

NEWINGTON PARISH COUNCIL

Minutes of the virtual Parish Council Meeting held on 31 March 2020:

Present: Cllr Debbie Haigh (Chair), Cllr Tony Mould (Vice Chairman), Cllr Ryan Condron, Cllr Richard Geldard, Cllr Steve Godmon, Cllr Stephen Harvey, Cllr Elaine Jackson, Cllr Eric Layer, Cllr James Morgan and Cllr Richard Palmer; and Mrs Wendy Licence (Clerk).

1. APOLOGIES FOR ABSENCE

All Members were present

2. DECLARATIONS OF INTEREST

None were declared.

3. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25 FEBRUARY 2020

Cllr Haigh **PROPOSED** to accept the minutes of the meeting held on 25 February 2020 as a true record; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**. Cllr Haigh will sign the minutes as a true record of the meeting at the next physical Council meeting.

4. VISITORS

Cllr Haigh said written reports have been received from Community Warden Georgina Springall, Ward Members Alan Horton and Richard Palmer.

Community Warden Report

- 1) Residents concerned that neighbours that share rear access gate are leaving it open – visited and spoke with all residents regarding this.
- 2) Details regarding owner of dog that attacked another dog passed on to Swale Borough Council Dog Warden.
- 3) Bed springs fly tipped on estate area – Reported to Swale Borough Council
- 4) Large amount of heavy-duty tarred roofing felt, rubble and asbestos corrugated sheets fly tipped bottom of High Oak Hill, Iwade Road – Reported to Swale Borough Council.
- 5) New looking guitar in black case found by resident hidden in cemetery – Advised to report to police, which he did.
- 6) Four sheep and two aggressive pygmy goats causing obstruction in Wardwell lane, this occurred when Church Lane was closed – reported to Police who attended.
- 7) Card and paper blown all over village hall car park from scouts re-cycling area – Contacted scout leader who attended and cleared up rubbish.
- 8) Young pug dog missing from garden and lost over orchard area for 24 hours – Later found safe and well.
- 9) VW Golf Estate with no front wheels parked up on ramps on T junction of The Willows with Bull Lane – Reported to PCSO John Cork, who attended, put police tape around it and reported to Swale Borough Council.
- 10) Vehicle obstructing resident's private garages in The Willows – Reported to PCSO John Cork. If still there in two weeks will report to Swale Borough Council as an abandoned vehicle.
- 11) Attempted burglary to garage in Callaways Lane – CCTV camera in operation which suspects saw and left area – Police aware.
- 12) A quantity of bricks stolen from Wormdale Farm – Police aware.
- 13) Shed burglary in Newington High Street – Police aware.
- 14) Van broken into and several power tools stolen from it on Hartlip Hill – Police aware.

Unfortunately, bingo group meetings and the art group meetings (after discussion with members) have been cancelled for the foreseeable future so that member's health is not put at risk due to the coronavirus.

Cllr Haigh thanked Ms Springall for her report.

Borough Councillor

SBCllr Palmer sent the following report:

Flooding Church Lane Cellars

KCC have still not reported on this since the video survey KCC undertook on the 19 February. I am still pursuing this, but emails have a twenty day wait for a response.

Flooding Boxted Lane

I sent an email round today sent on behalf of KCC Cabinet member for Highways regarding Boxted Lane.

COVID – 19

Newington has support network set up. Contact details are:

Mobile: 07494 729655 - Email: newingtonhelp@gmail.com

This group is supporting people who are unable to go to the shops etc by shopping for them and others, who must self-isolate, are providing telephone support to vulnerable people.

Similar groups are set up in Upchurch and Hartlip.

Swale Council has set up three community hubs in each major area of Faversham, Sheppey, and Sittingbourne. These hubs are for the delivery of food etc to vulnerable people as identified by the Government. Swale Borough Council is not yet publicising this beyond trusted stakeholders such as yourself, who can pass it directly to anyone in need of our help. Once government supplies arrive, we will be able to promote the service further. I think the number should go on the website and in the online Village Voice when available to the public.

Swale Borough Council has a list of all vulnerable people in the Borough. The list is based on the 1.5 million letters sent out by HM Government.

