

NEWINGTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on 27 March 2018 in the Newington Room, Newington Village Hall.

Present: Cllr Debbie Haigh (Chair), Cllr Tony Mould (Vice Chairman), Cllr Sue Brewster, Cllr Dean Coles, Cllr Ray Cuffley, Cllr Steve Godmon, Cllr Mel Harris, Cllr Stephen Harvey, Cllr Eric Layer and Cllr Richard Palmer; and Mrs Wendy Licence (Clerk).

Also present were KCCllr Mike Whiting, SBCllr Gerry Lewin, SBCllr John Wright and five members of the public.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Elaine Jackson (holiday); apology accepted.

2. DECLARATIONS OF INTEREST

None were declared.

3. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 30 JANUARY 2018

Cllr Haigh **PROPOSED** to accept the minutes as amended as a true record of the meeting held on 30 January: **SECONDED** by Cllr Coles: **AGREED UNANIMOUSLY**. Cllr Haigh duly signed the minutes as a true record.

4. MATTERS ARISING FROM THE MINUTES

Bus stop maintenance- Cllr Harvey said a quote should be obtained to paint the other bus stop, the Parish Council has already purchased the paint.

5. PUBLIC QUESTION TIME

#1- I am concerned about the work which has been carried out on the land near the church.

Cllr Harvey said Planning Enforcement had been informed and have said the landowner intends to replant the trees and fill the moat and this will be done in keeping with the area.

6. VISITORS

i. Borough Councillors

SBCllr Lewin reported that the rumours that Swale Borough Council will not call planning applications which have been objected to by Parish Councils in to committee were unfounded. Parish Councils will continue to enjoy the current rights they have. The constitution states that objections must have material planning considerations.

Bog Farm- the issue that the response from Newington Parish Council has now been addressed.

The Planning Enforcement Team has increased in numbers and officers are spending more time away from the office. The service has been transformed and is now proactive.

There are briefing meetings in April on the first steps towards the next Local Plan.

Southern Water are in consultation on how they will provide water for the next fifty years.

Cllr Haigh thanked SBCllr Lewin for attending and for his report.

SBCllr Wright reported he has been sending the Clerk notices of road works to be put on the website. There will be a pot hole blitz in April and residents should be encouraged to report pot holes.

SBCllr Wright reported he had liaised with Steve Wilcox, the Air Quality Officer, to develop a Swale strategy regarding air quality.

Cllr Harvey said he was concerned that the Planning Officer had referred him to the Planning Committee minutes of 2 August which mentions the Newington Air Quality Group although

this has not met since. The Persimmon development is not permitted to start until the air quality issues have been dealt with.

SBCllr Wright said he was also concerned that the Newington Air Quality Group had not met and that mitigation measures put forward to the Planning Committee had been missed from the minutes of the meeting. Now the development on the former Working Men's Club is near completion there is a change in air flow in the area. A review has been requested. If there is an increase in pollution, legislation does not permit anything to make it worse.

Cllr Harvey said that, more urgently than this, the owner of the Former Working Men's Club has submitted a report that there is no problem in Newington and ventilation measures do not need to be included in the houses.

Cllr Layer reported the Council has had letters from residents who have received parking fines at the Village Hall.

SBCllr Wright said he has also had emails regarding this and has passed them to Cabinet Member Alan Horton. The report says the cars were on double yellow lines and most people have paid their fine. SBCllr Horton will be reviewing whether the lines are necessary.

Cllr Harris said Swale Borough Council has no jurisdiction over at least two parking spaces.

Cllr Haigh said there are parking restriction signs so anyone on a double yellow line would get a ticket as happens elsewhere.

Cllr Haigh thanked SBCllr Wright for attending and for his report.

ii. County Councillor

KCCllr Wright reported that issues raised have been about the work on the A2 by the utilities which always try to carry out work overnight but was unable to in this case.

Cllr Harvey said Southern Gas Networks had to stop work because they had taken the pedestrian crossing out and it was dangerous for school children, is it possible for utilities to work at the same time?

