

# NEWINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council  
held on 23 May 2023 in the Newington Room, Newington Village Hall

Present: Cllr Richard Palmer (Chairman), Cllr Tony Mould (Vice Chairman), Cllr Michael Barlow, Cllr Steve Godmon, Cllr Stephen Harvey, Cllr Elaine Jackson and Cllr Chris Palmer; and Mrs Wendy Licence (Clerk)

Also present was Mr Bob Jackson, Pavilion Caretaker.

All Members signed their Declaration of Acceptance of Office prior to the meeting. It was agreed that Cllr Brown and Cllr Layer could sign their forms at the next meeting they attend.

Cllr R Palmer welcomed Cllr C Palmer to the Parish Council.

## 1. ELECTION OF CHAIRMAN

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

## 2. ELECTION OF VICE CHAIRMAN

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

## 3. COUNCILLOR VACANCIES

Cllr R Palmer **PROPOSED** that Michael Barlow be co-opted to the Council: **SECONDED** by Cllr Jackson: **AGREED UNANIMOUSLY**. Cllr Barlow signed the Declaration of Acceptance of Office in the presence of the Clerk.

## 4. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Ruth Brown (unwell) and Cllr Eric Layer (holiday); it was **AGREED UNANIMOUSLY** to accept the apologies.

Apologies had also been received from County Councillor Mike Baldock (holiday); apologies noted.

## 5. DECLARATIONS OF INTEREST

None were declared.

## 6. TO APPOINT COMMITTEES, COMMITTEE CHAIRMAN AND VICE CHAIRMAN

### Amenities Committee

Cllr Harvey **PROPOSED** Cllr Jackson as Chair; **SECONDED** by Cllr R Palmer: **AGREED UNANIMOUSLY**.

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

It was **AGREED UNANIMOUSLY** to appoint the following Members to the Committee: Cllr Barlow, Cllr Brown, Cllr Harvey, Cllr Mould and Cllr C Palmer.

#### Planning Committee

Cllr Jackson **PROPOSED** Cllr Harvey as Chairman; **SECONDED** by Cllr R Palmer: **AGREED UNANIMOUSLY**.

Cllr Harvey **PROPOSED** Cllr R Palmer as Vice Chairman: **AGREED UNANIMOUSLY**.

Cllr R Palmer **PROPOSED** to appoint all Council Members to the Committee; **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**.

#### Finance Working Party

Cllr Harvey **PROPOSED** Cllr Godmon as Chairman: **AGREED UNANIMOUSLY**.

Cllr Godmon **PROPOSED** Cllr Palmer as Vice Chairman; **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to appoint the following to the Working Party: Cllr Jackson, Cllr Mould and the Clerk as Responsible Finance Officer.

#### HR Working Party

Cllr R Palmer **PROPOSED** to appoint Cllr Jackson as Chair: **SECONDED** by Cllr Barlow: **AGREED UNANIMOUSLY**

It was **AGREED UNANIMOUSLY** to appoint Cllr R Palmer as Vice Chairman.

It was **AGREED UNANIMOUSLY** to appoint the following to the Working Party: Cllr Layer, Cllr Mould and Cllr C Palmer.

#### Cemetery Working Party

It was **AGREED UNANIMOUSLY** to appoint Cllr Layer as Chairman.

It was **AGREED UNANIMOUSLY** to appoint the following to the Working Party: Cllr Harvey, Cllr Mould and Mr Mel Harris

### **7. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES**

#### i. To confirm - Representatives on the KALC Swale Area Committee

It was **AGREED UNANIMOUSLY** that Cllr Harvey and Cllr R Palmer be the Parish Council's representative at KALC meetings.

#### ii. To confirm - Representative on the Swale Western Area Committee

It was **AGREED UNANIMOUSLY** that the representative would be appointed on an ad hoc basis as and when necessary.

The next meeting is on 8 June.

