

Tunstall Parish Council

Minutes of the Parish Council Meeting held on Monday 7 October 2019 in the Committee Room, Tunstall Village Hall.

Present: Cllr Mavis Hibben (Chair), Cllr Susanne Earl, Cllr Louisa Roberts, Cllr Vivien Rich and Cllr Sarah Steven; and Mrs W Licence (Clerk).

Also present were County Councillor John Wright and one member of the public.

1. COUNCILLOR VACANCY

Cllr Hibben welcomed everyone to the meeting and made everyone present aware of the emergency evacuation procedure.

Cllr Hibben informed Members that there has been no application for co-option to the Council.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Lee Burgess (work); apology accepted.

Apologies had also been received from KCCllr Andrew Bowles (holiday); apology noted.

3. DECLARATIONS OF INTEREST

None were declared.

4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2 SEPTEMBER 2019

Cllr Rich **PROPOSED** to accept the minutes of the meeting held on 5 August 2019 as a true record of the meeting; **SECONDED** by Cllr Steven: **AGREED UNANIMOUSLY**. Cllr Hibben duly signed the minutes as a true record.

Cllr Steven said that she wanted to clarify that the ward boundaries are not being changed but Swale Borough Council is consulting with the public regarding setting up Area Committees.

5. MATTERS ARISING FROM THE MINUTES

Cllr Hibben said a resident has asked if the Parish Council had inputted into the Southern Water consultation. Southern Water had emailed to the wrong email address and it was then too late to respond. Southern Water have offered to come to a meeting to speak to the Council.

It was **AGREED** to invite Southern Water to attend at 7pm prior to a Full Council meeting.

Cllr Hibben reported the memorial bench is now ready to be reinstated. It is 7' wide and was installed on 2000, the Parish Council did approve the site of the bench but it was unaware of its size. The planter will need to be moved to the best position to allow the bench to be returned.

ACTION 1: Clerk to ask family when the bench will be reinstated.

ACTION 2: Clerk to contact neighbour to inform him that the bench will be returned to the site.

Cllr Hibben said the bins labels will be made in due course.

ACTION: Clerk to ask Swale Borough Council what day the public bins are emptied.

Cllr Steven said there have been problems with the contractor fulfilling its contract across Swale.

Cllr Hibben said SGN was asked to reinstate the verge in Sterling Road by the bus stop, there was lavender there supporting wildlife.

Cllr Earl said there has been a minimal attempt to undertake work by the bus stop and it has not been reinstated to pre-gas works condition.

Cllr Rich said that, following KCllr Bowles's suggestion, she had contacted the Chairman of Dunkirk Parish Council, the Councillors were so fed up with the lack of maintenance on the verges they decided to pay for the work.

Cllr Earl said the Council could identify specific areas in Sterling Road for extra maintenance.

Cllr Rich said the areas could be cleared and planted and barked. It would be expensive initially but would keep the maintenance low. KCC need to carry out their annual maintenance. KCllr Wright asked for a map of areas in need of improvement and said that he will liaise with the landscaping team. If the Parish Council takes on the responsibility for the areas KCC will pay the Parish Council for the maintenance. KCC is keen for local people to get involved. There are issues regarding roadside verges and areas as KCC is promoting bee-friendly areas with no spraying and minimal cutting so they will not look so tidy. Some areas have wild flowers. If Sittingbourne in Bloom becomes involved it will help to create more interest.

ACTION: Councillors to identify areas on map to be sent to KCllr Wright.

Cllr Roberts said the Parish Council should not take full responsibility for everything in the Parish and must leave that with KCC. The Parish Council working on the verges could be seen as double taxation by residents but KCC's annual cut could be supplemented.

KCllr Wright said it could be said that the taxes are too little and KCC has to choose where its priorities lie with schools and social care being the highest priority.

ACTION: Cllr Earl and Cllr Rich to meet with Ali Corbel, Swale in Bloom Coordinator.

Cllr Hibben said that she and Cllr Roberts had had a positive meeting with Anna Stoner, Senior Planner Swale Borough Council, regarding the Swale Landscape Sensitivity Review and the Parish Council's concerns have been sent to the consultant.

ACTION: Clerk to add the Parish Council's response to the Swale Landscape Sensitivity Review to the website.

The Clerk said that she is waiting to hear back from KCC regarding a map of the land it owns in Tunstall.

Cllr Hibben said three quotations have been obtained for the newsletter, there needs to be a decision regarding the November Newsletter which will include details of the Christmas event. Alternatively, a flyer could be sent out if there is not time to write articles and this could be more effective.

ACTION: Cllr Rich to draft text for flyer for approval at the November meeting.