KCCllr Whiting said KCC do ask this but it is not always possible. There is an extra £2,000,000 to repair pot holes in the county and this will start on 1 April to be completed by October. The contractor will make emergency repairs in two hours and then they come back to make a proper repair. If a repair is not of a good standard the contractor has to go back and repair it again at their own expense. Any issues should be reported online. The issue of replacing the guard rail in the High Street will be reviewed.

Cllr Haigh thanked KCCllr Whiting for attending and for his report.

7. PLANNING

Cllr Harvey **PROPOSED** to accept the minutes of the meeting of 15 March 2018 as a true record of the meeting: **SECONDED** by Cllr Harris: **AGREED UNANIMOUSLY**. Cllr Harvey duly signed the minutes as a true record.

Application: 18/500947/FULL 9 London Road, Newington ME9 7NP

Proposal: Minor material amendment to condition 2 of planning application 17/503349/FULL (Erection of chalet type dwelling with detached garage (Resubmission of 16/506230/FULL)) - Re-positioning of 5 rear rooflights and amendment to style to allow unfixed and clear glazing

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

Application: 18/500946/FULL Trevean, Keycol Hill, Bobbing ME9 7NA

Proposal: Raising the roof ridge to provide loft space and dormer windows front and rear.

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

Application: 18/500590/PNP Commercial Storage Buildings, Rift Valley Farm, Boxted Lane, Newington ME9 7LD

Proposal: Prior Notification for change of use of 2no. buildings and land within their curtilage from Class B8 (storage or distribution) to 4no. Class C3 dwellings. For it's prior approval to: - Transport and Highways impacts of the development - Contamination risks on the site -

Flooding risks on the site - Noise impacts of the development - Impacts of air quality on the intended occupiers of the development - Where the building is located in an area that is important for providing storage or distribution services or industrial services or a mix of those services, whether the introduction of, or an increase in, a residential use of premises in the area would have an adverse impact on the sustainability of the provision of those services

Cllr Harvey informed Members that the Planning Officer has said there are no commercial units, it is farm buildings which are being used for storage, the applicant now wants to convert the buildings into housing. It seems the building are being used for agricultural workers. The matter is being investigated.

Cllr Haigh **PROPOSED** calling back the Council's objections.

Cllr Palmer **PROPOSED** an amendment that the objection is not called back until the facts are known: **AGREED UNANIMOUSLY**.

Application: 17/506569/FULL Breach Farm Paddocks, Land North-east Of Breach Farm Bungalow, Breach Lane, Upchurch ME9 7PE

Proposal: Change of use of land to single gypsy pitch and associated development (alternative to 15/502716)

Cllr Harvey informed Members that a decision is yet to be made on this application however, permission was granted three years ago on application 15/502716. The issue is whether this is as well as or instead of the original application.

Application: 18/500652/FULL 82 Church Lane Newington ME9 7JU

Proposal: Conversion of loft into a habitable space and creation of a car port, including the removal of the existing roof and erection of a new wider roof with an increased ridge height.

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

Application : 18/500258/FULL/ROMC : Land At Hill Farm Bobbing Hill Bobbing ME9 8NY (Land to the east of Rook Lane and to the north of Keycol Hill)

Proposal: The provision of a 3 unit accommodation building, car park and outdoor event space, the erection of 20 private residential dwellings, together with associated access, parking, highway works, drainage and landscaping.

Cllr Harvey informed Members that the Parish Council objected to the application and a decision is yet to be made.

Application: 17/506345/FULL: Building at Keycol Farm, Keycol Hill, Bobbing ME9 7LG // 8NA

Proposal: Demolition of pole barn attached to northern elevation and conversion of a former agricultural building into two dwellings with associated access and parking.

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

Application 17/506133/FULL: 37 London Road, Newington Me9 7NS

Proposal: Revision to detached garage with study/office above and side extension on previously approved application 17/503011/FULL. Alteration of ground floor rear fenestration to existing house

Cllr Harvey reported the application has been permitted.

