

NEWINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 29 May 2018 in the Newington Room, Newington Village Hall.

Present: Cllr Debbie Haigh (Chair), Cllr Sue Brewster, Cllr Dean Coles, Cllr Ray Cuffley, Cllr Steve Godmon, Cllr Stephen Harvey, Cllr Elaine Jackson and Cllr Richard Palmer; and Mrs Wendy Licence (Clerk).

Also present were three members of the public.

1. ELECTION OF CHAIRMAN

Cllr Coles **PROPOSED** Cllr Haigh for the office of Chairman; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**. Cllr Haigh was duly elected Chairman and signed the Declaration of Acceptance of Office in the presence of the Clerk

2. ELECTION OF VICE CHAIRMAN

Cllr Haigh **PROPOSED** Cllr Mould for the office of Vice Chairman; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**. Cllr Mould was duly elected Vice Chairman

3. APOLOGIES FOR ABSENCE

Cllr Haigh reported that with great personal and professional sadness she had to inform Members that Mel Harris, who has dedicated eleven years of unfaltering service to Newington Parish Council, has tendered his resignation.

Apologies had been received from Cllr Tony Mould (in hospital) and Cllr Eric Layer (holiday); apologies accepted.

Apologies had also been received from KCCllr Mike Whiting (at another meeting), SBCllr Lewin (at another meeting), and SBCllr John Wright (at another meeting); apologies accepted.

4. DECLARATIONS OF INTEREST

Cllr Palmer declared a pecuniary interest in matters concerning a defibrillator and also an interest in Station Road parking and signed the Members' Declarations of Interests Book.

5. TO APPOINT COMMITTEES, COMMITTEE CHAIRMAN AND VICE CHAIRMAN

It was **AGREED** to appoint the following committees:

AMENITIES COMMITTEE- Cllr Jackson, Cllr Layer, Cllr Brewster, Cllr Coles, Cllr Cuffley, Cllr Harvey and Cllr Mould.

Cllr Harvey **PROPOSED** Cllr Jackson as Chair; **SECONDED** by Cllr Coles **AGREED UNANIMOUSLY**.

Cllr Harvey **PROPOSED** Cllr Layer as Vice Chairman; **SECONDED** by Cllr Coles **AGREED UNANIMOUSLY**.

PLANNING COMMITTEE: Cllr Harvey), Cllr Palmer, Cllr Cuffley, Cllr Godmon and Cllr Haigh.

Cllr Haigh **PROPOSED** Cllr Harvey as Chairman; **SECONDED** by Cllr Coles **AGREED UNANIMOUSLY**.

Cllr Harvey **PROPOSED** Cllr Palmer as Vice Chairman; **SECONDED** by Cllr Coles **AGREED UNANIMOUSLY**.

FINANCE WORKING PARTY: Cllr Godmon, Cllr Haigh and the Clerk.

Cllr Haigh **PROPOSED** Cllr Godmon as Chairman; **SECONDED** by Cllr Harvey **AGREED UNANIMOUSLY**.

Cllr Coles **PROPOSED** Cllr Haigh as Vice Chair; **SECONDED** by Cllr Harvey **AGREED UNANIMOUSLY**.

ASB WORKING PARTY: Cllr Jackson, Cllr Coles, Cllr Haigh and Cllr Layer.
Cllr Haigh **PROPOSED** Cllr Jackson as Chair; **SECONDED** by Cllr Coles **AGREED UNANIMOUSLY**.

CEMETERY WORKING PARTY: Cllr Haigh, Cllr Layer and Cllr Mould.
Cllr Coles **PROPOSED** Cllr Haigh as Chair; **SECONDED** by Cllr Palmer **AGREED UNANIMOUSLY**.

PAVILION WORKING PARTY: Cllr Jackson, Cllr Coles, Cllr Haigh, Cllr Harvey and Cllr Mould.
Cllr Haigh **PROPOSED** Cllr Jackson as Chair; **SECONDED** by Cllr Coles **AGREED UNANIMOUSLY**.

FESTIVAL WORKING PARTY: Cllr Jackson, Cllr Brewster, Cllr Coles and Cllr Mould.
Cllr Haigh **PROPOSED** Cllr Jackson as Chair; **SECONDED** by Cllr Coles **AGREED UNANIMOUSLY**.

It was agreed to invite Mr Thompstone to join the Festival Working Party.

6. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

i. To confirm - Representatives at KALC Swale Committee Meetings

Cllr Haigh **PROPOSED** that Cllr Palmer be the Parish Council's representative at KALC meetings; **SECONDED** by Cllr Coles: **AGREED UNANIMOUSLY**.

ii. To confirm and update - Councillors areas of Interest

It was **AGREED** to confirm Councillors areas of interest:

School Governors- Cllr Mould

Village Hall: Cllr Palmer

Roads and Pavements: Cllr Haigh, Cllr Harvey, Cllr Layer and Cllr Brewster

Sports Club representative: Cllr Palmer

Grants and external funding: Cllr Palmer.

7. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 APRIL 2018

Cllr Haigh **PROPOSED TO** accept the minutes as a true record of the meeting; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

8. MATTERS ARISING FROM THE MINUTES

- Football Club has removed and secured posts
- TPO and arboricultural advice- still waiting as Paul Hegley, Swale borough Council only works one day a week and will send his report when he visits
- Best Kept Garden- Georgina will draw up list during the second week of June
- An application has been made to KFRS for a free defibrillator

9. PUBLIC QUESTION TIME

The meeting was adjourned for the public time.

A resident said there have been problems recently in the village car park with tickets being issues to people who have not parked properly. It is difficult to park in some bays due to over growing vegetation and also because of the plastic bollards at the edge of the car park. The bollards at the entrance to the car park have been knocked over. Can the Parish Council ask Swale to deal with the issues?

Cllr Haigh said maintenance will be requested.

ACTION: Clerk to contact Swale Borough Council.

The meeting was reconvened.

10. VISITORS

i. Borough Councillors

SBCllr Wright had emailed to inform the Council that has called upon Swale Borough Council to hold an Air Quality Management Area meeting as he has had reports of worse air quality due to the new build and recent traffic works

Cllr Haigh reported a meeting has been arranged for 8 June.

ii. County Councillor

KCCllr Whiting has sent the following report:

KCC report, Newington Parish Council meeting, 29 May 2018

Please find below a summary of my work on behalf of the residents of Newington since my last report.

I contacted KCC on behalf of the Parish Council regarding maintenance at the recreation ground. This is not a contract for KCC, however, officers spoke with the contractors and hopefully that has helped.

I have also reported overgrown vegetation along the pavement in Boyces Hill and Keycol Hill on behalf of residents, and officers are organising for the vegetation to be cut back.

Residents and the Parish Council raised concern about the lack of notice with regard the gas works in Orchard Drive. I made enquiries with KCC who said a condition to carry out a letter drop to residents had not happened and the company had been fined.

I have offered £1,000 from my community grant pot to the Parish Council to spend on the refurbishment of the Parish Room, and I have offered £500 to the Newington History Group to spend on their 'Battle's Over' event on 11 November.

There have been more incidents of fly-tipping, which force road closures to clear the rubbish and cost KCC, SBC and local landowners considerable sums each year to clear. Anyone with any information about fly-tipping should contact Swale Borough Council's environment team. Residents are reminded to use only registered clearance and disposal companies when paying people to get rid of rubbish. If your rubbish ends up being flytipped then you could be liable as well as the rogue trader.

Further to a request by a resident for parking restrictions in Station road, I contacted Swale Borough Council. On-street parking control is a devolved matter for the Borough. SBC officers responded they had previously carried out survey which concluded the majority of parking in the road was by residents and not commuters and, therefore, there are no plans to introduce a residents parking scheme in the area.

ACTION: Clerk to request the fine imposed on the contractor in Orchard Drive be given to the Parish.

11. PLANNING

i. To receive the minutes of the Planning Committee meeting held on 24 May 2018

It was **PROPOSED** by Cllr Harvey to accept the minutes as a true record of the meeting: **SECONDED** by Cllr Haigh: **AGREED UNANIMOUSLY**. Cllr Harvey duly signed the minutes as a true record.

Cllr Harvey reported the meeting considered five planning applications as well as commenting on the "Looking Ahead" consultation on the review of the Local Plan.
Cllr Harvey reported there is another KALC Gypsy and Traveller meeting planned.

ii. To receive an update on planning matters

Application 18/501591/LDCEX 61 Playstool Road, Newington ME97NL

Proposal: Lawful Development Certificate (Existing) for the erection of a large shed at the end of existing rear garden.

