAYE & NI	£22.72
Administration	Expenses	£85.39
Mr R Malone	Litter Picking Recreation Ground - May Litter Picking	
	Total	£459.00
Mr MJ Marshall	Cemetery and Churchyard maintenance -May	£550.00
Mr R Burrows	Track gate keeper-May	£125.00
DCK Accounting	Payroll fees - May	£36.00

Cllr Godmon **PROPOSED** authorizing the payments; **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to pay the Face Painter £60, being the balance of the fee, after the Jubilee Fete.

ii. To consider request for a grant from Swale Citizens Advice

Councillors considered the request and noted that historically the Council had made grants to Swale Citizens Advice and also that it is a good place for residents to go to get advice.

Cllr Palmer **PROPOSED** to make a grant of £100 to Swale Citizen's Advice; **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**.

iii. Any other finance matter received by 31 May 2022

Bank accounts

NatWest:- 05.05.22 £15,924.70

Nationwide:- 31.03.22 £45,774.68

Unity Trust:- 30.04.22 £89,992.82

Payments

19.04.22	Drax Energy	Pavilion electricity	£20.82
26.04.22	Drax Energy		£151.81

Receipts

04.04.22	R Jackson	Parish Room hire	£20.00
04.04.22	Swale Borough Council	Western Area Committee grant	£9,546.75
07.04.22	A Marchant	Parish Room hire	£20.00
08.04.22	Bredhurst Junior Football Club	Football Pitch hire	£1,450.00
11.04.22	Vibe	Parish Room hire	£20.00
25.04.22	C Boswell	Parish Room deposit	£50.00
28.04.22	C Boswell	Parish Room hire	£20.00
28.04.22	Swans Fitness	Community sports room hire	£20.00
29.04.22	Swale Borough Council	Precept and lighting grant	£31,421.00

19. ADMINISTRATION

i. Review of Risk Assessment

It was **AGREED UNANIMOUSLY** to adopt the Risk Assessment, as amended with revised insurance details.

ii. To adopt a Co-option Policy

Cllr Palmer said Swale Borough Council has advised adopting a co-option policy.

Item deferred to next meeting

20. CHURCHYARD AND CEMETERY

Cllr Layer reported that a memorial has movement and the family have been written to. The other memorial which was of concern to a visitor is stable.

Cllr Palmer **PROPOSED** that memorial applications be dealt with by Cllr Layer, Cllr Mould and the Clerk: **AGREED UNANIMOUSLY**.

21. HIGHWAYS

i. To receive and update

ii. 20mph zone review

Cllr Palmer said the Parish Highways Improvement Plan is progressing.

Cllr Layer informed Members that he had reposted fly tipping, which contained asbestos, in Mill Lane, Swale Borough Council has said they cannot deal with it as it is hazardous material.

Cllr Palmer said it has to be booked with the contractor because it is hazardous.

ACTION: Cllr Layer to send details to Cllr Palmer.

Cllr Palmer said there have been two emails from residents regarding the recent highways improvements.

ACTION: Cllr Palmer to respond to the residents.

22. STREET LIGHTING

Cllr Palmer informed Members that the Station Road street light has not yet been replaced.

23. ENVIRONMENT

Cllr Palmer said that there is an Air Quality Management Area meeting coming up.

24. REPORTS FROM MEMBERS

Cllr Palmer said there has been no KALC meeting. The Village Hall Committee met on 13 June.

Cllr Mould said there was a Jubilee party given by the school last Friday. There are a lot of good things happening at the school there is an open-air classroom, an amphitheatre and a woodland classroom with a running track. The roll is currently 205 pupils which is very positive, the school is thriving.

25. CORRESPONDENCE

1. 28.05.21- SBC: Local Heritage Listing Criteria Consultation
2. 28.05.21- P Hall: Newington manor wall/ tree
3. 01.06.21- NALC CEO bulletin
4. 03.06.21- KALC news
5. 14.06.21- NALC CEO bulletin
6. 15.06.21- KALC CEO bulletin
6. 17.06.21- SBC: Available Funding - Reconnect Programme
7. 17.06.21- KCC Highways notice of temporary road closure Bull Lane 12 July
8. 18.06.21- SBC: Great Big Green Week
9. 21.06.21- Highways England: M2 junction 5 improvements update
10. 21.06.21- KCC: Quarterly Member Environment Briefing - June 2021
11. 21.06.21- Overgrown hedges in Callaways Lane

12. 22.06.21- KALC: Neighbourhood planning event
13. 24.06.21- Newington Post Box
14. 25.06.21- KALC: Meeting with PCC regarding rural crime matters
15. 25.06.21- NALC: CEO bulletin

26. ANY OTHER BUSINESS

Cllr Jackson said all help for the Jubilee would be welcome.

Cllr Layer said the zig-zag lines by the school need refreshing.

ACTION: Clerk to report.

Date of next meeting: Tuesday 28 June 2022 at 7pm

There being no further business, the meeting closed at 8.50pm

Signed as a true record of the meeting

Chairman

Date: 28 June 2022