

NEWINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 27 May 2025
in the Newington Room, Newington Village Hall

Present: Cllr Stephen Harvey (Chairman), Cllr Elaine Jackson (Vice Chairman) Cllr Michael Barlow, Cllr Ruth Brown, Cllr Eric Layer, Cllr Tony Mould and Cllr Barbara Weight; and Mrs Wendy Licence (Clerk)

Also present was one member of the public.

1. ELECTION OF CHAIRMAN

Cllr Mould welcomed everyone to the meeting and called for nominations for Chairman. Cllr Jackson **PROPOSED** Cllr Harvey for the office of Chairman; **SECONDED** by Cllr Brown: **6- FOR, 1- ABSTENTION- MOTION CARRIED**. Cllr Harvey signed his Declaration of Acceptance of Office in the presence of the Clerk and took the Chair.

2. ELECTION OF VICE CHAIRMAN

Cllr Harvey **PROPOSED** Cllr Jackson for the office of Vice Chairman; **SECONDED** by Cllr Brown: **7- FOR, 1- ABSTENTION- MOTION CARRIED**. Cllr Jackson signed her the Declaration of Acceptance of Office in the presence of the Clerk.

3. COUNCILLOR VACANCIES

No applications have been received.

4. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Chris Palmer and Cllr Richard Palmer (holiday); apologies accepted.

5. DECLARATIONS OF INTEREST

None were declared.

6. TO APPOINT COMMITTEES, COMMITTEE CHAIRMAN AND VICE CHAIRMAN

Amenities Committee

Cllr Harvey **PROPOSED** Cllr Jackson to be Chairman of the Committee; **SECONDED** by Cllr Brown: **AGREED UNANIMOUSLY**.

Cllr Weight **PROPOSED** Cllr Layer to be Vice Chairman: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to appoint the following Members to the Committee: Cllr Barlow, Cllr Brown, Cllr Harvey, Cllr Mould, Cllr C Palmer and Cllr Weight.

Planning Committee

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

Cllr Harvey **PROPOSED** Cllr Brown as Vice Chairman; **SECONDED** by Cllr Barlow: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to appoint all Council Members to the Committee.

Finance Working Group

Cllr Harvey **PROPOSED** Cllr Jackson to be Chairman of the Working Group; **SECONDED** by Cllr Brown: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to appoint the following to the Working Group: Cllr Mould (Vice Chairman), Cllr Harvey and the Clerk as Responsible Finance Officer.

HR Working Group

Cllr Harvey **PROPOSED** Cllr Brown as Chairman; **SECONDED** by Cllr Barlow: **AGREED UNANIMOUSLY**.

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

It was **AGREED UNANIMOUSLY** to appoint Cllr Jackson and Cllr Mould to the Working Group.

Cemetery Working Group

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

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

Highways Working Group

It was **AGREED UNANIMOUSLY** to appoint Cllr Harvey, Cllr Layer and Cllr R Palmer to the Working Group.

Events Working Group

It was **AGREED UNANIMOUSLY** to appoint Cllr Mould as Chairman and Cllr Brown, Cllr Harvey, Cllr Jackson, Cllr Layer, Cllr C Palmer and Cllr R Palmer to the Working Group for the 2025 Fete.

ACTION: Membership to be reviewed after the Fete.

7. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

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

It was agreed that anyone available would attend the KALC meetings.

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

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

iii. Air Quality Management

This is dealt with under the Highways Working Group.

iv. To confirm and update - Councillors areas of Interest

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

School Governors- Cllr Mould

Village Hall: Cllr R Palmer and Cllr Layer

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

Allotments: Cllr Layer

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

Grants and external funding: Cllr R Palmer.

Speed Watch: Cllr R Palmer.

8. THE WICKHAM TRUST

It was **AGREED UNANIMOUSLY** to appoint Mr Dave Fagg and Mr Mel Harris as the Council's nominated Trustees to The Wickham Trust

9. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29 APRIL 2025

i. To consider the minutes of the meetings and if in order sign as a true record

Deferred to next meeting.

ii. Matters arising from the minutes

The Clerk reported that she is chasing Southern Water for compensation following the charge incurred due to *ROAD CLOSED* signs not being collected.