One resident spoke to me. They are one of the 1.5 million who received a letter from the Government saying they must stay in. They only use cash and contacted Optivo as they were worried how they could pay the rent. Optivo said that they must go out to pay the rent. I am chasing this with Optivo but told the resident that they must not leave home. This will be a major problem for people who live via cash and do not have bank accounts.

The Coop has and is continuing to work hard to help keep the store functioning and getting people supplied.

Bin collections are being maintained but garden waste is about five days behind. Garden waste maybe pulled shortly. Biffa are about 25% of staff down due to self-isolating etc. Also, they have procedures in place concerning cleaning/decontamination which means rounds are taking longer.

Cllr Haigh thanked Cllr Palmer for his report and said the Council was cognisant of the sterling work done concerning the flooding in Church Lane. The email from Michael Payne, Cabinet Member for Highways and Transport, regarding flooding in Boxted Lane has been circulated and the Parish Council must pursue KCC Highways as SBCllr Palmer has raised that KCC Highways is liable for this matter.

ACTION: Clerk to draft letter to Michael Payne regarding the issue.

Cllr Harvey said Sharron Davin, KCC Highways, should also be copied into the email. Workmen have been sworn at when working.

Cllr Godmon joined meeting

Cllr Haigh said there has been a lot of things happening regarding COVID-19, details of the Newington hub have been shared and the Swale Borough Council support service will be publicised when available. KCC Social Services is also working on a plan of action. Cllr Mould said there is space on the back of the Village Voice to publicise support during the COVID-19 lockdown.

5. PLANNING

Ref: 20/500866/LAWPRO 3 Red Robin Cottages, Callaways Lane, Newington ME9 7LU

Proposal: Lawful Development Certificate for a proposed loft conversion with dormer.

A decision is yet to be made.

Ref: 19/505848/FULL 3 Red Robin Cottages, Callaways Lane, Newington ME9 7LU

Proposal: Erection of single storey front extension. Part demolition of existing single storey rear and erection of part two storey, part single storey rear extension, loft conversion including roof alterations and rear dormer.

Application withdrawn

Ref: 20/500540/FULL 19 The Willows, Newington ME9 7LS

Proposal: Demolition of existing garage and erection of a part first floor, part two storey side extension, including creation of a new vehicular access to side.

Awaiting decision

Appeal to the Planning Inspectorate

Ref: 19/502206/FULL 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/D/19/3240474

Appeal dismissed

Ref: 19/505596/FULL Land Rear Of 148 High Street High Street, ME9 7JH

Proposal: Conversion of former agricultural barn and associated lightweight structure to a dwelling house with furniture restoration workshop and home office, associated storage, car parking and access driveway (Resubmission of 19/504153/FULL).

Application refused Friday 24 January 2020 (referred to Planning Inspectorate)

Ref: 19/505786/FULL 53-57 High Street, Newington ME9 7JJ

Proposal: Conversion of existing ground floor restaurant and first floor accommodation to create 5no. flats, together with two storey side and rear extension, demolition of existing rear porch, new fenestration, roof alterations and installation of glazed balustrade and associated internal alterations.

Awaiting decision

Ref: 19/505787/LBC

Proposal: Listed Building Consent for internal alterations to existing ground floor restaurant and first floor accommodation to create 5no. flats, together with two storey side/rear extension, demolition of existing rear porch, new fenestration, roof alterations and installation of glazed balustrade.

Awaiting decision

Ref: 19/504673/FULL The Co-operative Group, 35-37 High Street, ME9 7JR

Proposal: Replace existing recessed auto swing door with new automatic sliding entrance door to shop front and painting existing shopfront grey in colour.

Application permitted

Ref: 19/503528/FULL The Vicarage, Church Lane, Newington, ME9 7JU

Proposal: Demolition of existing garage, outbuilding and boundary wall. Erection of 3no. detached, three bedroom dwellings with associated landscaping, parking and access.

