

TESTON PARISH COUNCIL

These Minutes were approved by the Council at its meeting on 26th March 2019

Minutes of Meeting on 29th January 2019 at 7.30pm in Teston Village Hall

Cllr Peter Coulling – Chairman
Cllr Christopher Doughlass
Cllr Ms Tina Burgon
Cllr Roger Levett
Cllr Robin Owens
Cllr Mrs Nina Wheat

Cllr Mrs Fay Gooch (Maidstone Borough Council)
Mrs Michelle Tatton (Clerk)
4 members of the public

Before the meeting commenced the Chairman drew attention to the Council's policy on photographing and broadcasting of Parish Council meetings. No intention to film, photograph or broadcast was declared.

18/203	Declarations of Disclosable Pecuniary Interests and/or Other Significant Interests: In the interests of transparency, all Parish Councillors declared 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; and d) Cllr Douglass, Cllr Owens, Cllr Miss Page and Cllr Mrs Wheat have an interest as members of Teston Village Hall Management Committee. No other interests were declared.																																
18/204	Apologies for Absence: Cllr Miss Page had sent apologies and these were <u>approved</u> . Cllr Ms Burgon had advised that she would be arriving slightly late.																																
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- A member of the public reported that a lot of cars are driving far too fast along Church Street. Parking is also now much heavier with driveways sometimes being blocked. An item would be placed in Tapestry to highlight the issue. Cllr Mrs Gooch would make enquiries about a Residents Parking Zone. - A resident, also concerned with traffic issues in Church Street, asked whether the Parish Council had any meetings at any time with Barham Court. This does not happen but the Chairman thought it could prove useful to write to them and possibly to arrange a meeting. - A Church Street resident asked whether the Parish Council was looking to put a fence along the Village Green, indicating that all residents he had spoken with were not in favour. The Chairman confirmed the matter was being considered for reasons that were explained.																																	
MEETING RECONVENED																																	
18/205	Minutes of Meeting on 27th November 2018: These were <u>approved</u> and signed by the Chairman as a correct record of the meeting.																																
18/206	Ordering of Agenda: 18/207b Budget 2019-20 and Precept would be deferred until the arrival of Cllr Ms Burgon.																																
	<u>Administration and Finance</u>																																
	a) Statement of accounts: A Statement of Accounts dated 23rd January had been circulated prior to the meeting showing a balance of £23,109.36 from which the following payments were authorised for payment:																																
	<table><tr><td>29.01.19</td><td>3103</td><td>Eon Street Lighting Charges Invoice 01.12.18</td><td>12.32</td></tr><tr><td>29.01.19</td><td>3104</td><td>P Coulling New Year's Day Social Event</td><td>141.19</td></tr><tr><td>29.01.19</td><td>3105</td><td>Teston Village Hall Grounds Maintenance Grant</td><td>750.00</td></tr><tr><td>29.01.19</td><td>3106</td><td>M Tatton - Clerk's Salary January 2019</td><td>341.97</td></tr><tr><td>28.02.19</td><td>3107</td><td>M Tatton - Clerk's Salary February 2019</td><td>341.97</td></tr><tr><td>29.01.19</td><td>3108</td><td>V Sharp - Tapestry Expenses</td><td>8.96</td></tr><tr><td>29.01.19</td><td>3109</td><td>TMBC Tapestry Printing</td><td>138.53</td></tr><tr><td>29.01.19</td><td>3110</td><td>M Tatton - Clerk's Expenses Dec 18/Jan 19</td><td>96.14</td></tr></table>	29.01.19	3103	Eon Street Lighting Charges Invoice 01.12.18	12.32	29.01.19	3104	P Coulling New Year's Day Social Event	141.19	29.01.19	3105	Teston Village Hall Grounds Maintenance Grant	750.00	29.01.19	3106	M Tatton - Clerk's Salary January 2019	341.97	28.02.19	3107	M Tatton - Clerk's Salary February 2019	341.97	29.01.19	3108	V Sharp - Tapestry Expenses	8.96	29.01.19	3109	TMBC Tapestry Printing	138.53	29.01.19	3110	M Tatton - Clerk's Expenses Dec 18/Jan 19	96.14
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		TOTAL £1831.08