Cllr Harvey asked for an update on whether planning permission is required to install the notice board.

The Clerk reported that she had tried a couple of times but had not heard back yet.

Cllr Harvey said that he had tried to speak to an officer and will try again tomorrow.

10. PUBLIC QUESTION TIME

The meeting was adjourned for the Public Question Time

Councillors were thanked for all their hard work.

The meeting was reconvened.

11. VISITORS

PC Jez Chittim was unable to attend and had submitted a report detailing fraud incidents in Swale and an update on speed checks in Callaways Lane.

12. PLANNING

Ref: 25/500761/FULL Land West Of Church Lane Newington Kent

Erection of 90 no. residential dwellings, together with associated access, open space, landscaping, drainage, infrastructure works and earthworks, and the provision of car parking spaces for existing residents.

Cllr Harvey informed Members that the preliminary report from Railton and the preliminary response will be submitted and added to the Council's website.

Ref: 25/501640/REM Land At Pond Farm, London Road, Newington

Proposal: Approval of reserved matters (appearance, landscaping, layout and scale sought) for erection of 135 residential dwellings, including retention of existing farm buildings, public open space, landscaping, sustainable drainage system (SuDS) and vehicular access pursuant to 22/500275/OUT.

There will be a Planning Committee meeting on Thursday 5 June to discuss the response to the application for approval of reserved matters.

Ref: Application: 25/501693/TCA Church Farm House, Church Lane, Newington ME9 7JX

Proposal: Conservation area notification to fell two dead Cherry trees and one dead Apple tree. Remove dead branches to one Cherry tree.

Councillors considered the application and has no objection, save a request that any comments from neighbours be taken into account.

Ref: 25/501605/FULL 56 Bull Lane, Newington ME9 7NA

Proposal: Erection of a single storey side extension including rear decking.

Councillors considered the application and has no objection, save a request that any comments from neighbours be taken into account.

13. AMENITIES

i. To receive the minutes of the meeting of the Amenities Committee held on 20 May 2025 and consider the recommendations

Cllr Jackson said there were no further updates following the meeting and matters are being chased.

Cllr Layer said following the decision to plant bulbs in the Community Woodland, he has assessed the area, there is no area which has sun on it; advice needs to be obtained from the contractor.

Cllr Layer reported that the Recreation Ground has been cut
 Cllr Harvey **PROPOSED** to accept the minutes of the meeting of the Amenities Committee on 20 May as a true record: **AGREED UNANIMOUSLY**.

ii. To consider quotation to install the Village Sign
 Wating to receive quotation.

14. SWALE BOROUGH COUNCIL LAND

Nothing further to update.

15. VILLAGE VOICE AND MEDIA

Cllr Mould said the next edition will be a paper copy with articles on the sponsorship of woodland bulbs; The 175th Anniversary of Newington School. There will be inserts for the Fete and also an updated contacted list. The documents will go to the printers on Monday for collection on Friday.

Cllr Harvey thanked Cllr Mould for his sterling work on the Village Voice.

16. FINANCE

i. Cheque list: to consider invoices for payment

Payee	Reason	Amount
J Milward <i>Paid out of meeting</i>	Plants	£43.96
Newington Allotments <i>Paid out of meeting</i>	Padlock reimbursement	£212.31
Mrs R Brown	Refund of pavilion fees and deposit (cancelled booking)	£75.00
KALC	Councillor Training	£60.00
Mrs E Jackson	Fete expenses	£57.00
DCK Accounting	payroll fees	£36.00
Mr R Malone	Litter Picking Recreation Ground - May	Total £589.40
	Litter Picking	
Mr MJ Marshall	Cemetery and Churchyard maintenance - May	£625.00
Mr R Burrows	Track gate keeper- May	£100.00
Mrs E Jackson	Parish Basic Allowance	£271.50
Mr E Layer	Parish Basic Allowance	£271.50
Mr A Mould	Parish Basic Allowance	£543.00
Administration	Expenses	£45.55
Business Stream	Pavilion and Recreation Ground water	£35.29
S Sparks	Pavilion deposit refund	£50.00
Mr A Mould	Printing expenses	£136.95