Cllr Harvey reported to Members that the application was withdrawn on 15 May 2018.

Application: 18/500947/FULL 9 London Road, Newington ME9 7NP

Proposal: Minor material amendment to condition 2 of planning application 17/503349/FULL (Erection of chalet type dwelling with detached garage (Resubmission of 16/506230/FULL)) - Re-positioning of 5 rear rooflights and amendment to style to allow unfixed and clear glazing

Cllr Harvey informed Members that the proposal has been permitted.

Application: 17/506569/FULL Breach Farm Paddocks, Land North-east Of Breach Farm Bungalow, Breach Lane, Upchurch ME9 7PE

Proposal: Change of use of land to single gypsy pitch and associated development (alternative to 15/502716)

Cllr Harvey reported to Councillors that a decision has yet to be made.

Application: 16/508699/FULL Land Between 109 & 111 London Road, Newington ME9 7RH

Proposal: Change of use of land to a private gypsy and traveller caravan site consisting of 2 no. pitches each containing 1 no. mobile home and 1 no. touring caravan, car parking and associated development.

Cllr Harvey reported to Members that a decision has yet to be made.

Application 17/504638/FULL Bog Farm (Riverview), Wardwell Lane, Lower Halstow ME9 7BP

Proposal: Change of use of land to natural burial ground

Cllr Harvey reported to Members that a decision has yet to be made.

Application: 17/504342/FULL Newington WorkingMens Club

Proposal: Retrospective demolition of former Working Mens Club and erection of 9no. dwellings and 1no. maisonette together with carports for garaging of cars (Revised)

Cllr Harvey reported that the developer has installed opening windows and no ventilation system, the houses have been built without ducting. The builders have removed the litter bin and Swale have been asked for it to be reinstated. There have been neighbour complaints regarding work being carried out on Bank Holiday Monday, Swale Borough Council have asked for witnesses to testify.

Application: 17/504813/FULL Car Wash, 67 High Street, Newington ME9 7JJ

Proposal: Part change of use from car wash to residential for one studio

Cllr Harvey reported to Members that a decision has yet to be made.

Application 15/508683/OUT Land At The Tracies, Newington ME9 7TQ

To be determined on the basis of written representations – deadline 25 May 2018

PINS reference: APP/V2255/W/18/3195507

Proposal: Outline application for the erection of 4no. four bedroom detached dwellings with associated access and parking including an attached double garage, two detached double carports and an integral garage, with landscaping the only matter reserved.

Cllr Harvey reported a follow-up comment has been submitted over concerns that this is not a windfall site.

Application 17/503997/FULL Cromac, Callaways Lane, Newington ME9 7LX

To be determined on the basis of written representations

Planning Inspectorate ref: APP/V2255/W/17/3188809

Deadline for comments: 12 April 2018

17/503997/FULL Construction of a detached, single residential dwelling.

Cllr Harvey reported to Members that a decision has yet to be made.

Application: 14/501847/FULL 43 Church Lane Newington Kent ME9 7JT

Lawful Development Certificate (proposed) for a single storey rear extension.

Cllr Harvey reported to Members that the revised application has been permitted.

Application : 18/500258/FULL/ROMC : Land At Hill Farm Bobbing Hill Bobbing ME9 8NY

(Land to the east of Rook Lane and to the north of Keycol Hill)

Proposal: The provision of a 3 unit accommodation building, car park and outdoor event space, the erection of 20 private residential dwellings, together with associated access, parking, highway works, drainage and landscaping.

Cllr Harvey reported to Members that a decision has yet to be made.

Application 17/505711/HYBRID Land at Wises Lane, Borden ME10.1GD

Proposal: Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and Class D1 medical facility of up to 560 sq m GIA; a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access / roads, vehicle parking, associated services, infrastructure, landscaping and associated SuDS. For clarity - the total number of dwellings proposed across the site is up to 675

Cllr Harvey reported to Members that a decision has yet to be made.

iii. Ref: KCC/SW/0077/2018

Address: Newington CEP School, School Lane, Newington, Sittingbourne, Kent, ME9 7L

Proposal: Retrospective planning application for the erection of a 2.3m high 57m long fence along one boundary of the sports field

Cllr Harvey said there were no neighbour comments regarding the application.

