

# Tunstall Parish Council

## Minutes of the Parish Council Meeting held on Monday 3 December 2018 in the Midwinter Room, St John the Baptist Church, Tunstall.

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

Also present was one member of the public.

Cllr Cook welcomed everyone to the meeting and ensured that those present were aware of the emergency evacuation procedure.

### 1. COUNCILLOR VACANCY

Cllr Cook reported no applications had been received.

Cllr Hibben **PROPOSED** that Mrs Sue Senior be co-opted onto the Development Policy Framework Review Working Group; **SECONDED** by Cllr Cook: **AGREED UNANIMOUSLY**

### 2. WELCOME AND APOLOGIES FOR ABSENCE

Apologies had been received from Cllr David Nutting (holiday) and Cllr Lee Burgess; apologies accepted.

Apologies had also been received from KCCllr Andrew Bowles, KCCllr John Wright, SBCllr Derek Conway and SBCllr George Samuel; apologies noted.

### 3. DECLARATIONS OF INTEREST

None were declared.

### 4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5 NOVEMBER 2018

The minutes were amended to add Cllr Sills to the attendees and the action for Cllr Hibben in item 8ii removed.

Cllr Hibben **PROPOSED** to accept the minutes, as amended, of the Parish Council Meeting held on 5 November 2018 as a true record; **SECONDED** by Cllr Harwood: **AGREED UNANIMOUSLY**. Cllr Cook duly signed the minutes as a true record.

### 5. MATTERS ARISING FROM THE MINUTES

Neighbourhood Plan- Cllr Cook said there has been no response from the Lenham Parish Councillor regarding a meeting to discuss the Council's experience of developing a Neighbourhood Plan.

Allotment provision- Cllr Cook said this has been advertised on the Parish Council website and in the SNE report but there has been no response from residents.

Cllr Sills said the Sittingbourne Allotment Holders and Gardeners Society could be approached to help spread the word wider.

*ACTION: Cllr Sills to contact the Sittingbourne Allotment Holders and Gardeners Society.*

New litter bin- This has now been ordered by Swale Borough Council.

Tikspak- Cllr Cook said the Tikspak dispenser is on order.

Bags of rubbish by litter bin- Cllr Cook said Swale Borough Council had been contacted and a sign was erected by the bin and no bags of rubbish have been left since.

### 6. PUBLIC QUESTION TIME

No matters were raised.

## 7. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

There were no reports.

## 8. SPEED WATCH

Cllr Cook said the equipment will be serviced and the timetable of sessions will be drawn up for next year.

## 9. FINANCE

### i. Cheques raised and accounts

Chq. No	Payable to	Reason	Amount
1333	Tunstall PCC	Hire of Midwinter Room: Parish Council meeting	£15.00
1334	Mrs W Licence	Salary and expenses	£475.85
1335	HMRC	PAYE	£123.00
1336	Newington Parish Council	Clerks' Conference (share)	£10.00
1337	David Buckett	Internal Audit	£252.90
1338	Jane Johnson	Litter Picking	£237.92
1339	Mr B Cook	Reimbursement for Remembrance Day refreshments	£150.55
1340	Mrs M Hibben	Stationery	£32.45
1341	Mrs W Hardwood	Christmas Tree Festival expenses	£20.00

Cllr Sills **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Harwood **AGREED UNANIMOUSLY**.

### ii. Internal Audit Report

Cllr Cook said the report is very positive, the review of Standing Orders and Risk Management is on the agenda.

Cllr Sills said the Internal Auditor commented on the Council's high reserves.

The Clerk said she had informed the auditor that this was due to money being earmarked for the gully work, approximately £2,500, which was due to have been carried out in 2017-2018.

Cllr Harwood said the new village sign is to be paid for.

Cllr Cook said a Members' Grant had been received from KCCllr Bowles towards the gully work and is still in reserves, it cannot be spent as the Parish Council cannot get the work done.

Cllr Cook said it has been highlighted that Councillors should have a separate email address with a disclaimer, for Council business and most Members have set theirs up.