Application: 18/500053/FULL: 45-47 Playstool Road, Newington ME9 7NE

Proposal: Erection of a single storey rear extension to 47 Playstool Road and a single storey side and rear extension to 45 Playstool Road. 45 - 47 Playstool Road Newington Kent ME9 7NE

Cllr Harvey informed Members the application has been permitted.

Application: 17/505891/FULL: Unit K-M Newington Industrial Estate, London Road, Newington ME9 7NU

Proposal: Use of part of ground floor for motorcycle repair and maintenance (retrospective), and installation of motorcycle MOT station.

Cllr Harvey informed Members the application has been permitted.

Application: 17/505817/FULL: 31 Bull Lane, Newington ME9.7LT

Proposal: Retrospective – vehicle access and driveway to create off-road parking area

Cllr Harvey informed Members the application has been permitted.

Application 17/505711/HYBRID: Land at Wises Lane, Borden ME10.1GD

Proposal: Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and Class D1 medical facility of up to 560 sq m GIA; a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access / roads, vehicle parking, associated services, infrastructure, landscaping and associated SuDS. For clarity - the total number of dwellings proposed across the site is up to 675

Cllr Harvey reported a decision is yet to be made.

Application: 17/505430/FULL: Oak Hill Farm, Iwade Road, Newington ME9 7HY

Proposal: Conversion and extensions of existing stable/outbuilding to create B1 office use with associated access and parking.

Cllr Harvey informed Members the application has been permitted.

Application: 16/508699/FULL: Land Between 109 & 111 London Road, Newington ME9 7RH

Proposal: Change of use of land to a private gypsy and traveller caravan site consisting of 2 no. pitches each containing 1 no. mobile home and 1 no. touring caravan, car parking and associated development.

Cllr Harvey reported a decision is yet to be made.

Application: 17/504638/FULL: Bog Farm (Riverview), Wardwell Lane, Lower Halstow ME97BP

Proposal: Change of use of land to natural burial ground

Cllr Harvey reported a decision is yet to be made.

Application: 17/504342/FULL Newington WorkingMens Club

Proposal: Retrospective demolition of former Working Mens Club and erection of 9no. dwellings and 1no. maisonette together with carports for garaging of cars (Revised

Cllr Harvey reported that on 19 March 2018 an application to vary condition 2 and remove condition 11 has been made, there are concerns regarding air quality.

Application 17/503997/FULL Cromac, Callaways Lane, Newington ME9 7LX

Planning Inspectorate ref: APP/V2255/W/17/3188809

Cllr Harvey informed members that if the Planning Inspector turns down the appeal, there is still planning permission to turn the house into semis.

IT WAS AGREED to write to the Planning Inspector that all the Council's comments relating to the site still stand.

Cllr Haigh thanked Cllr Harvey for his excellent report.

8. AMENITIES COMMITTEE

i. To receive the minutes of the Amenities Committee meeting held on 20 February and 20 March 2018 and to consider the recommendations

Cllr Haigh **PROPOSED** to accept the minutes as amended as a true record of the meetings held on 20 February and 20 March 2018: **SECONDED** by Cllr Coles: **AGREED UNANIMOUSLY**. Cllr Layer duly signed the minutes as a true record.

ii. To consider Sports Club terms

Cllr Haigh reported that she, Cllr Brewster and Cllr Palmer had met with the Sports Club who have asked to have full use of the Parish Room.

Cllr Palmer **PROPOSED** that the Sports Club submit a business plan to be considered at the Amenities Committee meeting on 17 April. Then, the Parish Council will offer the Sports Club permitted use of the Community Gym at a peppercorn rent of £1 per month for six months; the Parish Room may be available for new activities if given prior notification at a cost of £1 per session; a clear plan for the future is required by 17 June; a formal review by 17 August. Monthly committee meetings are to be convened immediately, with a Parish Councillor in attendance, and minuted; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**.

iii. To consider Festival quotations for Toilets; Programme Printing; Security, First Aid and Staging

Cllr Haigh reported that the quotation for Festival toilets from Four Jays for £403.75, plus VAT, has been accepted by the Festival Committee.