Awaiting decision

Ref: 19/503737/SUB Land Adjacent To 5 The Tracies Newington ME9 7TQ

Proposal: Submission of Details to Discharge Condition 4, 5, 6,7,10,15

(From application 18/505315/FULL : Erection of 5no. detached houses with associated access and parking including detached carport to Plot 2. Application permitted Wednesday 1 May 2019)

Awaiting decision.

Ref: SW/16/507594/RVAR (KCC/SW/0526/2018)

Paradise Farm, Lower Hartlip Road, Hartlip, Sittingbourne ME9 7SR

Email: 26 November 2019: Wienerberger is currently installing the initial part of the access road behind Newington Industrial Estate in order to implement the planning permission and that other than occasional HGV deliveries of supplies to facilitate this work there should be no major impact or overlap of HGVs with the SGN works. This initial work is planned to be completed by the end of December 2019. He informs me that Wienerberger intends to install the rest of the internal haul road to the extraction areas during Spring / Summer 2020 and that no brickearth extraction is planned until Spring / Summer 2021.

Ref: 18/500767/FULL Newington Working Mens Club, High Street, ME9 7JL

Proposal: Variation of Condition 2 and removal of Condition 11 of application 17/504342/FULL (Retrospective demolition of former Working Mens Club and erection of 9no. dwellings and 1no. maisonette together with carports for garaging of cars (Revised scheme). (Vary Condition 2 to include reference to 'Titan-Sonair' ventilation system to bedrooms and dining room fronting the high street.)

Appeal decision 5 July 2019 – appeal allowed (but....'I conclude that Condition 11 should not be removed, but should be varied to simply require that all windows on the front façade of the block fronting onto the High Street shall be non-openable only. I do not agree that Condition 2 should be varied and this element of the appeal fails')

Update from Enforcement Officer February 2020

Ref: 17/505711/HYBRID Land at Wises Lane Borden Kent ME10 1GD

Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and up to 560sqm GIA of "flexible use" floorspace that can be used for one or more of the following uses - A1 (retail), A2 (financial and professional services), A3 (restaurants and cafes), D1 (non-residential institutions); a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access / roads, vehicle parking, associated services, infrastructure, landscaping and associated SuDS.

For clarity - the total number of dwellings proposed across the site is up to 675

Public Planning Inquiry: November-December 2019

Ref: 19/504657/FULL: Car Showroom, London Road, Upchurch ME9 7PD

Proposal: Change of use of auto showroom and workshop (Sui Generis) to a banqueting hall, including food processing and distribution (Class D2 and B2), including the creation of a mezzanine floor and alterations to fenestration

Application refused

Application: 18/505060/ADJ (Alternative reference: 18/504836/EIOUT) Binbury Park, Detling Hill, Detling, Maidstone, Kent

Proposal: Adjoining Authority Consultation from Maidstone Borough Council for Outline application (with all matters reserved apart from access) for the erection of up to 1,750 dwellings including affordable housing, 46,000 sq.m of commercial space, a hotel, a local centre, a new primary school, a park and ride facility, strategic highways improvements including new Kent Showground access/egress, accesses/roads including a new bridleway bridge, parking, associated open space, landscaping, services, and Sustainable Drainage Systems. In addition the proposals include a publicly-accessible country park including the Binbury Motte and Bailey Castle Scheduled Ancient Monument.

Awaiting decision

Cllr Harvey said that Esquires Developments have informed the Council that they have lodged the planning application with Swale Borough Council and that he is trying to ascertain the validation date.

Cllr Haigh thanked Cllr Harvey for his report.

6. Pavilion and Recreation Area

i. Proposal to accept quote for repairs to the pavilion veranda ceiling

Cllr Haigh **PROPOSED** to accept the quotation from RJ Moss Ltd for £260 to repair the pavilion veranda ceiling; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**.

ii. Proposal to delay decoration of the garage

Cllr Haigh said that it has been suggested the garage might be painted with camouflage or a pattern, or the young people might paint a mural on it so it would be less likely to be vandalised in the future. Cllr Haigh **PROPOSED** to delay the painting of the garage pending further consideration; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**.

iii. Proposal to agree with the continuation of the Street and Recreation Litter Picking Contract during the period of lock down.

