

# NEWINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held virtually on 26 May 2020

Present: Cllr Debbie Haigh (Chair), Cllr Tony Mould (Vice Chairman), 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).

Also present was County Councillor Mike Whiting.

## 1. ELECTION OF CHAIRMAN

Cllr Layer **PROPOSED** Cllr Haigh for the office of Chairman: **AGREED UNANIMOUSLY**. Cllr Haigh was duly elected Chairman. The Declaration of Acceptance of Office will be signed at the next physical Council meeting.

## 2. ELECTION OF VICE CHAIRMAN

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

## 3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Ryan Condron (work); apologies accepted.  
Apologies had been received from Ward Member Alan Horton (at another meeting); apologies noted.

*Cllr Jackson joined the meeting.*

## 4. DECLARATIONS OF INTEREST

None were declared.

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

It was **AGREED UNANIMOUSLY** to appoint the following Committees:

**AMENITIES COMMITTEE**- Cllr Jackson (Chair), Cllr Layer (Vice Chairman), Cllr Condron, Cllr Geldard, Cllr Harvey, Cllr Morgan and Cllr Mould.

**PLANNING COMMITTEE**: Cllr Harvey (Chairman), Cllr Palmer (Vice Chairman), Cllr Godmon, Cllr Haigh and Cllr Morgan.

**FINANCE WORKING PARTY**: Cllr Godmon (Chairman), Cllr Haigh (Vice Chair), Cllr Condron, Cllr Jackson and the Clerk (RFO).

**CEMETERY WORKING PARTY**: Cllr Layer (Chairman), Cllr Geldard, Cllr Haigh and Cllr Mould.

It was agreed to appoint Mr Mel Harris to the Working Party.

**HR WORKING PARTY**: Cllr Haigh (Chair), Cllr Jackson and Cllr Layer. It was agreed that the Chair of the Parish Council be the Chair of the HR Working Party.

## 6. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

### i. To confirm - Representatives at KALC Swale Committee Meetings

It was agreed that Cllr Harvey and Cllr Palmer be the Parish Council's representative at KALC meetings.

ii. To confirm and update - Councillors areas of Interest

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

School Governors- Cllr Mould

Village Hall: Cllr Palmer

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

Grants and external funding: Cllr Palmer.

Allotments: Cllr Layer

Friends of Newington Recreation Ground: Cllr Harvey, Cllr Layer AND Cllr Palmer.

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

**7. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28 APRIL 2020**

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

*19.08pm Cllr Godmon and KCCllr Whiting joined the meeting*

**8. MATTERS ARISING FROM THE MINUTES**

Sanitiser

Cllr Haigh thanked the Clerk for collecting the hand sanitiser and said that she had discussed where the sanitiser should be made available with Cllr Palmer. It was agreed to set some aside for the volunteers in the community and to leave the rest at the Co-op.

Cllr Palmer said a notice was left with the items at the Co-op so that residents would know the supplies had been purchased by the Parish Council with a grant from KCCllr Whiting.

Cllr Harvey said the Pharmacy has a stock of hand sanitiser which it sells so to have a supply of free products would have been confusing.

Cllr Haigh said there will be an article in the Village Voice.

Lorry Watch

Cllr Haigh said a resident had raised Lorry Watch and it has been looked into, it is a scheme for spot checking, rather like "speedwatch" and is not something that will assist residents and the parish as a live reporting tool. The resident has been informed.

Cllr Jackson said only UK drivers could be penalised but most of the issues are with foreign HGVs.

SBC Business Support Grant

Cllr Haigh said that it had been suggested this grant fund could be applied for to help the Pavilion, but it is not available to the Parish Council as we are a Local Authority.

NPC Notice Board

Cllr Harvey said that Clare Lydon, Air Quality Project Officer, Mid Kent Environmental Health Service has advised that the air quality monitoring station will now be relocated to near the bus stop.

*ACTION: Clerk to inform the landlord of the change of location.*

**9. PUBLIC QUESTION TIME**

No members of the public were present.

