

Teston Parish Council

21st July 2021

Teston Parish Councillors are summoned and members of the public and the press are invited to attend the next meeting of Teston Parish Council that will take place on 27th July 2021 starting at 7.30 p.m. at Teston Village Hall.



Michelle Tatton

Clerk

In the interests of transparency, all Parish Councillors declare that that they have an interest in (a) Ash Tree Corner, Courtlands Verge and the Allotments, as the Parish Council owns the land; (b) the Village Green and Village Hall as Custodian Trustees; (c) Teston Land Conservation Trust Matters as they are Trustees; (d) Teston Village Stores CIC as they are Directors of the CIC; d) Cllr Douglass, Cllr Owens, Cllr Miss Page and Cllr Mrs Wheat have an interest as members of Teston Village Hall Management Committee; and e) Cllr Burgon, Cllr Owens, Cllr Miss Page, and Cllr Mrs Wheat have an interest as members of the Parochial Church Council.

IMPORTANT: Please note that while Covid restrictions have been relaxed, social distancing measures will remain in the Hall for the time being and this may impact on the number of residents able to attend. We expect to be able to allow up to 10 members of the public but the Chairman may exercise discretion to exclude entry above or just below that number. Please refer to the separate notice displayed on the notice board and reproduced at the end of this Agenda for ease of reference for those viewing the Agenda on our website.

Your attention is drawn to the Parish Council's Standing Orders on the Photographing, Recording, Filming or Broadcasting of Teston Parish Council Meetings. The policy will be displayed at each Parish Council meeting. A copy of the policy is also available upon request from the Clerk using the contact details on the final page of the Agenda.

21/041	Declarations of Interest
21/042	Granting of Dispensations
21/043	Private items: any items likely to be discussed in private on personal or confidential grounds, or because it would be prejudicial to the public interest to discuss the matter in public by reason of the confidential nature of the business to be transacted.
21/044	To receive and agree apologies for absence
Meeting adjourned to receive comments and questions from members of the public	
Public session: for approximately 15 minutes the Chairman invites comments and questions from members of the public (which do not constitute a formal part of the meeting). Members of the public may not speak at any other time during the meeting, save with the express consent of the Chairman	
21/045	To agree Minutes of meeting on 15 th June 2021
21/046	Ratification of Decisions: to ratify decisions taken by the Clerk since the last meeting as set out at the end of this Agenda
Administration and Finance	
21/047	Statement of Accounts: to consider receipts, approve bills for payment – including ratification of payments made since the last meeting - and to note the general financial position including Parish Services Scheme. To note payment of £75 in respect of cutting of the TLCT hedge which it is proposed be ratified as a grant to TLCT.
21/048	Annual Return for the Year ending 31st March 2021: to receive any update
21/049	Date of Annual Parish Meeting: to consider options now that social distancing restrictions have been relaxed
21/050	Standing Orders Review: to consider the scheme of delegation
21/051	Risk Assessment: to approve updated Risk Assessment

