

Teston Parish Council

22nd September 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 28th September 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.

21/067	Chairmanship of the Meeting: to note that the Chairman of the Parish Council will be absent for the earlier part of the meeting, which will be chaired by the Vice-Chairman; and that the Chairman will take the chair upon arrival at the meeting
21/068	Declarations of Interest and Dispensations
21/069	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	
21/070	To Agree Minutes of meeting on 27th July 2021
21/071	To Agree any Re-ordering of Items on the Agenda
21/072	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	
21/073	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.
21/074	Annual Return for the Year ending 31st March 2021: to note conclusion of audit with no 'except for' matters raised
21/075	Standing Orders Review: (deferred from July meeting) to agree to defer to a future meeting pending consideration by the Chairman
21/076	Risk Assessment: to approve updated Risk Assessment (re-circulated to Cllrs on 27 th August)

21/077	To Consider a Grant to TLCT to Fund a Kissing Gate at Ripton Wood (deferred from July meeting) to consider whether to agree in principle or whether to defer until at later date
21/078	TLCT Hedge: to agree whether the payment of £75 made by the Parish Council for cutting of the hedge should be reimbursed by TLCT or treated as a grant
21/079	Remembrance Day: To confirm a donation of £50 for the wreath, with delivery to the Parish Council Chairman
21/080	Parish Council Members of Village Hall Committee: to confirm appointment of a Parish Council representative in place of Cllr Owens who wishes to stand down from the Village Hall Committee
	Planning
21/081	<i>i) New/pending decisions</i> 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) 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 d) 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 – Approved 29.07.21 e) 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 Decided 06.09.21 – Split decision – Approved in respect of the method statement, tree protection method, biodiversity enhancements, storage and screening of bicycles and refuse bins and collection of refuse bins; Refused in respect of landscaping <i>ii) To consider any newly submitted applications/ratify submissions made</i> a) 21/504210/FULL 3 The Bungalows Church Street Teston Maidstone Kent ME18 5AH Demolition of conservatory and erection of single storey rear/side extension – Comments submitted and decision awaited b) Barnjet Layby, Tonbridge Road Barming - Street Trading Application – Comments submitted and decision awaited c) 21/504688/FULL Keepers Cottage Teston Corner Teston Maidstone Kent ME18 5BA Demolition of existing conservatory and erection of single storey rear extension, orangery and conversion of existing garage to an annexe for use by disabled relative, incorporating new pitched roof - Comments submitted and decision awaited

	d) 21/504878/LBC Becketts Croft Malling Road Teston Maidstone Kent ME18 5AR Listed Building Consent for demolition of a two storey and a single storey rear extension. Erection of a two storey and a single storey rear extension with alterations to ground floor rear rooms – Comments submitted and decision awaited e) 21/504080/FULL 12 Courtlands Teston Maidstone Kent ME18 5AS Installation of solar panels to garage roof and convert two hipped roof ends to gable ends – Comments to be submitted f) 21/504912 The Cottage East Church Street Teston ME18 5AJ Erection of summerhouse, potting shed, fence and retention of small greenhouse (part retrospective)
21/082	MBC and TMBC Local Plan Updates: Chairman to report
	Environment
21/083	Proposal for a Flower Trough Beneath the Notice Board: To receive report from Cllr Douglass and agree any action
21/084	Play Area: a) To Note the Rota: October – Cllr Coulling; November – Cllr Burgon; December – Cllr Levett b) Play Area Inspection: To note the ROSPA report and consider any items requiring attention
21/085	Allotments a) To receive general update from Cllr Douglass upon inspections and turnover of vacant plots b) To receive update regarding purchase of chicken wire for securing the southern boundary c) To receive update regarding latest water meter readings and emergency work to fix a leak d) To agree any allotment rent increase for the period November 2021 – October 2022
21/086	Silver Birch at Western End of Tonbridge Road: to agree action
21/087	Work at Teston Country Park: Environment Agency proposal for a permanent 3.5 metre for access to the sluice
	Highways
21/088	Highways Spreadsheet: to note any current and new routine maintenance items
21/089	Highway Improvement Plan: to receive update from the Chairman, including upon a mobile SID, Malling Road speed limit reduction and virtual platforms, and traffic island on Tonbridge Road
21/090	Loan of Teston's Speedwatch Equipment to Nettlestead Parish Council: to formally agree the terms on which the equipment will be loaned, namely: 1. Nettlestead PC will store the equipment securely between sessions 2. Nettlestead PC will replace the two batteries at its own cost 3. The equipment will be returned to Teston PC at one month's notice along with the replacement battery which Nettlestead PC will gift to Teston PC 4. Teston PC offers no assurance of the state of the equipment, including its accuracy 5. Nettlestead PC will insure the equipment against loss and damage and provide evidence that such insurance is in place
21/091	Parking of Network Rail Vehicles at Livesey Street Near Junction with Malling Road: to note ongoing issues and to agree further action