**10. VISITORS**

i. County Councillor

KCCllr Whiting reported that the distribution of hand sanitisers is supporting the parish during the current pandemic. Both Kent County Council and Swale Borough have a page on their websites dedicated to the COVID-19 pandemic.

The Key Street works will be starting soon. It was meant to have started on 1 June but has been delayed. Highways England want to close the road from Stockbury to Bobbing for work on the bridges and the barriers. The slip road will close on 1 June for survey work. Work will start on 6 July and the road will close from 9pm to 5.30am.

It was disappointing that the A2 was dug up near the Playstool Road junction but this was due to a water leak.

There have been a few school appeals.

When the KCC Household Waste Recycling Centres re-opened, the website crashed, it is a new IT system but was quickly up and running and the system is working well. There has been no difference to the amount of flytipping in the county.

Cllr Jackson asked if there can be better signage for the new works at Key Street.

KCCllr Whiting said he will raise this again with KCC Highways, they have previously agreed this needs to be better.

Cllr Harvey said that he has sent two emails to Sharron Davin, KCC Streetworks Coordinator, regarding various metal signs causing a hazard and also the reinstatement of the entrance to the recreation Ground at the far end of Orchard Drive. There has been no response and any help regarding these matters would be appreciated.

Cllr Haigh thanked KCCllr Whiting for attending and for his report.

## ii. Borough Councillors

Cllr Horton was unable to attend the meeting and sent the following report:

*I see that this evening starts with the Annual Parish council Meeting, may I extend my thanks to those who served in the assortment of responsibilities throughout the past year for their support to me as a local Councillor and may I wish all those with responsibilities in the coming year the very best in their endeavours, the residents of Newington are very competently served by their Parish Council across the entire range of things both ordinary and extraordinary that they deal with throughout the year.*

*I have very little Newington specific business to report this month, I continue to monitor the planning applications and liaise with SBCllr Palmer on those and other matters that are of interest to our community and in particular urge those small businesses that may be eligible for a Discretionary Business Grant to apply as soon as they can as the pot will soon get used up.*

*Discretionary Business Grants are primarily and predominantly aimed at:*

- *Small and micro businesses, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006.*
- *Businesses with relatively high ongoing fixed property-related costs*
- *Businesses which can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis*
- *Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.*

*A reality of the lock-down is I have not been able to visit Newington in person, so my contact with residents has been by telephone or often by text, I continue to be available and can be contacted by mobile or email at any time.*

*In response to the pandemic Swale Borough Council bought forward members grants this year so I have money available to help groups in the village, albeit of course many groups are not able to conduct their usual 'business' or recreational activity at the moment.*

*I welcome applications from the community for funding now if it is appropriate, or as soon as they anticipate resuming their interests.*

Cllr Haigh thanked SBCllr Horton, in his absence, for his report.

SBCllr Palmer had circulated the following report prior to the meeting:

***Acacia Tree front of Vicarage Court.***

*This was raised with me as a resident had complained to Swale Borough Council, but no action appears to have been taken. It is being investigated and a site visit was carried out on the 12 December 2019. No decision yet has been taken on what action enforcement will take if any. Resident raised the issue in November 2019.*

***Tree Bramley Close***

*Reported to Swale Borough Council. Problems with two trees in Bramley Close. Reported to Swale Borough Council. One tree has been cut down and the other is due to be cut down.*

*Discretionary Business Grants are primarily and predominantly aimed at:*

*Small businesses affected by coronavirus that did not qualify for previous government grants may be able to get help from a new scheme.*

*The new discretionary grant scheme is aimed at specific types of micro and small businesses and charities that were not eligible for the small business grant scheme or the retail, leisure, and hospitality grant scheme.*

*Due to the limited amount of funding available, applications will be assessed in a single round to provide a consistent and fair approach and try to make sure as many businesses as possible can benefit.*