Cllr Haigh said the contractors work in an open public space and it is a good idea to continue with the litter picking for Health & Safety reasons. The contractors are willing to continue and will follow guidelines regarding social distancing and hygiene. They have reported less litter on the streets but there is more litter on the Recreation Ground due to people exercising more often. This week they collected two and a half sacks of rubbish instead of the usual two sacks. Cllr Haigh **PROPOSED** that the contracts continue; **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**.

Cllr Harvey said the alleyway between Playstool Close and Bull Lane has a lot of litter in it.

ACTION: Clerk to inform the contractor.

7. PLAY AREA TENDERS

Cllr Haigh informed Members that it has been decided to put the tender process on hold due to the current situation with COVID-19 until restrictions are lifted. The process will then restart.

Cllr Jackson joined the meeting.

8. FINANCE

i. Cheque list: to consider invoices and if appropriate make a *proposal* for payment

Chq no	Payee	Reason	Amount
3101	Mr R Malone	Litter Picking Recreation Ground Litter Picking (Mar)	189.00 270.00 Total
			£459.00
3102	Mr MJ Marshall	Cemetery and Churchyard maintenance March 2020	£550.00
3103	DCK Accounting Solutions	Payroll fees March	£30.00

3104	Staff	Salary and Expenses Zoom	14.39	£836.14
3105	HMRC	PAYE & NI		£53.37
3106	Countrywide Grounds Maintenance Ltd	Recreation Ground maintenance Mar 20		£265.00
3107	Profiles Business Supplies	Village Voice		£63.00

Cllr Haigh informed Members that the invoices have been sent to the Finance Committee and the Clerk has drawn up the cheques and sent them to Cllr Godmon. Cllr Haigh **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

Cllr Godmon reported that he has received the cheques.

ACTION: Cllr Godmon to give the cheques to Cllr Layer for counter-signing.

Payments

Date	Payee	Reason	
17.02.20	Haven Power	Lighting	778.13
18.02.20	Haven Power	Lighting	236.65
25.02.20	NEST	Pension	£120.69

Receipts

Payee	Reason	
Coop Funeralcare	Cemetery fees	£1,000.00
Dignity Funeral Services	Cemetery fees	£500.00
High & Sons	Cemetery fees	£750.00
Friends of Newington Recreation Ground	Grant for litter bin	£185.00
Mr R Jackson	Pavilion Hire	£30.00
Dignity Funeral Services	Cemetery fees	£450.00
Mr R Jackson	Pavilion Hire	£30.00

NatWest Business Reserve Account:- (05.03.20) £34,232.85

NatWest Current Account:- (05.03.20) £500.00

Nationwide Savings Account:- £45,426.72

ii. Proposal to approve Zoom web conferencing fee for foreseeable future at £11.99pm

Cllr Haigh **PROPOSED** to approve Zoom web conferencing fee for foreseeable future at £11.99pm; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

iii. Any other finance matter requiring action received by 31 March 2020

Cllr Haigh said the Council will progress moving to internet banking, which has previously been agreed, as a matter of urgency due to the current situation.

Cllr Haigh **PROPOSED** to transfer the direct debits for Haven Power and NEST from NatWest to Unity Trust; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

Cllr Haigh **PROPOSED** to change the Nationwide auto feed from NatWest to Unity Trust; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

Cllr Haigh **PROPOSED** to leave £5,000 in NatWest; transfer the remainder to Unity Trust and instruct Swale Borough Council to pay the precept into Unity Trust; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

Cllr Haigh said the permissions for the online account need to be agreed and suggested that only the Clerk (RFO) and the Council Chair should raise online payments. The Finance

Working Group members (excluding the Council Chair) plus two other named Councillors should release the online payments. All payments must be released by two Councillors. All Councillors should have authority to view the online account.

Cllr Mould asked what would happen if neither the Clerk nor the Chair were available to raise an online payment.

Cllr Godmon said that a cheque book could be ordered to cover for this scenario.

Cllr Palmer said that he would be happy to keep a short chain of authority as long as due diligence is followed. The cheque book back up is OK but it does highlight a potential problem.