21/052	Grants to village organisations, and Tapestry: items a) – c) being deferred from the June meeting: a) TVHMC - £250: deferred from June meeting pending resolution of dispensations b) St Peter and St Paul - £250 for assistance with Churchyard maintenance: deferred from June meeting pending resolution of dispensations c) Transfer to the Tapestry Account for inclusion of regular items of information for 2021/22: deferred from June meeting pending clarity regarding the Annual Parish Meeting d) Grant to TLCT to Fund a Kissing Gate at Ripton Wood
	Highways
21/053	Highways Spreadsheet: to note any current and new routine maintenance items
21/054	Highway Improvement Plan including Tonbridge Road Crossing: to receive update from the Chairman following articles in Tapestry and to agree priorities and, as appropriate, agree a PWLB application, subject to village feedback
	Planning
21/055	i) New/pending decisions a) 20/505234/TPOA Barham Mews Tonbridge Road Teston Kent TPO application to (A1) 1 x Sweet gum - remove low horizontal limb, (A2) 1 x Horse chestnut- re pollard height 10m and spread 10m pollarded branches to 5m in length, these will be cut back to previous pollard points leaving main stem at 5m. (T30) 1 x Horse chestnut-re pollard Current height 18m and spread 16m, previously pollarded branches are approximately 8m in length, these will be cut back to previous pollard points leaving main stem at 10m, (A6) 1 x False acacia- fell, (TR1) 1 x Holly- fell (GR1) - Conifers- fell a group of small Conifers as shown on tree location plan Decision awaited b) 20/02749/OA Land South Of Barming Station And East Of Hermitage Lane Aylesford Outline Application: erection of up to 330 dwellings (including 40% affordable homes), together with associated open space, play areas, and landscaping (including details of access) Decision awaited c) 20/506111/FULL 20 Courtlands Teston Maidstone Kent ME18 5AS Erection of single storey front and rear extensions, including loft conversion with front, rear and side dormers Refused 29.03.2021 d) 21/500422/TCA Becketts Croft Malling Road Teston ME18 5AR Conservation Area Notification: WORKS TO FRONT OF PROPERTY G1 11 Limes adjoining front of property: - Reduce by 14m to old pollard points at 7m. G6 Group of Sycamore and Leylandii on front boundary in wedge between neighbouring property: - Remove to ground level. WORK TO REAR OF PROPERTY T1 Eucalyptus on rear boundary: -Remove to ground level. G2 Group of Cherry, Portuguese laurel and Holly on rear left hand boundary: - Remove Holly and Cherry to ground level and remove large Portuguese laurel to 1.5m. H1 Large Portuguese laurel within mixed hedge running from G2 along left hand rear boundary: - Remove to 200mm above ground level. G3 - Group of Sycamore and Holly on rear left hand corner: - Remove sycamore to 200mm above ground level; - Reduce Holly to height of adjacent Leylandii removing 4m of growth. T2 Cherry (dead) on rear right hand boundary: - Remove to ground level. G4 Group of Norway maple, Willow and Oak, including Honey locust: -Reduce Oak, Norway maple and Honey locust by no more than 3m in height to finished height of 8m; - Remove Willow to 200mm above ground level. G5 Group of Holly, Hazel, Portuguese laurel and Cotoneaster: - Reduce by no more than 4m to height of neighbouring gutter. WORKS TO RIGHT HAND SIDE OF PROPERTY P1 Magnolia and Holly: - Reduce by no more than 1.5m. The finished height of both magnolia and holly will be 2.5m T4 Lime on rear boundary: - Reduce to height of previous pollard points (8m finished height) removing 12m of growth; - Growth from lower section of crown - reduce by no more than 2.5m. T5 Elder in far right hand corner of property adjacent to T4: - Remove to height of wall. T6 Robinia (dead): - Remove to ground level Split Decision – 20.05.2021. Objection raised in relation to the Limes and a TPO served; no objection to other tree work.

