

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on Monday
7 December 2020

Present: Cllr Mavis Hibben (Chair), Cllr Lee Burgess, Cllr Louisa Roberts and Cllr Sarah Stephen: and Mrs W Licence (Clerk).

Also present were County Councillor Andrew Bowles, County Councillor John Wright and Ward Member Monique Bonney.

Cllr Hibben welcomed everyone to the meeting.

1. COUNCILLOR VACANCY

Cllr Hibben said there are still two vacancies on the Council and this was publicised in the church magazine and will also go in the February edition. The Council could consider a newsletter to publicise the positions. Two posters have been put up by Cllr Roberts.

Cllr Roberts said a newsletter needs to be comprehensive to include details of the new website and other matters.

Cllr Stephen said it would be difficult to produce and deliver a newsletter by Christmas but it could contain information regarding COVID-19.

Cllr Roberts said there might be better ways to engage with residents such as Facebook.

Cllr Hibben said there are a lot of older residents who are not on Facebook. The Council is depleted in numbers and currently does not have the manpower to deliver to over seven hundred homes. The Council could pay for it to be delivered this time and ask for volunteers to deliver future editions.

It was **AGREED UNANIMOUSLY** to produce a newsletter and consider the use of Facebook.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Vivien Rich; apologies accepted.

3. DECLARATIONS OF INTEREST

None were declared.

4. MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2020

Cllr Stephen **PROPOSED** to accept the minutes of the meeting held on 2 November 2020 as a true record; **SECONDED** by Cllr Roberts: **AGREED UNANIMOUSLY**. Cllr Hibben will sign the minutes when physical Council meetings are permitted.

5. MATTERS ARISING

Cllr Hibben reported that the Clerk had sent photos of the Coffin Pond liner to Alan Blackburn, Swale District Manager KCC Highways, and this is in the system.

Cllr Roberts said there is now an urgent issue. When the liner was put in the soak away was blocked and now the liner is damaged, the road run off is going into the pond. It needs to be ascertained from KCC if it is a wildlife pond or drainage.

ACTION: Cllr Roberts to draft letter to KCC.

Cllr Hibben informed Members that the memorial seat has been re-instated.

6. REPORTS FROM MEMBERS OF THE PUBLIC

No members of the public were present

SBCllr Bonney and KCCllr Bowles joined the meeting

7. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

SBCllr Bonney reported that there had been a meeting of the Swale Western Area Committee and the Committee had agreed to the review of the Conservation Area in Tunstall. There is grant funding available from the Committee and there will be another meeting on 2 March. Parish Councils are urged to share information about COVID-19 from Swale Borough Council and Kent County Council with residents. The rates in Swale are very high at the moment and schools are an issue with some classes being out and some schools closed. This is a south Sittingbourne problem. The hospitals are full to bursting.

Cllr Burgess joined the meeting

The discretionary grant scheme for businesses during national lockdown has now morphed into the Additional Restrictions Grant (ARG 2) when the county went into Tier 3 restrictions, businesses need to re-apply. Information is available on the Swale Borough Council website and officers are available to help if necessary. There have been some emergency payments to those on low incomes and residents need to contact Swale Borough Council for help.

It is imperative that when people are told to self-isolate they do so. It is hoped to get rapid testing up and running; there is mobile testing which must be booked online and also postal testing kits. The virus in the community and spread through community transmission, it is important to social distance.

Cllr Hibben thanked SBCllr Bonney for attending and for her report.

SBCllr Stephen said community transmission is an issue, when officers and marshals go out the majority of shops are complying. They are also carrying out work place monitoring. Waste collection will be affected. One of the street cleaner crews are in self-isolation. Parish Councils need to get the message out. The problem is with the schools at the moment and there is a push for the schools to close earlier before Christmas.

Cllr Hibben thanked SBCllr Stephen for her report.