Councillors considered the application and Cllr Harvey **PROPOSED** to support the proposal; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

12. AMENITIES COMMITTEE

i. To receive the minutes of the Amenities Committee meeting held on 22 May 2018 and consider the recommendations

Cllr Coles **PROPOSED** to accept the minutes as a true record of the meeting; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**. In the absence of Cllr Jackson, Cllr Harvey duly signed the minutes as a true record.

Cllr Coles reported that there had been no report or communication from PCSO Cork.

ACTION: Clerk to contact PCSO Cork and inform him of the date of the next meeting.

ii. To consider tenders for Recreation Ground maintenance

This item was discussed in closed session at the end of the meeting.

iii. Annual Risk Assessment

The Annual Risk Assessment for the Pavilion was agreed by Councillors and signed by Cllr Haigh.

13. VILLAGE VOICE AND MEDIA

It was agreed to advertise the Councillor vacancy in the July Village Voice and a précis of the Chair's report would also be included.

14. FINANCEi. To receive end of year finance report

Cllr Haigh reported that the income was significantly higher than forecast for 2017-18 with an increase of 8%. Expenditure was down 5% to budget. The Pavilion refurbishment was overspent by £9,400 however, underspend in all other categories negated this.

The Balance Sheet is £29,122 to the positive closing at £78,156

This is adjusted by the Cash Statement, taking available funds to £76,504 up £24,631

Having reviewed the Year End position March 2018; taking into account actual spend during the year and Council's plans and unforeseen challenges for the current financial year, the Finance Working Group forecasts an overspend of £6,391, however, the cash brought forward had a betterment of £17,351

Finance Working Group forecasts a cash position at year end of c.£62,000, up £12,000 as it currently stands.

The budget of £8,000 for Street Lighting Repairs may need to be increased following the street light survey, thus eroding the £12,000.

Cllr Haigh said the cost of repairing the street lights is £29,356 but the work could be carried out in phases. Cllr Haigh **PROPOSED** to repair thirty six lamps, currently not working, at a cost of £8341; **SECONDED** Cllr Harvey: **AGREED UNANIMOUSLY**.

ii. Annual Governance Statement

Councillors considered the Annual Governance Statement and **AGREED UNANIMOUSLY** to accept it.

iii. Annual Return for the Year Ended 31 March 2018

Councillors considered the Accounting Statements end of year return 2017/18 and **AGREED UNANIMOUSLY** to accept it.

iv. Cheque list: to consider invoices for payment

Payee	Expenditure	Amount £	Cheque No.
Profile Business Supplies	Village Voice April and May	£120.00	2809
Mrs P Rowe	Litter Picking Recreation Ground and sight checking equipment May 2018	£110.00	2810
CANCELLED			2811
Mr MJ Marshall	Cemetery and Churchyard maintenance May 2018	£490.00	2812

Mrs W Licence	Salary and Expenses		£561.07	2813
HMRC	PAYE		£4.60	2814
Newington Village Hall	Hall Hire		£410.50	2815
Mr C Belsom	Pavilion fencing		£3156.00	2816
RJ Barnes & Son	Pavilion exterior work		£2594.40	2817
DCK Accounting Solutions	Payroll fees		£30.00	2818
Mr R Jackson	Pavilion sundries	12.50		
	Pavilion open day refreshments	50.11		
	Total		£62.61	2819
Came & Co	Insurance		£1244.74	2820
Business Stream	Pavilion water charges	57.60		
	Cemetery water charges	40.97		
	Total		£98.57	2821
R.J.Moss Ltd	Decorating pavilion exterior	£1260.00		
	VAT £252.00			
	Total		£1512.00	2822
Ms L Wright (for A Heavey)	Bus shelter painting	120.00		
	Litter picking	280.50		
	Total		£400.50	2823

Councillors consider the cheques raised and Cllr Haigh **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**.

Payments

12.04.18: £109.93 NEST
 27.04.18: £25,522.50 SBC
 01.05.18: £189.00 Haven Power
 03.05.18: £631.00 Haven Power

Receipts

£15.00 C Morgan-Brown- Festival
 £360.00 BT- compensation
 £15.00 Kickstart Football- Festival
 £1,200.00 William Whitmey- Burial fees
 £100.00 Gardening World- Festival
 £50.00 RJ Barnes- Festival
 £30.00 Bretts Trophy Centre- Festival
 £100.00 Chesley Asset Sky- Festival
 £400.00 Smiths Fun Fair
 £1,000.00 various- Festival

v. Insurance renewal

Cllr Haigh said the Parish Council has a long-term agreement expiring 31 May 2019.

