

# TUNSTALL PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Monday 5 December 2016

Present: Cllr Lee Burgess (Chairman), Cllr Roger Sills (Vice Chairman), Cllr Brian Cook, Cllr Ian Davison, Cllr Wendy Harwood and Cllr Mavis Hibben; and Mrs W Licence (Clerk).

Also present were PCSO Ryan Atherton, SBCllr George Samuel and one member of the public.

### REPORTS FROM MEMBERS OF THE PUBLIC

Cllr Burgess welcomed everyone to the meeting.

A resident said that the Christmas Tree Festival and the Food Festival had been very successful and having both events on the same day worked well.

Cllr Burgess said the weekend was a great success and the Christmas Tree Festival was featured on Meridian News.

PCSO Ryan Atherton told Councillors that he has been part of the Neighbourhood Team at Sittingbourne for the past two and a half years and covers Murston and the surrounding areas.

Cllr Burgess said that rural crime is increasing and thanked PCSO Atherton for attending the meeting.

### 1. APOLOGIES

Apologies had been received from Cllr Nutting (holiday): apology accepted.

Apologies had also been accepted from SBCllr Derek Conway and SBCllr Monique Bonney: apologies noted.

### 2. DECLARATIONS OF INTEREST

None were declared.

### 3. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7 NOVEMBER 2016

Councillors considered the minutes of the meeting held on 7 November 2016. Cllr Davison **PROPOSED** to accept the minutes of the meeting as a true record; **SECONDED** by Cllr Cook: **AGREED UNANIMOUSLY**. Cllr Burgess duly signed the minutes as a true record of the meeting.

### 4. MATTERS ARISING FROM THE MINUTES

#### i. Cherry Trees

Cllr Burgess informed members that there had been no progress with reducing the cost of planting trees and a decision needs to be made whether to do this at a cost of £225 per tree. Cllr Davison **PROPOSED** four trees should be planted; **SECONDED** by Cllr Hibben: **AGREED UNANIMOUSLY**.

#### ii. Provision of a dog bin in Cranbrook Drive

Cllr Burgess said he has written to the resident about siting a dog waste bin in Cranbrook Drive but has not had a response.

*ACTION: Cllr Burgess to write again to the resident.*

#### iii. Litter bin

Cllr Burgess informed Councillors that Swale Borough Council has ordered the litter bin but because of the additional logo it will take longer than usual to arrive, it is hoped the bin will be delivered before Christmas.

## 5. NEIGHBOURHOOD WATCH

There was nothing to report.

*ACTION: Clerk to invite Erin Scott to the next Parish Council meeting to help with the Neighbourhood Watch Scheme.*

## 6. SPEED WATCH

Cllr Cook reported he has had the Speed Watch equipment returned from Bredgar and he is currently waiting to confirm dates for sessions in Tunstall in 2017.

## 7. PLANNING

i. Ref: 16/507956/PNEXT

Address: 87 Sterling Road Tunstall Kent ME10 1SN

Proposal: Prior notification for a proposed single storey rear extension which: A) Extends by 4.5 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 2.75 metres from the natural ground level. C) Has a height of 2.4 metres at the eaves from the natural ground level.

Cllr Burgess informed Members this application has been refused by officers under their delegated power.

ii. Ref: 16/507517/FULL

Address: 55 Chegworth Gardens Sittingbourne Kent ME10 1RJ

Proposal: Removal of existing sloping garage roof and erection of a new pitched roof.

Councillors considered the application and had no comments to make.

iii. Ref: 16/507650/FULL

Address: Land Adjacent To 730 Guillat Avenue Kent Science Park Sittingbourne Kent

Proposal: Extension of existing building to provide new production facilities, and associated external works.

Councillors considered the application and had no objections but were concerned about the impact of the extra traffic on Ruins Barn Road and the rural road network.

iv. Any other planning matter received by 5 December 2016

No other planning matters had been received.

## 8. REPORTS FROM MEMBERS

There were no reports from Members.