KCCllr Wright said he echoed what the Ward Members have said. The staff at Medway Hospital are under severe pressure, 50% of the beds are COVID-19 patients and the disease is escalating.

Woodstock Ward is an area that KCC has identified as a Ward seeing a high number of infections. The message of hand washing, wearing a mask and social distancing is very important. Parish Councils can co-ordinate with voluntary groups in the area.

KCCllr Wright reported that he had helped residents with local issues including Highsted Road and buses. Following flooding in Tunstall Road, KCC Highways investigated and found the problem to be excess water coming off the new school due to the extra tarmac on the site.

Cllr Roberts said the issue is not the school as it has its own swale and Sustainable Drainage System (SUDs). The problem is that there is only one drain per 300-400 metres in Tunstall Road, this is a capacity issue. The SUDs at the school was installed by KCC.

KCCllr Wright said that this is being investigated and they are looking at all the drains in Tunstall Road and desilting them.

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

KCCllr Bowles said that this year will be a difficult year for budget setting and this is why it is useful that residents respond to the consultation. Every single option is being considered.

KCCllr Bowles reported that he has been involved in flooding issues in other parishes. There is a Planning Committee meeting on Wednesday and Ridham Docks is on the agenda. At Full Council on Thursday the interim forward plan will be discussed and also EU transition preparedness. There is a moratorium from 1 January on works to the major routes to the ports; grants of licences to the utility companies have also been stopped. The Local Government and Housing Act is also on the agenda.

Home to school transport appeals are being held either virtually or as a paper based appeal, although people are allowed to wait until legislation allows face-to-face appeal panel meetings. Cllr Hibben thanked KCCLlr Bowles for attending the meeting and for his report.

KCCllr Bowles and KCCllr Wright left the meeting.

8. FINANCE

i. Cheques raised and accounts

Chq No	Payable to	Reason	Amount
1506	Mrs J Barnicott	Litter Picker: w/c 09.11.20 & 23.11.20	£132.30
1507	Mrs M Hibben	KALC Award expenses	£25.00
1508	Mrs W Licence	Salary and expenses	£581.14
1509	HMRC	PAYE & NI	£158.64

Cllr Hibben said the Clerk's payment includes the National Salary Award which is back-dated to 1 April.

Councillors considered the invoices and cheques. **3- FOR, 1 ABSTENTION** the signing of the cheques **MOTION CARRIED.**

ii. Budget 2021/22

Cllr Hibben said there had been a budget meeting on 24 November 2020.

Cllr Roberts said the Working Group went through the budget line by line and noted that the Council has big reserves, approx 18-20 months against the recommended 3- 12 months. The Working Group suggested a 5% reduction in the precept

Cllr Hibben said the Council has spent little of its budget this year due to it not holding the usual events due to the current pandemic

Cllr Stephen said the surplus could be used to help agencies supporting Tunstall residents

SBCllr Bonney left the meeting.

iii. To consider internet banking

Cllr Hibben said the Independent Internal Auditor said internet banking will save a lot of time and be easier for the Council. It is important that different Councillors release the funds each month.

Cllr Hibben **PROPOSED** that the Council use Unity Bank for internet banking; **SECONDED** by Cllr Roberts: **AGREED UNANIMOUSLY.**

Cllr Hibben **PROPOSED** to transfer £2,000 to Unity Bank: **AGREED UNANIMOUSLY.**

9. ADMINISTRATION

i. Review of litter picker's Risk Assessment

Cllr Hibben said the Risk Assessment has been reviewed by a local expert and a section has been added regarding COVID-19.

Councillors made further amendments.

Cllr Roberts **PROPOSED** the Council ask Mr Cook if he will undertake the annual briefing session with the litter picker; **SECONDED** by Cllr Stephen; **AGREED UNANIMOUSLY.**

Cllr Roberts **PROPOSED** adopting the Risk Assessment as amended; **SECONDED** by Cllr Hibben: **AGREED UNANIMOUSLY.**

Cllr Burgess left the meeting.

ii. Review of Risk Assessment

Cllr Roberts **PROPOSED** to adopt the Risk Assessment; **SECONDED** by Cllr Hibben: **AGREED UNANIMOUSLY**.

iii. Statement of Internal Control

Item deferred to February meeting.

iv. Website

To be reviewed at February meeting.

