

**MINUTES OF THE MEETING OF TUNSTALL PARISH COUNCIL HELD ON 25<sup>th</sup>  
MARCH AT 7PM AT TUNSTALL CHURCH**

Present: Cllr Rich (Chair); Cllr Burgess; Cllr Reed, J Miller Locum Clerk.

**1. CHAIR’S ANNOUNCEMENTS**

There were none.

**2. APOLOGIES FOR ABSENCE**

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

**3. 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.

**4. DRAFT MINUTES**

It was **RESOLVED** to sign and approve the minutes of the meeting of 18<sup>th</sup> December 2023.

**5. WARD COUNCILLORS**

To receive updates from county and borough members.  
Cllr Rich Lehmann was thanked for providing a written report.

**6. COUNCILLOR VACANCIES**

To note update on councillor vacancies – it was noted that there had been interest in the vacancies and this is being progressed.

**7. CLERK VACANCY**

The job description was noted and will be reviewed again at the next meeting.

**8. FINANCE**

- a) To consider closure of remaining Barclays Bank account and transfer funds to Unity Trust Bank.

It was **RESOLVED** for the Chair to sign the agreed letter to Barclays for the transfer.

- 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:

	<b>Gross</b>	<b>Details</b>
Various	408.00	Staff Costs
Waveney IT	37.30	Monthly Mailbox charges
J Barnicott	73.64	Litter Picking
Hugo Fox	11.99	Website subscription
PKF Littlejohn	200	Audit 2023/24

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

- d) To receive and approve bank reconciliation as of 29<sup>th</sup> February 2024.  
It was **RESOLVED** to approve the bank reconciliation as of 29<sup>th</sup> February 2024.
- e) To receive and approve budget position as of 29<sup>th</sup> February 2024  
The budget position was **REVIEWED**.
- f) To note conclusion of audit and issues due to inquorate nature of the parish council and to note revised system of internal control to be adopted at next meeting.  
It was noted that the parish council had been unable to action the outstanding matters until it was made quorate again. This has now been done.

## **9. GOVERNANCE AND ADMINISTRATION**

- a) To note action plan in place for Annual General Meeting updates.  
The plan for the Annual General Meeting was **REVIEWED**.
- b) To consider meeting dates for 2024-25.  
It was **RESOLVED** to meet on 20<sup>th</sup> May 2024, 23<sup>rd</sup> September 2024, 16<sup>th</sup> December 2024.

## **10. EXTERNAL MEETINGS ATTENDED**

- a) KALC Swale Area Committee – all councillors have attended the recent Area Committee.
- b) Western Area Committee – Cllr Rich has attended the Western Area Committee.
- c) Swale Joint Transportation Board
- d) Swale Liaison Forum – Cllr Rich attended.

## **11. FUTURE EXTERNAL MEETINGS**

- a) Cllr Rich will attend the Hollingbourne Parish Council Annual Meeting to discuss the mutual implications of future planning applications.

## **12. PLANNING APPLICATIONS FOR CONSIDERATION**

*Cllr Reed withdrew from this agenda item.*

- a) Application No: 21/503914/EIOUT Location: Land South And East Of Sittingbourne Kent Proposal: Southern Site. Outline Planning Application for the phased development of up to 577.48 hectares at Highsted Park  
It was **RESOLVED** to comment that the Parish Council's previous comments still stand as the changes suggested are not significantly different to the previous application.
- b) Application No: 23/505420/REM Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale sought) for creation of the eastern spine road (Phase 2D), pursuant to 17/505711/HYBRID.

It was **RESOLVED** no comment.

- c) Application No:24/500/843TCA 120 Park Drive Tunstall Kent ME10 1RL  
Proposal: Conservation area notification: Trim dead branches overhanging public footpath of one Pine (T1). Trim dead branches of one Pine (T2) and trimming of dead branch overhanging fence of one Sycamore (T3)  
It was **RESOLVED** no comment.

### **13. VILLAGE EVENTS**

- a) To receive update.

It was noted that there is a D-Day event on 6<sup>th</sup> June and information provided by KALC has been sent to the village hall chair.

### **14. SPEEDWATCH**

- a) To receive updates – there were no further updates.

### **15. CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) Request for donation – Citizens Advice

It was **RESOLVED** to donate £250 to Citizens Advice.

- b) Invite to Hollingbourne Parish Assembly – noted.

- c) Complaint from resident concerning traffic – it was noted that Cllr Rich will offer a visit to discuss the issues.

*Meeting closed at 19:43pm*