*The government has asked councils to prioritise grants for:*

- *small businesses in shared premises or other flexible workspaces, e.g. industrial parks, science parks, incubators etc, which do not have their own business rates assessment*
- *regular market traders who do not have their own business rates assessment*
- *B&B's that pay council tax instead of business rates*
- *charity properties in receipt of charitable business rates relief that could otherwise have been eligible for small business rates relief or rural rate relief*

*There are other criteria for businesses to meet, and there is more information, including how to apply on the Swale Borough Council website.*

*Applications will be open until 11:59pm on Tuesday, 16 June and payments will be made to successful applicants as soon as is possible after a decision is made.*

SBCllr Palmer reported that the bin collections have not been 100% as the contractor has had problems with staffing levels. Swale Borough Council has been asked to look at roads with consistent problems.

Cllr Layer said that he had been contacted by residents in Westwood Walk and Denham Close as their bins have not been emptied often, possibly due to the lorries being unable to get into the road.

SBCllr Palmer said if the contractor is unable to access a road, they should put a report into Swale Borough Council.

Cllr Haigh thanked SBCllr Palmer for his report.

KCCllr Whiting thanked the Council for establishing remote meetings and for the opportunity of being able to address the Council.

19.28- *KCCllr Whiting left the meeting.*

#### PCSO Report

PCSO John Cork was unable to attend the meeting and sent the following report:

- *Traffic problems in Wormdale Hill by large lorries using the road Police attended*
- *Nuisance Quad bike reported 26/04/20*
- *Male refusing to leave the Co-op, male has been warned and banned by the store.*
- *Nuisance bike riding in the woods in Monkey Island has been given a section 59 warning.*
- *Acorn Car Wash reported about breaking COVID-19 rules. I attended the car wash is abiding by the COVID-19 rules.*
- *Travellers reported to Kent Police for riding a horse and trap around the field in the Recreation Ground.*
- *COVID 19 breeches can be reported to Kent Police online form.*

Cllr Haigh thanked PCSO Cork, in his absence, for his report.

#### Community Warden Report

Ms Springall, Community Warden, was unable to attend the meeting and sent the following report:

- 1) *Resident requiring electronic key fob for gate that is between Station Road and Wickham Close – Contacted landlord agents who are replacing lock after lockdown.*
- 2) *Residents complaining about ball court lights on until 11.00pm – Reported to Clerk.*
- 3) *Fly tipping in Mill Lane – Reported to Swale Borough Council.*
- 4) *Concerns from residents regarding electric fence surrounding moat area outside Moat Cottage – Reported to KCC Highways.*
- 5) *Double mattress fly tipped behind gate on track at entrance to Recreation Ground – Reported to Clerk as Swale Borough Council had refused to remove it.*
- 6) *Large tree branch down off ash tree in Bramley Close – Reported to Swale Borough Council.*
- 7) *Cat run over on High Street and left on the green – Found out who owner was who came and took him away.*
- 8) *Resident complaining about dog barking during the early hours – Advised to report to Swale Borough Council.*

*I have spent the past month making welfare visits to our elderly/vulnerable residents. I have also been organising and collecting repeat prescription etc. for them.*

Cllr Haigh thanked Ms Springall, in her absence, for her report and for helping to organise support in the village.

## **11. PLANNING**

Cllr Godmon declared an interest in item iii.

### i. To receive an update

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 informed Members that a decision is yet to be made.

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 said the Planning Inspector will have access to all comments on this application.

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 said that, following the dismissal of the Appeal, the matter is with Planning Enforcement.

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 ref: APP/V2255/W/20/3245359

Cllr Harvey said the matter is with the Planning Inspectorate for decision.

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.

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.

Cllr Harvey informed Members that the applications have been withdrawn.

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 reported the application has been withdrawn.

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.

Cllr Harvey reports that additional information has been requested by Kent Ecology. It is expected that the application will go to Swale Borough Planning Committee in the Summer.

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

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

Cllr Harvey said there is no further update at present.

