

NEWINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held virtually on 28 July 2020

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

Also present was Ward Member Alan Horton and one member of the public

1. ELECTION OF CHAIRMAN

Cllr Mould, as Vice Chairman, reported that Cllr Haigh has resigned and called for nominations for Chairman.

Cllr Harvey **PROPOSED** Cllr Mould for the office of Chairman; **SECONDED** by Cllr Jackson: **AGREED UNANIMOUSLY**. Cllr Mould was duly elected Chairman. The Declaration of Acceptance of Office will be signed at the next physical Council meeting.

Cllr Mould thanked Ms Haigh for her service to the Council and said that a letter of thanks will be sent. Residents have fourteen days in which to call an election and if no election is called the Parish Council can co-opt, there has never been an election in the past for a casual vacancy. The Parish Council now has two vacancies.

2. ELECTION OF VICE CHAIRMAN

Cllr Mould **PROPOSED** Cllr Palmer for the office of Vice Chairman; **SECONDED** by Cllr Harvey: **AGREED UNANIMOUSLY**. The Declaration of Acceptance of Office will be signed at the next physical Council meeting.

3. COUNCILLOR VACANCY

No applications have been received

4. APOLOGIES FOR ABSENCE

Apologies have been received from Cllr Steve Godmon (holiday); apologies accepted. Apologies had been received from County Councillor Mike Whiting (at another meeting); apologies noted.

5. DECLARATIONS OF INTEREST

None were declared.

6. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 30 JUNE 2020

SBCllr Horton congratulated Cllr Mould and Cllr Palmer for their election to Chairman and Vice Chairman respectively. Item 7.ii needs to be amended to read "*Cllr Mould thanked KCCllr Whiting, in his absence, for his report.*"

Cllr Jackson **PROPOSED** to accept the minutes, as amended, of the Parish Council meeting held on 30 June 2020 as a true record; **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**. The minutes of the meeting will be signed at the next physical Council meeting.

7. MATTERS ARISING FROM THE MINUTES

Pavilion fire extinguishers

Cllr Jackson said it is cheaper to purchase new fire extinguishers than to service and recharge the current fire extinguishers. The Parish Council bought three extinguishers in January 2018 at a cost of £148, there might be two more extinguishers at the Pavilion and this will be checked and reported back to Amenities Committee.

Cllr Harvey said the company could be asked if there is a drop off facility to save on the call out charge.

ACTION: Clerk to check.

Overgrown vegetation at Keycol Hill

Cllr Mould informed Members that SBCllr Palmer had reported the issue and the vegetation was cut back but the path has been diminished by the bank falling down.

SBCllr Palmer said he will log the issue and report back.

8. PUBLIC QUESTION TIME

No matters were raised.

9. VISITORS

Borough Councillors

SBCllr Horton said that there was nothing specific to report back from Swale Borough Council. The issue with the trees between Tulip Mews and the railway is still being looked into, ownership of the trees is being ascertained.

SBCllr Horton said that he would be willing to fund extra hand sanitiser refills if necessary.

SBCllr Horton asked if the Parish Council gets involved in the national litter picking events. Some organisations are concerned about holding community litter picks during COVID-19 and some have decided not to take part.

Cllr Mould said two litter picks were organised last year, there was a good response in the Spring but not such a good response in the Autumn. The community litter picks should be left until Spring 2021.

Cllr Mould thanked SBCllr Horton for attending and for his report.

SBCllr Palmer reported that there had been tape around the trees at Tulip Mews and signs requesting people not to park there as tree work was about to start. There have been incidents of drug dealing reported and there is an ongoing and active investigation into this. The issues with HGVs using Bull Lane has been reported to KCC Highways and they have suggested that incidents must be reported to the Police on 101 as enforcement is a matter for the Police. It is important that every crime is reported to the Police on 101, unless a life-threatening emergency. The property in Bull Lane which is being used to repair cars has been reported to Swale Borough Council Planning Enforcement, the team needs to have evidence that commercial activity is taking place. The tree which was cut down at Vicarage Court may go to prosecution.

Cllr Mould thanked SBCllr Palmer for his report.

10. PLANNING

i. To receive an update

Ref: 20/502513/FULL Bell House 125 Bull Lane, Newington ME9 7NB

Proposal: Revision of planning application SW/11/0028 for the erection of an outbuilding to provide gym, annexe and swimming pool. (Works started)

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

Strategic Housing Land Availability Assessment for Newington

Cllr Harvey said that there will be a Parish Council Planning Committee in the Autumn to consider the document.

Not in Newington

Ref: 20/502218/OUT Home Farm, Breach Lane, Lower Halstow ME9 7DB

Proposal: Outline Application with all matters reserved for the proposed development of six houses and three bungalows.