18/207		It was noted that, at present, the Parish Council would be paying Tapestry costs from its own funds. These would be reimbursed in due course from Tapestry funds. It was noted that Standing Order 27.2.14 required the Proper Officer to arrange for the prompt authorisation, approval and instruction regarding payments. It was recognised that Tapestry payments, and some other payments, needed to be made between meetings and should not wait. It was agreed that the Clerk should arrange for payments due to be discharged as necessary, subject to liaising with the Chairman and Vice-Chairman. It was noted that all funds under the PSS Grant for 2018-19 had been spent. b) Budget 2019-20 and Precept: In relation to the 2019-20 PSS Grant, Maidstone Borough Council had honoured their commitment to keep the PSS fund the same overall, but they had also discovered errors in the acreage of several parishes which meant adjustments were being made. The damping element had been challenged. At the previous meeting the Parish Council had anticipated setting a Precept for 2019-20 of £24,750 i.e. a c3% increase on 2018-19. The position was reconsidered in the light of the potential reduction in PSS to Teston of £287. Cllr Levett and Cllr Douglass expressed their reservations about a further increase. However, it was noted during discussion that the anticipated year end figure for March 2020 was some £4,000 below the year end figure for 2018/19. Given all the circumstances, it was agreed that the Precept should be set at £25,000.
18/208		Review of Standing Orders, Policies and Procedures: Due to other pressures there had been no progress.
18/209		General Data Protection Regulations and ICO Payment: It was agreed that the Clerk and Chairman research whether payment should be made now notwithstanding that the policy had not been finalised.
18/210	*	Managing Future Parish Council Vacancies and Generating Interest: An article had been placed in Tapestry.
18/211		Tapestry: Cllr Ms Burgon joined the meeting at this point. The standing down of the previous Editors had presented an opportunity to take stock and review matters including the funds held and insurance issues. It was agreed that the Parish Council should not edit Tapestry. Instead the Parish Council had looked at establishing an Organisational Structure and Editorial Guidelines. It was proposed that the Parish Council would be the sponsor for Tapestry. There would be Joint Editors, a Distribution Co-ordinator and Advertising Co-ordinator. Replacement Editors had yet to be found and in the absence of Editors the Clerk and Chairman had stepped in to produce the latest edition. A resident had come forward to act as the Distribution Co-ordinator. As yet there was no Advertising Co-ordinator. Cllr Douglass had initially received some negative feedback regarding the proposed changes but no further concerns had been raised since the latest edition had gone out. Cllr Mrs Gooch suggested that the structure was very prescriptive and had perhaps upset potential editors. It was felt that the structure needed to be prescriptive to enable the matter to come under the Parish Council's umbrella and to satisfy insurers. Cllr Mrs Wheat suggested that a separate flyer be included with the next Tapestry to try to find Editors. This was agreed. The potential for Tapestry income to support a grant fund that would benefit the village was noted. It was agreed that the Organisational Structure be adopted together with the Editorial Guidelines subject to these being updated with regard to a disclaimer. It was proposed by the Chairman and agreed that the Tapestry Co-op account be closed and the Parish Council open a designated Tapestry account with Natwest. Signatories would be Parish Councillors only. Mrs Sharp was thanked for helping with distribution. Regarding advertising, the Chairman circulated a note on pricing. Cllr Ms Burgon questioned whether now was the right time to adjust pricing. It was agreed that pricing be held for the next year and an increase would be considered for April 2020. In March the Parish Council would consider inviting projects to be put forward for consideration in May for support from the 'Teston Tapestry Fund'. An item would be placed on the Agenda.