Cllr Haigh **PROPOSED** that only the Clerk (RFO) and the Council Chair can raise online payments. The Finance Working Group members (excluding the Council Chair) plus two other named Councillors can release the online payments. All payments must be released by two Councillors. All Councillors to view the online account. A cheque book be ordered from Unity Trust to be used as a contingency; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**. Cllr Haigh **PROPOSED** that Cllr Godmon, Cllr Condron and Cllr Jackson, Finance Committee members, and Cllr Mould and Cllr Layer authorise the release of payments; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

Cllr Haigh **PROPOSED** that all Councillors be signatories on the cheque book; **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**.

Cllr Harvey said the reduced expenditure on the electricity needs to be minuted.

Cllr Haigh said that having paid Salix the Parish Council is in excess of £1,900 better off.

Cllr Haigh said the latest edition of Local Council Administration by Arnold-Baker has been published at a price of £149.99 plus postage and this cost can be shared amongst the Clerk's Councils.

It was **AGREED** unanimously to buy a share of the book.

Cllr Harvey asked how will mandate be set up with Unity Trust.

Cllr Haigh **PROPOSED** that it should be by two members of the Finance Committee, excluding the Chair of the Parish Council; **SECONDED** by Cllr Godmon; **AGREED UNANIMOUSLY**.

9. SCHEME OF DELEGATION

i. To consider scheme of delegation under the Local Government Act 1972 s101 and propose adoption

Cllr Haigh said the Scheme of Delegation has been designed in response to the threat of COVID-19 and the resolutions will allow for the Parish Council to continue to function, the power to adopt this is in the Local Government Act 1972 s101.

Resolution 1 - Safety Statement – Meetings

Cllr Palmer informed Members that Swale Borough Council is waiting for confirmation from Government regarding Planning Committee meetings and it might be weeks before Swale decide how they will hold planning meetings. Part1 s78 of the Coronavirus Bill permits remote meetings.

Cllr Haigh **PROPOSED** that the Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance above that of public and personal safety. As such all scheduled physical meetings will be cancelled and or replaced by virtual meetings or Email Voting where practicable for as long as circumstances dictate: **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

Resolution 2 - Suspension of Standing Orders / Financial regulations

Cllr Haigh said that this resolution gives the flexibility to carry on with business and resolution 3 gives protection to the process. Cllr Haigh **PROPOSED** that the Parish Council gives delegated authority to the Clerk to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of

the Parish Council for as long as circumstances dictate and maintain a list of such suspensions and reasons which will be to be presented to a future meeting of the Parish Council; **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**.

Resolution 3 – Discharge of Duties to the Clerk

Cllr Haigh said that this resolution gives the Clerk a sequence of permissions to consult if the parish Council cannot be quorate and to act in line with approved policy. Cllr haigh **PROPOSED** that in the event that Council cannot be quorate for whatever reason, decisions* can be made by the Clerk having sought guidance for as long as circumstances dictate and maintain a list of such decisions and reasons which will be presented to a future meeting of the Parish Council.

* The scope is limited to decisions relating to:

Decision / Scope	First Line Guidance	Second Line Guidance	Nobody available for Guidance
Burials and interment of ashes	Cemetery Working Group	FC Chair or FC Vice Chair or Finance Working Group Chair	In line with approved policy
Raising of cheques for existing contracts	Finance Working Group	FC Chair or FC Vice Chair or Finance Working Group Chair	In line with awarded contracts
Raising cheques for ad-hoc works	Finance Working Group	FC Chair or FC Vice Chair or Finance Working Group Chair	Up to £300 per cheque per provider per month
Raising an employee's cheque	HR Working Group	FC Chair or FC Vice Chair or Finance Working Group Chair	Not to exceed 45 hours at NALC Spinal Column Point 21 and processing 5 hours holiday pay at the same rate per month
Authorising repairs to street lights	Chair or Vice Chair of Amenities Committee	FC Chair or FC Vice Chair or Finance Working Group Chair	2 quotes then place an order

SECONDED by Cllr Palmer; **AGREED UNANIMOUSLY**.

