

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on
Monday 7 April 2021

Present: Cllr Louisa Roberts (Chair), Cllr Lee Burgess, Cllr Mavis Hibben and Cllr Vivien Rich: and Mrs W Licence (Clerk).

Also present were County Councillor Andrew Bowles, County Councillor John Wright and one member of the public

Cllr Roberts welcomed everyone to the meeting and thanked Cllr Hibben for her chairmanship and sterling work over the past two years.
Cllr Hibben thanked Councillors for their support.

1. COUNCILLOR VACANCY

Cllr Roberts reported that Sarah Stephen has resigned from the Parish Council and thanked her for her sterling work.

The Clerk reported that Democratic Services has been notified and a notice has been published. There are currently three vacancies on the Council two of which can be filled by co-option, an application for co-option has been received.

It was agreed to meet with the candidate to discuss his application.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Ward Members Paul Stephen and Sarah Stephen (at another meeting); apologies noted.

3. DECLARATIONS OF INTEREST

None were declared.

4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1 MARCH AND THE HR MEETING HELD ON 16 MARCH 2021

Cllr Roberts said she had some omissions and amendments on the draft minutes.

The Clerk said legal advice from KALC is that Councillors cannot add to the minutes but can comment on the accuracy of decisions and typos.

Cllr Roberts said the first line of item 8.v should be amended to read *“Cllr Roberts informed members that this was the first stage of the process. It is an Environmental Scoping Opinion request of Swale Borough Council, it is the first of many stages.”*

Item 11 should be amended to read *“planning tracker”*

Item 15 second line *“Landscape Sensitivity”* should be deleted.

Cllr Rich **PROPOSED** accepting the minutes of the meeting held on 1 March, as amended, as a true record of the meeting; **SECONDED** by Cllr Burgess: **2 FOR, 1- AGAINST: MOTION CARRIED.**

Cllr Rich **PROPOSED** to accept the minutes of the meeting of the HR Committee held on 16 March as a true record: **SECONDED** by Cllr Roberts; **AGREED UNANIMOUSLY.**

5. MATTERS ARISING

Website

The Clerk reported that the new website is up and running, EiS has been contacted about the old website which is currently still live. Content has been removed and the address of the new website is on it.

.gov.uk email address

The Clerk said the company has been contacted regarding whether Councillors must have a .gov.uk email and she has yet to hear back.

Internet banking

The Clerk reported that she has asked about adding to the mandate and is waiting to hear back. Only two Councillors have given their details for the mandate

The audit

The Clerk informed Councillors that the Independent Internal Auditor will carry out the audit remotely and this will be signed off at the June meeting.

Cllr Roberts thanked the Clerk for her work on the new website.

6. REPORTS FROM MEMBERS OF THE PUBLIC

The meeting was adjourned for the Public session

A member of the public said the road signs and the village sign do not look in the best of condition.

The meeting was reconvened

7. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

KCCllr Wright said that County Councillors are still in office until 6 May, any issues should be reported to them.

Cllr Roberts thanked KCCllr Wright for attending and participating in the Parish Council meetings.

KCCllr Bowles said the final meetings of Kent County Council and the committees have taken place, there are a few working groups meetings to be held.

Cllr Roberts thanked KCCllr Bowles for attending and for all his work.

7.54pm KCCllr Bowles and KCCllr Wright left the meeting.

8. PLANNING

i. Ref: 21/500958/FULL

Address: Oakwood House Ruins Barn Road Tunstall Sittingbourne Kent ME9 8AA

Proposal: Erection of part single storey, part two storey side and rear extension, loft conversion with dormers and front porch.

Councillors considered the application and noted that there were three letters of support from neighbours.

Cllr Roberts **PROPOSED** that there be no comment save that neighbours' views be taken into account; **SECONDED** by Cllr Hibben: **AGREED UNANIMOUSLY**.

ii. Ref: 21/501168/FULL

Address: 1 Cranbrook Drive Sittingbourne Kent ME10 1RF

Ref: Erection of a two storey rear extension and conversion of integral garage to a habitable space.

Councillors considered the application and **AGREED UNANIMOUSLY** that there be no comment save that neighbours' views be taken into account.

iii. Ref: 21/501354/TCA

Address: The Den Tunstall Road Tunstall ME9 8DX

Proposal: Works to trees in a Conservation area

Councillors considered the application and **AGREED UNANIMOUSLY** that there be no comment save that neighbours' views be taken into account.

iv. Any other planning matter received by 7 April 2021

Ref: 21/500138/FULL

Address: 115 Sterling Road Tunstall Sittingbourne Kent ME10 1SW

Proposal: Erection of part single, part two storey side and rear extension including Juliet balcony, together with roof alterations to create first floor with front and rear dormers.