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	It was agreed that the font in the latest edition was too small and should be changed to Arial 10 or 11. The Chairman would investigate costs for colour. It was agreed that the necessary arrangements would be made to amend the insurance policy, Standing Orders, Risk Assessment and GDPR policy to take account of the new structure and to incorporate the Parish Council's role as Sponsor
18/212	Clerk's Salary from 1st April 2019: A new pay scale structure had been introduced, meaning that the Clerk would move from SCP23 to the new SCP14. The hourly rate for SCP14 would be 3.5033% above the old SCP23. The Chairman had calculated the Clerk's new salary from April 2019 to be £353.95 per month. This was agreed. The Office Allowance would be discussed at the next meeting.
	Planning
18/213	a) New/pending decisions i) TM/17/01595/OAEA and 17/503416/ADJ Land East Of Hermitage Lane And South Of London Road Maidstone Kent Adjoining Authority: Outline application for the erection of up to 840 dwellings (including affordable homes) with public open space, landscaping, sustainable drainage systems, land for a Primary School, doctors surgery and for junction improvements at Hermitage Lane/A20 junction, and a link road between Poppy Fields roundabout and Hermitage Lane. Vehicular accesses into the site from Poppy Fields Roundabout and Hermitage Lane. All matters reserved with the exception of means of access – Decision awaited ii) 17/506268/SUB Gunwalloe 59 Tonbridge Road Teston Kent ME18 5BT Submission of Details to Discharge Condition 2 of Appeal Decision (Privacy Screen Fence) Subject to 17/500888/FULL (Appeal Ref: APP/U2235/D/17/3183100) Maidstone Borough Council has requested further information from the applicant. No further news. b) To consider any newly submitted applications/ratify submissions made i) 19/500008/SUB The Cottage West Church Street Teston Maidstone Kent Submission of details pursuant to conditions 3: Method Statement, 4: Details and schedule of works, & 5: Descriptive historic record (of original application ref: 18/505499/LBC) - The Clerk's response that there be no objection was ratified ii) 19/500090/PNEXT Lyndum Tonbridge Road Teston Maidstone Kent ME18 5BU Prior notification for a proposed single storey rear extension which: A) Extends by 6 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3 metres from the natural ground level. C) Has a height of 3 metres at the eaves from the natural ground level The Planning Officer had been asked to confirm what restrictions, if any, would apply to the roof design and materials, if permitted development rights applied. No satisfactory answer had been received. The Parish Council was not a consultee in this instance. The Chairman would raise the matter with KALC. iii) 19/500125/FULL 6 Tonbridge Road Teston Maidstone Kent ME18 5BU - due 6th February Demolition of existing rear extension and conservatory and erection of a single storey rear extension and first floor side extension The neighbour response was noted. The plans showed a 300mm gap between the new extension and the boundary fence, and it was felt this was insufficient and would cause difficulties with maintenance. This would be raised with Maidstone Borough Council and a request made for a wider gap of 450mm. In addition, a condition would be requested for materials to match those existing. Given recent developments on Tonbridge Road, Cllr Mrs Gooch was asked to try to ensure a careful eye is kept on the situation. iv) 6 sites at Kings Hill including Heath Farm, Wateringbury Road and North of Amber Lane: It was agreed that the Chairman should meet with other local Chairmen to discuss the applications and, in line with previous comments, the Parish Council would continue to resist any additional access, including emergency, access onto Wateringbury Road.
18/214	* Local Plan Review: The Chairman provided an update on the current situation.
18/215	Air Quality Diffusion Tubes: This had been installed. As it was on a post that the Clerk had reported for repair she would notify Highways so that they were aware of the tube and did not remove it.

