

Minutes of the meeting of **Tunstall Parish Council** on Monday 10th January 2022 at 7.00pm

Present: Cllr Louisa Roberts; Cllr Vivien Rich; Cllr Lee Burgess; J Miller Locum Clerk; County Councillor Wright; Borough Councillor Bonney; three members of the public.

1. APOLOGIES FOR ABSENCE

There were none.

2. DECLARATIONS OF INTEREST

There were none.

3. MINUTES FOR APPROVAL

It was **RESOLVED** to approve the minutes of the 24th November planning committee, 24th November extra-ordinary full council and 6th December 2021 extra-ordinary full council with a minor amendment of word from 'BACS' to 'cheque'.

4. MATTERS ARISING

- a) To receive update on village sign – Cllr Rich – there was no further update.
- b) To receive update on Coffin Pond – Cllr Roberts – it was noted that the works will be carried out in February half term or Easter holidays, weather dependent.
- c) To note .gov.uk mailboxes now activated – noted.

The meeting was adjourned to allow members of the public address the meeting:

5. REPORTS FROM MEMBERS OF THE PUBLIC

A member of the public asked why the council had two clerks in place.

The meeting was reconvened.

6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Cllr Wright reported an update on concerns that he had raised regarding future secondary school places. It was noted that the new secondary school is not planned until 2027. There is a clause regarding delaying new house building until the completion of the M2 junction 5 improvements. Cllr Wright stated that there are approximately 1000 children being transported from Sheppey to Sittingbourne due to the low OFSTED results in Sheppey. Cllr Wright also reported how he is updating local Facebook sites with road closure information.

Cllr Bonney reported an update on COVID guidance affecting the Swale Borough Council committee meetings and explained that meetings are being reduced whilst transmission levels are high.

Cllr Bonney advised that the conservation area review comments have now closed and they are being prepared for review by the Local Plan Panel before being approved by cabinet ready for adoption by full council. The Highsted Park two applications and the Kent Science Park proposals are pending. Cllr Bonney advised that the Highsted Park applications are subject to regulation 25 which will take some time to be responded to by the applicant. Budgets are under pressure as KCC are considering withdrawing funding for homeless support which Swale would need to

cover. Green and blue bin collections are being prioritised over brown bins due to staff sickness levels. Leisure and hospitality grants are now available from the government and there is a debate on how this will be applied as the guidance is not clear. Cllr Bonney warned that full due diligence will be required, even if grants have been applied for previously.

7. COUNCILLOR VACANCIES

- a) To note update on interest in councillor vacancies.
It was noted that there has been no interest, despite notices being advertised on the noticeboard and website. Advertising will continue.

8. PLANNING

- a) There are no new applications to consider.
- b) To note updates on Conservation Area Review submitted.
Cllr Rich reported that there were 12-15 responses from Tunstall. The plan is expected to be considered at Local Plan Panel on 17th February 2022. The Rodmersham Church Area Review is still open for comments and residents were encouraged to respond.
- c) To note any updates on Local Plan consultation.
It was noted that the next meeting is 27th January 2022.
- d) To receive any updates on Highsted Park application.
It was noted that the parish council is on the circulation list for updates.
- e) To note update from Cllr Rich on planning enforcement meeting at Swale Borough Council offices.
It was noted that the meeting had been cancelled, a new date had not been arranged as yet.
- f) To consider response to Kent Minerals and Waste Local Plan review.
It was noted that the council had no response. It was noted that the work put into consultations will be mentioned in the newsletter.

9. FINANCE

- a) To consider the following payments for approval:

	Payee	Amount	Net	VAT	Description
200042	W Licence	418.26			Clerk January Salary
200047	HMRC	116.2			PAYE January
200048	W Licence	10.33			Clerk expenses December
200049	J Miller	468.48			Interim clerk December - January
200050	J Barnicott	135.16			November litter picking
200051	J Barnicott	135.16			December litter picking

- b) To consider activating online banking facilities.
It was **RESOLVED** to appoint the locum clerk as the online administrator of the bank account in place of the parish clerk to enable BACS payments to be input. £3000 shall be transferred to the Unity Trust Bank account. Cllr Rich shall complete the forms to be added as a signatory on the account.
- c) To approve authority for NEST account.
It was **RESOLVED** to appoint the locum clerk as the NEST delegate access nomination.
- d) To approve bank reconciliation 30/11/2021 and 31/12/2021

It was **RESOLVED** to approve the bank reconciliations of November and December 2021.

e) To receive accounts as at 31/12/2021 – accounts were noted.

f) To consider precept and budget 2022/23.

It was **RESOLVED** to agree a precept for 2022/23 of £22,080, which is the equivalent of the 2019/20 precept, and an annual budget of £23,950.

This equates to a rise on a average Band D property of £1.74 per annum. (5.89%).

10. GOVERNANCE AND ADMINISTRATION

a) To consider appointing an external data protection officer £180 + VAT per year

It was **RESOLVED** to appoint the external data protection officer.

b) To receive advice from insurance company regarding purchasing laptop.

The advice was noted regarding backups and safe storage.

To receive update on storage and consider laptop purchase.

It was **RESOLVED** to investigate a laptop and antivirus software for consideration at the next meeting. Files are being transferred to a USB drive in preparation for transferring to the new laptop once purchased.

c) To discuss newsletter.

It was **RESOLVED** to prepare a newsletter at the March meeting for printing towards the end of April.

d) To discuss website review.

The newsletter copy will be placed on the website.

11. HIGHWAYS

a) To receive an update.

Cllr Burgess updated on the Coffin Pond work and outstanding matters in the parish. The pothole outside the village hall has been reported. Sterling Road manhole cover works are programmed. Park Drive tree maintenance enquiries have been logged. The pot hole by the school crossing was fixed promptly. A walkaround will be arranged for the summer.

12. ENVIRONMENT

a) To receive an update.

Cllr Rich reported that the Sterling Road clearance had been done very well. It was noted that three planters could be taken down for now and replanted for the Jubilee. Daffodils will be purchased. 'Friends of King George's Park' is an initiative that residents are trying to formulate but there is a lack of response.

13. QUEENS PLATINUM JUBILEE

a) To receive an update.

Cllr Rich reported that the events have been moved to 11th and 12th June weekend due to clashes with half term and school trips.

14. REPORTS FROM MEMBERS

a) To receive reports from Members.

Cllr Roberts reported attendance at the Local Council Liaison Forum with Swale Borough Council. It was noted that this will be a regular meeting with the Swale CEO and parish councils.

15. CORRESPONDENCE

- a) Request from resident for footpath for King George's Park.
It was noted that this could be a project organised by the proposed 'Friends of' group.

16. FUTURE AGENDA ITEMS

- a) To consider future agenda items.
The usual substantive items will be included on the agenda.

17. DATE OF NEXT MEETING – 7th MARCH 2022

*The meeting was adjourned at 20:27pm for a comfort break.
The meeting was reconvened 20:31pm.*

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

18. STAFFING MATTERS

To receive update and agree actions.
It was noted that the process is continuing.

Meeting closed at 20:44pm