

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on Monday 1st November 2021

Present: Cllr Louisa Roberts (Chairman); Cllr Lee Burgess; Cllr Vivien Rich

All in attendance: J Miller (interim clerk); Borough Councillor Monique Bonney; County Cllr John Wright; County Cllr Richard Lehmann and one member of the public.

1. APOLOGIES FOR ABSENCE

There were none. Cllrs Paul and Sarah Stephen also sent apologies.

2. DECLARATIONS OF INTEREST

There were none.

3. MINUTES

It was **RESOLVED** to approve the minutes of the meetings held on 6th September 2021, 17th September 2021 and 8th October 2021 and the chairman duly signed the documents.

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 work is to be done, a date has not yet been agreed.

5. REPORTS FROM MEMBERS OF THE PUBLIC

A member of the public asked about land that is being claimed as purchased from KCC.

A member of the public complained about the parish council's response to a planning application.

6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Cllr Bonney updated the parish council on the local plan regulation 18 and the conservation area review next steps. It was reported that there are business grants available for adopting green policies.

Cllr Lehmann has raised concerns on the Highsted Park planning application and will be submitting further concerns this week.

Cllr Wright has been dealing with school transport, social services and highways issues. KCC comments for reg 18 will be made by 8th November.

7. RESIGNATION

To note resignation of Cllr Hibben and vacancy advertised.

It was **RESOLVED** to note special thanks to Cllr Hibben for her exceptional work as chairman and creating such a positive working environment. Cllr Hibben had driven all of the sterling work that the parish council had produced in local consultations over the past 8 years.

8. PLANNING

a) To consider the following applications for comments

- (i) APPLICATION REF: 21/505400/FULL PROPOSAL: Section 73 - Application for Minor Material Amendment to approved plans condition 2 (Roof to be clad in slate tiles not shingles) pursuant to 20/503121/FULL - Erection of motor home shelter with associated driveway. ADDRESS: The Den Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

It was **RESOLVED** no comment.

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- (ii) APPLICATION REF: 21/505457/FULL PROPOSAL: Alterations to existing dormers and roof with first floor rear extension. ADDRESS: 44 Roseleigh Road Sittingbourne Kent ME10 1RS
It was **RESOLVED** no comment with the exception of taking into account any neighbour comments.

Cllr Roberts withdrew from the meeting for the following two items:

- (iii) APPLICATION REF: 21/505612/FULL PROPOSAL: Erection of a single storey rear extension with a pitched roof and internal alterations (Revised Scheme to 21/500399/FULL) ADDRESS: Hales Cottage Tunstall Road Tunstall Sittingbourne Kent ME10 1YQ

It was **RESOLVED** no comment.

- (iv) APPLICATION REF: 21/505613/LBC PROPOSAL: Listed Building Consent for erection of a single storey rear extension with a pitched roof and internal alterations (Revised Scheme to 21/500400/LBC). ADDRESS: Hales Cottage Tunstall Road Tunstall Sittingbourne Kent ME10 1YQ

It was **RESOLVED** no comment.

Cllr Burgess refrained from voting on the following item:

- (v) APPLICATION REF: 21/500222 GROVE END FARM scheduled for planning committee on 11th November – Cllr Rich will attend and advise of previous comments made.

- b) To consider next steps with Highsted Park application
The draft response was **AGREED** and shall be submitted to Swale Borough Council.
- c) To receive update on Conservation Area review and agree actions
It was **noted** that Cllr Rich has begun analysing the report and a final response shall be reviewed at the next meeting.
Cllr Rich was thanked for her work on this project so far.