*ACTION: Cllr Cook to remind Councillors who have not yet done so, for the need for a specific email address.*

### iii. Internet banking

Cllr Harwood reported NatWest offers, what seems to be free banking for not-for-profit organisations and help with the switching process, the interest is very low. 24/7 online banking is available.

Cllr Sills said the Internal Auditor has suggested Unity Trust Bank.

*ACTION 1: Cllr Harwood to ascertain the cost of internet banking from NatWest.*  
*ACTION 2: Clerk to ascertain the cost of internet banking from Unity Trust Bank.*

## **10. ADMINISTRATION**

### i. Review of Standing Orders

Cllr Cook said sections 11 and 21 have been updated to take GDPR into account.

Cllr Sills **PROPOSED** to adopted the revised Standing Orders; **SECONDED** by Cllr Hibben:  
**AGREED UNANIMOUSLY.**

### ii. Review of Risk Register

Cllr Cook said the Risk Register demonstrates the Council has measures in place to mitigate risk.

Cllr Sills **PROPOSED** to adopted the revised Risk Register; **SECONDED** by Cllr Harwood:  
**AGREED UNANIMOUSLY.**

## **11. PLANNING**

### i. Ref: 18/505291/FULL

Address: 4 School View Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Two storey side extension and two storey front extension

Councillors considered the application and had no comments to make save that neighbours' concerns be taken into account.

### ii. PINS reference: APP/V2255/W/18/3205706 (Ref: 18/500944/FULL)

Address: Change of use and conversion of existing swimming pool building to detached bungalow with widened access onto Hearts Delight Road. |

Cllr Sills said the Council has objected and the concerns remain.

It was agreed to make no further comments to the Planning Inspectorate.

### iii. Ref: 18/505288/FULL

Address: G-Pharma 750B Kent Science Park Sittingbourne Kent ME9 8GU

Proposal: Variation of conditions 10, 14 and 15 of application 16/507650/FULL (Extension of existing building to provide new production facilities, and associated external works.) to amend wording from "these works are to be carried out prior to the occupation of any part of the development" to "these works are to be carried out prior to full occupation of phase 2 of the new extension"

Councillors considered the application and had no comments to make.

### iv. Landscape Designation Review Update

Cllr Hibben said the report is available for adoption by Cabinet. Tunstall Parish Council had put forward twelve sites for consideration as Designated areas, although there is clear evidence in the report that these sites are high value sites, none have been adopted as Designated areas, which is very disappointing. There are very few new designated sites and the Parish Council had worked hard to ensure that the value of the land around the Highsted Valley was properly considered and to that end despite initially there being deletions in the Consultants' report around this area, our constant communications to SBC over the last couple of months relating to this area may not have gone unheard, as instead of the proposed deletions, the area has been expanded. The document relating to this review is huge and needs a great deal of understanding. The fact we have not really been allowed to become engaged in this document has been extremely frustrating and we have well documented that fact.

Cllr Hibben said the Parish Council should once again communicate to Swale Borough Council its disappointment in the lack of engagement as there was no opportunity to voice our views. Anna Stoner's recent response that she is happy to meet with Councillors now will not change the outcome of what is being proposed as the document has been approved to go forward for adoption. There are still unanswered questions regarding the Chief Planner's comments that Tunstall was potential development land and therefore the criteria would have to be met 100%. We do not understand why Tunstall was singled out when the whole of Swale at this moment

is potential development land. The Chief Planner's comment completely closed down any further discussion on our submission.

*ACTION: Cllr Hibben to draft response to send to Anna Stoner.*

#### v. Local Plan update

Cllr Hibben said she had attended the above Local Plan Panel meeting where the main item on the agenda was the Landscape Designation Review, for agreement by the Panel in its current form to go forward to Cabinet for adoption.

Tunstall Parish Council has had ongoing correspondence with Swale Borough Council in relation to this document, which Councillors had spent many hours compiling, evidencing and collating. Their views relating to total lack of engagement by Swale Borough Council has been clearly set out in several communications but responses from Swale Borough Council still do not address the issues.