	e) 21/500757/FULL and 21/500759/LBC The Old Post Office Church Street Teston Change of use from a post office to residential use, new shop front and access gates Approved 16.04.2021 f) 21/500900/FULL Heather Bank Malling Road Teston Maidstone Kent ME18 5AU Demolition of single storey rear extension and erection of single storey rear extension with rooflight and balcony above Approved 06.05.2021 g) 21/501029/TPOA St Peter And St Paul's Church Church Street Teston Maidstone Kent TPO application to prune back overhanging branches of one Red Oak to boundary wall of churchyard No objection 22.06.2021 h) 21/501275/FULL Gunwalloe 59 Tonbridge Road Teston Maidstone Kent ME18 5BT Demolition of single storey rear extension and erection of single storey rear extension with rooflight and balcony above Approved 13.05.2021 i) 21/501988/TCA The Cottage East Church Street Teston ME18 5AJ Conservation area notification to reduce height of one Holly, from 10m to 3m, and reduce lateral spread from 5m to 4m No objection 26.05.2021 j) 21/501770/FULL Wealden Court Church Street Teston Maidstone Kent ME18 5AG Change of use from office to a single residential dwelling, including conversion of existing garage/store to personal home working unit with adjacent gym, partial demolition of detached store to create new patio with existing southern and western walls retained, and erection of 1.8m close boarded boundary fencing with 300mm trellis. Erection of new double garage to side with storage space and utility room, removal of western parking area to create garden, and associated landscaping and ecological enhancements Approved with conditions 02.07.2021 k) 21/00881/OA MOD Land South Of Discovery Drive Kings Hill West Malling Kent Outline Application: Development of up to 65 dwellings (all matters reserved other than access) Decision awaited k) 21/01490/FL (TMBC) Cromar Nursery 39 Livesey Street Watlington Kent ME18 5BQ Redevelopment of existing commercial nursery and garden centre with 4 detached residential units with garaging facility and, associated works, including vehicular access (amendment to existing planning permission TM/19/01359/FL, not implemented) Approved 19.07.2021 l) 21/503333/SUB Gunwalloe 59 Tonbridge Road Teston Maidstone Kent ME18 5BT Submission of details to discharge Condition 2 (Biodiversity scheme) of planning permission 21/501275/FULL Decision awaited <i>ii) Newly submitted applications/ratify submissions made, including:</i> a) 21/503796/SUB Wealden Court Church Street Teston Maidstone Kent ME18 5AG Submission of Details to Discharge Condition 4 - Method Statement, Condition - 6 windows, Condition - 7 Hard and Soft Landscape, Condition 9 - Tree protection Details, Condition 10 - Biodiversity enhancement scheme and Condition 11 - (a) Storage and screening of 4 bicycles, refuse bins and (b) Collection of refuse bins subject to 21/501770/FULL
21/056	MBC and TMBC Local Plan Updates: Chairman to report
	Environment
	Allotments Update a) To receive general update from Cllr Douglass upon inspections and turnover of vacant plots b) To note intrusion by rabbits under the southern boundary and to consider action c) To receive update from the Chairman regarding water rates and latest meter reading

21/057	War Memorial Troughs: to register thanks to the volunteers who tend the troughs
	Other
21/058	Proposal for a Flower Trough Beneath the Notice Board: Cllr Douglass to report
21/059	Church Commissioners' Pastoral Scheme: to receive an update and consider future action
21/060	HM The Queen's Platinum Jubilee: to consider marking the occasion, including a Beacon event and tree planting - https://www.queensjubileebeacons.com/guide and https://queensgreencanopy.org
21/061	MBC Consultation Upon Whole Council Elections: to consider a response – closing date 22 nd August https://wh.snapsurveys.com/s.asp?k=162582640646
21/062	Clerk's Report for Noting Only
21/063	Exceptional Delegated Authority: to consider whether EDA should continue until the next meeting
21/064	Maidstone Ward Cluster Engagement Meetings: to confirm representation
	Confidential Items
21/065	To resolve that the press and public to be excluded from the items 21/066 below on the basis that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
21/066	Enforcement issues: to consider any further information received from Maidstone Borough Council and to agree upon any further action to be taken to progress outstanding enforcement issues. The material supplied is considered in confidence as required by Maidstone Borough Council.

Date of next regular meeting of the Council – 7.30p.m. on 28th September 2021 at Teston Village Hall

**List of Decisions Taken by the Clerk Since 19th May 2021
Under the Agreed Scheme of Delegation During COVID-19**

Detail	Decision and background	Date
Various vegetation clearance work	It was noted towards the end of June that the wildflower verge on the south side of Tonbridge Road was in need of strimming. A cut had been anticipated but the timing had not been confirmed. The Clerk obtained a quote. By combining the cut with hedge cutting work at the allotments, and the TLCT hedge, it was possible to achieve a small reduction in cost. A complaint had been received regarding the roadside allotments hedge and growth alongside the access road and over the gate was substantial. Following consultation with Cllrs the work was authorised and has now been done.	30.06.2021
Tree Preservation Order	Becketts Croft, Malling Road Details of the TPO were shared with Cllrs. Cllrs were given the opportunity to comment on a draft response prior to submission. It was felt that the trees are in need of attention and that the TPO should not be confirmed and a detailed response was submitted on this basis by the Clerk.	01.07.2021
Trimming of hedge at the corner of the B2163	The Parish Council has occasionally trimmed the hedge in front of the memorial seat at the corner of Teston Lane to maintain views from the seat over the valley. It was noted at the beginning of July that the hedge was becoming overgrown. Following liaison with the adjacent owner, when it was established that the hedge is not on his land, a quotation of £140 was obtained for cutting it back. Cllrs were asked for their views by email, and following a majority indicating they were in favour of the work going ahead the Clerk accepted the quote.	13.07.2021