#### iii. Parish Highways Improvement Plan Working Party

It was **AGREED UNANIMOUSLY** to appoint Cllr R Palmer, Cllr Mould, Cllr Harvey and Cllr Layer to the group.

#### iv. Air Quality Management

It was **AGREED UNANIMOUSLY** to appoint Cllr R Palmer, Cllr Mould, Cllr Harvey and Cllr Layer to the group.

#### v. To confirm and update - Councillors areas of Interest

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

School Governors- Cllr Mould

Village Hall: Cllr R Palmer

Roads and Pavements: Cllr Harvey, Cllr Jackson and Cllr Layer

Allotments: Cllr Layer

Friends of Newington Recreation Ground: Cllr Harvey, Cllr Layer, Cllr Mould and Cllr R Palmer.

Defibrillator: Pavilion and Recreation Ground- Mr R Jackson; High Street- Cllr R Palmer.

Grants and external funding: Cllr R Palmer.

*ACTION: Clerk to send Committee and Councillor interests details to Cllr Mould for the Village Voice.*

## **8. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25 APRIL 2023**

i. To consider the minutes of the meetings and if in order sign as a true record

Cllr Jackson **PROPOSED** to accept the minutes as a true record of the meeting; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**. Cllr R Palmer duly signed the minutes as a true record.

ii. Matters arising from the minutes

Manhole cover Playstool Rd/ A2 junction:

Cllr R Palmer informed Members that the issue has been reported to KCC Highways (ref 716597).

Play area:

Cllr R Palmer reported that the contractor has been requested to ensure the play area is swept, the team has not been able to use the second padlock on the gate as they do not have a key for this padlock.

Cllr Jackson said the area looked better this week. Another key will be cut for the contractor.

Track gate:

Cllr R Palmer informed Member that the change in the closing time has made a difference for the better. There were quite a few cars down there on Thursday evening so it was just pulled too.

Cllr Harvey said there is a height barrier on the track, if there are problems with cars in the evening this will have to be reviewed. There has been an issue with quad bikes on the playing field, a sign could be put up to help prevent this.

*ACTION: Cllr Mould to make a sign.*

Station Road Street light:

Cllr R palmer reported that following a complaint to KCCllr David Brazier, Cabinet Member for Highways and Transport, regarding the delay in UKPN obtaining a permit, KCC has said that no permit has actually been applied for. This has been reported to the contractor who is chasing UKPN

FOI request:

Cllr Harvey reported that the response to the FOI request to Swale Borough Council was received the day after the meeting and this shed little light on the matter.

## **9. PUBLIC QUESTION TIME**

*The meeting was adjourned for the Public Question Time*

*It was asked if the road sweeper could go down the service road on the London Road. The leaves are blocking the drains.*

*ACTION: Clerk to report.*

*A lot of cars are parked on the corner of Playstool Road which makes it difficult to pull out onto the road due to being unable to see round the vehicles.*

Cllr R Palmer said restrictions could be put in place but they would need to be enforced.

Cllr Jackson said a lot of lorries turn into the road which is unsuitable for HGVs, walls have been damaged, could this be on the Highways Improvement Plan?

*The meeting was reconvened.*

## 10. VISITORS

SBCllr R Palmer reported that it had been a quiet month, there is an issue regarding planning enforcement and this has been taken to officers who are investigating the matter.

SBCllr C Palmer reported that a resident had an issue regarding the NHS Kent and Medway integrated care system and this has been resolved.

## 11. PLANNING

### i. To receive an update

Application: 23/501222/LBC 55-57 High Street, Newington ME9 7JJ

Proposal: Listed Building Consent for the internal alterations including removal walls, doors, two set of stairs, external alterations including erection of a first-floor north elevation extension, insertion of balcony, roof lights and changes to fenestration including conversion of outbuilding.

Cllr Harvey reported that a decision is yet to be made.

Application: 23/501221/FULL 55-57 High Street, Newington ME9 7JJ

Proposal: Conversion of restaurant and existing two residential flats into a 6no. two bedroom and 1no. one-bedroom residential flats including erection of a first-floor north elevation extension, insertion of balconies and changes to fenestration. Conversion of existing outbuilding to an office.