15. ADMINISTRATION

Cllr Haigh said consideration is being given to changing the website provider is because the site is difficult to work with, it is very time consuming and EiS have lost lots of documents. If the Council decides to change provider it will be built on their page and if the Council changes again in the future it will have to build the site again.

Cllr Harvey said the cost of a domain name, not HugoFox, needs to be ascertained.

ACTION: Cllr Palmer and the Clerk to research cost of domain names.

Cllr Jackson arrived.

Cllr Haigh **PROPOSED** to leave EiS and use HugoFox; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY.**

ACTION 1: Clerk to contact HugoFox

ACTION 2: Cllr Haigh and Cllr Godmon to assist with uploading documents

16. CHURCHYARD AND CEMETERY

Cllr Haigh reported she had carried out the Annual Risk Assessment and there were no changes. Cllr Haigh duly signed the Risk Assessment.

17. HIGHWAYS

i. To receive an update of roads and pavements

Cllr Haigh reported that she and Cllr Harvey had met with Alan Blackburn, KCC Highways, and discussed issues in the parish.

ACTION 1: Clerk to report:

- 1. White markings needed for pot hole work*
- 2. Detritus on road to be swept*
- 3. Man hole cover by Masala*
- 4. Update on flooding at Boxted Lane*

ACTION 2: Cllr Haigh to obtain crash data

Cllr Haigh reported the ornate railings are available and will be replaced when the road is next closed.

Cllr Haigh thanked Mr Golding, landlord of The Bull, for being a good steward and storing the horizontals from the railings.

ii. Swale Joint Transportation Board petition

Cllr Haigh said the next Swale Joint Transportation Board meeting is on 25 June and the petition needs to be organized.

Cllr Palmer said 20mph speed limits will be discussed at the next KALC Swale Area Committee meeting.

Cllr Haigh said that SBCllr Lewin has indicated he will support a reduction to 30mph on the A2 between Boyce's Hill and Keycol Hill.

18. STREET LIGHTING

This had been discussed earlier on the agenda.

19. REPORTS FROM MEMBERS

There were no reports.

20. CORRESPONDENCE

- 1. 25.04.18: Cllr Whiting- Guard rail in Newington High Street*
- 2. 27.04.18: KALC Training Policy and budget*

3. 27.04.18: PCC Rural Crime survey- added to website
4. 30.04.18: Kent Police Rural Matters
5. 30.04.18: Kent Police Rural Liaison Team report
6. 30.04.18: Keycol crossing
7. 30.04.18: Keycol crossing
8. 30.04.18: KALC Employment Law Workshop
9. 02.05.18 Keycol Hill Crossing
10. 14.05.18: Mike Whiting- Highway issues
11. 06.05.18: UpARA Newsletter- added to website
12. 15.05.18: Stickfast Lane road closure- added to website
13. 16.05.18: Newington Station car park
14. 18.05.18: KALC Annual Councillors' Conference 2018, 10 July 2018 9am at West Faversham Community Centre
Clerk to resend details to Councillors
15. 18.05.18: NFU Enjoy the countryside responsibly with your dog campaign- added to website
16. 18.05.18: KALC News
17. 06.05.18: Keycol Hill
18. 10.05.18 Overbury Property Consultants- parking in Station Road
Cllr Palmer said most of the vehicles in Station Road belong to residents. A box junction needs to be marked to enable emergency vehicles and dustcarts to turn.
ACTION: Request this be evaluated.
Cllr Palmer said the Parish Council objected to the proposal for the doctor's surgery due to the issue of parking.
19. 21.05.18: KALC Employment Law Workshop on 6 June, 9.30am-2pm, at Ditton

21. ANY OTHER BUSINESS– This for information only and no decision can be made on items raised.

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media 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.

To consider tenders for Recreation Ground maintenance

The meeting returned to open session.

Councillors **AGREED UNANIMOUSLY** to accept the quotation from Landscape Services.

Date of next meeting: Tuesday 26 June 2018

There being no further business, the meeting finished at 9.08pm.

Signed as a true record of the meeting

Chair
Dated 26 June 2018