Cllr Hibben said that she is exasperated and frustrated at the lack of progress to install the new village sign. The previous Chairman had agreed a provisional site by the wicket gate opposite the oast and the sign was made to fit. At the time KCC Highways was asked to carry out a CAT scan and agree the site. Since then the former Chairman, the Clerk and Cllr Hibben have been liaising with different people and different departments. Now there is another contact who is suggesting the sign be put in another place. This is falling between different departments; the Council sends it to one department and we are referred to the next. Paul Brand, KCC Highways, has said that he will ask the Highway Definitions team to check, which will take a couple of weeks.

KCllr Wright reported that KCC Highways has said it does not own the verge and the landowner's permission needs to be sought. The sign would have to be 1.5 metres from the road.

6. PUBLIC QUESTION TIME

The meeting was adjourned for the Public Question Time

A resident asked if the King George V Playing Field falls within the Parish and there is an interest in forming a Friends group for the park.

Cllr Steven said it is not part of the parish, an article could be put in the church magazine to attract interest.

7. VISITORS

i. County Councillors

KCCllr Wright said the village sign issue has been covered in the meeting.

The Southern Water consultation talk takes up to three hours and it is worthwhile because they are wanting to engage with everyone.

Paul Carter has stood down as leader of Kent County Council and Roger Gough will be the new leader and will be in post on 17 October.

The county flytipping report shows applications for skip permits have increased 45%; trade waste at KCC tips has increased; there has been a decrease in soil, rubble and hardcore. There is less flytipping in the county. The money spent on enforcement by District Councils is coming into effect. Enforcement is intelligent led and all incidents must be reported. There has also been magistrate training.

Cllr Hibben asked KCCllr Wright if he would like to talk on Swale Area Committees.

KCCllr Wright said that he had previously been to all the Area Committees and it was the same people who turned up every time and the public rarely turned up. It was very expensive because Swale Borough Council Officers were there and hall hire had to be paid for. It often clashed with Parish Council meetings. There is a difference for towns where the issue is for Ward Members and how they can engage with the electorate. In the parishes, people are not really interested in what is going on in Sittingbourne as they had their own representation. Cllr Wright did not consider the Area Committees to be value for money.

Cllr Hibben thanked KCCllr Wright for attending and for his report.

ii. Borough Councillors

SBCllr S Steven said the Area Committee proposal is going out to public consultation and is being led by SBCllr Mike Baldock. The proposal is for three or four Area Committees and is looking how to divide the areas and who can be on the committee. Swale Borough Council will not change to a complete committee system but each Area Committee will have a voice and will have a budget.

SBCllr S Steven reported that Swale Borough Council has passed resolutions regarding climate change and climate emergency.

Cllr Hibben thanked SBCllr S Steven for her report.

8. SPEED WATCH

Cllr Hibben said the team only held one session in September, due to holidays and the session scheduled for Tuesday 24 September was cancelled due to inclement weather with no opportunity to reschedule.

The session undertaken was in Tunstall Road outside Hales House. During the hour session, 129 vehicles passed of which nineteen were recorded exceeding the speed limit, with the highest being 32mph. The Police issued three letters to drivers.

Cllr Hibben thanked Mr Cook and his team for their sterling work.

9. PLANNING

i. Ref: 19/504337/FULL

Address: 68 Park Drive Sittingbourne Kent ME10 1RD

Proposal: Erection of a two storey side extension and part single storey, part two storey rear extension.

Councillors considered the proposal and had no comment to make save that neighbours' comments be taken into account.

ii. Ref: 19/504308/FULL

Address: 27 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Erection of a part single storey, part two storey rear extension with a first floor side extension. Relocation of the garage.

Councillors considered the proposal and had no comment to make save that neighbours' comments be taken into account.

iii. Ref: 19/504385/FULL

Address: 38 Sterling Road Tunstall Sittingbourne Kent ME10 1SL

Proposal: Erection of a two storey side extension, part single storey part two storey rear extension and a loft conversion with a front and rear dormers.

Councillors considered the proposal and had no comment to make save that neighbours' comments be taken into account.

iv. Ref: 19/504632/LAWPRO

Address: 17 Doves Croft Tunstall Sittingbourne Kent ME9 8LQ

Proposal: Lawful Development Certificate for a proposed loft conversion with a rear dormer and 2no. roof lights to front.

Councillors considered the application and raised concern that the proposal was not in keeping with the surrounding buildings, there are twenty-six houses and none have a third floor and all designed to integrate into their rural surroundings. The current application would not enhance the area as the changes would liken it to an urban town house especially from the rear. Reference to Swale Sensitivity document.

Councillors **AGREED UNANIMOUSLY** to object to the proposal.