Cllr Harvey said that Lower Halstow Parish Council has not requested Newington Parish Council to comment on this application so there is no need to respond as it is out of the parish.

Ref: 19/503203/FULL Land At 6 Ellens Place, Boyces Hill, Newington ME9 7JG

Proposal: Erection of a chalet bungalow with detached garage. Creation of new vehicular access and erection of a detached garage to serve no. 6.

PINS reference: APP/V2255/W/20/3250073

Cllr Harvey said that there was nothing to report.

Ref: 19/500029/FULL Land Rear Of 132 High Street, Newington ME9 7JH

Proposal: Erection of a 4 bedroom detached dwelling and associated carport/garage.

PINS Reference: APP/V2255/W/20/3247555

Cllr Harvey informed Members that there was nothing to report.

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).

PINS Reference: APP/V2255/W/20/3245359

Cllr Harvey informed Councillors that there was nothing to report.

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.)

Cllr Harvey reported that Swale Borough Council Planning Enforcement are unable to interview under caution due to the pandemic.

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

Cllr Harvey informed Councillors that there was nothing to report.

Ref: 20/501937/FULL The Old Coach House, Hidden Mews, High Street, Newington ME9 7FD

Proposal: Erection of first floor side extension

This is the corrected application. Previously registered as:

Ref: 20/501937/FULL Basket Weavers Cottage, Hidden Mews, High Street, ME9 7FD

Proposal: Erection of first floor side extension

Cllr Harvey reported that the application has been refused.

Ref: 20/501475/FULL Land Rear Of Eden Meadow, High Street Newington ME9 7JH

Proposal: Erection of 40 No. residential dwellings including affordable housing and associated car parking, hardstanding, landscaping and open spaces, infrastructure including SuDs and earthworks accessed from the existing junction serving Eden Meadow from the A2 High Street

Cllr Harvey said that a decision is yet to be made, there may be a revised application in the Autumn.

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.

Cllr Harvey said the property is for sale as a development opportunity.

Ref: 19/505301/FULL Co-op Supermarket, 37 High Street, ME9 7J

Proposal: Installation of new external coldrooms on concrete base at the side of the property, including erection of a timber frame canopy over and clear polycarbonate roof covering. Creation of a new plant area at the rear using palisade fence and reconfiguration of existing loading bay and steps. Existing high level plant to be removed.

Cllr Harvey said there was no update.

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.

Cllr Harvey said there was nothing to report.

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

Cllr Harvey said the Planning Inspector's report has been sent to the Secretary of State for consideration. The Secretary of State has said that a colleague will make the decision.

Ref: 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.

Cllr Harvey said there was no update on the proposal.

ii. Ref: 20/502607/FULL London Road Café, 1 Hartlip Hill, Hartlip ME9 7NZ

Proposal: Erection of a single storey side extension to create a new takeaway (Class A5)

SBCllr Palmer reported that he had called in the application to Swale Borough Council Planning Committee due to concerns regarding the detrimental impact on the highways.

Councillors considered the proposal and raised concerns regarding the traffic impact on the A2; there will be longer opening hours; it will be a self-contained unit; customers might park in Lower Hartlip Lane which would cause inconvenience for residents; HGVs might be attracted to the business and this would cause congestion. The planning documents says the proposal will help community cohesion but this does not happen at a take-away. If the proposal were to be approved then there should be conditions binding it to the existing business.

Cllr Harvey **PROPOSED** the Parish Council objects to the application; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

SBCllr Horton said the proposal will also impact on the local amenity and air quality. SBCllr Horton said that he has indicated his support to SBCllr Palmer's call-in to Committee.

Cllr Mould thanked Cllr Harvey for his report.

7.40pm SBCllr Horton left the meeting

11. AMENITIES COMMITTEE

i. To receive the minutes of the Amenities Committee meeting held on 21 July 2020 and consider the recommendations

Cllr Jackson reported that flytipping is an issue and that she had hoped to ask KCCllr Whiting what Kent County Council is doing to help with the problem as the Household Waste Recycling Centres have limited slots to observe the government's rules on social distancing.

Cllr Palmer said flytipping is a problem for the Borough Council which has to clear it from their lane or on the side of the road. If the flytipping is on the highway the Kent County Council will clear it. If flytipping is on private land it is the responsibility of the landowner. People must be encouraged to report flytipping to Swale Borough Council.

Cllr Jackson said there have been quite a few incidents of flytipping lately.

Cllr Jackson said the Committee also discussed the re-opening of the pavilion.

Cllr Layer said the track hedge has not been cut.

The Clerk said that she has reported it to the agents again and that they are contacting the tenant to cut back the vegetation.

Cllr Jackson said a risk assessment is being carried out on the bollards on the A2 at the junction of Playstool Road.