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

Application: 23/501647/FULL Tommy All Alone, Keycol Hill, Bobbing ME9 7LG

Proposal: Erection of single storey front extension.

Cllr Harvey reported that a decision is yet to be made.

Application: 23/501691/LAWPRO 4 Church View Cottages, Boxted Lane ME9 7LD

Proposal: Lawful Development Certificate for proposed erection of an outbuilding.

Cllr Harvey reported that a decision is yet to be made.

Application: 23/501012/FULL 60 London Road, Newington ME9 7NR

Proposal: Erection of a first floor and a two-storey front extension including changes to fenestration.

Cllr Harvey said a decision is yet to be made.

Application: 23/500760/FULL 2 Caroline Cottages, Keycol Hill, Bobbing, Kent ME9 7LG

Proposal: Insertion of a dropped the kerb.

Cllr Harvey reported that the application had been refused.

Application: 22/505618/FULL Land at School Lane, Newington ME9 7JU

Proposal: Erection of 25no. residential dwellings with enhanced renewable energy features and the provision of a 20-space staff car park and 20 space pupil pick-up/drop-off area for Newington C of E Primary School, together with associated access, landscaping, drainage and infrastructure works (Resubmission of 21/504028/FULL)

Cllr Harvey reported that a site meeting has been arranged for Tuesday 13 June 2023 and the application will be determined SBC Planning Committee on Thursday 22 June 2023. If this proposal is refused, the appeal hearing for 21/504028/FULL scheduled for 27 June, will go ahead. Transport will be a decisive issue and Railton will need to be called as an expert witness.

Application: 22/501005/FULL 77 High Street, Newington ME9 7JJ

Proposal: Erection of 10 no. detached C3 dwellinghouses with repositioned vehicular access from public highway.

Cllr Harvey reported that a decision is yet to be made.

Application: 22/503654/EIOUT Land to the West of Bobbing, ME9 8QL

Proposal: Outline application (all matters reserved except for access) for a mixed used development comprising up to 2,500 dwellings, a 4.99ha commercial employment zone including doctors surgery, a 4.2ha sports hub, primary school, community facilities, local retail provision, public open space, children's play areas and associated parking, servicing, utilities, footpath and cycle links, drainage, ground and other infrastructure.

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

### *Appeal to the Planning Inspectorate*

Application: 19/502206 61 Playstool Road, Newington ME9 7NL

Proposal: Retrospective application for the erection of a first-floor rear extension, loft extension and lean to roof at front and side of dwelling (resubmission of 18/502531/FULL).

PINS Reference: APP/V2255/C/21/3287191

Cllr Harvey reported that a decision is yet to be made.

Application: 22/500275/OUT Land South of London Road, Newington

Proposal: Outline planning application for up to 135 dwellings with the retention of existing farm buildings, new public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point (Access being Sought).

PINS ref: APP/V2255/W/23/3318448

Cllr Harvey reported that a formal letter has been received from the Planning Inspectorate with the Inspector's note of the case management conference, they want to know how many from the Parish Council will speak and on what subject. The hearing is scheduled for ten days over the summer, 18 to 21 July 2023 and 1 to 4 August 2023. KALC advises that it is unlikely that the Parish Council will incur costs awarded against them.

Cllr R Palmer said it would be best to have expert witnesses and the Council needs to look at a consultant to represent it at the hearing.

Cllr Jackson said the Council needs to defend this; a lot of residents have expressed their concern about the proposal.