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18/216		Tonbridge & Malling Local Plan: The Local Plan had been submitted. It was noted that Tonbridge & Malling Borough Council had now dropped below their five year land supply.
18/217	*	Assets of Community Value Registration: It was <u>agreed</u> that the application to register the Church as a community asset should be pursued urgently.
18/218	*	Abbeyfield Development: An area of parking away from the site had been secured and it was hoped this would alleviate the problems previously experienced by local residents.
		<u>Highways and PROW</u>
18/219		Highways Spreadsheet: A spreadsheet of current issues had been circulated. In particular the following matters were noted: a) The spring below Court Lodge Farm was running over the pavement again. This would be reported. b) The leaning tree opposite Crown City had been raised during the Highway meeting in December. The Clerk would check to see whether the matter had been resolved and, if not, would raise an enquiry through the portal. c) It was noted that on the West Farleigh approach to Teston Bridge there was a large gap on the western side of the lane between the edge of the tarmac and the bank. It was felt this was dangerous. Initially the Clerk would contact West Farleigh to see whether they had reported the matter. d) Some planters had been placed on Teston Bridge and had subsequently been removed. It was <u>agreed</u> that the planters were an unnecessary adornment.
18/220	*	Meeting with Kent Highways i) Traffic Island on Tonbridge Road in the Vicinity of Ash Tree Corner: The Chairman, Vice-Chairman and Clerk would be meeting the Highways Officer on 19th February. ii) Tactile Paving by the Village Hall: This had been installed. It was noted that the surface was not pimped but this would not be pursued.
18/221	*	Purchase of Solar Powered, Moveable Speed Monitoring Equipment: Deferred to next meeting.
18/222	*	Faulty Street Light: A letter would be sent to Paul Carter shortly.
18/223	*	Speed Watch: No further news.
18/224	*	Medway Bridges and Meeting with Network Rail: No further news. This would be removed from the Agenda.
18/225		B2163 Verge: Cllr Levett suggested that the Scarlet Oak could be planted on the verge and consideration given to wild flowers and grasses on the remainder. This would require minimal cultivation work afterwards with cutting perhaps once or twice per year. It was <u>agreed</u> that Cllr Levett should put together a plan for Councillors to consider. The Chairman suggested that some shrubs be included.
		<u>Environment</u>
18/226		Allotments a) Regular Inspection Report from Cllr Douglass: There was nothing in particular to report. b) Replacement posts: This work has not yet been done. Cllr Douglass would chase Mr Whillock. c) Greenhouse - replacement of closed sides with open netting: This has been resolved. d) Fencing and Hedges: The work to the southern boundary had been completed. Cllr Douglass suggested that the hedge along the roadside would need some further attention at some point. e) Allotment Tenancy Renewals: There were 2 vacant plots. The Clerk would draft an article for Tapestry. f) Possible Overpayment for Water: This was deferred.
18/227	*	Ambulance Sirens: A letter from Helen Grant MP to the Chairman had been circulated. The Chairman would draft a response and circulate it to Councillors.