Cllr Jackson **PROPOSED** to accept the minutes of the Amenities Committee meeting held on 21 July 2020 as a true record; **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**.

Cllr Harvey said the Parish Council has accepted a quotation to replace the bearings in the sputnik. The Play inspection report high-lighted the wear on the swing chains and advice has been received that rather than replace the whole chain it might be possible to remove a link in the chain.

Cllr Harvey **PROPOSED** that when he and Cllr Layer meets with the contractor on 29 July, that they have a budget of £100 to authorise work on the swing chains; **SECONDED** by Cllr Mould: **AGREED UNANIMOUSLY**.

SBCllr Palmer said that he will allocate £150 from his Members' Grant Fund towards the repairs.

ACTION: Clerk to request grant.

ii. Facilities Management Annual Risk Assessment

Cllr Jackson said the Facilities Management Annual Risk Assessment will be completed after the fire extinguishers are serviced or replaced and the Swans Fitness Group have PAT tested their equipment. Swans Fitness Group want to be able to meet up again.

Cllr Layer said the

iii. Play Area project- to receive an update

Cllr Jackson reported that expressions of interest have been received.

Cllr Palmer said the tender closes on 31 July.

iv. To consider re-opening the Pavilion

Cllr Palmer said that the Pavilion should be opened for regular users.

Cllr Jackson said the area needs to be marked out; there cannot be a one-way system; the Pavilion needs to be cleaned and there needs to be signs to remind people to follow Government guidelines.

Cllr Palmer said the Swans Fitness Group is a local group and would be their own social bubble, it would be different for outside users.

Cllr Mould said there needs to be sanitiser available.

Cllr Palmer said that users should bring their own.

Cllr Jackson said the Pavilion needs to be cleaned and tape put down and there has to be an undertaking to clean after every user.

Cllr Harvey said the Pavilion needs to be available for the duration of the Evaluation Panel meetings. It needs to be ascertained if the regulations apply to the Pavilion.

Cllr Palmer said that a lot of the regulations are guidance or to prevent an infection happening.

12. VILLAGE VOICE AND MEDIA

Cllr Mould said the reporting of HGVs in country lanes will be added.

Cllr Harvey said there could be a list of Councillors and their responsibilities.

ACTION: Clerk to send details to Cllr Mould.

Cllr Morgan said that if the Pavilion is being re-opened for selected groups this needs to be clarified.

Cllr Palmer said it is important to re-iterate that any crime must be reported to 101.

13. FINANCE

i. Cheque list: to consider invoices for payment

Chq no	Payee	Reason	Amount
3140	SLCC Enterprises Ltd	Locum Clerk cover	£270.00
3141	Mr R Malone	Litter Picking Recreation Ground Litter Picking July Total	189.00 270.00 £459.00
3142	Mr MJ Marshall	Cemetery and Churchyard maintenance July 2020	£550.00
3143	Mrs W Licence	Salary and expenses	£822.49
3144	HMRC	PAYE & NI	£30.77
3145	DCK Accounting Solutions	Payroll fees July	£30.00
3146	RJ Moss Ltd	Pavilion veranda ceiling repair	£312.00
3147	Mr L Robbins	Internal Audit fee	£150.00
3148	Mrs W Licence	Reimbursement for hand sanitiser station	£100.62
3149	Kent County Playing Fields Association	Subscription	£20.00
3150	Business Stream	Water supply Pavilion and Recreation Ground	£53.13

Councillors consider the invoices and cheques raised.

Cllr Mould **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY.**

ii. Annual Governance Statement- To agree the statement

Councillors considered the Annual Governance Statement and **AGREED UNANIMOUSLY** to accept it. The statement was duly signed by Cllr Mould and the Clerk.

iii. Annual Return for Year End 31 March 2020- To receive and to consider the adoption of end of year return

Councillors considered the Accounting Statement end of year return 2019/20 and **AGREED UNANIMOUSLY** to accept it. The statement was duly signed by Cllr Mould and the Clerk.

iv. Independent Internal Auditor's report

Cllr Mould said the report from the Independent Internal Auditor has been received
The Clerk said the report mentioned the issues raised by the external auditor last year, these were addressed and it should have been minuted that they were. The Internal Audit report from 2018-19 was available when the audit was conducted. Under s41(2) and s49A Local Government Finance Act 1992, the Council must agree the budget as well as the precept, previously the Council has only agreed the precept. This will be addressed when the budget and precept are next set.

vi. Any other finance matter received by 28 July 2020

NatWest accounts:- 03.07.20 £59,479.06

Nationwide account:- £45,722.80

Payments

18.05.20 NEST £132.77

Receipts

NatWest Compensation £50.00

14. ADMINISTRATIONi. Statement of Internal Control

Cllr Mould said the only change that has been made is the last word on page 1, "cheque" has been changed to "payment" to cover electronic payments.