ACTION: Cllr Roberts to draft a response.

Cllr Hibben reported that she and Cllr Roberts had met with Graham Thomas, Swale Borough Council Area Planner.

Cllr Roberts reported that Mr Thomas had taken them through the planning process and explained that they had no control over the planning portal which is maintained at Maidstone. It is an eight-week process and Parish Councils have twenty-one days to respond. The Parish Council might need to consider setting up a Planning Committee and Committee Terms of Reference need to be adopted.

ITEM FOR NEXT AGENDA

Cllr Roberts said LAWPRO and AGGRIC were discussed, the Parish Council is not a statutory consultee on these application and Swale Borough Council has to check the applications. Swale Borough Council likes to consult on retrospective planning applications as the Parish Council has local knowledge. If the Parish Council objections to a proposal it must be on material considerations

Cllr Hibben said the paper plans are sent to the Clerk and it would be helpful if the plans went direct to a Councillors.

ACTION: Clerk to request the plans are sent to the Chairman.

10. FINANCE

i. Cheques raised and accounts

Chq No	Payable to	Reason	Amount
1411	Newington Parish Council	Share of SLCC subscription	£36.67
1412	Tunstall PCC	Hire of Midwinter Room – 4 September	£20.00
1413	Mossys	Watering Planters	£72.00
1414	Mrs W Licence	Salary and expenses	£484.96
1415	HMRC	PAYE	£126.20

1416	J Johnson	Litter Picking	£186.99
1417	Mr D Buckett	Internal Audit fee	£255.85

Councillors **AGREED UNANIMOUSLY** to the signing of the cheques.

9pm, KCCllr Wright left the meeting.

ii. Independent Internal Auditor's Report

The Clerk said that Swale Borough Council has been contacted regarding updating councillors DPIs on their website and they have said this will be done. However, two Councillors have yet to return their forms. The Parish Council could list the DPIs on its website, if it is agreed for this is to be done everyone needs to send a copy of their form, if they have it, to the Clerk. Cllr Hibben said all Members must submit their forms.

The Clerk said there is no legal obligation to publish the budget on the website.

Cllr Hibben said the information of the Council's finances is accessible. GDPR is on the agenda.

11. ADMINISTRATION

i. Record Management Policy

ii. Data Protection Policy

iii. Subject Access Request Policy

iv. General Privacy Notice

Slight amendments were made and Councillors agreed to adopt the policies as amended.

ACTION: Clerk to send copy of the privacy notice to the litter picker.

v. Data Audit.

Councillors agreed to complete the data audit and email to Clerk.

ITEM FOR NEXT AGENDA

12. TO CONSIDER PARISH COUNCIL'S WEBSITE PROVISION

Cllr Hibben said that from September 2020 KCC will charge for their websites (estimated £1200- 1300pa). Currently the website is not compliant with the Web Content Accessibility Guidelines. HugoFox offer free websites to Parish Councils and their websites are compliant so this could be an option.

ACTION: clerk to circulate the cost of a .gov.uk domain name.

ITEM FOR DECEMBER AGENDA

13. REPORTS FROM MEMBERS

Cllr Rich reported that she had attended the KALC Swale Area Committee meeting which was very interesting and very useful. There has been a change of Chairman with Cllr Dave Austin in the Chair. Chief Inspector Alan Rogers was in attendance and Professor Stephen Packham gave a presentation on air quality. Tessa O'Sullivan, Action with Communities in Rural Kent, gave a presentation on Rural and Community Housing and how to set up affordable housing. There will be two motions put forward to the KALC AGM; 1) Too much housing and 2) air pollution and holding developers to account. They have asked for Parish Council meeting dates so that they can be listed on the KALC website. The Government has given Swale Borough Council £70,000 for Brexit planning and grants of up to £1,000 will be given to village halls to ensure the buildings are fit for purpose should they be required to stock pile goods.

Cllr Rich said the opportunity to network was useful that she had spoken to the Chairman of Dunkirk Parish Council regarding the maintenance of the verges. The money from the Government which has been held back by Swale Borough Council might be released in December.

Cllr Hibben said that she has been invited by SBCllr Bonney to attend a meeting with Prof Packham on air quality.

Cllr Roberts said they can carry out air quality monitoring but they have limited resources and would expect a contribution to the cost.

Cllr Hibben thanked Cllr Rich for attending the KALC meeting and for her report.

Cllr Rich said she will attend the Village Hall Users group meeting.

14. HIGHWAYS

Cllr Hibben said a meeting with Alan Blackburn, KCC Highways, has been arranged for 23 October at 1.30pm and KCCllr Bowles will be attending.