Cllr Haigh reported that the quotation for Festival staging from Triple A Events for the same cost as 2017, has been accepted by the Festival Committee.

Cllr Mould informed members that he has received three quotations for the festival programme printing. Cllr Mould **PROPOSED** to accept the quotation from Colour Factory if the quality is acceptable; **SECONDED** by Cllr Coles: **AGREED UNANIMOUSLY**.

Cllr Coles **PROPOSED** to accept the quotation for First Aid cover from Sittingbourne First Responders for £150: **SECONDED** by Cllr Cuffley: **AGREED UNANIMOUSLY**.

Cllr Coles **PROPOSED** to accept the quotation from Star protection for four security personnel at £12.50 per person per hour; **SECONDED** by Cllr Mould **AGREED UNANIMOUSLY**.

9. PAVILION

i. To consider quotations for external work to the Pavilion

Councillors considered the quotations received for the external work to the Pavilion.

Cllr Palmer **PROPOSED** to accept the quotation from RJ Barnes & Sons for £2162.00 (plus VAT); **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**.

ii. To consider quotation for pavilion fencing

Cllr Harvey said advice had been taken as to whether to remove the fence completely and the contractor suggested replacing the fence and gate to the front of the Pavilion now and the rest when the Council can afford to do it. It is not clear if the quotation is to remove the cranked post tops.

Cllr Haigh **PROPOSED** to accept the quotation from Mr Belsom for £2630 if the barbed wire is to be removed; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

Cllr Haigh said the Pavilion is now fit for purpose, Weight Watchers have booked the Pavilion weekly from 16 April and have asked if they can leave a banner permanently on the outside of the pavilion or on the fence please.

Councillors **AGREED UNANIMOUSLY** that a banner can be attached to the fence on the side by the fitness equipment but it will be at the group's risk.

Cllr Haigh said the Amenities Committee has recommended giving PFL notice that the contract will be cancelled, there needs to be another contractor ready to be in place. A survey of the lights is being carried out and maintenance will be carried forward afterwards.

Cllr Harris reported the light in Church Lane near the bridge keeps being repaired and then fails again.

Cllr Coles said the Council will be informing PFL that they are being put on notice that the contract will be cancelled.

11. VILLAGE VOICE AND MEDIA

Cllr Mould said he was concerned the Village Voice has been the same for several years and suggested revamping the newsletter. The notices will be condensed and the parish Council report will be reinstated.

12. FINANCE

i. Cheque list: to consider invoices for payment

Payee	Expenditure	Amount £	Cheque No.
Business Stream Paid out of meeting	Water supply at the Pavilion and recreation Ground	£38.44	2767
Mrs P Rowe Paid out of meeting	Litter Picking Recreation Ground and sight checking equipment February 2018	£110.00	2768
Mr M Marshall Paid out of meeting	Cemetery and Churchyard maintenance February 2018	£490.00	2769
Mrs W Licence Paid out of meeting	Salary and expenses	£612.39	2770
HMRC Paid out of meeting	PAYE	£7.60	2771
Cllr Mould Paid out of meeting	Lottery Licence	£20.00	2772
Cllr Brewster Paid out of meeting	Car park and travel expenses to Rural Crime Conference	£24.00	2773
DCK Accounting Solutions Ltd Paid out of meeting	Payroll February 2018 VAT Total	25.00 5.00 £30.00	2774
Ms L Wright (For A Heavey) Paid out of meeting	Litter picking 01/02/2018 - 28/02/2018	£255.00	2775
Profile Business Supplies Paid out of meeting	Village Voice- February	£60.00	2776
	CANCELLED		2777
Profile Business Supplies	Village Voice- March	£60.00	2778
Mrs P Rowe	Litter Picking Recreation Ground and sight checking equipment March 2018	£111.05	2779