Resolution 4 - Orders for Payment

Cllr Haigh said this resolution gives instruction for how payments would continue. Cllr Haigh **PROPOSED** that:

- a) That the Clerk emails information regarding all orders for payment to Councillors. Ratification will be at virtual Parish Council meetings wherever practical.
 - a. If not practical via email voting
- b) The Clerk will post cheques to the Chair of the Finance Working Group who will co-ordinate authorised signatures and return the cheques to the Clerk or pass on for further signature and posting.
 - a. If the Clerk is unavailable the Chair will hold the cheque book and be given access to the Clerk's Parish Council email account.
 - i. In this case the Chair cannot sign the cheques

SECONDED by Cllr Mould: **AGREED UNANIMOUSLY**.

Resolution 5 - Annual Council Meeting / Annual Parish Meeting

Cllr Haigh informed Members that this has been released by Government and there is legislation in place to do this. Cllr Haigh **PROPOSED** that as the cancellation of physical meetings has a direct impact on:

- a) the Annual Meeting of the Parish Council (AMPC)
 - a. the appointed Chairman, Vice Chairman Committee Chairmen and Vice Chairmen will remain in place until a safe public meeting can be held, this may not be during May.
 - b. As of 17th March 2020, the AGAR approval can be deferred until 30th September 2020
- b) the Annual Parish Meeting will be held at a later date, this may not be held before 1st June.

SECONDED by Cllr Mould; **AGREED UNANIMOUSLY.**

10. CHURCHYARD AND CEMETERY

Proposal to agree with the continuation of the Cemetery and Graveyard Maintenance Contract.

Cllr Haigh reported that the contractor is willing to continue and will follow guidelines regarding social distancing and hygiene.

Cllr Morgan asked whether this was essential work.

Cllr Layer said it needs to continue at this time and it may cost more if the areas are not maintained.

Cllr Palmer said the contractor works on his own and observing Government guidelines. Cemeteries are still in use.

Cllr Harvey reported that KCC Highways is still cutting verges.

Cllr Jackson said it is important the cemetery is kept in good condition for people who will be visiting to mourn loved ones.

Cllr Haigh **PROPOSED** that the contract continues; **SECONDED** by Cllr Layer: **9- FOR, 1- AGAINST – MOTION CARRIED.**

Cllr Layer said the churchyard wall needs work and it needs to be ascertained as to who is responsible for this. A bough has broken off the ash tree, it is not a problem at the moment.

Cllr Haigh said the responsibility of the church wall needs to be researched going back to when the churchyard was closed and the Parish Council took on responsibility for the maintenance of the closed churchyard.

ACTION: Clerk and Cemetery Working Group to research.

11. HIGHWAYS

i. To consider any road and/or pavements proposals

Cllr Harvey said that he had reported last month that the SGN and KCC Highways road works are due to start on 2 April, this is essential work. KCC Highways has been unable to get the quiet non-slip surface. The diversion routes will be in the Village Voice. The Police Area Commander is looking at installing cameras during the work.

Cllr Haigh thanked Cllr Harvey for the update.

ii. Parish Highway Improvement Plan on hold

Cllr Haigh said the Parish Highway Improvement Plan will be put on hold during the COVID-19 crisis.

12. STREET LIGHTING

Cllr Haigh said a resident has reported the lights in Playstool Close are not working, the contractor has been out and said they are working.

ACTION: Cllr Morgan to check whether the lights are working.

The Clerk reported that she is waiting to get a quote for the work on the lights.

Cllr Palmer said that he had spoken to the neighbour regarding the light in the Station Road alley. The light is not shining in their house.

13. REPORTS FROM MEMBERS

Cllr Mould said the school is open for vulnerable children and children of key workers. It is being staffed on a rota basis by younger volunteers.

Cllr Mould said he has circulated the first draft of the Village Voice and has taken comments on board. The back page could have contact details for help on the back page. The edition will be circulated via email and put on the website.

Cllr Harvey said there might be planning matters to include.

Cllr Haigh thanked Cllr Mould for an excellent edition of the Village Voice.

It was **AGREED UNANIMOUSLY** to continue with the Village Voice online until the end of the COVID-19 crisis.

