

Tunstall Parish Council

All Parish Councillors

are hereby summoned, and notice is given that an **Extraordinary Meeting of Tunstall Parish Council** will be held on **Monday 17th October 2022 at 7pm** in **St John the Baptist Church** when it is proposed to transact the following business:

J Miller Locum Clerk

11th October 2022

1. TO ELECT CHAIR

2. TO ELECT VICE CHAIR

3. CHAIRMAN'S ANNOUNCEMENTS

4. PUBLIC PARTICIPATION

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than **three** minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak but is not required to stand when speaking. A person who speaks at a meeting shall direct their comments to the chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

5. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

6. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

To receive declarations of interest.

7. MINUTES OF MEETINGS

To receive and approve for signature the minutes of the meeting of 29th March 2022
(Attachment 1)

8. WARD COUNCILLORS

To receive updates from county and borough members. Each member is asked to provide a written report ahead of the meeting and is limited to 3 minutes speaking time.

9. COUNCILLOR VACANCIES

To note update on councillor vacancies.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-22

a) To consider and approve the internal audit report for 2021-22.

(Attachment 2)

- b) To consider and approve the statement of internal control for the year ending 31st March 2022.
(Attachment 3)
- c) To approve the Annual Governance Statement for 2021-22 Section 1 of the AGAR for the year ending March 2022.
(Attachment 4)
- d) To Approve the Accounting Statement for 2021-22 Section 2
(Attachment 4)
- e) To Approve the parish council's certificate of exemption AGAR 2021-22
(Attachment 4)
- f) Risk Assessment - to approve annual risk assessment review
(Attachment 5)

11. FINANCE

- a) To consider closure of remaining Barclays Bank account and transfer funds to Unity Trust Bank.
- b) To review signatories on bank accounts and approve any changes.
- c) To receive and approve bank reconciliation as at 31st August 2022 and 30th September 2022
(Attachment 6)
- d) To receive and approve budget position as at 30th September 2022
(Attachment 7)
- e) To approve the following BACS payments:

J Barnicott	£124.80	August Litter Picking
Various	£300.00	Staff Costs
J Barnicott	£124.80	September Litter Picking
Various	£481.25	Staff Costs

- f) To approve the following Direct Debit payments:

Waveney IT	Gross £ 34.20	Net £ 28.50	VAT £ 5.70	Monthly Mailbox Fees Aug
Waveney IT	£ 34.20	£ 28.50	£ 5.70	Monthly Mailbox Fees Sept

12. GOVERNANCE AND ADMINISTRATION

- a) To note action plan in place for Annual General Meeting updates.
- b) To consider meeting dates for 2022-23.
- c) To consider policy for responding to planning applications to meet the 21-day deadline.
- d) To review clerk job description and consider next steps.
(Attachment 8)
- e) To note correspondence from McCabe Ford Williams regarding payroll services terminated.
- f) To receive update on pension payments and notices from pensions regulator.
- g) To consider opting out of SAAA current external audit arrangements.
- h) To consider the NALC Civility and Respect Pledge. (Attachment 9)

- i) To consider adopting Dignity at Work Policy. (Attachment 10)
- j) To note Freedom of Information Act requests received since last meeting:
 - 1. Request for breakdown of precept and budget – 15/03/2022
 - 2. Further request for staff information – 15/03/2022
 - 3. Request for information on village sign – 13/04/2022
 - 4. Further request for information on village sign – 22/04/2022

13. EXTERNAL MEETINGS ATTENDED

- a) KALC Swale Area Committee – 09/08/2022
- b) Western Area Committee – 01/09/2022
- c) Swale Joint Transportation Board – 05/09/2022

14. FUTURE EXTERNAL MEETINGS

- a) Walking and Cycling Workshop – 15/09/2022
- b) KALC Annual General Meeting – 19/11/2022
 - i. To consider submitting motion.

15. PLANNING APPLICATIONS FOR CONSIDERATION

- a) To note applications received March – September 2022.
- b) APPLICATION REF: 22/503449/FULL
 PROPOSAL: Refurbishment of building including the insertion of 2no.chimneys, wall mounted condensers, air intake louvres, a erection of a detached gas bottle store, with associated works.
 ADDRESS: 980 Cornforth Drive Kent Science Park Sittingbourne Kent ME9 8PX
- c) APPLICATION REF: 22/503768/FULL
 PROPOSAL: Extension to churchyard pathway to improve access to the garden of remembrance.
 ADDRESS: St John The Baptist Church Tunstall Road Tunstall Kent ME9 8DX
- d) APPLICATION REF: 22/504147/TCA 589437/161765
 PROPOSAL: Conservation area notification: Fell one Silver Birch; Remove one small Leyland Cypress Hedge.
 ADDRESS: The Den Tunstall Road Tunstall Kent ME9 8DX
- e) APPLICATION REF: 22/504484/FULL
 PROPOSAL Erection of part single, part two storey side extension, single storey rear extension, conversion of loft into habitable space with front and rear dormers and hip to gable roof alterations (resubmission of 22/500111/FULL)
 ADDRESS: 137 Sterling Road Tunstall Sittingbourne Kent ME10 1ST

- f) APPLICATION REF: 22/504487/FULL
PROPOSAL: Loft conversion with raised gable, front and rear dormers.
Erection of a single storey rear extension including changing rear pitched roof to a flat roof with a roof lantern and changes to fenestration.
ADDRESS: 34 Sterling Road Tunstall Sittingbourne Kent ME10 1SL

16. VILLAGE EVENTS

- a) To receive update on Jubilee celebrations.
- b) To consider donation request.
- c) To consider arrangements for Remembrance Sunday.

17. SPEEDWATCH

- a) To receive updates.

18. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) To note correspondence received since last meeting
 - i. 21/06 – 15/08 Emails from resident requesting sight of HR reports and staff payments
- b) To consider responding to any matters for inform
 - i. NALC Dementia Survey

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

19. STAFFING MATTERS

- a) To consider request from ex-staff member.

All attachments are available to view on our website www.tunstallparishcouncil.gov.uk