Mr MJ Marshall	Cemetery and Churchyard maintenance March 2018	£490.00	2780
Mrs W Licence	Salary and expenses	£619.80	2781
HMRC	PAYE	£15.60	2782
Mrs S Brewster	Festival stationery	£14.19	2783
Miss L Wright Re A Heavey	Litter picking March 2018	£280.50	2784
Mr M Troke	Church Wall repair	£180.00	2785
KALC	Planning Conference	60.00	
	VAT	12.00	
	Total	£72.00	2786

Cllr Haigh said that some cheques had been paid out of meeting as the Full Council meeting in February was cancelled due to inclement weather.

Councillors considered the cheques raised and Cllr Haigh **PROPOSED** the signing of the cheques, **SECONDED** by Cllr Coles: **AGREED UNANIMOUSLY**.

Payments

11.01.18: £102.74 NEST
01.02.18: £189.00 Haven Power
05.02.18: £631.00 Haven Power
15.02.18: £102.74 NEST
27.02.18: £65.00 NatWest
01.03.18: £189.00 Haven Power
05.03.18: £631.00 Haven Power

Receipts

£400.00: KCC Members grant
£2,200.00: Bournes Funeral Directors - burial
£5.00: Tunstall Parish Council- share of GDPR workshop
£5.00: Doddington Parish Council- share of GDPR workshop
£5.00: Upchurch Parish Council- share of GDPR workshop
£400.00 SBC Members grant
£50.00 Mr R Jackson- Pavilion Hire
£400.00 Burial plot

Festival Payments

£15.00 Rashmi
£15.00 Orchard Woodturners Club
£15.00 Kent Wildlife Trust

ii. Interim Audit report

Website Cllr Haigh said the Annual Return is on the website; the page for expenditure over £500.00 has been taken down and the information is on the relevant year page; Finance Regulations are on the website.

The Internal Auditor suggested changing the Council's website to HugoFox who offer a free website to Parish Councils.

ACTION: Councillors to look at the HugoFox website and for the matter to be on the next agenda.

Budgetary controls Cllr Haigh said the Finance Working Group needs to meet quarterly for a bank reconciliation and to produce a statement to Full Council to be accepted and minuted Councillors could receive a bank reconciliation every month if desired.

iii. Any other finance matter received by 27 March 2018

Cllr Harris said the Council still has a safety deposit box and two Councillors need to go to the bank.

ACTION: Cllr Harris to arrange the collection of papers from the safety deposit box.

13. ADMINISTRATION

i. Review of Data Protection Policy

Cllr Haigh said the retention schedule has been taken from NALCs legal topic notes.

Cllr Haigh **PROPOSED** to adopt the updated retention schedule; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

ii. Review of freedom of Information Policy

Cllr Haigh **PROPOSED** to adopt the updated Freedom of Information Policy; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

iii. To consider Information Management Policy

Cllr Haigh **PROPOSED** to adopt the updated Information Management Policy; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

iv. Appointment of Data Protection Officer

Cllr Haigh said the Parish Council has to appoint a Data Protection Officer. The Council is a well-balanced and communicative Parish Council.

Cllr Haigh **PROPOSED** to appoint the Clerk as the Data Protection Officer; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

14. CHURCHYARD AND CEMETERY

i. To receive an update of the Churchyard and Cemetery

Councillors considered and approved a memorial application for the late Mr James Watson.

ii. To consider the quotations for the removal of soil

Cllr Haigh **PROPOSED** to accept the quotation from ATS for £480; **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**.

iii. To consider the quotations for the removal of hedge arisings

Councillors considered four quotations to remove the hedge arisings.

Cllr Harris **PROPOSED** to accept the quotation from ATS for £275; **SECONDED** by Cllr Mould: **7 FOR; 1 AGAINST; 1 ABSTENTION- MOTION CARRIED**.

