

Teston Parish Council

24th November 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 30th November 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.

21/106	Declarations of Interest and Dispensations
21/107	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	
21/108	To Agree Minutes of meeting on 28 th September and 12 th October 2021
21/109	To Agree any Re-ordering of Items on the Agenda
21/110	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	
21/111	a) 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. b) Budget 2022-23 and Precept: to agree, subject to confirmation of PSS Grant and review in January
Planning	
21/112	i) New/pending decisions a) 20/505234/TPOA Barham Mews Tonbridge Road Teston Kent TPO application: Various tree works - 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) - Refused by Area 3 Planning Committee 30.09.2021 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) 21/504210/FULL 3 The Bungalows Church Street Teston Maidstone Kent ME18 5AH Demolition of conservatory and erection of single storey rear/side extension - Approved by Committee 21.10.2021 e) Barnjet Layby, Tonbridge Road Barming - Street Trading Application – Comments submitted and decision awaited f) 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 – Approved 21.10.2021 g) 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 – Permitted 29.10.2021 h) 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 – Approved 28.10.2021 i) 21/504912 The Cottage East Church Street Teston ME18 5AJ Erection of summerhouse, potting shed, fence and retention of small greenhouse (part retrospective) Refused 09.11.2021 ii) To consider any newly submitted applications/ratify submissions made a) 21/505650/FULL Orchard Close The Street Teston Maidstone Kent ME18 5AQ Demolition of the existing conservatory. Erection of a single storey rear extension. Conversion of the garage to a habitable space Comments submitted/for ratification – see Clerk’s Report b) 21/505765/FULL Crown City Chinese Restaurant Tonbridge Road Teston Maidstone Kent ME18 5BU Creation of an additional 6 no. car parking spaces and resurfacing existing drive and existing car parking spaces (Retrospective) – Comments submitted/for ratification – see Clerk’s Report
21/113	MBC and TMBC Local Plan Updates: Chairman to report
	Environment
21/114	Flower Trough Beneath Notice Board: update upon works from Chairman and Cllr Douglass
21/115	Allotments a) To receive general update from Cllr Douglass and Clerk upon inspections, turnover of vacant plots and collection of rent
21/116	Work at Teston Country Park: to receive update from Chairman regarding Environment Agency proposal for a permanent 3.5 metre for access to the sluice

21/117	Tree Work at Teston Village Green: To consider work to trees, including a) possible removal of the Silver Birch in the south-eastern corner and replacement with tree that will reach a shorter height at maturity b) minimal crown lifting of the Catalpa and removal of a damaged limb c) trimming of the Hawthorns along the edge of the Village Green to keep back from the road subject to Conservation Area approval
	Highways
21/118	Highways Spreadsheet: to note any current and new routine maintenance items
21/119	Highway Improvement Plan: to receive update from the Chairman, including upon any data from the recent speed survey at Church Street east
21/120	Parking of Network Rail Vehicles at Livesey Street Near Junction with Malling Road: to note ongoing issues and to agree further action
	Other
21/121	Notice Board Policy: to formally approve the revised Policy
21/122	Church Commissioners' Pastoral Scheme: to receive any update and consider future action
21/123	HM The Queen's Platinum Jubilee: to agree any future actions including any budget for the events/proposed plaque
21/124	Arrangements for New Years Day Event: to discuss any outstanding arrangements
21/125	Clerk's Report for Noting Only – See Clerk's Report attached
21/126	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
21/127	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
21/128	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.

ˆDate of next regular meeting of the Council – 7.30p.m. on 25th January 2022 at Teston Village Hall

Clerks Report

Decisions Taken by the Clerk Since 28th September 2021 Under Agreed Scheme of Delegation

Detail	Decision and background	Date
Planning Application For ratification	21/505650/FULL Orchard Close The Street Teston Maidstone Kent ME18 5AQ Demolition of the existing conservatory. Erection of a single storey rear extension. Conversion of the garage to a habitable space Details were circulated to all Cllrs, and following receipt of comments a response subsequently submitted as follows: As a detail, the front and rear elevations are the wrong way around. While the Parish Council does not object to the proposal in principle, it does have reservations regarding parking. The property would gain an additional bedroom and on this basis we request that it be required/conditioned that the parking area is expanded modestly to permit separate access / egress of at least two vehicles, to reduce the chances of on-street parking by residents.	01.11.21
Planning Application For ratification	21/505765/FULL Crown City Chinese Restaurant Tonbridge Road Teston Maidstone Kent ME18 5BU Creation of an additional 6 no. car parking spaces and resurfacing existing drive and existing car parking spaces (Retrospective) Details were circulated to all Cllrs and following receipt of comments a response was sent as follows: Teston Parish Council welcomes the additional car parking space. The restaurant's customers create some concerns about parking in The Street. That causes hazard to vehicles using that road as it is not wide enough for parked vehicles and two opposing lanes of traffic. These new parking spaces will mitigate that hazard to some degree and, if this application is granted, we request a condition that restaurant customers be requested to use the car park when spaces are available, not street-parking. However, we would point out that the work included the installation of two bright standard lamps either side of the entrance, replacing two low-level bollard-lights. They are tantamount to street-lights. While the restaurant building is itself very brightly lit when open, we request that, if this application is granted, a condition is placed that these standard lamps should be removed or, at minimum, moved within the curtilage of the property and restricted to operation when the restaurant is open. Teston is a dark village, without street-lights.	08.11.21
Traffic Survey	At the last meeting it was agreed that a traffic survey should be conducted at Church Street East within a budget of around £250 plus vat. A quotation was obtained from Traffic Watch for £265 plus vat and following discussion with all Cllrs this was accepted.	08.11.2021

Other Items for Noting in the Minutes

Play Area Rota	December – Cllr Levett; January – Cllr Douglass; February – Cllr Miss Page
Speedwatch	This was collected by Nettlestead Parish Council on 15 th November
Verge at western end of Tonbridge Road	Following a query raised by a resident, Highways have confirmed that the verge at the western end of Tonbridge Road between the Allotments and Valley Court forms part of the publicly maintainable highway. Regardless of who planted the trees KCC has legal responsibility for them. The trees are inspected every five years and all trees have a CAVAT valuation placed upon them. There is no legal requirement for an owner of a tree to abate the nuisance of leaf/seed/fruit drop, shading, overhang etc and there are no plans to fell any trees at this location. Discussions are continuing regarding ownership of this verge and Cllrs will be updated in due course.
Standing Orders	This item will return to a future Agenda.
Train Horns	Network Rail have confirmed that their procedure for using train horns as a warning at level crossings applies to footpath crossings where there is insufficient sighting of approaching trains. The whistle board at Teston is for the footpath crossing at Boathouse Meadow, not for the road level crossing, although drivers will sound their horns if they observe rail workers on the line.

Received correspondence since the last meeting

21/030	Local Councils Update October 2021
21/031	The Clerk Magazine September 2021
21/032	CPRE Kent - Countryside Voice Autumn/Winter 2021/22
21/033	Local Councils Update November 2021
21/034	War Memorials Trust Bulletin November 2021
21/035	Clerks and Councils Direct November 2021
21/036	The Clerk Magazine November 2021
21/037	Kent Men of the Trees Arbor Magazine Winter 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