*ACTION: Clerk to obtain quotations.*

### ii. Ref: 23/501853/FULL

Address: 19 High Street Newington Sittingbourne Kent ME9 7JR

Proposal: Change of use of ground floor from a residential letting agency to a hot food takeaway and restaurant (fish and chip shop service) including installation of external ventilation ducting

### iii. Ref: 23/500946/PNQCLA

Address: Woodland Farm High Oak Hill Iwade Road Newington Kent ME9 7HY

Prior notification for the change of use of agricultural barn to 5no. dwellings and associated operation development. For its prior approval to: - Transport and Highways impacts of the development. - Noise impacts of the development. -contamination risks on the site. - Flooding risks on the site. - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses) - Design and external appearance impacts on the building. - Provision of adequate natural light in all habitable rooms of the dwellinghouses.

Cllr Harvey said the application will be heard by Swale Planning Committee on 25 May.

*ACTION: Clerk to inform Democratic Services that Parish Council is unable to attend the Planning Committee meeting and that Newington Parish Council fully supports the Officer's report.*

iv. To consider Nominate for Swale Local Heritage List

Cllr Harvey said nominations have been requested by Swale Borough Council for a Local Heritage List, the Newington History Group should be consulted for suggestions.

*ACTION 1: Cllr Harvey to consult the Newington History Group.*

*ACTION 2: All Councillors to send suggestions of suitable buildings to Cllr R Palmer.*

Cllr Harvey said NALC is preparing compiling a planning case study document and are inviting Councils to share their experience. This is something which would be good to take part in, the deadline for submission is 27 June.

Cllr R Palmer thanked Cllr Stephen for his report.

## 12. RECREATION GROUND

i. To consider quotations for play panels

Councillors considered the quotations from three companies.

Cllr Harvey **PROPOSED** the quotation from First4Playgrounds for a four-in-a-row and a maze panel for £1320, supplied and installed, be accepted and that the Council obtains a grant from the Friends of Newington Recreation Ground: **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**.

ii. Upchurch Colts Football Club

Cllr Harvey reported he had met with Upchurch Colts Football Club, they want 5-aside, 7-aside and 9-aside pitches for the summer when they are unable to use their home ground. The Club would use the Council's 5-aside goal posts.

Cllr Jackson said there will be a meeting with Bredhurst Junior Football Club on 1 June and Upchurch Colts will be invited as well.

## 13. SWALE BOROUGH COUNCIL LAND

The Clerk reported that she was not getting any response to her emails.

*ACTION: email again and copy the Ward Members.*

## 14. ALLOTMENTS

There was no update.

## 15. VILLAGE VOICE AND MEDIA

Cllr Mould reported that the next edition would be a paper copy with an insert giving details of the Fete. Articles will include the new adult exercise equipment and a reminder of the Swale Planning Committee site visit.

## 16. FINANCE

i. Cheque list: to consider invoices for payment

Payee	Reason	Amount
Business Stream	Pavilion and Recreation Ground Water	<b>£27.51</b>
Joanna Millward	Plants and compost for village planters	<b>£40.78</b>
Swale Borough Council	Replacement litter bin	<b>£712.80</b>
DCK Accounting	Payroll fees – May	<b>£36.00</b>

Staff	Salary	<b>£797.60</b>
HMRC	PAYE & NI	<b>£65.17</b>
Administration	Expenses	<b>£36.40</b>
Mr R Malone	Litter Picking Recreation Ground - May Litter Picking	
	<b>Total</b>	<b>£527.00</b>
Mr MJ Marshall	Cemetery and Churchyard maintenance - May	<b>£625.00</b>
Mr R Burrows	Track gate keeper- May	<b>£100.00</b>
Mr L Robbins	Independent Internal Audit	<b>£150.00</b>
RJ Moss Ltd	Pavilion- decorating and shelving	<b>£1,224.00</b>
Zurich	Insurance	<b>£1,745.38</b>

Cllr Godmon **PROPOSED** the payments be authorised; **SECONDED** by Cllr Jackson: **AGREED UNANIMOUSLY.**