Cllr Mould **PROPOSED** to adopt the Statement of Internal Control; **SECONDED** by Cllr Palmer: **AGREED UNANIMOUSLY**.

ii. Risk Assessment

Cllr Mould said the Risk Assessment has been updated with the Independent Internal Auditor's name.

Cllr Mould **PROPOSED** to accept the Risk Assessment; **SECONDED** by Cllr Layer: **AGREED UNANIMOUSLY**.

Cllr Mould said that there needs to be a Lone Workers Policy

15. CHURCHYARD AND CEMETERY

Cllr Layer reported that there had been a meeting in the churchyard and cemetery, there is flytipping of concrete ornaments at the cemetery and these will be removed. The responsibility for the church yard wall needs to be ascertained, there is lots of growth in the wall and this will need to be removed. Cllr Layer and Cllr Harvey had met with Rev Amanda Lane and Lis Willmet at the churchyard to discuss the Go's Acre project, there will be a further meeting in the Autumn.

Cllr Mould said the section of the wall by the new houses looks as if it has been repaired, if it was after the churchyard was closed then the church had taken responsibility for this.

ACTION: Cllr Mould to ascertain when it was repaired.

Cllr Layer said he will research in County Archives to ascertain who is responsible for the wall. Cllr Harvey said if the wall is insured by the church it would imply that it is their responsibility.
ACTION: Cllr Mould to ascertain.

16. HIGHWAYS

Parish Highway Improvement Plan

Cllr Mould said the Previous Chair was working on the Parish Highway Improvement Plan and the Council needs to consider whether to pursue this.

Cllr Palmer said Kent County Council is responsible for the highways, if the Parish Council has a Parish Highway Improvement Plan will the work be carried out?

The Clerk said KCC Highways have indicated that they will not do anything unless a Parish Council has a Parish Highway Improvement Plan.

ACTION: Clerk to ascertain.

Item for September agenda

17. STREET LIGHTING

There was nothing to report.

18. REPORTS FROM MEMBERS

There was nothing to report.

19. CORRESPONDENCE

1. *03.07.20- Kent Police Rural Task Force report*
2. *03.07.20- SBC- documents on deposit in relation to our latest Traffic Regulation Order, Swale Amendment 14.*
3. *03.07.20- Resident concern about lorries in lanes*
4. *06.07.20- KCC COVID-19 update*
5. *06.07.20- KALC workshops- if anyone would like to attend please let me know and I will book you on*
6. *07.07.20- National Grid: Notification of Boxted lane and Wardwell Lane temporary road closures*
7. *10.07.20- KCC Electric Vehicle Parish Charger Project*
8. *13.07.20- request to use the car park*
9. *14. 07.20: KCC Budget consultation 2020-21 review*
10. *15.07.20: Haven Power- smart meter installation UKPN has been contacted regarding this and also for details of where a meter is.*
11. *17.07.20: NALC CEO bulletin*
12. *21.07.20: KALC CEO Bulletin*
13. *21.07.20: SBC- request for information on hedgerows and ponds.*
14. *22.07.20- Orchard Community Energy: details of their latest community fund which is open for applications from charities in Swale and Medway.*
15. *22.07.20- Kent County Council NHT Public Satisfaction Survey on highways*
16. *24.07.20- request for trees and picnic benches in play area and extra fencing for zip wire*
17. *27.07.20- Request for items for the Swale Joint Transportation Board agenda*
18. *27.07.20- Query regarding the track gate*

Cllr Palmer said he had contacted the resident regarding the play area and informed her of the current tender on Contracts Finder. Trees in a play area is not a good idea. Cllr Harvey said the issue is the damage the tree roots cause.

Cllr Harvey said cars cannot use the track because of the overgrown hedgerow. If the volunteer is willing to open the track gate then the gate could be opened.

Cllr Layer said PCSO Cork had requested the gate be locked following anti-social behaviour. The problem is that if cars get scratched by the hedgerow, who is liable?
Cllr Harvey **PROPOSED** to respond that as the gate had been locked at the request of the Police, it is currently unsafe for vehicles to use the track due to the hedge. As soon as the hedgerow is cut back the gate will be opened again if the volunteer is able to unlock the gate:
AGREED UNANIMOUSLY.

20. ANY OTHER BUSINESS

No matters were raised.

Date of next meetings:

Extraordinary Full Council meeting -Tuesday 11 August 2020

Full Council meeting- Tuesday 25 August 2020

There being no further business, the meeting closed at 8.37pm

Signed as a true record of the meeting

Chair

Date: 25 August 2020