Received correspondence since the last meeting

21/018	Local Council Review 2021 issue 2
21/019	Local Councils Update July 2021

Teston Parish Council

PLEASE NOTE

Government rules now require Parish Councils meetings to take place face-to-face, rather than the interim “remote” arrangements that have applied over the past year.

As usual, the agenda will be placed on this noticeboard a few days before that date.

While Covid restrictions have been relaxed, social distancing measures will remain in the Hall for the time being and this may impact on the number of residents able to attend. We expect to be able to allow up to 10 members of the public but the Chairman may exercise discretion to exclude entry above or just below that number.

We will continue to take certain steps to mitigate residual COVID-related risks. These are:

1. A COVID-19 risk assessment has been completed – and please see below the Parish Council’s assessment.
2. If you or anyone in your household has had COVID-19 symptoms in the last 10 days, you must not attend this meeting.
3. If you or anyone in your household develops COVID-19 symptoms within 7 days of attending the meeting, you must use the Test, Track and Trace system to alert others with whom you or they have been in contact.
4. Before the meeting, tables and chairs will be laid out and they and door handles etc will be cleaned.
5. On entry, every person must wear a mask, unless exempt.:
 - a. either scan the NHS QR code using their NHS COVID-19 app or provide name and contact details on the sheet that will be provided at the entrance (and retained by the Parish Council for 21 days; and
 - b. use the hand sanitiser provided at the entrance.
6. Masks must be worn while inside the Village Hall. Seats & Tables for Parish Councillors and Clerk will be laid out in a manner to preserve 2 metres social-distance.
7. Seats for public use will be provided, but, again, spaced to preserve social-distance. Those seats must not be moved closer to other seats.
8. Given our ongoing social-distancing requirements and the need to facilitate entry & exit, the capacity for public seating will be very restricted. That limit is likely to be around 10, which is normally more than enough. However, should more members of the public seek to attend, they will have to be refused entry. As indicated above, the Chairman may exercise discretion to exclude entry above or just below that number.
9. Ventilation will be enhanced by the opening of some or all windows and leaving the entrance door open.
10. Use of toilet facilities will not be encouraged.
11. The Parish Council meeting will be kept to a short duration, to mitigate risks.

Mrs Michelle Tatton, Clerk

Updated 21st July 2021

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Risk Assessment for Parish Council meeting

Government guidelines require a risk assessment to be completed before the meeting takes place and that is laid out below.

	Risk	Mitigation
1.	Contaminated tables, chairs, door handles etc	Parish Council arranges cleansing of all such surfaces before the meeting and no soft chairs used. Attendees encouraged to sanitise hands on entry and to limit movement around the hall. Touch points to be wiped down after the meeting.
2.	Social-distancing or other mitigation measures, as laid out in the sheet above enforced.	Notices stating the various measures laid out on each seat in the Village Hall.
3.	Any (would-be) attendees refuse to abide by social-distancing or other mitigation measures, as laid out in the sheet above.	Chairman asks the relevant persons to leave the Village Hall and, if they refuse, closes the meeting and requires the Village Hall to be vacated.
4.	Use of main entrance door, only.	Social-distancing is enforced on entry and exit by Chairman and/or Clerk.
5.	Use of toilet facilities.	To be discouraged by the Chairman, but, if absolutely necessary, social-distancing preserved during access to & from the rear lobby and use of hand cleanser required on re-entering the main hall.
6.	Incomplete information for Test and Trace	Attendees encouraged to scan the QR code on arrival. As an alternative, the Clerk will collect contact information from each attendee which will be held securely for 21 days.

Mrs Michelle Tatton, Clerk

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