9. FINANCE

- a) It was **RESOLVED** to approve the following accounts for payment:

	Payee	Amount	Net	VAT	Description
200010	HRSP	1752.00			HR Advice
200011	HRSP	438.00	365.00	73.00	HR Advice
200012	W Licence	418.26			Clerk Sept Salary
200013	W Licence	24.79			Clerk Jul and Aug expenses
200014	Newington PC	43.67			Share of Clerk Conference
200015	HMRC	116.20			Clerk Tax
200016	Tunstall PCC	160.00			Donation for use of Midwinter Room June-Sept
200017	People Pillar	1032.75			HR Services

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200018	Maidstone Borough Council	1200.00	1000.00	200.00	Advice
200019	Tikspac	360.00	300.00	60.00	Reissued cheque (from April)
200020	Mossy's	218.64	182.20	36.44	Planters
200021	W Licence	15.83			Clerk Expenses Sept
200022	J Miller	941.20			Sept-Oct Interim Clerk Fees
200023	McAbe Ford Williams	43.38	36.15	7.23	Payroll services 30 th September
200024	W Licence	418.26			Clerk wages Oct
200025	HMRC	116.20			Oct PAYE
200026	Human Resources Interim and Consultancy Services Ltd	1800.00	1500.00	329.00	HR services

- a) To receive update on bank mandate signatory position.
It was noted that the accounts were reactivated on 27th September. Cllr Roberts and ex-Cllr Hibben were thanked for the hours that they have spent working with Barclays to recover the bank accounts. Cllr Rich took the spare chequebook to hold in case of an emergency.
- b) To receive accounts as at 30/09/2021 and to approve bank reconciliation
It was **RESOLVED** to approve the bank reconciliations from April 2021 – August 2021.
- c) To consider precept and budget 2022-23
The first draft was considered and a final will be worked up ready for approval at the January meeting.

10. GOVERNANCE AND ADMINISTRATION

- a) To discuss newsletter
It was noted the website and noticeboard were working well. The news feature could be used more on the website and a newsletter will be considered
- b) To consider GDPR and privacy policy
It was **RESOLVED** to adapt the social media references to possible future pages and adopt the policy for GDPR and the privacy notice.
KALC training will be sourced for councillors in GDPR.
It was **RESOLVED** to investigate prices for a laptop and .gov.uk Microsoft 365 mailboxes and OneDrive for the January meeting to be included in the annual budget.

11. HIGHWAYS

- a) To receive an update
Cllr Burgess reported on the outstanding issues. The drainage and sign issues will be logged.

Cllr Burgess left the meeting at 20:03pm

- b) To receive Speedwatch report for August
It was **RESOLVED** to note thanks to Brian and the team for all their work this season and the council looks forward to the reports resuming in April

The first in Tunstall Road, opposite Hales House. 97 vehicles passed us in the hour session, of which 9 were exceeding the speed limit. The highest speed recorded was two vehicles at 38mph with another recorded at 29mph.

The second session was in Ruins Barn Road. 68 vehicles passed us in the hour session, of which 5 were recorded exceeding the speed limit. The highest speed recorded was 49mph with another at 39mph.

12. ENVIRONMENT

- a) To receive an update.
There was no further update.

13. QUEENS PLATINUM JUBILEE

- a) To receive an update
Cllr Rich advised that there is an event being run by members of the church. Cllr Rich will discuss with the organisers about how the parish council can contribute.

It was noted that a donation could be added to the church donation to cover the Christmas tree festival event.

It was **RESOLVED** to donate £25.00 to the Christmas tree festival event.

Cllr Burgess re-entered the meeting at 20:06pm

14. REPORTS FROM MEMBERS

- a) To receive reports from Members
Cllr Roberts attended the Reg 18 virtual meeting by Swale Borough Council. It was noted that the improvement in parish council engagement was welcomed.

15. KALC AWARDS

- a) To receive update.
There was no further update.

15. CORRESPONDENCE

It was noted that a Freedom of Information Act request had been received since the agenda had been published and this had been responded to.

16. ANY OTHER MATTERS ARISING

Cllr Roberts confirmed that the precept and budget will be agreed at the January meeting.

17. DATE OF NEXT MEETING – To agree next meeting date due to 3rd January falling on a bank holiday.

It was **RESOLVED** to move the meeting to the 10th January 2021. An updated note will be added to the website reminding residents that meetings are now bi-monthly.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, the public and representatives of the press and broadcast media were to be excluded from the meeting during the consideration of item 18 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

18. STAFFING MATTERS

- a) To receive update and agree actions
A further update report was received and the recommendations were accepted.

There being no further business, the meeting closed at 21:19pm

Signed.....

Date.....

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