Cllr Roberts reported that she had spoken at Swale Planning Committee on this application, the proposal was approved.

Address: 21/500293/FULL 32 Hales Road Tunstall Sittingbourne Kent ME10 1SR

Proposal: First floor side/rear extension together with roof alterations. Erection of a detached garage.

Cllr Roberts thanked Cllr Rich for speaking at the Swale Planning Committee, the matter is pending.

Ref: 20/503707/HYBRID

Address: Kent Science Park Shimmin Road Sittingbourne Kent ME9 8BZ

Proposal: Hybrid planning application consisting of - Outline planning permission (with all matters reserved except access) for commercial development, accesses and roads, parking, associated services, infrastructure, earthworks and landscaping - Full planning permission for the erection of a manufacturing facility, associated parking, services, infrastructure, landscaping and earthworks.

Cllr Rich said that the Council has been invited to listen to a design presentation and to give a thirty minutes presentation to the meeting. Cllr Rich said that she and Cllr Roberts would like to attend but would not make a presentation to the meeting.

Ref: 21/500819/EIASCO

Address: Highsted Park Land South and East Of Sittingbourne Kent

EIA Scoping Opinion - for proposed development of up to 8,000 residential dwellings and up to 33.2 Ha of commercial floorspace/land, retail, learning, non-residential institutions and community uses, the provision of open spaces, woodland and greenspace, highways and infrastructure works, including new junctions to the M2 and the A2, and associated link/relief roads at land to the south and east of Sittingbourne.

Cllr Roberts informed Members that a decision is yet to be made.

9. TUNSTALL LANDSCAPE REVIEW

Cllr Roberts said this is a Local Landscape Character Assessment and will be considered by the Five Parishes Group on 15 April.

ACTION: Cllr Hibben to attend the Five Parishes meeting; Cllr Rich to be substitute Member.

10. LOCAL PLAN REVIEW (REG 19)

Cllr Roberts reported that she, Cllr Hibben and Cllr Rich have followed the Swale Local Plan meetings and **PROPOSED** that Tunstall Parish Council supports the Local Plan as being a sound document and positively prepared; **SECONDED** by Cllr Hibben: **AGREED UNANIMOUSLY**.

11. FINANCE

i. Accounts and cheques raised

Chq No	Payable to	Reason	Amount
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1528	HR Services Partnership Ltd	HR advice	£876.00
1529	Mrs J Barnicott	Litter picker	£132.30
1530	Mrs W Licence	Salary, expenses and litter picker's Hi-vis vest	£499.66
1531	HMRC	PAYE	£129.20
1532	KALC	Training	£78.00
1533	Tikspac UK Ltd	Dog waste bags station hire	£360.00
1534	KALC	Subscription	£658.54

Cllr Rich **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Burgess: **AGREED UNANIMOUSLY**.

ii. Review of litter picker's rate

Cllr Roberts **PROPOSED** that the litter picker's rate be increased to £9.01; **SECONDED** by Cllr Burgess: **AGREED UNANIMOUSLY**.

iii. To consider request for a grant from Swale Citizens Advice Bureau

Cllr Rich **PROPOSED** to give £200 to the Swale Citizens Advice Bureau; **SECONDED** by Cllr Burgess; **AGREED UNANIMOUSLY**.

12. REVIEW OF HR POLICIES

i. Disciplinary Policy

ii. Performance Improvement Policy and Procedure

iii. Sickness Absence Policy

iv. Grievance Policy

v. Equality and Diversity Policy

vi. Health and Safety Policy

Cllr Roberts informed Members that the HR policies are based on NALC templates and have been reviewed by HR Services Partnership. The HR Committee recommends the adoption of the policies.

Cllr Rich **PROPOSED** to accept all the policies; **AGREED UNANIMOUSLY**.

13. HIGHWAYS

There was nothing to report.

14. ENVIRONMENT

i. To receive an update

Cllr Roberts reported that she has been trying to get an update on Coffin Pond from Alastair Coleman, KCC Highways Asset Engineer. The pond is in a very poor state.

ACTION: Cllr Roberts to phone Alastair Coleman.

Cllr Roberts said a resident has contacted the Council regarding the state of the village sign.
ACTION: Cllr Hibben to contact the artist.

ii. To consider quotation to replant the planters

Councillors considered the quotation to replant the planters which is the same price as previous years and noted that the cost of plants has increased with the contractor absorbing the cost. The quotation needs to be more detailed.

