

# Teston Parish Council

19<sup>th</sup> January 2022

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 25<sup>th</sup> January 2022 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 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.

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| 22/001                                                                                                                                                                                                                                                                                                     | Declarations of Interest and Dispensations                                                                                                                                                                                                                                                            |
| 21/002                                                                                                                                                                                                                                                                                                     | To receive and agree apologies for absence                                                                                                                                                                                                                                                            |
| Meeting adjourned to receive comments and questions from members of the public                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                       |
| <b>Public session:</b> 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 |                                                                                                                                                                                                                                                                                                       |
| 22/003                                                                                                                                                                                                                                                                                                     | To Agree Minutes of meeting on 30 <sup>th</sup> November 2021                                                                                                                                                                                                                                         |
| 22/004                                                                                                                                                                                                                                                                                                     | To Agree any Re-ordering of Items on the Agenda                                                                                                                                                                                                                                                       |
| 22/005                                                                                                                                                                                                                                                                                                     | <b>Ratification of Decisions:</b> to ratify decisions taken by the Clerk since the last meeting as set out at the end of this Agenda                                                                                                                                                                  |
| Administration and Finance                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                       |
| 22/006                                                                                                                                                                                                                                                                                                     | <b>a) Statement of Accounts:</b> 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.<br><b>b) Budget 2022-23 and Precept:</b> to review and agree Precept |
| 22/007                                                                                                                                                                                                                                                                                                     | <b>Service of Meeting Papers and Cllr Expenses:</b> to confirm that the Council's preferred method of service of meeting papers will be by email, and to consider and agree any ramifications                                                                                                         |
| Planning                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                       |
| 22/008                                                                                                                                                                                                                                                                                                     | <i>i) New/pending decisions</i><br><b>a) 20/505234/TPOA Barham Mews Tonbridge Road Teston Kent</b><br>TPO application: Various tree works - <b>Decision awaited</b>                                                                                                                                   |

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|        | <p><b>b) 21/00881/OA MOD Land South Of Discovery Drive Kings Hill West Malling Kent</b><br/>Outline Application: Development of up to 65 dwellings (all matters reserved other than access)<br/>- <b>Decision awaited</b></p> <p><b>c) Barnjet Layby, Tonbridge Road Barming - Street Trading Application – Comments submitted and decision awaited</b></p> <p><b>d) 21/505650/FULL Orchard Close The Street Teston Maidstone Kent ME18 5AQ</b><br/>Demolition of the existing conservatory. Erection of a single storey rear extension. Conversion of the garage to a habitable space – <b>Permitted 16.12.2021</b></p> <p><b>e) 21/505765/FULL Crown City Chinese Restaurant Tonbridge Road Teston Maidstone Kent ME18 5BU</b><br/>Creation of an additional 6 no. car parking spaces and resurfacing existing drive and existing car parking spaces (Retrospective) – <b>Permitted 24.12.2021</b></p> <p><i>ii) To consider any newly submitted applications/ratify submissions made</i></p> <p><b>a) 21/506217/FULL and 218/LBC Woodlands Cottage, Livesey Street</b><br/>Demolition of existing garage and storage building and erection of a summerhouse and shed<br/>Details were circulated to all Cllrs: <b>To ratify comments submitted by Clerk</b> (no objections or concerns were raised) – <b>LBC application permitted, Full application refused – 13.01.2022</b></p> <p><b>b) 21/506761/FULL Durley Tonbridge Road Teston ME18 5BU</b><br/>Erection of single storey rear extension with light lanterns, to create semi-independent accommodation ancillary to main dwelling: <b>To ratify comments submitted by the Clerk – Decision awaited</b></p> <p><b>c) 21/506857/TCA Becketts Croft Malling Road Teston ME18 5AR</b><br/>TPO Application for (G1) 11 x Limes - reduce to form 'French pollard' to finished height of 12m and Self seeded Lime on end of group - fell trees (as show on Tree location plan). (T4) - Lime - -reduce to height of previous pollard points (8m finished height) removing 12m of growth and remove all basal growth back to source.</p> |
| 22/009 | <b>MBC and TMBC Local Plan Updates:</b> Chairman to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|        | <b>Environment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 22/010 | <b>Work at Teston Country Park:</b> to receive update from Chairman regarding Environment Agency proposal for a permanent 3.5 metre for access to the sluice and to agree next actions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 22/011 | <p><b>Tree Work</b></p> <p>a) To receive update and agree any actions regarding tree work at Teston Village Green<br/>b) To consider proposal by Teston Village Hall to remove the Beech within the Hall grounds</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|        | <b>Highways</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 22/012 | <b>Highway Improvement Plan:</b> to receive update from the Chairman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 22/013 | <b>Parking of Network Rail Vehicles at Livesey Street Near Junction with Malling Road:</b> to note ongoing issues and to agree further action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|        | <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 22/014 | <b>Church Commissioners' Pastoral Scheme:</b> to receive any update and consider future action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 22/015 | <b>HM The Queen's Platinum Jubilee:</b> to receive any update and agree future action, including any budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| 22/016                                                                                                                                  | <b>Clerk's Report for Noting Only – See Clerk's Report attached</b>                                                                                                                                                                                                                             |
| 22/017                                                                                                                                  | <b>Exceptional Delegated Authority:</b> to consider whether EDA should continue until the next meeting                                                                                                                                                                                          |
| <b>Meeting Adjourned</b>                                                                                                                |                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Teston Land Conservation Trust matters</li> <li>• Teston Village Stores CIC matters</li> </ul> |                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                         | <b>Confidential Items</b>                                                                                                                                                                                                                                                                       |
| 22/018                                                                                                                                  | To resolve that the press and public to be excluded from the items 22/019 and 22/020 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                                                        |
| 22/019                                                                                                                                  | <b>Allotments:</b> to consider a tenancy issue and to agree further action                                                                                                                                                                                                                      |
| 22/020                                                                                                                                  | <b>Enforcement issues:</b> 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 29<sup>th</sup> March 2022 at Teston Village Hall*

# 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 21<sup>st</sup> 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.<br>Attendees encouraged to sanitise hands on entry and to limit movement around the hall.<br>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 21<sup>st</sup> July 2021