Similar views were voiced from some Borough Councillors who thought that the process had been somewhat pre-determined and officer led. The Stakeholders' workshop was inadequate, as it was simply a tick box exercise. Some Borough Councillors raised concern regarding the ripping out of ancient hedgerows, some well over 200 years old, often adjacent to ancient woodland, stating there was nothing in the consultants' report that addressed this issue. It has been allowed to happen, although illegal, but with Swale Borough Council having no log of the ancient hedgerows in the borough there is no course to prevent it. This has been paving the way for these areas to become de-designated Landscape areas. It was requested that a specific small area be added to the Highsted Valley Landscape Designation which currently had ancient hedgerows and was a pathway for wild life.

The chairman reminded the concerned Borough Councillors that the report was now complete and changes could not be made, although their comments would be minuted and sent to Cabinet when the document goes for final sign off. The issue of settings within the AONB was also voiced by some Borough Councillors, currently the area one side of the M2 is AONB and although the other side of the M2 follows the same contours it has no designation. The question of settings was asked to be addressed and again the chairman said the comments would be in the minutes. Anna Stoner did confirm that she was having meetings with the AONB regarding settings.

The vote was taken on whether to adopt the Land Designation Review in its current form and the motion was carried 5 for and 3 against.

Cllr Cook thanked Cllr Hibben for her reports.

#### vi. To consider a Neighbourhood Plan

Cllr Cook reported there had been no response from the Lenham Councillor regarding dates to meet to discuss Lenham Parish Council's experience.

#### vii. Any other planning matter received by 3 December 2018.

18/506061/FULL 43 Sterling Road Tunstall Sittingbourne Kent ME10 1SJ

Roof alterations to create a first floor together with a two-storey rear extension and insertion of front dormer.

Cllr Cook said notification of this application has just been received and an extension has been requested.

Ref: 18/504925/FULL Address: Land to The Rear of Hales Cottage Tunstall Road Tunstall

Proposal: Demolition of the existing garage and erection of a single storey one-bedroom dwelling with basement (Revision to 18/502546/FULL)

Cllr Cook reported the application has been refused.

Ref: 18/505324/FULL Address: 34A Roseleigh Road Sittingbourne Kent ME10 1RS

Proposal: Erection of a rear conservatory

Cllr Cook reported the application has been permitted.

## **12. REPORTS FROM MEMBERS**

Cllr Hibben reported that she had attended a meeting of the Five Parishes Group with Cllr Cook and Cllr Sills on 19 November. The meeting opened with a quick review of the finances

of the Five Parishes Group and it was noted that there were significant donations being pledged. There was discussion on whether the Five Parishes Group could register for charitable status and this was being looked into.

### 13. HIGHWAYS

Cllr Cook reported that he and Cllr Sills had met with Alan Blackburn, KCC Highways on 19 November. The Village Hall gully was discussed, and the possibility of installation by a different contractor as there has been no response from KCC regarding a date to carry out the work. Alan Blackburn said Alastair Coleman, KCC Drainage Engineer, will be meeting with the contractor's agent. The number of blocked drains throughout the village were discussed, some of which have been blocked for months, and all of which have been reported through the KCC website. KCC have advised that they have raised an order to have all the drains jetted from the junction with Bredgar Road through the whole stretch to the junction with Woodstock Road, this will be completed by 21st December. This order should cover all locations reported and once the work is complete if any further works are required this will then be passed to the Engineer. Cllr Cook said they had raised concerned that the bollards by Coffin Pond have again been knocked over. Alan Blackburn has said the bollards will be replaced with six or seven black square steel bollards to help protect the wall. The verge opposite the pond was last cut on 15 June but the vegetation has grown significantly due to the warm wet weather and needs another cut, however this is unlikely to be done until the spring. The amount of traffic going through the parish and the traffic calming through the village was discussed, but as there have been no deaths or injuries KCC will not do anything. The issue of vehicles travelling on the wrong side of the road to avoid the flooding by the Village Hall was also discussed and Alan Blackburn perceived this as a real hazard and will raise it with the Drainage Engineer. The flooding has become worse as the drain is blocked. Alan Blackburn has been very supportive in getting issues dealt with. There will be another meeting in Spring.