Cllr Roberts said she had looked at the KCC Highways fault tracking app and there is not much on there, problems are being deleted without the issues being solved. This can be discussed with Alan Blackburn.

15. ENVIRONMENT

i. To receive an update

Cllr Hibben said Kent Science Park has agreed to meet to discuss litter issue and dates need to be suggested.

It was agreed that Cllr Rich and Cllr Steven attend.

ii. Climate change and air quality

This item was not discussed.

iii. To consider quotation to replant the planters

Cllr Roberts **PROPOSED** to accept the quotation from Mossys to replant the planters; **SECONDED** by Cllr Steven: **AGREED UNANIMOUSLY**.

iv. To consider the quotation to cut back bush in Sterling Road

Cllr Roberts **PROPOSED** to accept the quotation from Mossys to cut back the bush by the planter and dispose of the cuttings for £40 **SECONDED** by Cllr Rich: **AGREED UNANIMOUSLY**.

16. EVENTS

i. Armistice Day 2019

Cllr Hibben reported that she is working on the order of service with the vicar in respect of protocol and hopes to have the draft by the end of the week. Wreaths will be laid at the memorial stone; the school children will lay wooden Remembrance crosses; the bugler will play and there will be two minutes silence: the service will then continue in the village hall with prayers, a reading and followed by a hymn.

The Chairman of the Village Hall has kindly offered to get the wreath delivered to him as the Village Hall will also be laying a wreath this year, and he has also offered to donate mulled wine.

ACTION: Cllr Earl to ascertain if the Head Teacher will lay a wreath from the Armed Services.

Cllr Hibben said it will be a shorter service this year and Councillors will be needed to give out the service sheets at the church and the hall. The refreshments need to be ordered and the budget will be the same as last year. The WI will lay the tables.

The school has its own Act of Remembrance on 11 November at 10.45 would welcome any members of the Parish or the Parish Council.

ACTION: Cllr Earl to notify the school that three Councillors will attend.

ii. Christmas event

Cllr Hibben reported that there is great enthusiasm for the event with lots of offers of help. It will be on 13 December at 2.30pm at the Village Hall. It has been advertised in the church magazine and a flyer will be delivered to every house in the parish. It will be a ticketed event

and everyone has to apply for a ticket to attend even though it will be free. The Smeed Trust may contribute to the event.

Cllr Steven said she will ask the Swale Community Volunteer Service for help with transportation when she attend the AGM.

ACTION: Clerk to ascertain the numbers the hall can seat for the function.

17. CORRESPONDENCE

1. 05.09.19: *Action with Communities in Rural Kent- invitation to Swale Community Led Housing Event*
2. 05.09.19: *SBC- consultation on Area Committees*
3. 05.09.19: *KCC Highways- Years One and Two (2019/20-2020/21) Forward Works Programme*
4. 06.09.19: *Swale CAB- letter of thanks for grant*
5. 10.09.19: *Kent County Council - Public Satisfaction Survey on highways and transport services.*
6. 10.09.19: *Tunstall Church- letter of thanks for grants towards the urgent tree work*
7. 16.09.19: *Resident concern regarding horses and state of verges in Sterling Road*

Cllr Hibben said the issue has been resolved.

Cllr Roberts said an enforcement notice had gone up at the stables and that she had checked and found the owners were there every day, the horses had food and water. Cllr Roberts said she had no concerns about the horses.

8. 17.09.19: *KCC Highways- Notice of Temporary Road Closure – Maidstone Road, Oad Street & Chestnut Street*
9. 20.09.19: *KALC SAC minutes and Prof Packham's presentation*
10. 20.09.19: *KALC SAC letter from vice chairman*
11. 20.09.19: *KALC Dynamic Councillor training and Finance Conference*
12. 24.09.19: *Kent Police Rural Task Force report*
13. 07.09.19: *KCC Highways- offer of salt bags for the parish*

Councillors agreed not to take up the offer.

18. ANY OTHER MATTERS ARISING

Cllr Hibben said a resident had mentioned the Parish Council reports are not being included in the Sittingbourne News Extra. The Clerk writes the report every month and sends it to the correspondent but it is not used. The Editor has said that they are aware of the problem.

Cllr Steven said the Swale Fusion Festival of Light will take place on Friday and children from the local schools are involved.

The Clerk said the Chairman of the Village Hall Committee has asked the Council to consider a War Memorial to the fallen of the Second World War, this will go on the November agenda. The War Memorial Trust will be able to give advice.

ACTION: Cllr Rich to research.

19. DATE OF NEXT MEETING

Monday 4 November, 2019, 7.30p.m. in the Committee Room, Tunstall Village Hall.

There being no further business the meeting closed at 10.05pm

Signed as a true record of the meeting