Cllr Harvey reported that he and Cllr Palmer had attended the KALC Swale Area Committee meeting on behalf of the Parish Council.

14. CORRESPONDENCE

1. 21 February NALC Chief Executives Bulletin
2. 25 February Kent PCC's Spring Newsletter
3. 25 February Local Government Transition Bulletin
4. 26 February NATIONAL CSSC Green Message - UK Protect National Bulletin
5. 26 February NALC Toilet Tax Campaign
6. 28 February Weekly List
7. 1 March Inspire Your Community This Summer!
8. 1 March UPARA Newsletter
9. 3 March Public health England: COVID-19 Update
10. 3 March KALC Swale Area Committee meeting Monday 9th March
11. 3 March Monthly bus services report for February 2020
12. 04.03.20- KALC Newsletter
13. 04.03.20- Kent Police Rural report
14. 09.03.20-KCC Highways notice of Temporary Road Closure – Various Road, Swale (Micro-surfacing)
15. 09.03.20- Bobbing Village consultation event (2 docs)
16. 10.03.20- request to relocate slow worms to Recreation Ground
17. 13.03.20- Public health England: COVID-19 Update
18. 13.03.20- Bobbing Village Consultation event cancellation
19. 10.03.20- resident queries regarding Parish Highways Improvement Plan
20. 16.03.20- Public health England: COVID-19 Update
21. 16.03.20- KCC COVID-19 Update
22. 16.03.20- St Marys Coronavirus - help for the vulnerable in the communities
23. 17.03.20- Public health England: COVID-19 Update
24. 17.03.20- KCC COVID-19 Update
25. 18.03.20- NALC COVID-19 Update
26. 18.03.20- Public health England: COVID-19 Update
27. 20.03.20- KALC CEO bulletin
28. 20.03.20- Swale Borough Council Community Support Response
29. 20.03.20- Swale Borough Council opening hours
30. 20.03.20- KCC COVID-19 update
31. 20.03.20- NALC COVID-19 Update
32. 23.03.20- Public health England: COVID-19 Update
33. 24.03.20- Swale Borough Council office closure
34. 25.03.20- Coronavirus Community Support Scheme

35. 26.03.20- NALC COVID-19 Update
36. 27.03.20- Swale Borough Council details of community response
37. 27.03.20- Swale Borough Council's Street Trading Policy consultation
38. 30.03.20- Government Guidance on access to green spaces
39. 30.03.20- Public health England: COVID-19 Update

Cllr Palmer asked for an update regarding the release of slow worms at the recreation ground.

The Clerk said that concern was raised as to whether the proposed work on the play area would affect this but the ecologist has confirmed that this would not be an issue.

15. ANY OTHER BUSINESS

Cllr Jackson said the litter picker had sent details concerning bonfires in the woodland and the Clerk has been requested to report this.

The Clerk said that she had informed both the PCSO and the Community Warden. PCSO Cork has reported that he has patrolled the area of the recreation ground at different times during his shifts and the only people around were the people using the allotments. He will continue to patrol the area.

Cllr Mould asked whether the Amenities Committee will meet virtually in April.

Cllr Jackson said this can be reviewed nearer the time and if a meeting is necessary it will be arranged.

Cllr Haigh said it might be possible to deal with matters at Full Council.

Cllr Palmer reported that Swale Borough Council has cancelled the brown bin collections, the contractor has engaged an extra thirteen members of staff.

Cllr Harvey said that Allsworth Close is waiting for the bins to be collected and it would be good if the bins can be collected.

Cllr Palmer said there has been an increase in flytipping and this will be cleared if they can, currently the contractor is five to six days behind due to reduced staff. Staff have to clean the bin handles so it is taking longer to complete the round.

Cllr Layer said the green bins in Boxted Lane have not been emptied, this has been reported to Swale Borough Council.

ACTION: Cllr Layer to send details to Cllr Palmer to report.

Cllr Haigh thanked Councillors for an effective and efficient meeting.

Date of next meeting: Tuesday 28 April 2020 at 7pm

There being no further business, the meeting closed at 8.23pm

Signed as a true record of the meeting:

Chair
28 April 2020