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 said that following the dismissal of the Appeal, the matter is with Swale Borough Council Enforcement.

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

Cllr Harvey said the decision was due on 18 May but he has been informed that the Secretary of State will not be in a position to publish a decision by this date.

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 a decision is yet to be made.

ii. Ref: 20/501742/FULL

Address: 3 Red Robin Cottages Callaways Lane Newington Sittingbourne Kent

Proposal: Demolition of existing bathroom and erection of a front porch and a part single storey, part two storey rear extension, to form dining room and bedroom. Internal alterations to form family bathroom (resubmission of 19/505848/FULL)

Councillors considered the proposal and noted that there were no objections on the planning portal.

Cllr Harvey **PROPOSED** that the Council respond that it has no objections to the proposal save that any comments from residents be taken into account; **SECONDED** by Cllr Haigh: **AGREED UNANIMOUSLY.**

iii. Ref: 20/501937/FULL

Address: Basket Weavers Cottage Hidden Mews High Street Newington Kent ME9 7FD

Proposal: Erection of first floor side extension.

*Cllr Godmon took no part in the discussion or vote on this item.*

Cllr Harvey informed Members that legal advice had been taken from KALC. As the application had an invalid address; the Planning Officer decided that, because the people who had commented knew the building the application was corrected and restarted as The Old Coach House and the comments were kept.

Cllr Harvey **PROPOSED** that the matter can be discussed; **SECONDED** by Cllr Haigh: **AGREED UNANIMOUSLY**.

Cllr Harvey said the residence is fronting onto two other properties which have easement of light following the planning condition in 2013 which says there should be no windows.

Cllr Harvey **PROPOSED** that the proposal be rejected and the 2013 condition be upheld and renewed; **SECONDED** by Cllr Haigh: **AGREED UNANIMOUSLY**.

#### Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30

Cllr Harvey informed Councillors that Kent County Council will seek to adopt the Plan later this year.

Cllr Haigh thanked Cllr Harvey for his report.

### **12. AMENITIES COMMITTEE**

#### i. To receive an update

Cllr Jackson asked if details of projects can be posted on the Parish Council website, items such as the woodland, the release of reptiles and the Cemetery work.

Cllr Haigh said an Environment page can be added and Councillors can input the general information. There is a news alert on the website and this can also be utilised.

Cllr Harvey said, now that the lockdown has eased a little, it is possible to meet with the resident who is interested in helping the nature area in the church yard.

*ACTION: Clerk to contact resident.*

Cllr Jackson asked for an update on the mattress which had been dumped near the Recreation Ground.

The Clerk said Swale Borough Council has agreed to remove the mattress.

Cllr Jackson said the Pavilion Caretaker has turned off the lights to the ball court as the recent power cuts have been changing the time of the lights.

*ACTION: Clerk to find out why there have been so many power cuts.*

Cllr Jackson asked for an update on the installation of the new meter at the Pavilion.

The Clerk said that she has not heard anything further.

*ACTION: Clerk to seek an update.*

#### ii. Facilities Management Annual Risk Assessment

Cllr Haigh said this will be reviewed for the next agenda.

Cllr Jackson said the Pavilion Caretaker is checking the Pavilion on a regular basis.

#### iii. Play Area project

Cllr Palmer said the tender process should be reopened. Tenders are being put online and construction workers have gone back to work.

Cllr Harvey said it needs to be ascertained whether the process is restarted or re-run, Cllr Condron needs to be contacted for advice.

*ACTION: Clerk to liaise with Cllr Condron.*

Cllr Jackson said consideration needs to be given to a June meeting for the Amenities Committee.

It was agreed to hold the next meeting remotely on Tuesday 23 June at 7pm.

### **13. VILLAGE VOICE AND MEDIA**

Cllr Mould said further items will be added to the draft circulated prior to the meeting. The school has offered to send the Village Voice out to their emailing list and the history group has also offered this.

Cllr Haigh said it has been requested that the Village Voice being published on the Parish Council's website could be signposted on village Facebook pages.