	Other
21/092	Notice Board Policy: to review and agree the terms of the policy
21/093	Church Commissioners' Pastoral Scheme: to receive any update and consider future action
21/094	HM The Queen's Platinum Jubilee: to receive update and agree any future actions including any budget for the events
21/095	Date of Annual Parish Meeting: to consider options now that social distancing restrictions have been relaxed (deferred from July meeting)
21/096	To Note Parish Council Meeting Dates for 2022: 25 th January; 29 th March; 31 st May; 19 th July; 27 th September; 29 th November – and to note the Hall bookings for New Year's Day 2022 and 2023
21/097	Arrangements for New Years Day Event: to confirm arrangements and budget
21/098	Yuletide Event: to consider whether to hold an event (possibly on 18 th December) and, if so, what the arrangements and budget should be
21/099	Clerk's Report for Noting Only
21/100	Exceptional Delegated Authority: to consider whether EDA should continue until the next meeting
Meeting Adjourned	
• Teston Land Conservation Trust matters • Teston Village Stores CIC matters	
	Confidential Items
21/101	To resolve that the press and public to be excluded from the items 21//102 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
21/102	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 30th November 2021 at Teston Village Hall

**List of Decisions Taken by the Clerk Since 27th July 2021
Under the Agreed Scheme of Delegation During COVID-19**

Detail	Decision and background	Date
Street Trading application	Barnjet Layby, Tonbridge Road Barming - Street Trading Application – Comments submitted and decision awaited Details were circulated to all Cllrs. No objection was raised subject to the following: 1. To be noted that trading is from a trailer, not a stall. 2. No advertising material should be visible, except when street trading is in operation. 3. That the immediate area is kept tidy and free of any rubbish, particularly at busy times and in windy weather 4. Any plastic chairs and tables put out are kept as close as possible to the vicinity of the van or as close as possible to the field boundary, to protect the safety of customers 5. Concerns about the environmental safety of the layby because of overnight lorry parking is addressed, as appropriate in consultation with KCC. Appropriate signage should be established and measures should be taken to prevent overnight parking because of the absence of toilet facilities. 6. Via KCC, MBC should ensure that deep pot-holes are addressed very soon to protect the safety of the business. A response was submitted on this basis.	02.09.2021
Planning Application	21/504878/LBC Becketts Croft Mallong Road - Listed Building Consent for demolition of a two storey and a single storey rear extension. Erection of a two storey and a single storey rear extension with alterations to a ground floor rear rooms Details of the application were circulated to all Cllrs for comment. No adverse comments were received and the Clerk responded to the consultation to note no objection subject to the. Conservation Officer's input.	13.09.2021
Planning Application	21/504688/FULL Keepers Cottage Teston Corner - Demolition of existing conservatory and erection of single storey rear extension, orangery and conversion of existing garage to an annexe for use by disabled relative, incorporating new pitched roof. Details were circulated to all Cllrs. No objections were raised and the Clerk responded on this basis.	13.09.2021

Received correspondence since the last meeting

21/020	Clerks and Councils Direcct July 2021
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21/021	KMOTT Arbor Summer 2021
21/022	The Clerk Magazine July 2021
21/023	War Memorials Trust Bulletin August 2021
21/024	Local Councils Update August 2021
21/025	Local Councils Update September 2021
21/026	CPRE Voices Summer 2021
21/027	CPRE Fieldwork Summer 2021
21/028	Clerks and Councils Direct September 2021
21/029	Local Council Review Issue 3 2021

Clerk: Mrs Michelle Tatton

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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

Teston Parish Council

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

Updated 21st July 2021