

Tunstall Parish Council

Minutes of the Extraordinary Meeting of the Parish Council held on Monday 12th July 2021

Present: Cllr Lee Burgess; Cllr Vivien Rich; Cllr Louisa Roberts

All in attendance: J Miller (interim clerk) and one member of the public.

1. APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for Cllr Hibben.

2. DECLARATIONS OF INTEREST

Cllr Roberts and Cllr Burgess declared an interest in the planning item.

3. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16 AND 30 JUNE 2021

It was **RESOLVED** to approve the minutes of the meetings held on 16th and 30th June 2021 and the chairman duly signed the documents.

4. MATTERS ARISING

i. To receive update on village sign – Cllr Rich

Cllr Rich reported that the work will take approx. six weeks. It was agreed to remove the sign over the summer and start the work on the sign in September. Cllr Rich will obtain an invoice for the cheque to be raised at the September meeting.

ii. To receive update on Coffin Pond – Cllr Roberts

The pond issue remains outstanding on the parish portal and Cllr Roberts shall chase this up with Kent County Council.

5. REPORTS FROM MEMBERS OF THE PUBLIC

A member of the public offered to assist with the village sign.

6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

There were none.

7. PLANNING

To consider the following applications for comments:

i. 21/503511/FULL 16 Park Drive, ME10 1RW

Proposed first floor extension and Cedral weatherboarding to all first floor elevation.

It was **RESOLVED** that the parish council had no comment, save neighbours' concerns are taking into account.

ii. 21/502879/FULL 86 Sterling Road, ME10 1SN

Proposed single storey side porch, single storey rear extension, new roof light to the front roof and changes to first floor windows to the side

It was **RESOLVED** that the parish council had no comment, save neighbours' concerns are taking into account.

iii. 21/502968/FULL 46 Sterling Road, ME10 1SL

Erection of a single storey rear extension with 1no. roof light.

It was **RESOLVED** that the parish council had no comment, save neighbours' concerns are taking into account.

- iv. 21/502044/LAWPRO 36 Chegworth Gardens, ME10 1RH
Lawful Development Certificate for a proposed loft conversion with rear dormer and 2no. front rooflights

This was noted.

- v. 21/500400/LBC Hales Cottage, ME10 1YQ
Listed building consent for erection of a single storey rear extension with a pitched roof and internal alterations

This was noted.

To consider resident complaint

- vi. 21/500222/FULL Grove End Farm Bredgar Road, ME9 8DY
The complaint was noted and it was agreed to refer the resident to Swale Borough Council as the Local Planning Authority.

To note decision

- vii. 20/503707/HYBRID Kent Science Park, Shimmin Road, ME9 8BZ
The approval decision was noted and Swale Borough Councillors shall be involved in s106 discussions. This will be discussed at the September meeting. An update shall be sought from Cllr Stephens.
- viii. To consider any other planning matter received by 12 July 2021
There were none.

8. KALC AWARDS PRESENTATION

- i. To decide on format of KALC Award Ceremony and agree budget.
It was **RESOLVED** to approve up to £200 + village hall fees from the reserves to cover the KALC Award Ceremony. Cllr Hibben shall arrange.

9. FINANCE

- i. To consider the following payments for approval:

Cheque No	Payable to	Reason	Amount
1556	HR Services Partnership Ltd	HR advice 2555.00 NET 511.00 VAT	£3066.00
1557	McCabe Ford Williams	Payroll Services	48.12
1558	David Buckett	Audit and visit to councillors	456.30

- ii. To note bank mandate signatory position and agree actions.

It was **RESOLVED** to approve Cllrs Burgess, Cllr Hibben and Cllr Roberts to sign the Barclays Bank mandate form and to remove the previous clerk. Cllr Roberts shall deliver to Cllr Hibben for signing.

The Unity Bank account shall be finalised once the Barclays mandate is confirmed.

- iii. To receive accounts as at 30/04/2021 and approve bank reconciliation for April 2021.

It was **RESOLVED** to sign and approve the bank reconciliation for April 2021 £40,768.38.

10. GOVERNANCE AND ADMINISTRATION

- i. To discuss website

It was **RESOLVED** for the interim clerk to make the necessary changes to the website during summer recess, in consultation with Cllr Rich.

- ii. To discuss newsletter

It was **RESOLVED** for Cllr Rich and the interim clerk to prepare copy for an autumn newsletter for discussion at the September meeting.

11. HIGHWAYS

Cllr Burgess reported an update on existing highways items. The up to date highways contacts shall be obtained by the interim clerk.

12. ENVIRONMENT

Cllr Rich reported an update on quotes for planters and it was discussed that the planters could be moved in September. An account shall be set up with the supplier for the planting costs to be charged by invoice.

13. REPORTS FROM MEMBERS

Cllr Roberts reported that she had been contacted about the Platinum Jubilee celebrations. A garden competition, as per the 2021 Jubilee celebration, was discussed and Cllr Rich shall make further enquiries.

Cllr Roberts reported an enquiry about the lining in the church carpark and it was suggested that the KCC representative shall be referred to for advice.

14. CORRESPONDENCE

- i. To note consultations from Swale Borough Council.

Cllr Rich reported on the consultations concerning Planning Enforcement and Heritage that had been missed. It was **RESOLVED** to respond to consultations with the following:

- a) Apologies for the late arrival of these comments due to our lack of a clerk over the last few weeks.

We have no specific comments to make on the criteria list. We believe this is an important initiative and will be pleased to participate at the appropriate time in giving details of local heritage buildings etc. when required.

- b) TPC apologises for the late arrival of these comments due to our lack of a clerk over the last few weeks.

We welcome this strategy and the prioritisation criteria. We have no experience at TPC of requesting enforcement in recent years but know many local parishes have and would hope that their comments will be taken on board.

15. ANY OTHER MATTERS ARISING

This is for information only and no decision can be made on matters raised.

It was noted that an application for Highsted Park may be pending and an extra-ordinary meeting shall be called if this is the case. Councillor vacancies were discussed.

16. DATE OF NEXT MEETING – 6 SEPTEMBER 2021 at 7pm

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

An update was received on the Code of Conduct Complaints. It was noted that the matter shall be referred back to LMO with details of the process that had been carried out.

There being no further business, the meeting closed at 21:30pm