Cllr Barlow **PROPOSED** to make the payments; **SECONDED** by Cllr Jackson: **AGREED UNANIMOUSLY**.

ii. Statement of Internal Control

It was **AGREED UNANIMOUSLY** to adopt the Statement of Internal Control.
The statement was duly signed by Cllr Harvey and the Clerk.

iii. To consider insurance renewal

It was **AGREED UNANIMOUSLY** to accept the quotation of £1,591.95 from Zurich Municipal.

iv. To consider grant request from Swale Pride

Councillors considered the grant request from Swale Pride and were unable to contribute as the Council only gives a grant to Citizens Advice Swale.

v. Any other finance matter received by 27 May 2025

Receipts

14.04.25	R Brown	Parish Room Hire and deposit	£75.00
24.04.25	S Lindridge	Fete stall	£20.00
25.04.25	Swale Borough Council	Precept- 1 st instalment	£30,835.50
29.04.25	Swans Fitness Club	Community Sports Room hire	£25.00

Payments

01.04.25	HugoFox	Website	£23.99
22.04.25	DRAX	Pavilion electricity	£114.27
28.04.25	NatWest	Credit card	£148.28

17. CIVILITY AND RESPECT PLEDGE

Cllr Mould said the Civility and Respect Pledge has been positive for the Council.

18. REPORTS FROM MEMBERS

Cllr Harvey reported that he had attended the Police & Crime Commissioner meeting and had raised the issue of the padlocks at the recreation ground and allotments being cut off. The KALC Swale Area Annual General Meeting was last week.

Cllr Mould said the next School Governors meeting is at the end of June.

19. CORRESPONDENCE

1. 28.04.25- SBC: JKC Policy Round-Up
2. 30.04.25- Friends of Citizens Advice Swale newsletter
3. 01.05.25- NALC CEO bulletin
4. 01.05.25- further emails regarding no provision of public toilets.
5. 01.05.25- KALC newsletter
6. 03.05.25- Swale Borough Council: Parish & Town Councils CCTV
7. 05.05.25- Swale Borough Council: JKC Policy Round-Up
8. 08.05.25- KCC Highways: Temporary Road Closure - Bull Lane, Newington - 1st July 2025
9. 08.05.25- NALC CEO bulletin
10. 13.05.25- KALC: Training bulletin
11. 14.05.25- Clear Council Insurance: Tree Risk management webinar
12. 15.05.25- KCC: Plan Bee Pollinator tool kit
13. 15.05.25- KALC Planning Conference
14. 15.05.25- KALC: The essentials of being a good employer
15. 19.05.25- SBC: JKC policy update
16. 19.05.25- SBC: Swale Area Committee meetings

- 17. 20.05.25- CAB Swale: letter of thanks for grant
- 18. 22.05.25- KCC Highways: Road Safety & Active Travel Group
- 19. 22.05.25: NALC Chief executive's bulletin
- 20. 23.05.25- KALC: Local Government Reorganisation - Transfer of Assets Training

20. ANY OTHER BUSINESS

Cllr Harvey informed members that a Code of Conduct complaint has been brought against him to the Monitoring Officer.

Cllr Weight asked for an update on the wood chippings at the Community Woodland.
The Clerk reported that the contractor has the dates and is liaising with other contractors.

ACTION: Clerk to chase.

Cllr Weight said the area by the village sign is a mess and asked who is responsible for this.
Cllr Jackson said KCC Highways.

Cllr Jackson said details of the Local Government Association campaign to recruit Parish Councillors had been circulated, could this be resent to her.

ACTION: Clerk

Date of next meeting: Tuesday 25 June 2025 at 7pm

There being no further business, the meeting closed at 8.30pm

Signed as a true record of the meeting

Chairman

Date: 25 June 2024