15. HIGHWAYS

i. To receive an update of roads and pavements

Cllr Haigh informed members that KCC has the railings for the High Street and are waiting for the next road closure to replace them.

ii. To consider 20mph speed limit in Parish

Cllr Haigh said the Council has been inundated with responses in favour of a 20mph speed limit.

Cllr Palmer said a petition to the Swale Joint Transportation Board needs to be raised, the next meeting is in June.

ACTION: Cllr Palmer to draft petition.

iii. To consider Speed Watch in Parish

Cllr Haigh reported two people have volunteered to help. The Parish Council will facilitate Speed watch in Newington if there is sufficient interest.

Cllr Palmer said two sites have been risk assessed in the village.

ACTION: Clerk to ask Lower Halstow Parish Council if they have any training scheduled and to check the insurance details.

16. STREET LIGHTING

This has been covered earlier in the meeting.

17. STROKE SERVICES IN KENT AND MEDWAY

Cllr Haigh said Cllr Palmer has researched the issues and completed a draft of the questionnaire on behalf of the Council.

Cllr Palmer said Newington cannot afford to lose the stroke services currently provided at Medway.

Cllr Palmer **PROPOSED** to submit the questionnaire; **SECONDED** by Cllr Coles: **AGREED UNANIMOUSLY.**

18. NEWINGTON TOILETS

Cllr Haigh said a resident has requested the toilets be re-opened.

Councillors considered that the building is dilapidated; there would be a cost to bring the building up to standard to open; there would be the cost of buying the building and ongoing maintenance. Councillors agreed that any interest in the site would be cost prohibitive.

19. REPORTS FROM MEMBERS

Cllr Mould reported the new Executive Head has been appointed to cover both schools and will start in September. The school is talking to the landowner regarding the car park which was used by the developers and hope to be able to use the area as a dropping off and pick up point.

Cllr Harris said the Village Hall booking secretary has asked that anyone needing a key for bookings should give her notice.

20. CORRESPONDENCE

1. 27.02.18: email re 20mph limit- *circulated*
2. 28.02.18: email about the Swale Spring Clean- *circulated*
3. 01.03.18: email re 20mph limit- *circulated*
4. 02.03.18: email re nuisance bikers- *circulated*
5. 03.03.18: UpARA Newsletter- *circulated* and added to website
6. 10.03.18: Email from resident about Church Conservation Area- *circulated*
7. 11.03.18: email concerning playing field tree- *circulated*

Councillors discussed the oak tree on the playing field and agreed to find out who the landlord is and give them permission to trim the tree and remove any arisings. Swale Borough Council would be approached to consider a Tree Preservation Order.

ACTION: Clerk to follow up.

8. 13.03.18: County Councillor Mike Whiting- Snow emergency and resulting damage to the highway network- *circulated*
9. 13.03.18: KCC- Holywell Lane road closure- *circulated and added to website*

10. 13.03.18- Speed Restriction 20mph - Bull Lane Newington- *circulated*
11. 13.03.18- Email concerning the street lights- *circulated*
12. 15 .03.18- Notice of appeal Cromac, Callaways Lane - *circulated*
13. 19.03.1- Village hall parking fine *circulated*
14. 19.03.18- Newington Village Hall Committee parking fines at the car park- *circulated*
15. 20.03.18- Kent Resource Partnership- consultation on refreshing its Kent Joint Municipal Waste Management Strategy (2 docs) - *circulated*
16. 20.03.18- KCCllr Whiting- litter
17. 21.03.18- Local Government ethical standards consultation document - *circulated*

21. ANY OTHER BUSINESS

Cllr Brewster said there is support for a crossing on Keycol Hill as it is extremely difficult to cross the road near to Newington Court Residential Home.

Councillors agreed to canvas public opinion through the Village Voice.

Cllr Coles said the Newington History Group are planning for the centenary of the end of the First World war on Sunday 11 November.

Date of next meeting: Tuesday 24 April 2018

There being no further business, the meeting closed at 8.55pm

Signed as a true record of the meeting

Chair
24 April 2018