*ACTION: Cllr Geldard to signpost on Facebook the Village Voice on the Parish Council website.*

#### **14. FINANCE**

##### i. Cheque list: to consider invoices for payment

Cllr Haigh reported that nothing is due to HMRC this month and that a revised cheque list has been circulated.

<b>Chq no</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount</b>
3122	CANCELLED		
3123	Mr E Layer	Cemetery tap	<b>£18.08</b>
3124	Mrs W Licence	Reimbursement of hand sanitiser	<b>£450.00</b>
3125	Mr R Malone	Litter Picking Recreation Ground Litter Picking (May) <b>Total</b>	189.00 270.00 <b>£459.00</b>
3126	Mrs W Licence	Salary, expenses and Zoom fee	<b>£733.85</b>
3127	DCK Accounting Solutions	Payroll fees May	<b>£30.00</b>
3128	Mr MJ Marshall	Cemetery and Churchyard maintenance May 2020	<b>£550.00</b>
3129	Came & Co	Insurance renewal	<b>£1542.45</b>
3130	KALC	Dynamic Councillor course and Burial Law and Management Workshop	<b>£132.00</b>

Cllr Haigh **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Godmon: **AGREED UNANIMOUSLY**.

##### ii. Insurance renewal

Cllr Haigh said the premium has increased a little due to the addition of the zip wire and the Council is in a long-term agreement which expires on 31st May 2022.

##### iii. To consider electricity renewal

MPAN – 1900060040358

Cllr Haigh **PROPOSED** to accept the quotation from Haven Power; **SECONDED** by Cllr Layer; **AGREED UNANIMOUSLY**.

MPAN – 1900020429778

Cllr Haigh **PROPOSED** to accept the quotation from Haven Power; **SECONDED** by Cllr Palmer; **AGREED UNANIMOUSLY**.

Cllr Haigh said when the Council measured how much it would save on the LED lighting project, is was on the savings at the time of the upgrade.

##### iv. Virtual meetings via Zoom

Cllr Haigh said Zoom is only free if the meeting is less than forty minutes and payment must be made upfront.

It was **AGREED UNANIMOUSLY** to share the costs with the Clerk's other Councils.

v. Any other finance matter received by 26 May 2020

## Payments

Date	Payee	Reason	
15.04.20	Haven Power	Lighting	£107.27
16.04.20	Haven Power	Lighting	£221.52
28.04.20	NEST	Pension	£156.89

NatWest Accounts (04.05.20):- (03.04.20) £36,166.71  
 Nationwide:- (31.03.20) £45,722.80

Internet banking

Cllr Haigh reminded Councillors that they need to send their signatures to the Clerk so the account can be opened.

Cllr Palmer said he has been asked for proof of identification but all his finances are carried out online and this has proved difficult.

Cllr Geldard said he is having the same problem.

Cllr Haigh asked what has happened to the cheque to open the Unity Trust Account.

The Clerk said that she is waiting for all signatures to be able to send documentation off.

Cllr Haigh reported the Internal Audit will be carried out on 15 June, the Clerk has requested that due to the current situation, this not be at her house so it will take place at the Pavilion.

Cllr Haigh said the Finance Working Group needs to meet to consider the year-end figures.

*ACTION: Clerk to arrange a Zoom meeting.*

**15. CHURCHYARD AND CEMETERY**i. To receive an update of the Churchyard and Cemetery

Cllr Layer reported that he had received a complaint about the grass not being cut at the Cemetery, the contractor has been contacted and this has been rectified. The Council will keep track of the number of cuts.

ii. Annual Risk Assessment

Cllr Haigh said this will be reviewed by the Working Party for the next agenda.

iii. To consider quotations for removal of ash tree branch in the church yard

Cllr Haigh reported that two out of three contractors contacted have submitted quotations.

Cllr Harvey said that he has been able to arrange for someone to visit first thing Wednesday morning.