10. PLANNING

i. Ref: 20/505149/FULL

Address: Hawthorne Cottage Oakwood Farm Ruins Barn Road Tunstall Kent ME9 8AA

Proposal: Demolition of existing stables and outbuildings and erection of new barn and stable outbuilding. (Resubmission of 20/501748/FULL)

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

ii. Ref: 20/505225/FULL

Address: 96 Park Drive Tunstall Sittingbourne Kent ME10 1RL

Proposal: Erection of a single storey rear extension

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

iii. Ref: 20/505307/PNEXT

Address: Strathblane Hearts Delight Road Tunstall Sittingbourne Kent ME9 8JA

Proposal: Prior notification for a proposed single storey rear extension which: A) Extends by 5.48 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3 metres from the natural ground level. C) Has a height of 3 metres at the eaves from the natural ground level.

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

iv. Ref: 20/505385/FULL

Address: 125 Sterling Road Tunstall Sittingbourne Kent ME10 1SS

Proposal: Erection of single storey side and rear extension.

Councillors considered the applications and noted the proposal was less than one metre from the shared boundary. It was agreed to raise the concern about the close proximity to the boundary and whether the neighbours were consulted.

v. Any other planning matter received by 7 December 2020

Ref: 20/504966/PNEXT

Address: 186 Sterling Road Tunstall Sittingbourne Kent ME10 1ST

Proposal: Prior notification for a proposed single storey rear extension which: A) Extends by 6 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.95 metres from the natural ground level. C) Has a height of 2.45 metres at the eaves from the natural ground level

Cllr Roberts informed Members that prior approval has been refused.

Ref: 20/504937/NMAMD

Address: 1 School View Tunstall Road Tunstall ME9 8DX

Proposal: Non-material amendment in relation to planning permission 20/501398/FULL - Insertion of a window and door into the East Elevation

Cllr Roberts reported that the application has been permitted.

Ref: 20/504878/FULL

Address: 64 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Erection of first floor side and rear extension.

Cllr Roberts informed Members that the application has been permitted.

Ref: 20/503963/FULL

Address: The Oast Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Erection of a single storey, oak framed garden room extension to rear elevation (resubmission of 19/505383/FULL)

Ref: 20/503964/LBC

Address: The Oast Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Listed Building Consent for erection of a single storey, oak framed garden room extension to rear elevation (resubmission of 19/505384/LBC)

Cllr Roberts informed Members that both applications have been permitted.

Ref: 20/503707/HYBRID

Address: Kent Science Park Shimmin Road Sittingbourne Kent ME9 8BZ

Proposal: Hybrid planning application consisting of - Outline planning permission (with all matters reserved except access) for commercial development, accesses and roads, parking, associated services, infrastructure, earthworks and landscaping - Full planning permission for the erection of a manufacturing facility, associated parking, services, infrastructure, landscaping and earthworks

Cllr Roberts said that she has spoken to the officer who has confirmed that the proposal will not be on the agenda for the next Swale Planning Committee meeting, KCC Highways has yet to respond and there are a number of outstanding queries. Kent AONB has submitted further responses to the Agent

11. HIGHWAYS

Cllr Roberts said the flooding issue is not caused by the school.

Cllr Stephen said she had spoken to the workers who were submitting a report and the drains in Hearts Delight Road will be investigated. There are insufficient drains in Cranbrook Drive and Chegworth Gardens and there have always been issues due to underground water.

