

MINUTES OF THE MEETING OF TUNSTALL PARISH COUNCIL HELD ON 18TH DECEMBER 2023 AT 7PM AT TUNSTALL CHURCH

Present: Cllr Rich (Chair); Cllr Burgess; Cllr Reed.

1. TO ELECT CHAIR

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

2. CHAIR'S ANNOUNCEMENTS

Welcome to our first quorate meeting since the May 2023 election.

TPC has remained as a corporate body and matters already resolved have continued through our locum clerk. Our councillors have attended all Swale and KALC meetings for PCs at this time (including the KALC AGM) so that Tunstall has been fully represented at these throughout. Councillors have also attended planning meetings and training courses to keep up to speed on this changing environment ready for the Local Plan process to re-start. TPC has endeavoured to maintain very proactive, positive relations with Swale, KCC and locally with other PCs.

We thank Swale BC for their efforts to secure us a representative to join TPC. We would like to welcome Larissa Reed, Swale's Returning Officer, as our new parish councillor, particularly as ward members did not volunteer to take on this role. We can now proceed with our business tonight to catch up with the processes needed for the council to run in an efficient manner.

We hope to issue a newsletter in the New Year about ways forward for TPC, proposed meeting schedule and to open up a debate on possible boundary changes and encourage residents to come forward as councillors.

On behalf of Tunstall village, we would like to thank all those putting so much effort into making Tunstall a vibrant community, including those managing the Village Hall, the Church, and the Friends of Tunstall events. We also thank our dedicated Speed Watch team. There is a core set of individuals, giving up their time to keep all this going in Tunstall.

3. APOLOGIES FOR ABSENCE

There are none. Cllr Wright (Kent County Councillor) also sent his apologies.

4. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Reed declared a general interest as Chief Executive of Swale Borough Council and will withdraw from the meeting on matters concerning the District Council.

5. DRAFT MINUTES

It was **RESOLVED** to sign and approve the minutes of the meeting of 23rd January 2023.

6. WARD COUNCILLORS

To receive updates from county and borough members.

There were none.

7. COUNCILLOR VACANCIES

To note update on councillor vacancies.

It was **AGREED** to produce a newsletter advertising the vacancies with the aim to be published by the end of March 2024.

8. LOCUM CLERK COVER

It was **AGREED** to continue with Locum Clerk cover in line with HMRC rules.

It was **AGREED** to prepare a permanent Clerk and RFO job description and person specification for approval at the next meeting.

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-22

- a) To consider and approve the internal audit report for 2021-22.

It was **RESOLVED** to approve the internal audit report and matters.

Matters raised were concerning the inability of the parish council to meet due to being inquorate, these have been resolved by the s91 Order to appoint members.

- b) To consider and approve the statement of internal control for the year ending 31st March 2022.

The system of internal control was **REVIEWED**.

- c) To approve the Annual Governance Statement for 2021-22 Section 1 of the AGAR for the year ending March 2022.

It was **RESOLVED** to approve the Annual Governance Statement for 2022-22, section 1 of the AGAR for year ending 31 March 2022.

- d) To Approve the Accounting Statement for 2021-22 Section 2

It was **RESOLVED** to approve the Annual Governance Statement for 2021-22, section 1 of the AGAR for year ending 31 March 2022.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022-23

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The system of internal control was **REVIEWED**.

- c) To approve the Annual Governance Statement for 2022-23 Section 1 of the AGAR for the year ending March 2023.

It was **RESOLVED** to approve the Annual Governance Statement for 2022-22, section 1 of the AGAR for year ending 31 March 2023.

- d) To Approve the Accounting Statement for 2022-23 Section 2

It was **RESOLVED** to approve the Annual Governance Statement for 2021-22, section 1 of the AGAR for year ending 31 March 2022.

- e) Risk Assessment - to approve annual risk assessment review.

It was **RESOLVED** to review the annual risk assessment for 2023/24.

11. FINANCE

- a) To consider closure of remaining Barclays Bank account and transfer funds to Unity Trust Bank.
It was **RESOLVED** to close the Barclays Bank account and transfer funds to Unity Trust Bank.
- b) To review signatories on bank accounts and approve any changes.
The signatories were **REVIEWED** and will remain as Cllr Rich and Cllr Burgess.
- c) To note payments made year to date:

Staff Cost – Various	£3546.99
Litterpicking	£668.02
Insurance	£717.19
Bank Fees – Unity Trust Bank	£36
HMRC	£200
Lionel Robbins – Audit	£120
Waveney IT – mailboxes	£348.94
SBC Election Costs	£149.07
Poppy Appeal – wreath	£50

It was noted that these were made in line with Financial Regulations.

- d) To receive and approve bank reconciliation as of 31st October 2023
It was **RESOLVED** to approve the bank reconciliation as of 31st October 2023 £41,059.78.
- e) To receive and approve budget position as of 31st October 2023
It was **RESOLVED** to make a donation to the church for venue usage at £200.00.
The Planting will resume with purchase orders being made to Mossy's and paid on account.

12. GOVERNANCE AND ADMINISTRATION

- a) To note action plan in place for Annual General Meeting updates.
The plan will be updated and reviewed at the next meeting.
- b) To consider meeting dates for 2023-24.
It was **RESOLVED** to meet on 29th January 2024 and 25th March 2024.
- c) To consider policy for responding to planning applications to meet the 21-day deadline.
Cllr Reed withdrew from this agenda item.
It was **RESOLVED** that members will receive the weekly planning lists, should members be lobbied by residents or consider an application needs comment before a meeting an extra-ordinary meeting will be called.
- d) To review clerk position and consider next steps.
This was discussed earlier at the meeting.

13. BUDGET AND PRECEPT 2024-25

It was **RESOLVED** to approve a budget of £17,150 with a precept of £7,500.

14. EXTERNAL MEETINGS ATTENDED

- a) KALC Swale Area Committee – all councillors have attended the recent Area Committee.

It was **RESOLVED** to appoint Cllr Rich as the representative for 2023/24.

Cllr Burgess left the meeting at 20:39pm.

- b) Western Area Committee – the recent meetings were noted.
- c) Swale Joint Transportation Board – this has been removed.
- d) Swale Liaison Forum – the chair and clerk will continue to attend.

Cllr Burgess re-entered the meeting at 20:41pm.

15. FUTURE EXTERNAL MEETINGS

There was no further update on future meeting dates.

16. PLANNING APPLICATIONS FOR CONSIDERATION

Cllr Reed withdrew from this agenda item.

- a) 22/505646/OUT was discussed, it was noted that this application was heard at the Swale planning committee on 3rd November, refused by officer and the committee. The developer is pursuing an appeal, all documents are on the Planning Portal.

It was **RESOLVED** for Cllr Rich to speak at the Planning Appeal should the opportunity arise.

- b) 23/504916/FULL Tunstall House

It was noted that as Tunstall House is in an important listed building in a prime position in the Conservation Area the parish council asks that Swale Borough Council ensure that the Conservation Area Officer is involved.

17. VILLAGE EVENTS

- a) To receive update.

It was noted that councillors laid a wreath on behalf of the parish council on Remembrance Day.

Councillors also attended the Christmas Tree Festival.

18. SPEEDWATCH

- a) To receive updates.

It was **RESOLVED** to thank the Speedwatch team for their continued active campaigns and working with local law enforcement.

19. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) To note correspondence received – it was noted that there was no further correspondence.

Meeting closed at 21:00pm