Cllr Harvey **PROPOSED** that following the visit, Cllr Layer and the Clerk agree which quotation is accepted up to £240; **SECONDED** by Cllr Haigh: **AGREED UNANIMOUSLY**.

iv. To consider permitting contractor to store equipment in the Cemetery shed

Cllr Haigh said that last year when the lock was cut off the shed a new padlock was bought a key given to the contractor. The Council's insurance policy covers the shed but not the contractor's equipment.

Cllr Haigh **PROPOSED** that a written agreement be drawn up that for the remaining term of the awarded contract with the Council for Churchyard and Cemetery maintenance. The contractor to sign his agreement.

Terms are:

- 1 Duration as described above
- 2 Charge is peppercorn of £1 pa without prejudice in line with the awarded contract only
- 3 Use is only for equipment associated with the cemetery maintenance
- 4 All equipment is contractor's liability and the Council has no accountability under any circumstance
- 5 Only petrol and or oil properly dispensed into his equipment may be stored in the shed over night

6 When the aforesaid contract expires the key will be returned to the Council and there is no assumed right to continue to use the shed

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

*ACTION: Clerk to send agreement to contractor.*

## **16. HIGHWAYS**

Cllr Haigh said that she had discussed with KCC Cllr Whiting the new road layout at Key Street, the new crossing does not lead anywhere.

Cllr Jackson reported that when the A2 was resurfaced at the junction with Playstool Road, a lorry hit the light on the island. This has been reported and the area has been tarmacked. The bollards do not work and it is very dangerous.

*ACTOPN: Clerk to report.*

## **17. STREET LIGHTING**

Cllr Harvey asked for an update on the light with a loose fitting in Church Lane.

The Clerk reported that she has reported it to the contractor.

*ACTION: Clerk to follow up and report back to resident.*

## **18. REPORTS FROM MEMBERS**

Cllr Mould reported that following a Governors meeting, Yr6 will return to school on 8 June, not 1 June as per Government guidance, and a decision on YrR and Yr1 will be made on 1 June.

## **19. CORRESPONDENCE**

1. 30.04.20- KCC Cllr Whiting: Pothole data
2. 30.04.20- KCC media release below regarding the launch of a new Mental Wellbeing Support Information Hub
3. 01.05.20- SGN update
4. 01.05.20- KALC Newsletter online
5. 04.05.20- Copy of email from Tom Ledger to Mike W re HGVs
6. 12.05.20- Request to put skip on Recreation Ground
7. 12.05.20- Rural Crime report and Rural Matters publication from the Kent Police Rural Task Force
8. 18.05.20- KALC Chief Executive's bulletin + 2 attachments
9. 20.05.20: KCC Highways pothole data
10. 21.05.20: Resident request for Parish Council to put a link to Village Voice (on the Council website) on the village FB pages

Cllr Haigh asked if it would be beneficial if some copies of the Village Voice be put in the Co-op and Pharmacy for residents who do not have internet access.

*ACTION: Cllr Palmer to print some copies off.*

Cllr Palmer asked for an update on the request to put a skip on the Recreation Ground.

Cllr Haigh said it was agreed and permission has been granted.

## **20. ANY OTHER BUSINESS**

Cllr Harvey said the Council agreed to pay an agency to carry out an appraisal of the Clerk's grade and asked for an update.

Cllr Haigh said the HR Working Group has it and has agreed to share it with the Clerk. The report has given good guidance.

Cllr Jackson thanked Cllr Layer for replacing the tap at the Cemetery.

Cllr Layer said there has been a problem with the green bin being emptied.

Cllr Palmer said that Swale needs to know when it is full and where it is and it will be emptied.

Cllr Palmer said there are Discretionary Grants available for organisations which do not qualify for other COVID-19 grants.

*ACTION: Cllr Palmer to ascertain further details.*

**Date of next meeting: Tuesday 30 June 2020**

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

Signed as a true record of the meeting:

Chair  
Date: 30 June 2020