Cllr Roberts said that even the planning documents for the new school raised the need for regular work on the bore holes at Chegworth Gardens. The report was written by KCC and the school was built by KCC. The flooding is getting worse and what may be needed is a modern soak away installed, possibly opposite Hales House, this would take part of the flow from Tunstall Road. This would need major investment. There are drains in the school grounds taking all the run off from the car park, there are SUDs in the grounds.

Cllr Stephen said that this was an issue that residents were aware of but KCC ignored it.

ACTION: Clerk to contact Alan Blackburn

12. ENVIRONMENT

Covered elsewhere in the meeting.

13. KALC COMMUNITY AWARD

Cllr Hibben said the KALC Community Award acknowledges those who have made a significant difference to the parish, nominations need to be submitted by 12 February.

ACTION: Cllr Hibben to ask vicar if there are any potential candidates.

14. REPORTS FROM MEMBERS

Cllr Hibben said Cllr Rich had attended the KALC AGM which was mainly about the budget.

Cllr Roberts reported that she had attended the virtual Local Plan meeting which was very technical and discussed surplus money after developers 20% profit and s106 payments. Consideration was given as to whether it should be used for environmental upgrades to the houses or affordable housing; affordable housing was agreed.

Cllr Roberts said she attended the virtual Swale Western Area Committee meeting, the Tunstall Conservation Area Review was approved. Cllr Roberts said she raised the issue of fly tipping and bin emptying, this needs to be reported by residents to Swale Borough Council. Cllr Stephen said Biffa has been affected by COVID- 19.

15. CORRESPONDENCE

1. 03.11.20- Swale Borough Council: Planning training
2. 03.11.20- NALC CEO Bulletin
3. 03.11.20- KCllr Wright- Restrictions in visiting Medway Maritime Hospital
4. 04.11.20- KCC Member Environment briefing
5. 04.11.20- KCC Press release: Domestic abuse
6. 04.11.20- KCC: arrangements for the Community Services during the new lockdown period
7. 05.11.20- KALC: Newsletter
8. 05.11.20- KALC: SAC agenda
9. 05.11.20- KALC: training flyer
10. 06.11.20- KCC: invitation to Parish Highways seminar below
11. 09.11.20- NIHR Clinical Research Network: NHS Covid-19 vaccine research registry
12. 09.11.20- KCC: pothole data update
13. 09.11.20- NALC CEO Bulletin
14. 09.11.20- Southern Water: update on work during lockdown
15. 10.11.20- Kent Police: Rural Task Force report and Rural Matters newsletter
16. 11.11.20- KCllr Wright: report from the lead governor at Medway Maritime Hospital
17. 11.11.20- MHCLG: notes below on Neighbourhood Planning
18. 12.11.20- KALC: details of AGM
19. 12.11.20- Kent Community Foundation: Surviving Winter Campaign “Knock and Check”
20. 13.11.20- KALC: Bitesize learning
21. 13.11.20- KCC: pothole data update
22. 16.11.20- KCllr Bowles: newsletter
23. 18.11.20- KCllr Wright: Message from James Devine CEO Medway Maritime Hospital
24. 19.11.20- KCC Member Environment briefing
25. 25.11.20- KALC: additional papers for AGM
26. 25.11.20- Local Government bulletin
27. 25.11.20- Swale Borough Council: message from Councillor Roger Truelove, Leader
28. 25.11.20- KALC CEO Bulletin
29. 27.11.20- KCC: pothole data update
30. 01.12.20- Kent Police and Crime Commissioner; annual policing survey
31. 02.12.20- KALC: Ashford Volunteer Centre virtual training events for Parish and District Councils on volunteering
32. 03.12.20- KALC: Newsletter

16. ANY OTHER MATTERS ARISING

Cllr Stephen said the school lights are left on during the school holidays when the school is closed, this is a waste of money and resources.

Cllr Roberts said there were a number of after-school clubs that used the school. Teachers regularly worked in the holidays.

17. DATE OF NEXT MEETING

Monday 4 January 2021 at 7.30pm

There being no further business, the meeting closed at 10.07pm