#### Bank Accounts

NatWest:- 05.04.23 £43,061.61

Nationwide:- 31.03.23 £46,034.40

Unity Trust:- 30.04.23 £64,772.10

#### **Payments**

14.04.23	NEST	Pension	£155.14
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#### **Receipts**

03.04.23	Swans Fitness Club	Community Sports Room	£20.00
11.04.23	Lottery Community Fund	Grant	£2,000.00
11.04.23	Bossies- Ice Cream Van	Fete stall fee	£20.00
11.04.23	Allotment Association	Rent	£5.00
11.04.23	Vibe	Parish room hire	£20.00
12.04.23	Vernon Games	Fete stall fee	£40.00
13.04.23	Overburys	Fete Sponsor	£130.00
14.04.23	J Wilkins- German Sausage Hut	Fete stall fee	£20.00
18.04.23	Emma Weaver – Pizza	Fete stall fee	£20.00
21.04.23	A Mansurla – Chippy van	Fete stall fee	£20.00
24.04.23	J Bagdi- Crepe Lab	Fete stall fee	£20.00
28.04.23	Nisa	Fete Sponsor	£195.00
28.04.23	Swale Borough Council	Precept and Lighting grant	£30,055.50

#### ii. External Auditor's report and Certificate 2021-22

PKF Littlejohn raised that a year-end third party statement had not been provided. The Clerk had explained that Salix would not provide a year-end statement but had sent a statement of outstanding balance as at 28 September 2022 and this was submitted.

iii. Statement of Internal Control

Councillors considered and agreed the Statement of Internal Control. The statement was duly signed by Cllr R Palmer and the Clerk

iv. Annual Governance Statement- To agree the statement

Councillors considered and agreed the Annual Governance Statement. The statement was duly signed by Cllr R Palmer and the Clerk

v. Annual Return for Year End 31 March 2023

Councillors considered the Accounting Statement end of year return 2022-23 and **AGREED UNANIMOUSLY** to accept it. The statement was duly signed by Cllr R Palmer and the Clerk.

vi. Independent Internal Auditor's report

Councillors discussed the report.

*ACTION: Clerk to submit bi-monthly bank reconciliations for the Finance Working Group which will report to Full Council.*

vii. To consider quotations for electricity supplier

Deferred to next meeting.

*ACTION: Clerk to chase quotations.*

viii. Any other finance matter received by 31 May 2022

No other matters had been received.

## **17. REVIEW OF POLICIES**

- i. Code of Conduct
- ii. Standing Orders
- iii. Finance Regulations
- iv. NPC Risk Assessment
- v. Committee Terms of Reference
- vi. HR Committee Terms of Reference
- vii. Co-option Policy
- viii. Cemetery and Graveyard Health & Safety Policy
- ix. Cemetery and Graveyard Risk Assessment
- x. Memorial Bench Policy
- xi. Record Management Policy
- xii. Social Media Policy
- xiii. Data Protection Policy
- xiv. Sickness Absences Policy

Councillors discussed the review dates of policies and whether this should be carried out every year; noted that an annual review should take place as per Standing Orders; there could be a rotating system of policy review; the Co-option Policy needs revision; the policies could be reviewed every year with any changes being raised; the Terms of Reference for Committees and Working Parties could be reviewed by the Committees and Working Parties first and then presented to Full Council.

Cllr Harvey **PROPOSED** that there be an interim agreement for all policies to be re-adopted except for the Co-option Policy; **AGREED UNANIMOUSLY**.

*ACTION: Cllr Harvey to revise the Co-option Policy.*

## **18. CIVILITY & RESPECT PLEDGE**

Deferred to next meeting.

*ACTION: Clerk to resend documents.*

## 19. CHURCHYARD AND CEMETERY

Councillors discussed the letter received regarding a grave at the Cemetery that had been levelled to the surrounding area after the burial and had now sunk. It was agreed that it was an issue which the Funeral Director needed to address as the grave digger was their contractor.

