

Tunstall Parish Council
MINUTES of the MEETING OF FULL COUNCIL held on
Monday 9th March 2026 at 7.00pm
at St John the Baptist Church

Present: Cllr Lee Burgess; Cllr Vivien Rich; Cllr Larissa Reed.

Also present: J Miller, Clerk; Cllr Paul Webb (Kent County Council).

65. Open Forum – There were none.

66. Chair’s Announcements

The Local Governance Review of town/parish boundaries has now closed. TPC asked Swale Borough Council to consider moving the area of Ufton Court development from Tunstall Rural to Tunstall Urban, and if a Sittingbourne Town Council is confirmed, that the Tunstall Urban (including above) be moved into that new boundary area. An update to follow at next meeting.

67. Apologies – there were none.

68. Minutes - To sign and approve the minutes of the meeting of 15th December 2025.

It was **RESOLVED** to sign and approve the minutes of the meeting of 15th December 2025 as a true record of the meeting.

69. Ward Councillors

a) To receive updates from county and borough members – there were none. Cllr Webb updated on Kent County Council. Sittingbourne library to reopen on 23rd March the time will be advised. Ongoing roadworks on Key Street roundabout and Grovehurst roundabout continuing for foreseeable future.

70. Finance

a) To review payments made in line with Financial Regulations

It was **RESOLVED** to approve the following payments:

05-Jan	HMRC Cumbernaud	Staff Costs	£	231.45	January PAYE
07-Jan	Hugofox	IT Costs	£	11.99	Monthly website fee
07-Jan	Waveney IT	IT Costs	£	37.30	Monthly Mailbox charge
31-Jan	Unity Trust Bank	Bank Charges	£	6.00	Bank charges
05-Feb	HMRC Cumbernaud	Staff Costs	£	133.45	February PAYE
05-Feb	Mazar	Admin	£	252.00	External Audit
05-Feb	KALC	Training	£	60.00	Biodiversity - Cllr Rich
28-Feb	Unity Trust Bank	Bank Charges	£	6.00	Bank charges
07-Feb	Hugofox	IT Costs	£	11.99	Monthly Website fee
07-Feb	Waveney IT	IT Costs	£	37.30	Monthly Mailbox charge

- b) To adopt IT Policy
It was **RESOLVED** to adopt the IT Policy
- c) To note update on GDPR training
It was noted that councillors will attend online GDPR training.
- d) Risk Assessment
It was **RESOLVED** to review the risk assessment.

71. External Meetings Attended

- a) KALC Swale Area Committee – Cllr Rich attended.
- b) Western Area Committee – Cllr Rich attended
- c) Parish Liaison Forum – Cllr Reed attended

72. Councillor Vacancies – to receive update.

There was no further update.

73. Archiving

- a) To consider archiving parish council documents.

74. Consultations

- a) To receive update on Local Plan consultation.
It was noted that the Regulation 18 consultation is now closed.

Cllr Reed made no comment on the above item.

Cllr Reed withdrew from the meeting at 19:20hrs

75. Planning Applications for consideration

- a) To receive update on Ufton Court Farm application
It was noted that there were some items had been approved since the last meeting.

26/500607/ADV

Address: Land at Ufton Court Farm Starveacre Lane, Borden.

Proposal: Advertisement consent for 2no. Coming Soon Landscape Main Signs set in a 'V' formation.

It was **RESOLVED** no comment.

76. Village Events - To receive update.

There are none.

77. Village Sign – To receive update.

The cost for a new sign is under investigation.

78. Local Government Reorganisation – To receive update.

Further information is expected from Central Government in July. Consultation is open until 23rd March 2026. Swale Borough Council, the CEO has delegated authority to respond with member's feedback.

79. Correspondence and Matters for Information

- a) Report of overflowing bin at Coffin Pond – it was noted that this had been reported. The fact that the bins have Tunstall Parish Council signs on them although they are emptied by Swale Borough Council was noted as confusing and this will be discussed at the next meeting.

80. Date of next meetings: Monday 11th May 2026

Meeting closed at 19:28hrs.

Signed.....

Date.....