### 14. ENVIRONMENT

#### i. Village Sign

Cllr Harwood said the proof has been received and circulated. The design will look better in block colour although this will cost more to redraw.

Cllr Cook said he will discuss the location of the sign with Alan Blackburn as permission will need to be obtained from KCC.

*ACTION 1: Cllr Cook to discuss location of sign with Alan Blackburn KCC*

*ACTION 2: Cllr Harwood to obtain a quotation for the sign.*

*ACTION 3: Clerk to request a grant from SBCllr Conway.*

#### ii. Planters

Cllr Cook said the top tiers of the planters and the troughs have been emptied. The new planters have been ordered.

### 15. BATTLE'S OVER

Cllr Cook said the Battle's Over commemorations were well attended and were a unifying event for the village. There has been a lot of positive feedback from those who attended.

Cllr Harwood thanked Cllr Cook for his sterling work on the commemorations.

*ACTION: Clerk to send a letter of thanks to the bugler, Tunstall WI and the school for their participation of the event.*

Cllr Harwood **PROPOSED** to make a donation of £100 to Tunstall WI for their help at the event; **SECONDED** by Cllr Sills: **AGREED UNANIMOUSLY** (cheque no 1342).

Cllr Hibben **PROPOSED** to make a donation of £50 to the 13th Bromley Boys Brigade for supplying the bugler; **SECONDED** by Cllr Harwood: **AGREED UNANIMOUSLY**.

Cllr Cook said this should be an annual event to work with the church, Village Hall Committee and the school for Armistice for the whole village. Next year will be the anniversary of the start of the Second World War.

The Clerk said 2019 will be the centenary anniversary of the street parties celebrating the end of the Great War and this will be commemorated by Swale Borough Council.

*ACTION: Clerk to ascertain the date.*

Cllr Cook said the Village Hall Committee will permit a collage of this year's commemoration to be put in the hall.

*ACTION: Cllr Cook to create the collage in conjunction with the Village Hall Committee.*

## **16. CORRESPONDENCE**

1) 06.11.18- *St John The Baptist PCC: letter of thanks for grant*

2) 08.11.18- *KALC: Swale Area Committee meeting agenda*

3) 08.11.18- *Swale Borough Council: Rural Sustainable Settlement Study questionnaire*

Cllr Hibben said the questionnaire must be completed by 21 December.

*ACTION: Cllr Hibben to draft response.*

4) 23.11.18- *Police & Crime Commissioner Restorative Justice newsletter*

5) 23.11.18- *Kent County Council: consultation on Libraries, Registration and Archives strategy*

6) 27.11.18- *Swale Borough Council: corporate plan 2019-2022 consultation*

Cllr Hibben said this must be completed by 4 January 2019 and asked Councillors to give feedback to her before Christmas.

7) 28.11.18- *Lost Words Kent Campaign for Books in Schools- Request for donation*

Cllr Sills said it might be more beneficial to purchase the suggested book and donate them to the school.

Councillors **AGREED** to purchase, separately, two copies of a book and give to the school.

*ACTION: Cllr Sills to purchase the books.*

8) 28.11.18- *KCC Emergency Road Closure - Blind Marys Lane, Bredgar - 3 December 2018- added to website.*

## **17. ANY OTHER MATTERS ARISING**

Cllr Cook said the Clerk's appraisal will be carried out in January and feedback from Councillors will be requested.

## **18. DATE OF NEXT MEETING**

Monday 7 January 2019, 6.45 p.m. in the Midwinter Room, St. John the Baptist Church, Tunstall.

There being no further business, the meeting closed at 8.45pm.

Signed as a true record of the meeting

Chairman

Date: 7 January 2018