*ACTION: Clerk to respond.*

## 20. HIGHWAYS AND STREET LIGHTING

### i. To receive and update

Cllr Harvey reported that there had been a Highways Improvement Plan Meeting with Jennie Watson, KCC Highways Community Engagement Team Leader (East). There had been informal traffic surveys in Church Lane which registered an average speed of 9.5 mph; the extra bollards at Charlotte Court are still to be installed; the sensors on the A2 were not commissioned by KCC Highways; a crossing in Church Lane is not an option as the Parish Council would have to pay; the suggestion of 30mph through to Sittingbourne was well received although it is in Bobbing; Wardwell Lane and Bricklands is not suitable for a 20mph zone as it is a 60mph road; we cannot put signs on KCC or SBC lamp posts but we can put them on our lamp posts as long as they are not a distraction.

Cllr R Palmer thanked Cllr Harvey for his report.

Cllr Godmon said the light under the railway bridge still has not been repaired and the area is very dark.

The Clerk said Network Rail says it is not theirs and has reported it to KCC Highways.

*ACTION: Clerk to contact KCCllr David Brazier.*

### ii. To consider budget for Highways Improvements

Cllr R Palmer said there needs to be a budget for highways improvements in the next budget.

## 21. REPORTS FROM MEMBERS

Cllr R Palmer said the next KALC Swale Area Committee meeting is on 13 June.

Cllr Harvey said the parish will have an assigned Police Officer for the Ward by 9 June.

Cllr R Palmer said the Village Hall Management Committee has not met.

Cllr Mould said the School Governors have not met.

## 22. CORONATION FETE 15 JULY 2023

Cllr Mould reported that the arrangements are progressing well, there has been a quotation of £350 for an entertainer and the coconuts have been ordered which will be sponsored.

## 23. CORRESPONDENCE

C1. 25.04.23- KALC: membership survey *to be completed by 26 May*

C2. 26.05.23- KCC Highways- temporary road closure Bull Lane

C3- 26.05.23- resident email, blocked bridleway- *this has been reported ref 230432363- awaiting allocation*

C4. 28.04.23- National Highways: road closures for the week ahead

C5.28.04.23- Kent Local Authority Chief Executives Policy Round -up

C6. 02.05.23- NALC CEO bulletin

C7. 02.05.23- Swale Borough Council Planning Decisions

C8. 03.02.23- NALC newsletter

C9. 05.05.23- KALC Newsletter

C10. 05 23- National Highways: M2 junction 5 improvement scheme newsletter

C11. 09.05.23- KCC Highways: Temporary Road Closure CANCELLED - Bull Lane, Newington - 6 June 2023

- C12. 09.05.23- NALC CEO bulletin
- C13. 10.05.23- Kent's Plan Bee April 2023 Newsletter
- C14. 10.05.23- NALC Newsletter
- C15. 10.05.23- KCC Highways Soft Landscaping Works Programme
- C16. 11.05.23- letter regarding sunken grave in Cemetery
- C17. 12.05.23- NALC CEO bulletin
- C18. 12.05.23- National Highways: road closures for the week ahead
- C19. 12.05.23- KALC summer events
- C20. 12.05.23- Kent Police rural update and Rural Matters
- C21. 15.05.23- Kent Local Authority Chief Executives Policy Round -up
- C22. 15.05.23- Swale Borough Council Planning Decisions
- C23. 16.05.23- KCC Highways: Temporary Road Closure - Keycol Hill, Bobbing - 6th August 2023
- C24. 17.05.23- NALC: Planning call for evidence
- C25. 17.05.23- KCC Highways: Temporary Road Closure - Breach Lane, Upchurch - 19th June 2023
- C26. 18.05.23- NALC Newsletter
- C27. 19.05.23- NALC CEO bulletin
- C28. 22.05.23- resident concern regarding quad bikes on the recreation ground.

Cllr Jackson said she had been contacted regarding the inscription on the bus stop.

### **23. ANY OTHER BUSINESS**

No further business was raised.

**Date of next meeting: Tuesday 27 June 2023 at 7pm**

There being no further business, the meeting closed at 9.09pm

Signed as a true record of the meeting

Chairman  
Date: 27 June 2023