

# **MEETING SUMMONS**

## **Tunstall Parish Council**

All Parish Councillors  
are hereby summoned, and notice is given that a  
**Meeting of Tunstall Parish Council** will be held on  
**Monday 25<sup>th</sup> March 2024 at 7pm** in the **Midwinter Room** at **St John  
the Baptist Church**  
when it is proposed to transact the following business:

### **AGENDA**

#### **1. CHAIR'S ANNOUNCEMENTS**

#### **2. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

#### **3. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

To receive declarations of interest.

#### **4. DRAFT MINUTES**

To sign and approve the minutes of the meeting of 18<sup>th</sup> December 2023  
(Attachment 1)

#### **5. 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.

#### **6. COUNCILLOR VACANCIES**

To note update on councillor vacancies.

#### **7. CLERK VACANCY**

To approve job description and job specification and consider next steps.

#### **8. 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 note payments made year to date:

d) To receive and approve bank reconciliation as at 29<sup>th</sup> February 2024  
(Attachment 2)

e) To receive and approve budget position as at 29<sup>th</sup> February 2024

(Attachment 3)

- f) To note conclusion of audit and issues due to inqurate nature of the parish council and to note revised system of internal control to be adopted at next meeting.

#### **9. GOVERNANCE AND ADMINISTRATION**

- a) To review action plan for Annual General Meeting.
- b) To consider meeting dates for 2024-2025.

#### **10. EXTERNAL MEETINGS ATTENDED**

- a) KALC Swale Area Committee –
- b) Western Area Committee –
- c) Swale Joint Transportation Board –

#### **11. FUTURE EXTERNAL MEETINGS**

#### **12. PLANNING APPLICATIONS FOR CONSIDERATION**

- a) Application No: 21/503914/EIOUT Location: Land South And East Of Sittingbourne Kent Proposal: Southern Site. Outline Planning Application for the phased development of up to 577.48 hectares at Highsted Park
- b) Application No: 23/505420/REM Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale sought) for creation of the eastern spine road (Phase 2D), pursuant to 17/505711/HYBRID.
- c) Application No:24/500/843TCA 120 Park Drive Tunstall Kent ME10 1RL Proposal: Conservation area notification: Trim dead branches overhanging public footpath of one Pine (T1). Trim dead branches of one Pine (T2) and trimming of dead branch overhanging fence of one Sycamore (T3)

#### **13. VILLAGE EVENTS**

- a) To receive update.

#### **14. SPEEDWATCH**

- a) To receive updates.

#### **15. CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) Request for donation – Citizens Advice
- b) Invite to Hollingbourne Parish Assembly
- c) Complaint from resident concerning traffic

*Julie Miller* Locum Clerk to Tunstall Parish Council 19<sup>th</sup> March 2024