

# NEWINGTON PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held in Newington Village Hall on 28 June 2022

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

Also present were seven members of the public.

In the absence of the Chairman, Cllr Mould took the Chair and welcomed everyone to the meeting.

### 1. COUNCILLOR VACANCIES

Some interest has been received.

### 2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Richard Palmer (at another meeting), Cllr Eric Layer (holiday) and Cllr Ruth Brown; apologies accepted.

Apologies had been received from County Councillor Mike Baldock (at another meeting) and Ward Councillor Alan Horton (at another meeting); apologies noted.

### 3. DECLARATIONS OF INTEREST

None were declared.

### 4. MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 31 MAY 2022

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

### 5. MATTERS ARISING FROM THE MINUTES

#### Rural Lanes

Cllr Mould reported that KCC inspects the full length of Boxted Lane on a six-monthly inspection from Breach Lane to School Lane. The lane is therefore confirmed as a public highway maintainable at the public expense.

Cllr Harvey said the response still does not explain why Boxted Lane is not a Designated Rural Lane.

*ACTION: Clerk to seek further explanation.*

### 6. PUBLIC QUESTION TIME

No matters were raised.

### 7. VISITORS

#### i. Borough Councillors

#### ii. County Councillor

Apologies had been received from external Councillors.

### 8. PLANNING

#### i. To receive the minutes of the Planning Committee meeting held on 17 June 2022

*Deferred to next meeting.*

ii. To receive an update

Ref: 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 informed Members that a decision is yet to be made.

Ref: 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).

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

Ref: 21/505722/OUT 128 High Street, Newington ME9 7JH

Proposal: Outline application for demolition of existing residential dwelling and erection of up to 46 residential dwellings, including affordable housing, with access from A2 High Street (Access only being sought).

Cllr Harvey said Railton Ltd has been asked for a transport assessment.

Ref: 21/504388/FULL Woodland Farm, High Oak Hill, Iwade Road, Newington Kent

Proposal: Erection of a permanent agricultural dwelling with associated parking. Location: Woodland Farm High Oak Hill Iwade Road Newington Kent

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

Ref: 21/504028/FULL Land At School Lane, Newington ME9 7JU

Proposal: Erection of 25no. residential dwellings 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.

Cllr Harvey said a decision is yet to be made.

Ref: 21/504980/FULL 33 The Willows, Newington ME9 7LS

Proposal: Retrospective application for conversion of garage to habitable space, including minor external alterations involving changing of garage door to window, matching the existing material.

PINS Reference Number: APP/V2255/D/22/3290924

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

Ref: 21/501791/PIP Land At 164 Bull Lane, Newington ME9 7NB

Proposal: Permission in Principle for the erection of a detached two storey sustainable self-build or custom building dwelling with new access onto Bull Lane.

PINS reference: V2255/W/21/3286759

Cllr Harvey said a decision is yet to be made.

Foxchurch, near Bobbing (information only)

Appin Land 'The team are now working to finalise the plans. Before submitting a planning application to Swale Borough Council, we want to hear your thoughts' consultation events Thursday 22 April, Friday 23 April

- 2,500 new homes, with a wide range of housing types to cater for Swale's various housing needs, including family homes, bungalows and policy compliant affordable housing
- A new pub and a local parade of shops: creating job opportunities and bringing improved choice for local people.
- A new three-form-entry primary school, health centre, village hall and cricket pitch
- Easy access to existing employment areas within Sittingbourne and Sheppey without causing further congestion of existing towns and villages.

Cllr Harvey said no formal application has been lodged yet,

Ref: 22/502438/LBC Lion House, 100 High Street, Newington ME9 7JH

Proposal: Listed Building Consent for erection of 2 no ancillary outbuildings consisting of a gym and an office.

Ref: 22/502459/FULL Lion House, 100 High Street, Newington ME9 7JH

Proposal: Demolition of 2 no. outbuildings. Erection of 2 no ancillary outbuildings consisting of a gym and an office

Cllr Harvey said that it had been raised at the Planning Committee meeting on 17 June, that there were no dimensions, a revised application is due to be submitted.

iii. Ref: 22/502093/FULL

Address: 37 Bull Lane Newington Sittingbourne Kent ME9 7LT

Proposal: Installation of vehicle hardstanding, a dropped kerb and crossover.

Cllr Harvey informed Members that works started at 35 Bull Lane at the same time as this application was lodged, and there was no planning permission for it. Often such applications for neighbouring properties are dealt with as one application. Swale Borough Council has no policy on dropped kerbs.

Cllr Mould thanked Cllr Harvey for his report.

## **9. AMENITIES COMMITTEE**

i. To receive the minutes of the Amenities Committee meeting held on 24 May 2022 and consider the recommendations

Cllr Jackson said the Jubilee Picnic and Fete was a success.

