

TUNSTALL PARISH COUNCIL

MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Monday 13th May, 2013

Present: Cllr. L. Burgess – Chair
Cllr. P. Mitchell – Vice-Chair
Cllr. R. Spencer
Cllr. C. Browning
Cllr. J. Mills
Cllr. I. Davison
Lynda Fisher, Clerk
2 Parishioners

Parishioners

A query was raised regarding the School and what is the present position? Members responded that no further information has been received regarding the proposals contained within the strategy.

A resident advised that the Royal Charter covers Sittingbourne as well as Tunstall.

Borough/County Councillors - None present

1. Welcome and Apologies

The Chairman formally opened the Parish Council meeting and welcomed everyone. Apologies were received from Cllr. Truelove, who could not attend due to a prior commitment at Swale Borough Council.

2. Declarations of Interest – None

3. Minutes of the Previous Meeting

Proposed by Cllr. Spencer and seconded by Cllr. Davison; the Minutes of the meeting held on the 8th April, 2013, were agreed by Members and signed.

4. Matters Arising from the Minutes

1. **Response from KCC on re-bunding verges in Hearts Delight Road** – Clerk advised that she has now heard from KCC and they will carry out this work and will soft bund to a height of two to three feet to hopefully prevent further damage to the soft verges in the future.
2. **PCSO Coverage** – Clerk advised that PCSO Matthew Link is still covering Tunstall, but there will be changes in the future and he will advise as soon as he is aware of any permanent decisions.
3. **Royal Charter of Incorporation – Elizabeth I** – It was agreed it would be nice to commemorate this event by the planting of an aptly named ‘Queen Elizabeth Rose’ – Clerk to obtain prices and report back to June meeting. **Action: Clerk**
4. **Airport Conference** – Detailed report circulated by Cllr. Mitchell noted.

5. Finance

1. **KALC Annual Subscription 2013/14** – Members agreed to renew the subscription at a cost of £330.58p.
2. **Commemorating Frank Panton** – A memorial seat was suggested by Members. The Chairman to discuss this with Mrs. Panton and the Clerk to obtain prices for a seat and plaque; this item to be placed on the June Agenda. **Action: Chairman/Clerk**
3. **Audit 2013/14** – The internal audit report, prepared by David Buckett for the year ended 31st March, 2013 was circulated, noted and accepted by Members

Members approved the Bank Reconciliation, Explanation of Variances and Annual Return, including the Annual Governance Statement, for the year ended 31st March, 2013. Clerk to now submit all documentation to Littlejohn, the External Auditors. **Action: Clerk**

4. **Appointment of Internal Auditor** - Clerk advised that the previous Internal Auditor, Mr. Cozens, has now retired. Members approved the appointment of David Buckett; formerly Head of Finance at Swale Borough Council; who now carries out Internal Audits for 25 Parish Councils and finance training for KALC. David is a member of CIPFA.
5. **Insurance Cover Renewal 2013/14** – Agreed the sum of £327.37p, being the renewal premium due to Zurich Municipal for 2013/14.
6. **Precept 2013/14 and V.A.T. Payments** – Clerk advised that half the precept £4222.50p; half the lighting grant £95.00p and V.A.T. repayment of £186.22p in respect of 2012/13 have been credited to the Council's current account.
7. **Cheques raised at this meeting:**

The following cheques were signed and the accounts to the 30th April 2013, approved.

| Date | Cheque | Details | | Amount |
|-------------------------|--------|------------------------|---|----------|
| 13.05.13 | 0926 | L. Fisher | Wages - April 2013 | £179.10p |
| 13.05.13 | 0927 | H.M. Revenue & Customs | Tax – April 2013 | £44.60p |
| 13.05.13 | 0928 | L. Fisher | Expenses – Telephone/Broadband; home as office; Stationery, mileage | £31.31p |
| 13.05.13 | 0929 | Tunstall P.C.C. | Hire of Midwinter Room May, 2013 | £12.50p |
| 13.05.13 | 0930 | Peter Mitchell | Printing Spring Newsletter and School/10 Point Plan forms | £115.20p |
| 13.05.13 | 0931 | David Buckett | 2012/13 Year End Audit | £162.45p |
| 13.05.13 | 0932 | Citizens Advice Bureau | Donation under S.137 | £100.00 |
| 13.05.13 | 0933 | Eon | Electricity Supply | £31.31p |
| 13.05.13 | 0934 | KALC | Subscription 2013/14 | £330.58p |
| 13.05.13 | 0935 | Bespoke Joinery | Noticeboard | £350.00p |
| 13.05.13 | 0936 | Zurich Municipal | Insurance Premium Renewal 2013/14 | £327.37p |
| Eleven Cheques in total | | | | |

6 Correspondence

1. **Public Rights of Way Vegetation Clearance Contracts** – Details of pathways on the clearance contract for 2013/14 noted.

2. **South East LEP Mobile Phone Coverage Survey** – noted.

3. **Kent Environment & Community Network** – Environmental Resource Centre – Agreed Parish Council to write supporting the need for a centre. **Action: Clerk**

7. **Planning**

1. **SW/13/0473**: To modify 79 Sterling Road to fit a pitched roof in place of the main flat roof and carry out remedial work to the two existing flat dormer roofs - 79 Sterling Road, Sittingbourne, ME10 1SN – no objection.

2. **SW/13/0414**: Single storey rear extension and first floor window to western elevation – 2 Oakwood Farm Cottages, Ruins Barn Road, Tunstall, ME9 8AA – no objection.

8. **Any Other Matters Arising**

1. Clerk to send any invoices for repairs to the Church Clock to the P.C.C. The Parish Council will continue to pay for the annual service, under S.137. **Action: Clerk**

2. Clerk to ask Swale Borough Council if it is possible to install a waste bin in the lay-by near to Doves Croft as a lot of litter is left in this area by drivers using the parking facility.

Action: Clerk

9. **Next Meeting(s)**

The next Meeting will be on Monday 10th June 2013, commencing at 6.45 p.m. in the Midwinter Room, St. John the Baptist Church, Tunstall, as follows:

The meeting closed at 09.20 p.m.