## 9. FINANCE

i. Accounts and Cheques raised

	Chq. No	Payable to	Reason	Amount
05.12.16	1158	Tunstall PCC	Hire of Midwinter Room: Parish Council meeting	<b>£15.00</b>
05.12.16	1159	Mrs W Licence	Salary and expenses	<b>£246.89</b>
05.12.16	1160	HMRC	PAYE	<b>£0.40</b>
05.12.16	1161	KALC	Dynamic Councillor Workshop (DN & MH) 2 x £36.00	<b>£72.00</b>

05.12.16	1162	Ms L Wright	Andrew Heavey- litter picking	<b>£158.40</b>
05.12.16	1163	Royal British Legion	Poppy wreath donation	<b>£50.00</b>
05.12.16	1164	Mrs W Harwood	Christmas Tree Festival expenses	<b>£20.00</b>

Cllr Cook **PROPOSED** to give the Royal British Legion a donation of £50 for the poppy wreath; **SECONDED** by Cllr Harwood: **AGREED UNANIMOUSLY**.  
Councillors considered the cheques raised and **AGREED UNANIMOUSLY** to sign them.

## 10. AMENITIES

### i. Christmas Tree Festival

Cllr Sills **PROPOSED** a vote of thanks to Cllr Harwood for her hard work on the Parish Council entry to the Christmas Tree Festival.

Cllr Harwood said the Festival had been very successful with more visitors than last year.

### ii. To consider the provision of planters

Cllr Burgess said to have planters in the Parish is very straightforward as KCC normally just ensure that there is not an obvious problem with the location of planters and checks the Parish Council has insurance to cover any associated claims. SBC have a contract with Blenwood to provide and maintain planters and they could be approached.

*ACTION: Clerk to obtain details.*

### iii. To consider quotes to clean Coffin Pond

Cllr Burgess said the wall to Coffin Pond needs to be repaired before any cleaning could take place. KCC have been contacted with regards to the issue. Councillors were concerned that the wall was becoming dangerous in its current state, especially with the affect the recent frosty weather may have had on the already damaged brickwork.

*ACTION: Clerk to contact Alan Blackburn and Mike Knowles about the safety issue.*

### iv. Litter Picker

Cllr Burgess informed Members the litter picker has resigned and the contract will be advertised in the Newsletter.

Cllr Cook said he has drafted a new contract and has carried out a risk assessment. The Risk Assessment will be reviewed annually with the litter picker. The Council has a duty of care to contractors.

*ACTION: Cllr Cook to amend contract to include Hi vis PPE provision by Council.*

## 11. HIGHWAYS

Cllr Burgess informed Members that Alan Blackburn has referred the issue of crossing points at the school to the team who designed the school and also the School Safety Critical Team. Consideration will be given to what needs to be done. There will be a site visit with a Highways Engineer.

Cllr Harwood said the school should also be invited to the meeting. The height of the sun is causing more problems for drivers at that point of the road at this time of year

## 12. MEDIA

### i. Newsletter

Cllr Sills said that having included suggestions, the Newsletter was ready to go to the printers.

Cllr Burgess thanked Cllr Sills for his hard work in collating the Newsletter.

Cllr Davison said that residents have told him they really look forward to receiving the Newsletter.

### ii. Social Media Policy

Councillors considered the Social Media Policy and it was **PROPOSED** by Cllr Harwood and **SECONDED** by Cllr Cook to adopt the policy: **AGREED UNANIMOUSLY**.

### **13. CORRESPONDENCE**

1. 07.11.16: Borden PC- invitation to join Steering Group

Cllr Burgess said that KCC are cutting back on services and there may be an opportunity for the Parish Council to take on the maintenance of the soft landscaping in the Parish. The Council is well placed to get best value for money as Councillors know the area and would be able to employ local people to do the work. Councillors **AGREED** to investigate forming a Steering Group.

2. 15.11.16: Kent Police Rural report

Cllr Burgess said that rural crime is increasing in some areas and Neighbourhood Watch helps spread the word about what is happening in the area.

3. 16.11.16: Porchlight- thank you for the donation

4. 22.11.16: NALC Dependant carers survey

5. 22.11.16: KCC Volunteer Support Warden Scheme

Councillors considered the Scheme and agreed not to pursue it.

6. 29.11.16: KALC Parish newsletter

### **14. STAFFING MATTERS**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and because of the confidential nature of the business to be transacted, the public and press were excluded from the meeting during the consideration of Staffing Matters

### **15. ANY OTHER BUSINESS**

Cllr Cook asked for a contact list of Councillors

*ACTION: Clerk to draft list.*

Cllr Burgess said there will be a budget meeting starting at 5.45pm on 4 January 2017.

### **DATE OF NEXT MEETING**

Wednesday 4 January 2017 at 6.45 p.m. in the Midwinter Room, St. John the Baptist Church, Tunstall.

There being no further business the meeting closed at 8.27pm.

Signed as a true record of the proceedings:

Chairman

Date: 4 January 2016