Cllr Mould said the Council had received £1,000 grant from Swale and also allocated a budget of £500 and the event has broken even.

Cllr Jackson said SBCllr Horton had offered £150 from his Members' Grant Fund.

*ACTION: Clerk to apply for the grant.*

Cllr Jackson said quotation has been sought for larger ceiling plates and it was hoped a suitable alternative could be found to metal plates. One suggestion is for fire boards but they might be too heavy for the ceiling and they are brown and even if painted would go black in the heat.

Cllr Harvey asked that the matter be deferred as there is an asbestolux alternative.

Cllr Jackson **PROPOSED** to accept the quotation from Goldfinch Tree Surgery to install a bollard at the Community Woodland for £180: **AGREED UNANIMOUSLY.**

*ACTION: Cllr Harvey to meet contractor to agree suitable site for bollard.*

Cllr Jackson said the Clerk is obtaining quotations for the exercise equipment and that she would like to set up a working party to consider the quotations.

Cllr Mould said there will be cat and dog microchipping at the Recreation Ground on 28 July.

Cllr Harvey said the Fun Fair was a very last-minute booking; the weather was good and they put down metal plates to protect the entrance to the Recreation Ground. The proprietor has suggested that next year they could combine the Fun Fair with the village fete.

**ITEM FOR AMENITIES AGENDA.**

ii. Facilities Management Annual Risk Assessment

Cllr Jackson reported that she has completed the Annual Facilities Management Annual Risk Assessment.

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

Cllr Mould thanked Cllr Jackson for her report.

## PUBLIC QUESTION TIME

*The meeting was adjourned for a Public Question Time*

A resident said he has seen an increase in traffic in Bull Lane and did not understand why traffic had been prevented from entering Bull Lane. It would be interesting to see the traffic numbers. The 20mph zone is not adhered to. There is no pavement in Callaways Lane. Can the closure be reconsidered or can consideration be given as to what can be done to slow down the traffic, there is one 20mph roundel on the road.

Cllr Harvey said the Parish Highways Improvement Plan went out to the village and residents were asked for things to be included; there was a public consultation; residents were notified through a paper edition of the Village Voice. The first proposal was put out for comment and the plan was revised, at this stage KCC Highways took over the project and analysed the scheme. KCC Highways published notices and analysed the responses. The process went slowly and properly. The Council would have liked Bull Lane to be one-way out and Callaways Lane one-way in but KCC Highways advice was that it could not be reversed. The Council wanted the 20mph zone to start further back but this could not be done. Sometimes the 20mph limit is ignored but it is mainly adhered to. There is due to be a meeting with the Highways Steward. Coming in from Wardwell Lane, drivers do not see a 20mph sign. The only issue was people who only drive in the village were unaware of the changes. Bull Lane has been made safer; this was requested when residents were consulted. The Council also asked for the bollards outside Charlotte Court. The Council took advice from KCC Highways who looked at the scheme as a whole. We will look into whether we can afford roundels in Callaways Lane. The Council has requested SLOW signs near the school and has also asked for speed signs at each end of the village.

Cllr Mould said KCCllr Mike Baldock would be the person to contact regarding the traffic count.

*The meeting was reconvened.*

## 10. SWALE BOROUGH COUNCIL LAND AT CAR PARK TRACK ENTRANCE

Cllr Mould said the Council is waiting to hear back from Swale Borough Council.

## 11. ALLOTMENTS

Cllr Harvey said the Allotment Association was pleased with their takings from the Jubilee Fete.

## 12. VILLAGE VOICE AND MEDIA

Cllr Mould said there will be an article about the Jubilee mugs; the format will be changed and there will be a law-and-order page and a community page. The draft will be circulated for proofing.

## 13. FINANCE

i. Cheque list: to consider invoices for payment

Payee	Reason	Amount
Mrs LJ Bullard <i>Paid out of meeting</i>	Jubilee face painting- balance of payment	<b>£60.00</b>
Newington Village Hall <i>Paid out of meeting</i>	Hall hire 2019- invoice not previously received	<b>£324.25</b>
Mrs J Millward <i>Paid out of meeting</i>	Reimbursement of plants and compost for High Street planter	<b>£25.00</b>
Mrs M Pett <i>Paid out of meeting</i>	Reimbursement of Dog Show rosettes	<b>£55.00</b>