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18/228	Teston's Trees and Hedges a) Removal of access gate on the A26 east of The Street: The Clerk would contact the resident once more regarding removal of the gates. Unless the gates were removed the matter would need to be brought to the attention of Highways b) Dead tree at The Street: This had been replaced c) Replacement of dead tree on the Village Green: This had been planted. d) Proposal to plant a Scarlet Oak at the corner of the A26/B2163 (requested from KMOTT): The proposal was for this to be planted on the verge at the B2163. e) Tree Inspections: The merits of commissioning a tree inspection were discussed in detail. The Parish Council did not feel that there was any reason for any immediate concern. The matter was deferred so that Councillors could look at the trees. The Clerk would circulate the quote again. f) Yew Hedge at War Memorial: This would not be pursued.
18/229	* Malling Road Trees and Conservation Area Considerations: Nothing to report.
18/230	* Teston Bridge Country Park: No further action required at this time. The Clerk would circulate the final response from KCC.
18/231	Future Use of Beacon: Cllr Miss Page had circulated an email setting out some options. The matter would be deferred to the next meeting.
18/232	Litter and Fly-tipping: It was noted that volunteers had, independently, cleared rubbish at Malling Road. On their behalf the Clerk had asked Maidstone Borough Council to supply some strong bags.
18/233	* Village Green/Village Hall Boundary: The Chairman and Vice-Chairman had inspected and would report to a further meeting.
18/234	* Telephone Kiosk: BT would be painting the kiosk sometime between 1st May - 31st October. Meanwhile the Clerk would remind them that the light needs to be fixed.
18/235	* Caution' Sign at Rear of Village Hall: The sign had been installed.
18/236	Wreaths at War Memorial: It was <u>agreed</u> that these would be removed at the end of January
18/237	Play Area Matters i) Play Area Improvements: The Clerk had obtained a quote for £3395 plus vat for overlaying the existing tiles under the chain trail. No decision was taken. Regarding the possibility of installing new equipment, Cllr Ms Burgon had considered the matter further and felt, on reflection, that the existing play equipment was adequate and the issue of fencing the Village Green should take priority. It was <u>agreed</u> that the fence should be on the next Agenda and meanwhile the Clerk would investigate any special permissions required. It was noted that there was a split in one of the swing seats but it was the view of Councillors that its position and size meant that the risk of any harm was low. The matter would be monitored. ii) Inspection Rota: February - Cllr Douglass; March - Cllr Miss Page; April - Cllr Owens
	<u>Other</u>
18/238	* Sorting and Storage of Historic Parish Council Papers: It was <u>agreed</u> that the Village Hall's charge of £25 for storage for a year should be accepted.
18/239	Operation London Bridge: It was felt that a good location for a Book of Condolence would be the Church and it was <u>agreed</u> that the Parish Council would fund the purchase, the cost of which was anticipated to be around £25. Consideration would be given to having this embossed. The Clerk would liaise with Cllr Miss Page
18/240	Lord Lieutenant's Civic Service 12th March 2019 at All Saints, Maidstone: It was <u>agreed</u> that Cllr Levett would attend.
18/241	SGN Consultation Meeting 18th February 2019: Cllr Levett and Cllr Douglass would attend.
	<u>Consultations – to consider responses</u>

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18/241	Protecting and Enhancing England's Trees and Woodlands: closing 19th February https://consult.defra.gov.uk/forestry/protecting-trees-and-woodlands/ The Chairman, Cllr Levett and the Clerk would liaise regarding any response.
18/242	ANY LATEST REPORT UPDATES FOR NOTING ONLY
	Defibrillator: SECAMB had sent a form for completion which requested information regarding inspections. The manufacturer had confirmed that all that was required was a visual check to ensure the light was on. The Chairman expressed concern regarding the supply of information requested. It was agreed that attempts should be made to source a professional annual check for assurance that the equipment is in working order. At present the SECAMB form would not be submitted. The Clerk reported an issue with trees at The Grove. It was agreed that information should be supplied to the resident to enable him to contact the landowner.
MEETING ADJOURNED TO RECEIVE THE FOLLOWING REPORTS	
	a) Teston Village Stores CIC Matters The Accounts had been submitted
	b) Teston Land Conservation Trust Matters - Angling fees had been increased roughly in line with inflation - Cllr Levett asked that the bramble be cut back again in the woodland
MEETING RECONVENED	
18/243	Confidential Items: It was resolved that the press and public to be excluded from the items 18/244 – 18/247 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
MEETING ADJOURNED AND RECONVENED IN PRIVATE	
18/244	* Enforcement issues: An update was received on an enforcement issue and noted.
18/245	* Land Registration and Trees in Need of Protection: No further news.
18/246	* Preserving gap between Teston and Barming: No further news.
18/247	Local Plan Review: No further news.
18/248	Church Matters: The forthcoming meeting was noted and discussed.

Date of next regular meeting of the Council – **7.30pm 26th March 2019** at Teston Village Hall
(Available at meeting: Agenda, Clerk's Report, Correspondence List, Financial Statement, and Highways Sheet)
Clerk: Mrs Michelle Tatton 10 Clare Wood Drive, East Malling, Kent ME19 6PA Telephone: (01732) 521889 E-mail: testonparish@aol.com

Signed.....Chairman
26th March 2019