*ACTION: Cllr Burgess to liaise with the contractor for further details.
Item deferred to May.*

15. REPORTS FROM MEMBERS

Cllr Rich said at the last KALC Executive meeting she had raised a question regarding agricultural training and has since received training. The next KALC Executive meeting is on 17 April.

Cllr Roberts reported that she had attending a meeting of Borden Parish Council to see how other meetings are chaired. There is no training for Chairmen available through KALC. Cllr Hibben said there should be proper training and guidance through KALC in this and other areas.

Cllr Rich said she could raise this as an agenda item at the KALC Executive Committee.

16. CORRESPONDENCE

1. 02.03.21- KCC Crowdfund Kent
2. 03.03.21- KCC secondary school press release
3. 03.03.21- NALC CEO bulletin
4. 03.03.21- Kent Police Rural Task Force report and the Winter edition of Rural Matters
5. 05.03.21- KCC scam alert
6. 05.03.21- KALC training events
7. 08.03.21- KCC Highways Temporary Road Closure & 20 and 40 mph Speed Limits – Various Road, Swale (Surface Treatments)
8. 08.03.21- meet the governors Medway of NHS trust Hospital
9. 09.03.21- KALC newsletter
10. 15.03.21- PCSO report
11. 15.03.21- Kent County Council Members briefing on the Environment
12. 15.03.21- KCC COVID-19 testing
13. 22.03.21- KCC Highways forwards works programme
14. 22.03.21- NALC CEO bulletin
15. 23.03.21- Kent Resilience Team newsletter
16. 26.03.21- Keep Britain Tidy Great British Spring Clean
17. 29.03.21- NALC CEO bulletin
18. 29.03.26- KALC remote meetings update
19. 01.04.21- KALC newsletter
20. 01.04.21- KALC Planning Conference

Cllr Roberts reported that she had received an email from a resident asking if the minutes can be put on the website earlier.

The Clerk said that she had been waiting for responses from Councillors.

Cllr Rich said it would be helpful if a date for responses could be included in the email when sent out.

ACTION: All Councillors to respond to first draft of minutes.

Cllr Robert said there was a question as to why only four people were allowed at the Conservation Area Review meeting and text was provided for a response. The village sign was also mentioned and this has been covered.

Cllr Roberts said there have also been two Freedom of Information requests.

The Clerk said the requests were regarding financial matters and the information is being collated.

ACTION: Clerk to send draft response to Chairman.

17. MEETINGS

Cllr Rich said meetings could be bi-monthly starting from May with the alternate months being a Planning Committee meeting and flexibility for Extraordinary Meetings. Meetings to start at 7pm and move back to the Midwinter Room as the Committee Room is not a suitable venue when the main hall is in use, although the hall could be used for larger meetings. Internet banking would need to be set up and a Standing Order is in place for the Clerk's salary. There will need to be Terms of Reference for the Planning Committee with a membership of three or four Councillors. This needs to be worked through and brought back to the May meeting to be signed off.

Cllr Roberts **PROPOSED** that there be a piece of work with a view to going to bi-monthly meetings, with Planning Committee meetings in between if necessary, and flexibility regarding Extraordinary meetings and HR Committee meetings as needed. The Unity Trust Bank account needs to be set up.

The Clerk said that she only has details of two Councillors for the new account.

ACTION 1: Cllr Roberts to draft the Planning Committee Terms of Reference.

ACTION 2: Clerk to set up Unity Bank account when Councillor details are received and report back to Councillors.

Cllr Roberts said better use needs to be made of delegated authority, especially with regards to planning if the proposal is not contentious so that a meeting would not be necessary.

The Clerk said planning applications need to be discussed in an open meeting so that members of the public can attend and raise their concerns. It cannot be presumed that if there are no comments on the Swale Planning Portal that there are no concerns because sometimes residents will attend a meeting to talk to Councillors.

Cllr Roberts asked for an update on the audit process.

The Clerk said the Independent Internal Auditor will conduct the audit again remotely so the Annual Governance and Accountability form can be signed off in June.

Cllr Rich said there can be an Extraordinary meeting in June to sign off the audit.

Cllr Rich said there needs to be a list of key dates for the May meeting.

ACTION: Clerk to draft list.

18. ANY OTHER MATTERS ARISING

No other matters were raised.

19. DATE OF NEXT MEETING- Annual Parish Meeting, Annual Parish Council Meeting and monthly meeting Wednesday 5 May 2021 at 7pm

There being no further business, the meeting closed at 9.35pm

Signed as a true record of the meeting

Chairman
Date: 27 May 2021

DRAFT