Upchurch Parish Council	Share of Finance Conference	<b>£10.00</b>
Mrs R Brown	Refreshments for Jubilee Fete	<b>£27.93</b>
Mrs E Jackson	Refreshments for Jubilee Fete	<b>£141.10</b>
Mr A Mould	Jubilee Fete prizes	<b>£36.00</b>
DCK Accounting	Payroll fees	<b>£36.00</b>
M Belsom & Son Ltd	Pavilion fence and gate	<b>£6,448.80</b>
Mr L Robbins	Internal Audit	<b>£180.00</b>
Swale Borough Council	Village Voice printing	<b>£178.00</b>
Mr R Jackson	Village Caretaker honorarium	<b>£300.00</b>
Staff	Salary	<b>£727.91</b>
HMRC	PAYE & NI	<b>£97.92</b>
Administration	Expenses	<b>£36.30</b>
Mr R Malone	Litter Picking Recreation Ground - June Litter Picking	<b>£459.00</b>
Mr R Burrows	Track gate keeper-June	<b>£100.00</b>
Mr MJ Marshall	Cemetery and Churchyard maintenance -June	<b>£550.00</b>
Mr A Mould	Jubilee Fete expenses	<b>£9.49</b>
Watson Electrical Services Ltd	Installation of Recreation Ground defibrillator	<b>£750.00</b>

Cllr Godmon **PROPOSED** the payments be authorised: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to repay the deposit of £400.00 to T Smith Fun Fair.

Cllr Harvey asked about the DRAX bills, payments should be checked on a monthly basis and invoices should be adjusted if necessary.

The Clerk said the company looks at annual usage and divides that by twelve monthly payments taken by Direct Debit. There continues to be issues with the invoices, the latest streetlighting invoice shows a large credit but this is not the case. Duplicate invoices have also been received. The refund on the Pavilion account has not been received. It is impossible to get through on the phone and emails get an automatic reply that there will be a response within ten working days but this does not happen.

*ACTION: Clerk to write to DRAX, recorded delivery, requesting information within thirty days or the Direct Debit will be cancelled.*

#### ii. Any other finance matter received by 28 June 2022

##### Bank Accounts

NatWest:- 05.05.22 £15,926.05

Nationwide:- 31.03.22 £45,774.68

Unity Trust:- 31.05.22 £82,688.92

### Payments

06.05.22	NEST	Pension	£145.44
19.05.22	ICO	Fee	£35.00
20.05.22	Drax Energy	Pavilion electricity	£17.94

### Receipts

05.05.22	Vibe	Parish Room hire	£20.00
13.05.22	Mrs C Smith	Parish Room hire and deposit	£62.50
27.05.22	Swale Borough Council	Jubilee grant	£1,000

### iii. Statement of Internal Control

Councillors considered and agreed the Statement of Internal Control.

### iv. Annual Governance Statement- To agree the statement

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

### v. Annual Return for Year End 31 March 2022- To receive and to consider the adoption of end of year return

Councillors considered the Accounting Statement end of year return 2021-22 and **AGREED UNANIMOUSLY** to accept it. The statement was duly signed by Cllr Mould and the Clerk.

### vi. Independent Internal Auditor's report

Councillors considered the report and noted its findings. It was agreed that there be monthly bank reconciliations. The Asset Register will be reviewed next month.

## 14. ADMINISTRATION

Cllr Harvey **PROPOSED** adopting the Co-option Policy: **SECONDED** by Cllr Jackson: **AGREED UNANIMOUSLY**.

## 15. CHURCHYARD AND CEMETERY

There was no update.

## 16. HIGHWAYS

There was no update.

## 17. STREET LIGHTING

There was no update.

## 18. ENVIRONMENT

It was agreed to remove item from agenda

## 19. REPORTS FROM MEMBERS

There were no reports.

## 20. CORRESPONDENCE

1. 31.05.22- NALC CEO bulletin
2. 31.05.22- National Highways Update: M2 junction 5 - Extended Oad Street closure
3. 06.06.22- Letter from Swale Borough Council Leader regarding Planning Process
4. 07.06.22- NALC CEO bulletin
5. 07.06.22- National Highways: M2 junction 5 improvement scheme newsletter
6. 07.06.22- KALC News

7. 13.06.22- KCC Highways: Emergency Road Closure - Wormdale Hill, Newington - 20 June 2022
8. 13.06.22- NALC CEO bulletin
9. 15.06.22- KALC Councillors Conference 30 June
10. 16.06.22- Local Government bulletin
11. 17.06.22- resident concern regarding Fun Fair
12. 20.06.22- KALC courses
13. 28.06.22- resident concern about the post box.

Cllr Jackson asked that the resident shares his response from Royal Mail.

*ACTION: Clerk.*

Cllr Godmon said that he has also reported the state of the post box to Royal Mail.

## **21. ANY OTHER BUSINESS**

Cllr Harvey reported that the glass has been replaced in the phone box.

**Date of next meeting: Tuesday 26 July 2022 at 7pm**

There being no further business, the meeting closed at 8.10pm

Signed as a true record of the meeting

Chairman

Date: 26 July 2022